

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
October 8, 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 Thursday, October 8, 2009. The meeting was called to order at 7:13 p.m.

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

The following Board Members were present:

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

The invocation was given by Kerry Thomas.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

September 21, 2009

**A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the minutes of September 21, 2009. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

**1. Chris Bompous – Advantage LED Sign**

Mr. Bompous made a presentation to the Board via telephone. He presented the advantages to his products in comparison to the competitors. He stated that it is energy efficient as you can set it to different dimness levels. The Advantage LED Signs will normally last from 15-20 years. They offer lifetime IT support.

Mr. Bompous will provide Ms. Staley with different size quotes for the Board to review at a later time.

**2. John Abbate – Marketing Alliance, Inc.**

Mr. Abbate came before the Board to present samples of his company's work for other EDCs/ communities. (Websites)

**3. Port Arthur ISD Score Board Advertisement**

Dr. Mark Porterie and Lori Hamshire of PAISD came before the Board to present the option of advertisement on the District's LED

Scoreboard. They presented the Board with different price options and what each has to offer.

**B. COMMUNICATIONS**

**1. Team Industries, Inc. – Correspondence**

The Board received a letter from Team Industries addressed to Mayor Prince in appreciation of the City's efforts and accomplishments in reducing the theft that was occurring at their facilities on Main Ave.

**2. Lamar State College Port Arthur – Correspondence**

The Board received correspondence from Lamar PA in appreciation of the PAEDC's advertisement in their 100<sup>th</sup> Year Anniversary Celebration Tabloid in the PA News.

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

1. To discuss and consider EDC Advertisements.  
**This item was tabled.**

**VI. CONSENT AGENDA ITEMS**

1. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 08/31/09.

<b>Invoice #</b>	<b>Amount:</b>	<b>Description:</b>
372132	\$4,025.23	PA Economic Development Corp.
372133	100.75	Pleasure Island Shrimp House, Inc.
372134	960.75	Sitel
372135	1,300.75	Tide Wind Alliance Corp.
<b>Total:</b>	<b>\$6,387.48</b>	

2. 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: September 1 – 30, 2009.
3. To discuss and consider approving an invoice in the amount of \$2,833.33 from Lloyd Christian – Affordable Lawn And Tractor Service for lawn maintenance of the Spur 93 Business Park for the month of September 2009.

**A motion was made by Keith Daws and seconded by Kerry Thomas to approve Consent Agenda Items 1-3 with one motion. The vote was unanimous. Motion carried.**

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider approving entering into Training Agreements with the following sub-contractors for the Social Services Block Grant.
  - a. K's & D's Industrial Training Center, Inc.
  - b. Gulf Coast Career Institute, Inc.
  - c. Jireh World Church and Outreach Ministries, Inc.

**A motion was made by Richard Wycoff and seconded by Carolyn Guillory to approve entering into individual Training Agreements with the above stated sub-contractors.**

**Kerry Thomas recused himself from the vote due to a Conflict of Interest.**

**The vote was unanimous. Motion carried.**

2. To discuss and consider approving the use of training funds for On the Job Training through the Social Services Block Grant program.  
**A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the use of training funds in the total amount of \$78,300 for On the Job training and student stipends to supplement the Social Services Block Grant Program.**

**Ayes**

**Eli Roberts**

**Kerry Thomas**

**Carolyn Guillory**

**Richard Wycoff**

**Noes**

**Keith Daws**

**Motion carried.**

3. To discuss and consider approving a staff 4% wage increase to be consistent with the City's Basic Schedule of Pay Rates and Ranges.  
**A motion was made by Kerry Thomas and seconded by Carolyn Guillory to approve a staff 4% wage increase. The vote was unanimous. Motion carried.**

4. To discuss and consider an amendment to the Policies and Procedures for the Operation Downtown Program.

**A motion was made Keith Daws and seconded by Eli Roberts to amend the Operation Downtown Program to consider a minimum grant amount of \$25,000 rather than \$50,000.**

**Ayes**

**Eli Roberts**

**Carolyn Guillory**

**Keith Daws**

**Richard Wycoff**

**Noes**

**Kerry Thomas**

**Motion carried.**

5. To discuss the design of the Downtown Pavilion Project.  
**A motion was made by Kerry Thomas and seconded by Keith Daws to table this item until The EDC can acquire cost estimates for both options: enclosed and open. The vote was unanimous. Motion carried.**

6. To discuss and consider a location for the EDC Office Building downtown and the hiring of an architect for the design of the building.  
**A motion was made by Kerry Thomas and seconded by Keith Daws to move forward with the hiring of an engineer/ architect to consult the EDC on the construction of an EDC office building in the downtown area, specifically on the property on 4<sup>th</sup> St. owned by the EDC. The vote was unanimous. Motion carried.**
  
7. To discuss and consider ratifying submittal of an application to the U.S. Department of Labor, Employment, and Training Administration for the Pathways out of Poverty Grant.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to ratify the submittal of an application for the Pathways out of Poverty Grant. The vote was unanimous. Motion carried.**
  
8. To discuss and consider the renewal of the contract with Germer Gertz, L.L.P for legal services through October 14<sup>th</sup> of 2010.  
**A motion was made by Kerry Thomas and seconded by Richard Wycoff to renew the contract with Germer Gertz, LLP for legal services with the noted change to the ending date being October 31<sup>st</sup> of 2010. The vote was unanimous. Motion carried.**
  
9. To discuss and consider approving the Economic Development Award recipients as suggested.  
**A motion was made by Keith Daws and seconded by Carolyn Guillory to approve the ED Awards recipients. The vote was unanimous. Motion carried.**
  
10. To discuss Board Meeting Attendance.  
**The Board discussed this matter. The Chairman will meet with the EDC CEO to prepare a recommendation to Council regarding the attendance by Board Members. No action was taken.**

## **VIII. REPORTS**

### **CEO's Reports**

1. EDC Monthly Financial Report  
**Ms. Staley gave the Board an update as to the EDC finances.**

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

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
  - d. Service Zone/ Sitel
  - e. Abraham Manufacturing
  - f. SETX Clearwater
  
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.
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
  - a. Possible Location for Call Center Prospect

The Board retired to executive session at 9:35 p.m. to discuss the above mentioned items, and reconvened at 9:50 p.m.

Action was taken on the following matters:

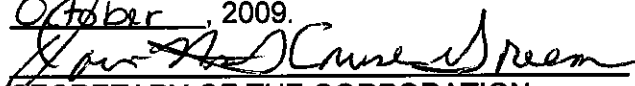
- A motion was made by Keith Daws and seconded by Kerry Thomas to execute the necessary documents to close with Sitel/ Service Zone. The vote was unanimous. Motion carried.
- A motion was made by Kerry Thomas and seconded by Keith Daws to begin foreclosure process with SETX Clearwater. The vote was unanimous. Motion carried.

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

- The Board requested that Vicki Derese of Chevron Phillips be contacted and made aware prior to the Board's recommendation to the Council to nominate Ms. Derese to serve on the Downtown Revitalization Organization (DRO) Board.

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Keith Daws. It was adopted unanimously. The meeting was adjourned at 9:54 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE <sup>26<sup>th</sup></sup> ~~10/29/09~~ DAY OF October, 2009.  
  
SECRETARY OF THE CORPORATION