

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
July 27, 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, July 27, 2009. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Kaprina Frank, Richard Wycoff, Kelly Shanks, Kerry Thomas (7:15 pm), and Eli Roberts.

The invocation was given by Carolyn Guillory.

The Pledge of Allegiance followed the invocation.

III. MINUTES

July 13, 2009

A motion was made by Kaprina Frank and seconded by Carolyn Guillory to approve the minutes of July 13, 2009. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. **Summer Internship Program – “Certificates of Completion”**
Certificates were presented to the participating interns for their completion of the EDC Summer Internship.
The following interns were present with an accompanying supervisor to speak of their experiences with the program:
Brenda Alvarez – Greater Port Arthur Chamber of Commerce
Megan Haley – H.O.P.E Center
Jordan Marks – The Parker Law Firm
Ashton Moses – Samaritan Counseling
Elexsia Roberts – South County Physical Therapy
George Romar - Desselle - Maggard Corp.
Latisha Steele – Port Arthur Municipal Court
2. **Larry Jackson – Construction Trade Training**
Not present

B. COMMUNICATIONS

1. **NaKala's Adult Day Care Center, Inc. – Letter of Intent**
The Board instructed staff to move forward with the application process.
The Board further requested that future projects that qualify only under the Grow Port Arthur City Revolving Loan Program be first processed and later reported on once the application process has been conducted.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Amelia Lawn Care for the Maintenance of the Spur 93 Business Park.

Invoice #	Amount:	Pertaining to:
550308	\$3,441.66	June '09 Lawn Maintenance
550309	79.85	Misc.
Total:	\$3,521.51	

2. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 06/30/09.

Invoice #	Amount:	Pertaining to:
368206	\$3,604.81	PAEDC
368207	260.75	Camellia Plaza, L.P.
368208	100.75	Abraham Mfg. Inc.
368209	200.75	Reliable Polymer Services, LP
368210	2,200.00	Sitel
368211	200.75	Orbital Insulation Corp.
Total:	\$6,567.81	

3. To discuss and consider approving the second disbursement in the amount of \$50,000 to Orbital Insulation Corp. for work completed on improvements to the building on Houston Ave.

A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve Consent Agenda Items 1 -3. The vote was unanimous. Motion carried.

4. To discuss and consider approving Final Monthly Pay Estimate No. 7 in the amount of \$43,112.33 from Excavators & Constructors, Ltd. for the construction of water, sanitary sewer, paving and drainage facilities to serve the Port Arthur Business Park – Phase II.

Joe Wilson of Arceneaux & Gates Consulting Engineers spoke before the Board in reference to Consent Agenda Item 4 and Non-Consent Agenda Item 1.

A motion was made by Kelly Shanks and seconded by Richard Wycoff to approve Consent Agenda Item 4. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider approving Change Order No. 1 for the Water, Sewer, Paving and Drainage Facilities to serve the Port Arthur Business Park – Phase II Project.**

A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve Change Order No. 1 of the Phase II Project. The vote was unanimous. Motion carried.

- 2. To discuss and consider approving the disbursement of the second installment of the three year grant to Lamar State College Port Arthur.**

A motion was made by Kaprina Frank and seconded by Kelly Shanks to approve the disbursement of the second installment to Lamar State College Port Arthur. The vote was unanimous. Motion carried.

- 3. To discuss and consider a Training Agreement with Frank Fields Educational School.**

A motion was made by Kaprina Frank and seconded by Richard Wycoff to disapprove a Training Agreement with Frank Fields Educational School. The vote was unanimous. Motion carried.

- 4. To discuss and consider an alternate name for the road in the Business Park that was to be named Khalajabadi Rd. as requested by the Fire Marshall.**

A motion was made by Richard Wycoff and seconded by Kaprina Frank to name the road in the PA Business Park after Morris Carter. The vote was unanimous. Motion carried.

- 5. To discuss and consider an amended Incentive Agreement between the PAEDC and Reliable Polymer Services.**

A motion was made by Richard Wycoff and seconded by Kaprina Frank to accept the Amended Incentive Agreement with RPS as presented by Attorney Guy Goodson. The vote was unanimous. Motion carried.

VIII. REPORTS

1. CEO's Report

a. Social Service Block Grant

Mr. Batiste reported that the EDC had initially requested \$700,000, of that the EDC was awarded \$200,000. He also reported that use of training funds will be used to supplement the program.

b. Cornerstone Media – EDC DVD

Ms. Staley reported that a meeting with Larry O'Keefe of Cornerstone Media was held the previous week. Pricing will be \$850 per finished minute. It is Mr. O'Keefe's recommendation to keep the finished product between 7 and 10 minutes which would be between \$6,000 and \$8,500. The process will take about a month to complete.

The Board recommended researching and gathering several other options and pricing.

Mr. Joe Wilson of Arceneaux & Gates Consulting Engineers reported on the Hwy. 73 Business Park Road Construction. He stated that Doughtie Construction has not yet turned in their construction schedule. Attempts have been made to contact them, including a certified letter, but no response has been received.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. Service Zone/ Sitel
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.
 - a. Tide Wind Alliance Corp.
 - b. Motiva
3. **Section 551.072 Government Code** – To discuss the value of land at the Hwy 73 Business Park.
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
 - a. Camellia Plaza

The Board retired to executive session at 6:50 p.m. to discuss the above mentioned items, and reconvened at 7:28 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Kelly Shanks inquired about the Goals and Objectives of the CEO. Mr. Batiste responded he is currently working on it and will bring it back to the Board.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Kerry Thomas. It was adopted unanimously. The meeting was adjourned at 7:30 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10th DAY OF
August, 2009.



SECRETARY OF THE CORPORATION