

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
January 25, 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 25, 2010. The meeting was called to order at 6:03 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Aletha Kirkwood, Kaprina Frank, Richard Wycoff, Kelly Shanks, Kerry Thomas, and Eli Roberts.

The invocation was given by Kaprina Frank.

The Pledge of Allegiance followed the invocation.

III. MINUTES

January 12, 2010 (Regular Meeting)

January 12, 2010 (Annual Meeting)

A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve the minutes of January 12, 2010 Regular and Annual Meetings. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

- 1. Arceneaux & Gates Consulting Engineers - Joe Wilson**
 - a. Hwy. 73 Business Park Road Construction
Mr. Wilson stated that this project is currently about 95% complete. February 10, 2010 is the anticipated finish date.
 - b. Spur 93 Business Park Detention Pond Project
Mr. Wilson gave an update as to the status of this project with an expected completion date of June 9, 2010.
 - c. Spur 93 Business Park Phase II Road Construction
Mr. Wilson informed the Board that the total cost to complete the planned design of the Phase II Road Construction is estimated to be between 2.9 and 3.2 million. He advised the EDC could bid for a portion of the road construction,

specifically, the portion of the road leading up to the planned cul-de-sac in the design, in order to stay within the budget for this fiscal year.

2. Lloyd Christian – Affordable Lawn Care

Landscaping Update

Mr. Christian came before the Board to present before and after pictures of the Business Park Lawn Maintenance. He also gave the Board an update as to the irrigation system in the park, recommending that the system be replaced or repaired in order to be brought to working condition. He informed that the system requires re-wiring and will need a new controller as well as updates to the system.

A representative from Lone Star Irrigation also addressed the Board to answer any questions regarding the irrigation system as his company performed the assessment on the system.

3. Mc-O Construction - Wyman Ogden and Eric McGuire

Mr. Ogden and Mr. McGuire came before the Board to request an Agreement Extension of 12 months in order to meet all of their requirements needed to accomplish the milestones required of them in their agreement with the PAEDC. They informed the Board of the circumstances that have caused them to fall behind in meeting the milestones due to the economy status.

4. Triangle Waste Properties

Mr. Donovan Weldon and Mr. Tony Broussard came before the Board to request that their Incentive Agreement with the PAEDC be held for now as the original plans to construct a Metal Recycling Facility on their 10 acres of land have changed due to the market. As of now, they stated not to have any current plans as to what they will construct on the 10 acres of land.

5. K's & D's Industrial Training – Kevin Thomas

Mr. Kevin Thomas came before the Board to show appreciation for the opportunity to train Port Arthur residents made possible through the Social Service Block Grant funds awarded to the PAEDC. He stated to have eleven students initially enrolled in the program and 8 of the eleven have completed the course. The students who completed the program were able to obtain their TWIC cards with the assistance of CONEX International.

Mr. Thomas also requested the Board's assistance for additional funding to train 15 more students. Three of his students were present; one of them addressed the Board to share his experience from the program.

6. Marketing and Advertising in Economic Development –

Councilman John Beard

Councilman Beard came before the Board to share his perspective on marketing by the corporation. He advised the Board to possibly bring someone in to assess and help create a market analysis or market & research plan for the EDC.

B. COMMUNICATIONS

None

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To appoint members to a ByLaws Sub-Committee and to set a meeting date.
The president of the Board appointed Kelly Shanks, Eli Roberts, and Keith Daws to serve on the Bylaws Sub-Committee. A date to hold their first meeting will be set by the committee at a later time.
2. To discuss and consider an Incentive Extension from Triangle Waste.
This item was deferred until executive session.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving an invoice in the amount of \$6,000 from National Development Council for technical assistance rendered for the period: December 1 – 31, 2009.
2. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 12/31/09.

Invoice #:	Amount:	Pertaining to:
379242	\$462.97	Abraham Mfg.
379489	\$3,485.93	PAEDC
379490	\$363.25	Camellia Plaza, L.P.
379491	\$140.75	SETX Clearwater Environmental, L.L.C.
379492	\$400.75	Triangle Waste Solutions
379493	\$1,194.56	Sitel
379494	\$460.75	Social Service Block Grant
379495	\$81.50	Potential Call Center
Total:	\$6,590.46	

3. To discuss and consider approving the purchase of 10 Dell laptops in the total amount of \$11,385.30.

A motion was made by Kerry Thomas and seconded by Eli Roberts to approve Consent Items 1 – 3 in one motion. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider approving a Contract Economic Incentive Agreement Extension with Mc-O Construction.
This item was deferred until executive session.

2. To discuss and consider advertisement in the Annual Mardi Gras Program published in the Port Arthur News and the Orange Leader as recommended by the Advertising Committee.
A motion was made by Kerry Thomas and seconded by Kaprina Frank to approve the purchase of a ¼ page ad in the Port Arthur News' Mardi Gras Program in the amount of \$275.00. The vote was unanimous. Motion carried.
3. To discuss and consider going out for bid for a sprinkler system for the Spur 93 Business Park.
A motion was made by Kerry Thomas and seconded by Kaprina Frank to table this item until the attorney has clarified if there is a requirement to go out for bid for the irrigation system. The vote was unanimous. Motion carried.
4. To discuss and consider the EDC hiring a community development professional to facilitate an economic community development workshop.
A motion was made by Kerry Thomas and seconded by Kaprina Frank to table this item until the Board is given an estimated cost for the service as well as a preliminary draft agenda as to what the workshop will consist of. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Pathways out of Poverty Grant
Mr. Batiste reported to the Board that the application submitted by the EDC for the Pathways out of Poverty Grant was not accepted.
2. Board Goals & Objectives Workshop
Mr. Wycoff informed the Board he would like to hold a Board Goals and Objectives Review Workshop to review the progress made on the Goals and Objectives already in place and to assess the needs for additional goals or objectives. Ms. Villarreal will poll the Board for a date to hold the workshop.
3. Social Services Block Grant Budget Adjustment Update
Ms. Staley informed the Board that this subject will be on the City Council's next meeting agenda.
4. Business Parks Maintenance Survey
Mr. Wycoff reported that he would like for staff to create a Maintenance Survey/ Checklist for the Business Park. Mrs. Vaughn will communicate with the Chairman of the Board to discuss the content of the survey/ checklist.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
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 551.087 Government Code** – To discuss Incentives for EDC Prospects.
 - a. Prospective Call Center
4. **Section 551.072 Government Code** – To discuss acquisition of real property for potential call center.

The Board retired to executive session at 7:55 p.m. to discuss the above mentioned items, and reconvened at 8:30 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS


1. **Kerry Thomas** – Mr. Thomas would like an update as to the EDC going out for bid for an architect to design the EDC Office Building downtown.
2. **Aletha Kirkwood** – Ms. Kirkwood requested that the Robert's Rules of Order be reviewed by the Board. The Chairman of the Board advised that this be addressed during the Bylaws Sub-Committee Meetings.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Eli Roberts and seconded by Kerry Thomas. It was adopted unanimously. The meeting was adjourned at 8:32 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8th DAY OF

February, 2010.


SECRETARY OF THE CORPORATION