

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
June 1, 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, June 1, 2009. The meeting was called to order at 6:14 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Richard Wycoff, Kelly Shanks, Keith Daws, and Eli Roberts.

The invocation was given by Carolyn Guillory.

The Pledge of Allegiance followed the invocation.

III. MINUTES

May 18, 2009

A motion was made by Kelly Shanks and seconded by Richard Wycoff to approve the minutes of May 18, 2009. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. BioMedical – Wes Sonnier

Mr. Sonnier came before the board to request the Board's approval in allowing a 4 ½ ft. sign to remain where it was originally placed which is in an easement that belongs to the City. The Board advised Mr. Sonnier to speak to Lawrence Baker in Inspections to get approval. They also advised him to consider the option of moving the sign closer to the entrance of the facility, as the location it is in now also obstructs vision by drivers approaching the corner of the street it is in front of.

B. COMMUNICATIONS

1. 2009 Summer Interns

George Romar – Attends Rice University – Majoring in International Business; placed as an intern at Desselle Maggard Corporation

Brenda Alvarez – Attends Lamar University – Majoring in Corporate Communications; placed as an intern at the Port Arthur Chamber of Commerce

Latisha Steele – Majoring in Criminal Justice, Minor in Psychology, intentions to become a prosecutor; placed as an intern at the Port Arthur Police Dept.

Elexsia Roberts – Attends Wiley College – Majoring in Biology, Minor in Kinesiology, intentions to go into pediatrics or physical therapy; placed as an intern at South County Physical Therapists

C. PUBLIC COMMENT

None

V. UNFINISHED BUSINESS

1. To discuss and consider approving a Business Emergency Plan for the EDC Office.

A motion was made by Keith Daws and seconded by Roosevelt Petry to approve the Business Emergency Plan for the EDC office. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 04/30/09.

Invoice #	Amount	Pertaining to:
364953	\$2,497.32	PA Economic Development Corporation
364954	\$260.00	SETX Clearwater Environmental, L.L.C.
364955	\$801.50	Orbital Insulation Corp.
Total	\$3,558.82	

2. To discuss and consider approving an invoice in the amount of \$6,000 from National Development Council for Technical Assistance rendered for the Period: May 1-31, 2009.
3. To discuss and consider approving Monthly Estimate No. 5 in the amount of \$90,372.62 from Excavators & Constructors for the Water, Sanitary Sewer, Paving and Drainage Facilities for the Port Arthur Business Park Phase II, Contract 1 Project.

A motion was made by Roosevelt Petry and seconded by Keith Daws to approve Consent Items 1 – 3. The vote was unanimous. Motion carried.

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

The Board discussed Consent Item 4, Mr. Petry would like to allocate some of the excess funds for the use of advertisement through The Breeze Radio Station. It will be discussed and considered by the Advertising Committee and a response will be given at the next regular board meeting. No action taken.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider approving a Request for Extension of Time due to Weather or Supplies from Excavators & Constructors for the Port Arthur Business Park Phase II Contract I.
A motion was made by Keith Daws and seconded by Richard Wycoff to approve the request for extension of time by Excavators & Constructors. The vote was unanimous. Motion carried.
2. To discuss and consider approving policies and procedures for the City of Port Arthur Section 4A Economic Development Corporation Grant Incentive Contracts; and amending Resolution No 03-307.
A motion was made by Keith Daws and seconded by Roosevelt Petry to approve the Policies & Procedures for the PAEDC Grant Incentive Contracts and amending Resolution No. 03-307. The vote was unanimous. Motion carried.
3. To discuss and consider establishing a priority order for projects requesting Economic Development Incentives for Fiscal Year '09 – '10.
This item was tabled until each board member makes individual suggestions as to their priorities for the EDC. No action was taken.
4. To discuss and consider entering into a Landscape Architecture Plan for Downtown Port Arthur with Rice University.
A motion was made by Kelly Shanks and seconded by Richard Wycoff to enter into a Landscape Architecture Plan with Rice University for Downtown Port Arthur. The vote was unanimous. Motion carried.
5. To discuss and consider separation of the expansion of the detention pond from the Phase II Road Construction Design Build Contract with Arceneaux & Gates Consulting Engineers.
A motion was made by Keith Daws and seconded by Richard Wycoff to separate the expansion of the detention pond from the Phase II Road Construction Design Build Contract. The vote was unanimous. Motion carried.
6. To discuss and authorize awarding, rejecting, or re-bid of a Landscape Maintenance Contract for the Spur 93 Business Park.
This item was moved to executive session.

VIII. REPORTS

1. CEO's Report

- a. DRAFT Downtown Infrastructure Assistance Program (IAP)
Mr. Batiste provided the board with a draft of the Policies & Procedures for the disbursement of funds of the Proposition. The board may make suggestions.
- b. EDC Monthly Financial Update
Ms. Staley gave the board an update as to the EDC finances. She reported that she has budgeted \$22,000 to cover the increase in the expense for administrative fees by the City due to tax revenue increases.
- c. EDC Application to EDA
Mr. Batiste reported he is working with IEDC to obtain stimulus money for the construction of roads in the Business Park. Should be complete within a week.
- d. EDC Application to Social Services Block Grant
Mr. Batiste reported that the application has already been submitted to the Regional Planning Commission. Asking for \$723,000, which will be used for employment & Training.

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 7:54 p.m. to discuss the above mentioned items, and reconvened at 8:35 p.m.

NON-CONSENT ITEM 6

7. To discuss and authorize awarding, rejecting, or re-bid of a Landscape Maintenance Contract for the Spur 93 Business Park.
A motion was made by Kelly Shanks and seconded by Richard Wycoff to reject all bids and send back to the City for re-bid. The vote was unanimous. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Eli Roberts – Would like to have all pending projects posted on the board in the conference room during Executive Session for future meetings.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Carolyn Guillory. It was adopted unanimously. The meeting was adjourned at 8:38 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 15th DAY OF June, 2009.

Lois Anne Green
SECRETARY OF THE CORPORATION