

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
November 15, 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, November 15, 2010. The meeting was called to order at 6:02 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

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

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the Invocation

III. MINUTES

November 1, 2010

A motion was made by Kaprina Frank and seconded by Eli Roberts to approve the minutes of November 1, 2010. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Mc-O Construction -- Mr. Wyman Ogden
Representatives from Mc-O Construction arrived later in the meeting and gave the Board an update as to their employment status. They stated that they plan to have a possible job fair in an effort to compile a database of available workers for upcoming jobs.

B. COMMUNICATIONS

1. Golden Triangle Days in Austin
Board informed of dates of the event should they wish to participate.
2. Note from Port Commissioner
The Board received an appreciation note from Commissioner Linda Spears for the efforts put forth by the Board to improve the City.
3. Letter of Intent -- GP Industrial Contractors, Inc.
The Board instructed staff to request that GP submit a Phase I Application as the first step of the application process.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider a Memorandum regarding the Fiscal Year 2010-2011 Budget.

- a. PAEDC Newsletter
 - b. Highway 73 Business Park Sign
 - c. National Development Council Technical Services
 - d. City of Port Arthur Revolving Loan Fund

A motion was made by Kaprina Frank and seconded by Eli Roberts to accept the recommendation by staff to print an EDC newsletter bi-annually, to purchase a sign similar to the sign for the Hwy. 73 Business Park in the amount of \$800, to retain the services of the National Development Council and to maintain the City Revolving Loan Fund in operation.

The vote was 4 – 1. Keith Daws voted no. Motion passed.

2. To discuss and consider an amendment to the First Source Referral Agreement.

A motion was made by Aletha Kirkwood and seconded by Kaprina Frank to approve an amendment to the First Source Referral Agreement.

Ayes

**Aletha Kirkwood
Keith Daws**

Noes

**Kaprina Frank
Richard Wycoff
Eli Roberts**

Motion failed.

3. To discuss and consider an amendment to the Economic Incentive Agreement with MPW Water Management Services.

No action taken.

VI. CONSENT AGENDA ITEMS

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

Invoice #	Amount:	Pertaining to:
12988	\$23,578.80	Design & Construction of New Roadways – Business Park, Ph II, Contract 3
12989	\$1,102.50	Business Park, Ph II, Contract 2 – Stormwater Detention Pond
12990	\$9,309.94	Design & Construction Services – Business Park, Contract 4
Total:	\$33,991.24	

A motion was made by Eli Roberts and seconded by Kaprina Frank to approve payment of invoices to Arceneaux & Gates. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider PAEDC Annual Report to City Council.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve the Annual Report. The vote was unanimous. Motion carried.
2. To discuss and consider an amendment to the Incentive Agreement with Triangle Waste Properties.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve an amendment to the Incentive Agreement with Triangle Waste Properties. The vote was unanimous. Motion carried.
3. To discuss and consider the award of a bid for the cutting of the grass at the Highway 73 Business Park.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve awarding of a bid to Affordable Lawn Care. The vote was unanimous. Motion carried.
4. To discuss and consider a payment to K's & D's Industrial Training for the training of 15 students.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve payment to K's & D's Industrial Training Center in the amount of \$11,340. The vote was unanimous. Motion carried.
5. To discuss and consider approval of an Agreement with Workforce Solutions.
A motion was made by Kaprina Frank and seconded Eli Roberts to approve the agreement with Workforce Solutions as written. The vote was unanimous. Motion carried.
6. To discuss and consider the close-out of the Economic Incentive Agreement with Abraham Manufacturing.
A motion was made by Eli Roberts and seconded Kaprina Frank to approve the close-out of the Economic Incentive Agreement with Abraham Manufacturing. The vote was unanimous. Motion carried.
7. To discuss and consider modifying an action taken on July 13, 2009 pertaining to authorizing a grant from the Downtown Revitalization Program Funds toward the construction costs for new construction of the Port Arthur Housing Authority's Administration Building.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve modification of an action taken on July 13, 2009 to be modified to approve a grant of \$250,000 to the PA Housing Authority under the Operation Downtown Site Improvement Program with no contingencies. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Economic Development Week 2010

A report was given by Ms. Staley as to the expenditures of the event. Mrs. Vaughn gave a brief summary of the event including pictures for the Board Members to view.

2. Business Retention & Expansion
Mrs. Vaughn presented the Board with a BR&E Action Plan to address issues that are being faced by local businesses and industry.
3. National Workforce Grant
Ms. Villarreal informed the Board of intentions by the Southeast Texas Workforce Development Board to apply for a National Workforce Grant in partnership with the EDC and other entities. Further information will be provided once a proposal has been put together.
4. Vacant Board Position
It was requested by staff that the Chairman provide the Council with a written request to fill the vacant position on the Board as it has been difficult to obtain a quorum for regular meetings.
5. Cash Reigns Supreme Seminar
Mrs. Vaughn informed the Board of this workshop for small businesses.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. Mc-O Construction
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
 - a. Lange Bros.
3. **Section 551.074 Government Code** – To discuss personnel matters of Port Arthur Section 4A Economic Development Corporation.
 - a. CEO Evaluation
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
 - a. MPW Industrial Services

The Board retired to executive session at 7:03 p.m. to discuss the above mentioned items, and reconvened at 7:32 p.m.

Action was taken on the following item:

A motion was made by Keith Daws and seconded by Eli Roberts to begin the process the re-purchasing land sold to Lange Bros. contingent upon default by Lange Bros. The vote was unanimous. Motion carried.

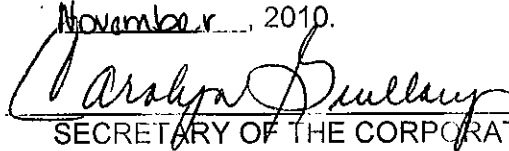
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kaprina Frank and seconded by Keith Daws. It was adopted unanimously. The meeting was adjourned at 7:34 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 29th DAY OF November, 2010.


SECRETARY OF THE CORPORATION