

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
January 4, 2010**

**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, January 4, 2010. The meeting was called to order at 6:05 p.m.

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

The following Board Members were present:

Carolyn Guillory, Aletha Kirkwood, Roosevelt Petry, Richard Wycoff, Kelly Shanks, Kerry Thomas, Keith Daws, and Eli Roberts.

The invocation was given by Kerry Thomas.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

December 14, 2009

A motion was made by Kelly Shanks and seconded by Roosevelt Petry to approve the minutes of December 14, 2009 with a correction to the vote results for Non-Consent Item 3. The vote was unanimous. Motion carried.

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

None

**B. COMMUNICATIONS**

None

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

1. To discuss and consider EDC Advertising.

- a. EDC Website

A motion was made by Roosevelt Petry and seconded by Keith Daws to accept a quote given by Mannix Media for the re-

development of the EDC Website. The vote was unanimous.  
Motion carried.

2. To discuss and consider approving a request from BioMedical for a waiver to the Covenants & Restrictions of the Spur 93 Business Park. A motion was made by Roosevelt Petry and seconded by Kerry Thomas to approve the request for a waiver.

**Ayes**

Carolyn Guillory  
Roosevelt Petry  
Richard Wycoff  
Kerry Thomas  
Eli Roberts

**Noes**

Aletha Kirkwood  
Kelly Shanks  
Keith Daws

Motion passed.

## VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 11/30/2009.

Invoice #:	Amount:	Pertaining to:
377580	\$1,305.00	Abraham Mfg., Inc. Debtor; US Bankruptcy Court
377688	4,151.22	PAEDC
377689	200.00	Camellia Plaza, L.P.
377690	40.75	SETX Clearwater Environmental, L.L.C.
377691	900.00	Triangle Waste Solutions, Inc.
377692	60.00	Lockwood Holdings, Inc.
377693	560.00	Social Service Block Grant
377694	1,947.50	TeleTech
<b>Total:</b>	<b>\$9,164.47</b>	

2. To discuss and consider approving Monthly Estimate No. 4 in the amount of \$69,877.44 from Doughtie Construction Co., Inc. for Water, Sanitary Sewer, Paving and Drainage Facilities to serve the Highway 73 Business Park.
3. To discuss and consider an invoice in the amount of \$35,641.44 from Arceneaux & Gates Consulting Engineers, Inc. regarding the Business Park, Phase II, Contract 2 – Stormwater Detention Pond.
4. To discuss and consider 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 December 2009.

A motion was made by Kelly Shanks and seconded by Roosevelt Petry to approve Consent Items 1 – 4 with one motion. The vote was unanimous. Motion carried.

5. To discuss and consider approving an invoice in the amount of \$3,935.00 from Lamar University – Dept. of Communication for Video Taping of 2009-2010 EDC Meetings.

## **VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider entering into an agreement with Lamar University for the taping of EDC Meetings.

**A motion was made by Richard Wycoff and seconded by Roosevelt Petry to approve both Consent Item 5 and Non-Consent Item 1 in one motion with corrections being first made to the agreement prior to execution. The vote was unanimous. Motion carried.**

2. To discuss and consider an Amendment of the PAEDC Bylaws as recommended by the City Council.

**A motion was made by Kerry Thomas and seconded by Roosevelt Petry to table this item until a committee is formed for the amendment of the Bylaws. The vote was unanimous. Motion carried.**

3. To discuss and consider approving an Amended Incentive Agreement with Triangle Waste Properties.

**This item was moved to executive session.**

## **VIII. REPORTS**

### **CEO's Reports**

- a. EDC Monthly Financial Report

**Ms. Staley presented the Board with the Monthly EDC Financial Report.**

- b. PAEDC Annual Meeting

**A reminder was given that the Annual Meeting would be held on the 12<sup>th</sup> of January and Officer Elections will be held at that meeting.**

- c. Board Member Training

**Mrs. Vaughn gave information regarding ED Basic Courses and Strategic Planning for those members who had not yet been trained.**

- d. 2008-2009 EDC Audit

**A reminder was given for the Board Members to sign and return their questionnaires they received by mail to the Auditors.**

- e. Employment Program

**Mr. Batiste presented the Board with a draft letter that explains a new program that the staff would like to put in place in order to link employers with unemployed Port Arthur residents in an effort to put them to work.**

- f. Update on Regional Economic Development Initiative (REDI)

**Minutes from the last REDI Meeting were given to the Board as well as a brief update from Mr. Batiste as to the status of the REDI organization.**

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

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
  - a. 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 and review possible property as to the location of the EDC office in Downtown Port Arthur.
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
  - a. Prospective Call Center
5. **Section 551.072 Government Code** – To discuss acquisition of property for potential call center.

The Board retired to executive session at 7:08 p.m. to discuss the above mentioned items, and reconvened at 7:58 p.m.

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

**Kelly Shanks** – Would like staff to look into purchasing small laptops for the Board Members to use in Meetings rather than running paper copies of agenda items.

**Richard Wycoff** – Would like staff to look into having a time clock in the meeting in an effort to limit the amount of time spent on agenda items.

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Keith Daws and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 8:03 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 12<sup>th</sup> DAY OF

September, 2010.

  
SECRETARY OF THE CORPORATION