

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
March 23, 2009**

**I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Monday, March 23, 2009. The meeting was called to order at 6:14 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

Doris Green, Kaprina Frank, Richard Wycoff, Kelly Shanks, and Eli Roberts.

The invocation was given by Doris Green.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

March 9, 2009

**A motion was made by Richard Wycoff and seconded by Doris Green to approve the minutes of March 9, 2009. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

- 1. EDC Annual Audit Report – Director of Finance – Becky Underhill and Edwards & Fontenote, LLP**

**Mr. Edwards and Mr. Fontenote gave a financial and compliance report to the Board of Directors. They stated that all of the financials are in order and that the EDC files are in compliance. They recommended an amendment or modification to Resolution 03-307 (EDC Policies & Procedures) due to new types of businesses that the EDC assists and enters into agreements with. The application process needs to be updated to cater to the specific types of assistance.**

**Deborah Echols from the Finance Dept. of the City of Port Arthur explained the details of the EDC Financial Component Unit.**

2. **PA 69, LSI – Kerry Lagrone**  
**Mr. Lagrone presented the board with details of his project which will be located on Hwy. 69 near the Medical Center of Southeast Texas. He has requested assistance from the EDC for the construction costs of roads for this particular project.**
3. **Project & Development Services –Rick Cornwell**  
**No representative present.**
4. **Business Park Hwy 73 Updates –Arceneaux & Gates**  
**Mr. Arceneaux informed the Board that the bid announcement for the construction of roads in the Hwy. 73 Business Park has been published in the Port Arthur News the past two consecutive Sundays. A public meeting will be held at City Hall on Wednesday, March 25, 2009 at 10:00 am. All bids will be due April 18<sup>th</sup>. He also informed the board that according to new city policies, the street striping and signage are to be done by the developers.**
5. **Business Park Phase II Updates – Arceneaux & Gates**  
**Mr. Arceneaux has reported that the road next to RSC has been completed. He presented photos of the road and driveway into RSC. He also recommended getting a partial inspection for the road being used by RSC.**  
**He reported that the drainage facilities have been put in for the connecting road from S. Business Park Dr. to Jade Ave. There are four streets needing names; two in the business park and two others in the Hwy. 73 Business Park.**
6. **Parks & Recreation – Dr. Thigpen, City of Port Arthur**  
**Dr. Thigpen reported that they are currently working on the Adams Park Grant for the multi-use sports park. They are currently working with developers.**  
**He also reported that hopefully within 12 months they will be opening a new recreation center at the old YMCA.**

## **B. COMMUNICATIONS**

1. **Lamar State College Port Arthur – Discovery 2009**  
**The EDC cannot participate in this program.**
2. **Quota International of Southeast Texas**  
**The Board will not participate in this banquet**
3. **Letter of Intent – Quality Boat Store, Mr. Harry Slack**
4. **Letter of Intent – Brother Marine Service**

**The Board instructed staff to move forward with directing projects 3 & 4 to the Grow America Fund Program by the National Development Council.**

**C. PUBLIC COMMENT**

None

**V. UNFINISHED BUSINESS**

None

**VI. CONSENT AGENDA ITEMS**

1. To discuss and consider an invoice in the amount of \$3,441.66 from Amelia Lawn Care & Landscaping for February '09 maintenance of the Business Park.

**A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve Consent Agenda Item 1. The vote was unanimous. Motion carried.**

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider a Letter of Intent to the Port Arthur Communities Fund.  
**A motion was made by Richard Wycoff and seconded by Kelly Shanks to approve a letter of intent to the Port Arthur Communities Fund. The vote was unanimous. Motion carried.**
2. To discuss and consider a Purchase Agreement for the building at 501 Procter Street for possible future EDC Office.  
**This item was tabled.**
3. To discuss and consider approving the Incentive Agreement with Orbital Insulation as written.  
**This item was tabled until after executive session.**
4. To discuss board members' ideas as to updating the PAEDC Website.  
**The Board will give their ideas to the EDC secretary as to the website updates.**

**VIII. REPORTS**

**1. CEO's Report**

- a. End of Year Operational & Financial Report  
EDC Incentive Projects Reports

**1. DMC**

**In 2008, created 48 jobs. On target. Hiring has slowed down.**

**2. Team Fabricators**

**Maintaining all compliance; they currently have several projects with TOTAL; will be participating in the On-The-Job Training program.**

3. Reliable Polymer Services

**Currently not meeting compliance as to distribution. The "Extruder" machine is not in service and employee lay-offs have been due to this but most have been called back. They will be starting a second shift that should bring them to meet their milestones.**

4. Bowhead Manufacturing

**Getting ready to close contract; Economy has slowed them down to reduce warehouse usage. They have kept all employees.**

5. Abraham Manufacturing

**Currently only have 4 employees and 1 sub-contractor; Equipment destroyed. They are currently six months behind on payments.**

6. DonShe Pottery

**Currently 9 months behind on payments. Unsuccessful attempts have been made to contact them. No responses.**

7. McO Construction

**Maintaining wages; Economy has only affected them little. They currently have about thirty employees.**

8. Triangle Waste

**1<sup>st</sup> Contract – Meeting requirements; are in full operation. Recycling facility is constructed, due to open April 14<sup>th</sup>.  
2<sup>nd</sup> Contract – Drawings for the construction plans have been submitted on March 20<sup>th</sup>. They are moving with caution due to the economy.**

9. SETX Clearwater

**Currently 6 months behind on payments.**

10. Camellia Plaza

**Motel is open; they are currently planning the grand opening. Other projects are slowed down due to economy.**

11. Redwine Partners

**Hoping to open hotel in late April, or early May. Have slowed down due to hurricane damage. May return for a request for an extension of completion time.**

Pleasure Island Shrimp House

**Currently 4 months behind on payments; Made a payment on the \$250,000 last month.**

- b. University of Houston Dept. of Architecture – Port Arthur visit  
**Ms. Staley reported that next week they are expected to give an estimated price for the design plan.**

**CLOSED SESSION (EXECUTIVE SESSION)**

The Board retired to executive session at 7:32 p.m., and reconvened at 8:13 p.m.

**NON-CONSENT ITEM 3**

3. To discuss and consider approving the Incentive Agreement with Orbital Insulation as written.

A motion was made by Kaprina Frank and seconded by Richard Wycoff to approve the incentive agreement with amendments. The vote was unanimous. Motion carried.

A motion was made by Kelly Shanks and seconded by Doris Green to move forward with an incentive agreement with LSI – PA69 Project for road construction costs.

A second motion was made by Kelly Shanks and seconded by Richard Wycoff to amend the motion contingent upon the approval by the City Council. The vote was unanimous. Motion carried.

**IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**Eli Roberts** – Setting a Joint Meeting with City Council

**X. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Doris Green. It was adopted unanimously. The meeting was adjourned at 8:24 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 6<sup>th</sup> DAY OF April 2009.

*Doris Green*  
SECRETARY OF THE CORPORATION