

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
May 18, 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 18, 2009. The meeting was called to order at 6:11 p.m.

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

The following Board Members were present:

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

The invocation was given by Kaprina Frank.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

May 4, 2009

A motion was made by Kaprina Frank and seconded by Richard Wycoff to approve the minutes of May 4, 2009. The vote was unanimous. Motion carried.

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. **Golden Triangle Empowerment Center - Melvin White/ Shedrick Evans**  
Mr. Shedrick Evans came before the board to explain the functions and management of the training put forth by the Golden Triangle Empowerment Center. He stated that the training lasts approximately 10 weeks, 12 hours per week and the costs are about \$3500 per student. There is one instructor per class and 1 instructor per lab instruction. Each class consists of 20 – 25 students.
2. **Port Arthur Renaissance - Kevin Johnson/ Mr. Hernandez**  
Mr. Hernandez and Mr. Johnson came before the board to ask for support in their organization who is lobbying for legislators to consider Port Arthur in the event a gaming bill is passed in Texas. The Port Arthur Renaissance Group is not city or federally funded, they are strictly privately funded.

3. **Director of Human Resources, City of Port Arthur – Dr. Albert Thigpen**  
**Dr. Thigpen gave an informative presentation to the board on CEO Performance Evaluations, Goal Setting, and using instruments on completing an evaluation.**

**B. COMMUNICATIONS**

None

**C. PUBLIC COMMENT**

None

**V. UNFINISHED BUSINESS**

None

**VI. CONSENT AGENDA ITEMS**

1. To discuss and consider approving invoices from Arceneaux & Gates Consulting Engineers, Inc. for engineering service.

<b>Invoice #</b>	<b>Amount</b>	<b>Description</b>
12374	<b>\$17,884.82</b>	Design & Construction of New Roadways – Bus. Park , Ph II
12375	<b>\$5,212.64</b>	Development of a 7.3 Acre site on Hwy. 73
<b>Total</b>	<b>\$23,097.46</b>	

2. To discuss and consider approving an invoice in the amount of \$46,165.43 from Excavators & Constructors for Pay Estimate No. 4 for the Water, Sanitary Sewer, Paving and Drainage Facilities for the Port Arthur Business Park Phase II, Contract I Project.
3. To discuss and consider approving an invoice in the amount of \$3,441.66 from Amelia Lawn Care for maintenance of the Pt. Arthur Business Park.
4. To discuss and consider approving an invoice in the amount of \$6,000 from National Development Council for Technical Assistance rendered for the Period: April 1-30, 2009.

**A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve Consent Agenda Items 1 – 4. The vote was unanimous. Motion carried.**

5. To discuss FY '09 – '10 Annual Budget.  
**The Board discussed the budget. No action was taken.**

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider approving a Business Emergency Plan for the EDC Office.  
**The City Attorney recommended the Plan be presented to Major Owens for approval. No action was taken.**
2. Consideration and action to approve Parity Lien Agreement between PAEDC, Community Bank of Texas, N.A. and Orbital Insulation Corp.  
**This item was held until executive session.**

**VIII. REPORTS**

**CEO's Report**

1. Summer Intern Program - Update
2. SIP Announcement in PA News  
**Mrs. Vaughn updated the Board as to where the Summer Intern Program stands at the current time and she also presented the announcement that was placed in the PA News.**
3. DRAFT Policies & Procedures – Infrastructure Assistance Program (IAP)  
**Mr. Batiste informed the Board that he is currently working on a draft of the Policies & Procedures for the IAP and will be presenting a draft to them at the next board meeting.**
4. Newsletter  
**This matter had already been discussed during the Budget discussion.**
5. Architectural Plan – Rice University  
**Ms. Staley informed the Board that an agreement is being worked on and will be submitted to her by Rice University.**

**IX. CLOSED SESSION (EXECUTIVE SESSION)**

1. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
2. **Section 551.072 Government Code** – To discuss the value of land at the City of Port Arthur Section 4A Economic Development Corporation Spur 93 Business Park.
3. **Section 551.072 Government Code** – To discuss the value of land at the Hwy 73 Business Park.

**The Board retired to executive session at 7:51 p.m. to discuss the above mentioned items, and reconvened at 8:29 p.m.**

**NON-CONSENT ITEM 2**

2. Consideration and action to approve Parity Lien Agreement between PAEDC, Community Bank of Texas, N.A. and Orbital Insulation Corp.  
**A motion was made by Kelly Shanks and seconded by Doris Cruse-Green to approve the Parity Lien Agreement between PAEDC, Community Bank of Texas, and Orbital Insulation Corp. The vote was unanimous. Motion carried.**

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

**Eli Roberts – Would like to poll the Board for a date to set a special meeting for setting the goals for the CEO to accomplish.**

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 8:45 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 1<sup>st</sup> DAY OF June, 2009.

Doris Cruse-Green  
SECRETARY OF THE CORPORATION