

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
May 4, 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, May 4, 2009. The meeting was called to order at 6:03 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Kaprina Frank, Richard Wycoff, Kerry Thomas, Keith Daws, and Eli Roberts.

The invocation was given by Carolyn Guillory.

The Pledge of Allegiance followed the invocation.

III. MINUTES

April 20, 2009

A motion was made by Keith Daws and seconded by Kerry Thomas to approve the minutes of April 20, 2009. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Donald Edwards – DonShe Pottery

Mr. Edwards came before the board to inform them of the current status of his business. He states he has clients in Houston, as well as in Lafayette. He is attending trade shows. There are currently 3 people employed, 1 part-time. He is averaging about 30 – 40 pieces per week. At this time he has no marketing strategy or significant types of advertisement.

B. COMMUNICATIONS

**1. Golden Triangle Minority Business Council –
20th Year Anniversary “Celebrity Waiters” Luncheon**

This function has already passed.

2. Golden Triangle Empowerment Center – Letter of Intent

Mr. Shedrick Evans was present to address any questions the Board may have regarding the letter of intent. They are requesting \$37,500 in order to deliver training and placement.

3. Greater Port Arthur Chamber of Commerce – Advertisement in the Mid & South County Area Map and Guide

The Board decided not to advertise in this Map & Guide.

C. PUBLIC COMMENT

None

V. UNFINISHED BUSINESS

1. To discuss and consider approving Agreement of Prior Lien holder with SETX Clearwater.

Item 1 of Unfinished Business was moved to executive session.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving an invoice in the amount of \$6,000 from the National Development Council for technical assistance rendered for the period of March 1-31, 2009.
2. To discuss and consider approving an invoice in the amount of \$3,441.66 from Amelia Lawn Care for maintenance of the Business Park for the month of March '09.

A motion was made by Kerry Thomas and seconded by Kaprina Frank to approve Consent Items 1 & 2. The vote was unanimous. Motion carried.

3. To discuss and define goals and performance objectives for the CEO, for which the Board determines necessary in attainment of the Board's Policy Objectives.

A motion was made by Kerry Thomas and seconded by Richard Wycoff to table Item 3 until the next regular meeting pending the attendance of Dr. Thigpen, HR Director. The vote was unanimous. Motion carried.

4. To discuss future EDC 5 Year Plan.

The Board held a discussion on this matter. No action was taken.

5. To discuss FY '09 – '10 Annual Budget.
 - a. Job Training
 - b. Advertising
 - c. Travel
 - d. Building
 - e. Land
 - f. Development

The Board discussed an amount for each item of the budget with the help of Ms. Staley. No action was taken.

6. To discuss Board Attendance Report.

The Board discussed the Bylaws referring to Board Attendance. It is their suggestion to update the language to be more specific as to what defines an unexcused absence. No action was taken.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider entering into a Technical Assistance Agreement with National Development Council for a twelve month period beginning May 1, 2009.
A motion was made by Richard Wycoff and seconded by Kaprina Frank to enter into a Technical Assistance Agreement with NDC for a twelve month period. The vote was unanimous. Motion carried.
2. To discuss and consider for approval, the policies and procedures for the EDC Summer Internship Program (SIP).
A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the Policies & Procedures for the SIP. The vote was unanimous. Motion carried.
3. To discuss and consider an invitation to bid for the Landscape Maintenance of the Spur 93 EDC Business Park.
A motion was made by Kerry Thomas and seconded by Kaprina Frank to place an invitation to bid for the Landscape Maintenance of the Spur 93 Business Park. The vote was unanimous. Motion carried.
4. To discuss and consider establishing a priority order for projects requesting Economic Development Incentives for Fiscal Year '09 – '10.
A motion was made by Keith Daws and seconded by Kerry Thomas to table this item until after the May 9th Election. The vote was unanimous. Motion carried.
5. To discuss the possible awarding of a scholarship to a Port Arthur graduating senior.
This item was tabled until EDC Attorney can provide more information.

6. To discuss and consider a letter of support to the Department of Entergy on behalf of Terrabon.
A motion was made by Keith Daws and seconded by Carolyn Guillory to submit a letter of support to the Dept. of Energy regarding Terrabon. The vote was unanimous. Motion carried.

VIII. REPORTS

1. CEO's Report

- a. EDC Monthly Financial Report
Ms. Staley updated the Board as to the current EDC Finances.
- b. Port Arthur Communities Fund
Ms. Staley reported that the EDC was not awarded the grant under the Port Arthur Communities Fund due to the fact that the EDC is not a 501(c) 3 organization.

CLOSED SESSION (EXECUTIVE SESSION)

The Board retired to executive session at 7:51 p.m., and reconvened at 8:29 p.m.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Eli Roberts – Would like the EDC to establish a Disaster Plan for the office.

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 8:31 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 18th DAY OF May, 2009.

Doris Green
SECRETARY OF THE CORPORATION