

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
July 12, 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, July 12, 2010. The meeting was called to order at 6:06 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Aletha Kirkwood, Kaprina Frank, Richard Wycoff, Kelly Shanks, Keith Daws, and Eli Roberts.

The invocation was given by Aletha Kirkwood.

The Pledge of Allegiance followed the Invocation

III. MINUTES

June 14, 2010

June 28, 2010

A motion was made by Eli Roberts and seconded Kaprina Frank to approve the minutes of June 14, 2010 and June 28, 2010 with a correction to the motion made to Non-Consent Item 7 after executive session in the minutes of June 14, 2010.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

B. COMMUNICATIONS

None

C. SPEAKERS

1. Pearl Anna Carron – Jireh World Church

Mrs. Carron came before the Board to give a final report on the Life Skills Program that was provided through the Social Service Block Grant. She reported that 54 students completed the LifeSkills & Vocational Training. 70% are currently employed; the other 30 % are not working due to some waiting for test results and others waiting for externship fulfillments. She also reported that 5 students have moved to Houston due to employment offers. Mrs. Carron stated that 20% of the students came into the program

with no diploma and have all completed the requirements necessary to complete the program.

V. UNFINISHED BUSINESS

1. To discuss and consider approval of an application for the Operation Downtown Program.

This item was moved into executive session.

VI. CONSENT AGENDA ITEMS

1. 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 June 1 – 30, 2010.
2. To discuss and consider approving Monthly Estimate No. 1 in the amount of \$235,010.98 from Excavators & Constructors, Ltd. for the water, sanitary sewer, paving, and drainage facilities to serve Port Arthur Business Park – Phase II, Contract 3.
3. To discuss and consider approving invoices from Affordable Lawn and Tractor Service.

Invoice #	Amount:	Pertaining to:
012	\$2,833.33	Lawn Maintenance for Spur 93 Business Park
013	\$800.00	Lawn Maintenance for Hwy 73 Business Park
Total:	\$3,633.33	

A motion was made by Eli Roberts and seconded by Kaprina Frank 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 the awarding of a bid for Industrial Skills Training Services in the amount of \$40,500 for fifteen (15) Port Arthur Residents at \$2,700.00 per resident.
A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the awarding of a bid to K's & D's Industrial Training Center for the training of 15 Port Arthur residents. The vote was unanimous. Motion carried.
2. To discuss and consider for approval a final economic incentive agreement payment to Triangle Waste Solutions in the amount of \$100,000.
A motion was made by Keith Daws and seconded by Eli Roberts to approve the final payment to Triangle Waste Solutions. The vote was unanimous. Motion carried.

3. To discuss and consider a process for the selection of ED Week's Business Awards.
The Board instructed staff to proceed with the same procedure done for the previous year. No action taken.
4. To discuss and consider the cost per acre at the Spur 93 Business Park.
A motion was made by Keith Daws and seconded by Kaprina Frank to approve the increase in the cost per acre to \$47,200. The vote was unanimous. Motion carried.
5. To discuss and consider an amendment to the economic incentive agreement with MPW Industrial Services.
This item was taken into executive session.
6. To discuss and consider approval of Operation Downtown Grant Agreement.
This item was taken into executive session.
7. To discuss and consider Policies and Procedures for the First Source Agreement.
The Board reviewed and discussed the draft. No action was taken. Staff will present a final draft to the Board at the next regular meeting.
8. To discuss and consider sponsorship during the Stephen Jackson's 3rd Annual Gala.
A motion was made by Keith Daws and seconded by Eli Roberts to send a letter of non-participation in this event. The vote was unanimous. Motion carried.
9. To discuss and consider the awarding of a bid for lawn services at the Highway 73 Business Park.
This item was taken into executive session.
10. To discuss the evaluation of the Chief Executive Officer.
This item was taken into executive session.

VIII. REPORTS

1. Bylaws Committee Report
Keith Daws reported that the Committee has made progress and will submit the proposed changes to the EDC Attorney to finalize details. Once the attorney has reviewed them, they will present them to the Board for approval.
2. Monthly Financial Report
Ms. Staley gave the Board an update as to EDC finances.
3. Hwy 73 Business Park price per lot
The Board was presented with a price for each lot in the business park which are already plotted at break even price as directed by the Board. The price is at \$3.02 per square foot. Keith Daws suggested that staff look into landscaping for the park to attract new clients.

4. **Downtown Proposition Funding**
Ms. Staley presented the Board with the current funds under the 4B Proposition for revitalization of the downtown area.
5. **SSBG Close Out**
Ms. Staley reported that the Social Service Block Grant program has ended and all of the funds were used.
6. **Strategic Planning Training**
Ms. Villarreal informed the Board of the upcoming Strategic Planning training in August for those who haven't already attended; they can choose to attend this one.
7. **EDC Labor Skills Survey Results**
Mr. Batiste presented the Board with the results from the Job Skills Survey conducted on June 28th. He also informed them of the database created from it. The survey is on-going and can be accessed and taken from the PAEDC website.
8. **Industrial Job Fair**
Mr. Batiste informed the Board of an Industrial Job Fair for Port Arthur residents only that will be held on July 17th at the Texas Workforce Commission. It will be by invitation only. Several industrial plants and contractors will be present for hiring.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. Abraham Manufacturing
 - b. SETX Clearwater
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
 - a. 501 Procter Street
 - b. 365 Hwy. 365 Lease Agreement
3. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
 - a. MPW Industrial Services
4. **Section 551.074 Government Code** – To discuss personnel matters of Port Arthur Section 4A Economic Development Corporation.
 - a. CEO Evaluation

The Board retired to executive session at 7:17 p.m. to discuss the above mentioned items, and reconvened at 8:16 p.m.

Action was taken on the following items:

Non-Consent Items 6 & 9

6. To discuss and consider approval of Operation Downtown Grant Agreement. Keith Daws recused himself from this action. A motion was made by Kelly Shanks and seconded by Eli Roberts to approve the Operation Downtown Grant Form Agreement. The vote was unanimous. Motion carried.

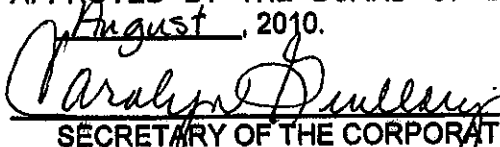
9. To discuss and consider the awarding of a bid for lawn services at the Highway 73 Business Park. A motion was made by Keith Daws and seconded by Kelly Shanks to approve the awarding of a bid to Grasshopper Lawn Service of Port Arthur, TX as recommended by the Purchasing Dept of the City. The vote was unanimous. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS
None

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kaprina Frank and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 8:20 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 9th DAY OF August, 2010.


SECRETARY OF THE CORPORATION