

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
May 3, 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, May 3, 2010. The meeting was called to order at 6:00 p.m.

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

The following Board Members were present:

Carolyn Guillory, Aletha Kirkwood, Kaprina Frank, Richard Wycoff, and Eli Roberts.

The invocation was given by Aletha Kirkwood.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

None

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. DMC – Carter Chambers; Joey Jobe, Stephanie Flory  
Mr. Jobe and Ms. Flory came before the Board to address the concerns of hiring Port Arthur residents. Mr. Jobe informed the Board that they have not had many positions available for new hires. They are projecting the 3<sup>rd</sup> and 4<sup>th</sup> quarters to be better than the current. They also stated that the training facility should be complete between August and October of 2010. Mr. Jobe stated that they are having trouble bidding for contracts with the large refineries.

**B. COMMUNICATIONS**

None

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

None

## VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 03/31/10.

Invoice #	Amount:	Pertaining to:
383634	\$2,158.99	PAEDC
383635	\$920.75	SETX Clearwater
383636	\$360.00	Mc-OO, Inc.
384291	\$3,709.07	Abraham Mfg., Debtor
<b>Total:</b>	<b>\$7,148.81</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: April 1 – 30, 2010.

Acct.:

3. To discuss and consider approving payment of Monthly Estimate No. 2 in the amount of \$198,328.14 from Sprint Sand & Clay for the Stormwater Detention Facilities for the Port Arthur Business Park – Phase II, Contract 2.

Acct.:

4. To discuss and consider approving invoices from Arceneaux & Gates Consulting Engineers Inc. for professional services.

Invoice #	Amount:	Pertaining to:
12796	\$10,011.91	Bus. Park, Phase II, Contract 2 – Stormwater Detention Pond Acct:
12797	\$4,833.00	Design & Construction of new roadways – Business Park, Ph II, Contract 3 Acct:
<b>Total</b>	<b>\$14,844.91</b>	

5. To discuss and consider approving an invoice in the amount of \$2833.33 from Affordable Lawn and Tractor Service for the lawn maintenance for the Spur 93 Business Park for the month of April 2010. Acct.:

6. To discuss and consider approving an invoice in the amount of \$2,599.20 from Trey's Tractor Services for the cutting of 228 acres at the Spur 93 Business Park from 4/19/10 to 4/23/10.

Acct.:

**A motion was made by Kerry Thomas and seconded by Kaprina Frank to approve Consent Items 1 -6 in one motion. The vote was unanimous. Motion carried.**

## VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider allocation of funds from the 4B Proposition for the landscaping of the downtown targeted area not to exceed \$246,000.

2. To discuss and consider entering into a Phase Construction Contract with URS for the renovation of the Downtown Pavilion.

**A motion was made by Kaprina Frank and seconded by Kerry Thomas to table items 1 & 2 until the Policies and Procedures for the Operation Downtown Program have been reviewed. The vote was unanimous. Motion carried.**

3. To discuss implementation of Incentive Agreement compliance procedures.  
**The Board agreed to implement the new agreement and instructed staff to continue preparing the agreement.**
4. To discuss and consider FY 2010-2011 Budget.  
**The Board will meet 30 minutes before each Regular Meeting for a Special Budget Workshop over the next couple of Regular Meetings.**

#### **VIII. REPORTS**

1. PAEDC Monthly Financial Report  
**Ms. Staley reported as to the monthly financial report.**
2. Financial/ Budget Summary  
**This item was covered under Report 1.**
3. Operational Report  
**Mrs. Vaughn gave an update as to the current projects.**
4. Business Retention & Expansion Report  
**Mrs. Vaughn provided the Board with a BR&E Packet that was prepared for company visits.**
5. Basic Economic Development Course – Report from Attendees  
**Ms. Kirkwood and Krystle Villarreal reported their overall experience from the course.**

#### **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.
  - a. Potential Incentive
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 real property for potential call center.

The Board retired to executive session at 7:21 p.m. to discuss the above mentioned items, and reconvened at 7:57 p.m.

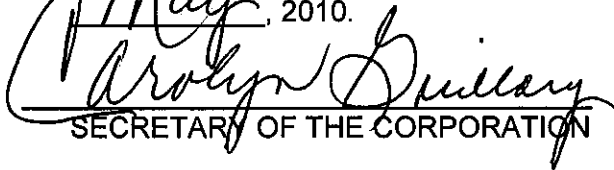
**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**Kerry Thomas** – Requested the Policies & Procedures of the Operation Downtown Program be revisited for a modification.

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Kerry Thomas and seconded by Kaprina Frank. It was adopted unanimously. The meeting was adjourned at 8:00 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 17th DAY OF May, 2010.

  
SECRETARY OF THE CORPORATION