

**MINUTES**  
**CITY OF PORT ARTHUR SECTION 4A**  
**ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING**  
**4173 39<sup>th</sup> Street, Port Arthur, Texas**  
**August 8, 2005**

**I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Special Meeting on Monday, August 8, 2005. The meeting was called to order at 5:44 p.m.

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

The following board members were present: Linda Spears, Eli Roberts, and Maria Block. Advisory board member Barbara Mulroy was present. Advisory board members Lloyd Christian and Kerry Thomas arrived after the meeting was called to order.

Also present were Deborah Echols, Assistant Finance Director; Kate McGlynn of Germer Gertz, LLP, and Steve Fitzgibbons, City Manager.

The invocation was given by Linda Spears.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

The minutes from the June 21, 2005; June 29, 2005; and July 13, 2005 were approved. The motion was made by Maria Block and seconded by Linda Spears. The vote was approved unanimously.

**IV. PETITIONS & COMMUNICATIONS**

None.

**V. ACTION ITEMS**

- 1. To discuss and consider approving the budget for the City of Port Arthur Section 4A Economic Development Corporation for the 2005-2006 fiscal year.**

Ms. Echols stated that the City Attorney request that the Executive Director position be taken out of the budget since it was no longer a position. The report on the budget was given by Deborah Echols, Assistant Director of Finance. Ms. Echols also stated that the City Council would be discussing the budget at the council meeting on tomorrow night.

**2. To discuss and consider the employment of the Office Manager for the corporation.**

There was discussion as to whether the board had to confirm the Administrative Assistant position. Board member Maria Block stated that she thought the job had to go through the normal city process. The City Manager stated that it did and that Jana Barnes was selected as the Administrative Assistant. No action was taken on the Office Manager position.

**3. To discuss and consider Johnson & Associates providing training to the employees of the corporation.**

There was a question about the cost of this training. Verna Rutherford of the Chamber of Commerce spoke about various training opportunities that she was aware of, but that this training could be used in addition to the training that would be provided by Johnson & Associates, not in place of that training. She also stated that she wanted to make clear that no one had contacted her about taking any sort of position with the corporation and she was merely here to offer advice and help and to work in conjunction with the corporation.

**4. To discuss and consider approving a corporate membership with the Golden Triangle Minority Business Council, Inc.**

The board discussed how valuable a relationship would be to partner with the GTMBC, Inc., and approved a one-year corporate membership in the amount of \$1,000.

**5. To discuss and consider approving a one-year membership with the World Economic Development Alliance (WEDA).**

There was some discussion about the cost of WEDA. The board felt as though they could wait until the corporation had a new executive. The motion was made by Eli Roberts and seconded by Linda Spears. The motion failed due to a lack of vote.

**6. To discuss and consider the publishing of advertisements in Outlook magazine.**

This item was not addressed since Item No. 4 failed.

**7. To discuss and consider approving a payment to Austin Business Services for printing costs related to the BOSS Conference.**

Some background information was given to the board in addition to the memo from the Assistant City Attorney. The board stated that those members who had tenure remember the board agreeing not to pay the bill. However with pending litigation in mind, the board agreed to bring it to another vote. The motion was made to pay the outstanding bill by Linda Spears and seconded by Maria Block. The

motion passed unanimously. EDC Attorney Kate McGlynn stated that she would like to look at the file to determine whether the corporation could recapture the funds.

**8. To discuss and consider approving invoices of the corporation.**

The motion was made by Linda Spears and seconded by Maria Block. All invoices were approved except for the invoice for the one year membership with the World Economic Development Alliance (WEDA).

**9. To discuss and consider reimbursement to the City of Port Arthur for the cost of liability insurance paid on behalf of the City of Port Arthur Section 4A Economic Development Corporation.**

This item was tabled until after executive session. The cost of the EDC's share of the liability insurance is \$3,033.00. The motion was made by Maria Block and seconded by Linda Spears. The motion passed unanimously.

**10. To discuss and consider approving easements from Centana and Entergy.**

Kate McGlynn of Germer Gertz explained that these were two easements needed for the business park. The motion was made by Linda Spears and seconded by Maria Block. The motion passed unanimously.

**11. To discuss and consider appointments to an advisory committee to confer with a committee of the City Council as to administrative reimbursement payments to the City of Port Arthur.**

The City Manager detailed who represents the City on this committee: Mayor Pro Tem Thompson, Chair; Councilman Willie Lewis; and Councilwoman Deloris Prince. Eli Roberts appointed the following to the committee to represent the EDC: Barbara Mulroy, Kerry Thomas and Lloyd Christian. The board agreed to meet as a committee on next Tuesday. Tony Aguilar was appointed to the committee after executive session.

**12. To discuss and consider approving an economic incentive agreement with ECO/SEPA.**

The board elected to vote on funding Phase I of this agreement in the amount of \$100,000. The motion was made by Maria Block and seconded by Linda Spears. The motion passed unanimously.

**13. To discuss and consider approving the amended contract with Bowhead Manufacturing, Inc.**

Kate discussed the changes made to the contract. The City Manager also stated that he had spoken with the City Attorney about not making changes to a contract after the board had approved it. The motion was made by Maria Block and seconded by Linda Spears. The motion passed unanimously.

**13. To discuss and consider approving an economic incentive agreement with Abraham Manufacturing, Inc.**

This motion was tabled until the next meeting.

**VI. REPORTS**

None.

**VII. EXECUTIVE SESSION**

The board retired to executive session at 7:20 p.m. and reconvened at 7:55 p.m.

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

None.

**IX. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Maria Block and seconded by Linda Spears. It was adopted unanimously. The meeting was adjourned at 7:13 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10<sup>th</sup> DAY OF December, 2005.

Cesar A. Muñoz  
SECRETARY OF THE CORPORATION