

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
December 13, 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, December 13, 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, Roosevelt Petry, Richard Wycoff, Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

November 29, 2010

A motion was made by Eli Roberts and seconded by Aletha Kirkwood to approve the minutes of November 29, 2010. The vote was unanimous. Motion passed.

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. Brock Services, Ltd. – Training Programs  
Mr. Tom Elliott, Director of Communication and Educational Organizational Development for Brock Services, Ltd. came before the board to present a proposal for an On-The-Job Training Program administered through Brock Services in partnership with Dixon Quality Services, Inc. and Jireh World Church. Life Skills training would be administered to the trainees by Jireh World Church, Dixon would provide the on-the-job training through their contract with Brock Services. Once trained, the trainees would become employees of Brock Services. Trainees will be paid \$14.00, EDC would pay half of that salary for the duration of the 5 week training. Proposing to train 40 – 60 people.
2. STARS Safety Training & Rescue Services  
Mr. David Bush of STARS came before the Board to inform of their intent to purchase the old fire station building at 3300 Memorial

Blvd. They are a company out of California currently working out of Houston. They have 10 – 12 people out of the Houston office currently living in Port Arthur to service their current contracts with the local refineries. They are interested in opening an office/ training center in Port Arthur to hire 45 – 60 people to serve the needs of the local refinery contracts they have. They would like to purchase the old fire station through an incentive agreement with the PAEDC.

**B. COMMUNICATIONS**

1. Lamar State College Port Arthur – Eighth Annual Gulf Coast Gala Sponsorship  
No action taken.

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

None

**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: November 1 – 30, 2010.
2. To discuss and consider approving an invoice in the amount of \$9,922.50 from K's & D's Industrial Training Center for the training of 15 students.
3. To discuss and consider approving an invoice in the amount of \$2,833.33 from Affordable Lawn & Tractor Service for the lawn maintenance for the Spur 93 Business Park.

**A motion was made by Keith Daws and seconded by Eli Roberts to approve items 1-3 in one motion. The vote was unanimous. Motion carried.**

4. To discuss and consider approving Monthly Estimates from Excavators & Constructors for work performed through November 30, 2010.

<b>Estimate #</b>	<b>Amount:</b>	<b>Pertaining to:</b>
No. 6	\$22,686.95	Port Arthur Business Park – Phase II, Contract 3
No. 7	\$28,500.00	Port Arthur Business Park – Phase II, Contract 3
No. 1	\$120,750.21	Port Arthur Business Park – Phase II, Contract 4
<b>Total:</b>	<b>\$143,437.16</b>	

**A motion was made by Eli Roberts and seconded by Keith Daws to approve Consent Item 4. The vote was unanimous. Motion carried.**

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

1. To discuss and consider approving Amendment No. 3 to the Water, Sanitary Sewer, Paving and Drainage Facilities for the Port Arthur Business Park – Phase II, Contract 3 with Excavators & Constructors, Ltd.  
**A motion was made by Roosevelt Petry and seconded by Eli Roberts to approve Amendment No. 3 to Contract 3 with Excavators & Constructors, Ltd. The vote was unanimous. Motion carried.**
2. To discuss and consider a training program with Brock Services, Ltd.
3. To discuss and consider an economic incentive with STARS Safety Training and Rescue Services.
4. To discuss and consider the purchase of property at 3300 Memorial Blvd. from the City of Port Arthur.

**Items 2 – 4 were held for discussion in executive session.**

5. To discuss and consider an economic incentive with Cuff's Safety & Environmental Services.  
**A motion was made by Roosevelt Petry and seconded by Eli Roberts to remove this item until Cuff's Safety & Environmental Services' application is submitted. The vote was unanimous. Motion carried.**
6. To discuss requesting City Council to call an election in May 2011 on creating a 4B Economic Development Corporation.  
**No action taken. Additional information will be sent to the Board for review.**
7. To discuss and consider an Engineering Agreement with Vince Hauser, Architect for the design and engineering of the building at 501 Procter Street.  
**A motion was made by Keith Daws and seconded by Roosevelt Petry to remove this item until further notice of building acquisition. The vote was unanimous. Motion carried.**
8. To discuss and consider a Purchase Agreement with JZ Russell Industries for land in the Spur 93 Business Park.  
**A motion was made by Roosevelt Petry and seconded by Eli Roberts to approve the Purchase Agreement with J.Z. Russell Industries. The vote was unanimous. Motion carried.**

## VIII. REPORTS

1. Monthly Financial Update  
**Ms. Staley gave the Board an update as to the EDC Financials.**
2. Regular Meeting of December 27, 2010  
**The Board instructed staff to cancel the meeting of December 27<sup>th</sup> as it is a staff holiday.**
3. Annual Meeting – Election of Officers  
**A motion was made by Keith Daws and seconded by Roosevelt Petry to move the regular scheduled meeting of January 10<sup>th</sup> to January 11<sup>th</sup> as the Bylaws requires the Annual Meeting be held on the 2<sup>nd</sup> Tuesday of the year which falls on January 11<sup>th</sup>. The vote was unanimous. Motion carried.**
4. Business Park Landscape Maintenance Checklist 2010  
**A maintenance report prepared by Mrs. Vaughn was given to the Board for review. Mrs. Kirkwood requested the flower beds maintenance be reviewed.**

## 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 deliberate the purchase, exchange, lease, or value of real property.
  - a. JZ Russell Industries
  - b. 3300 Memorial Blvd.
  - c. 501 Procter St.
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. Stars Safety Training and Rescue Services
  - b. Cuff's Safety & Environmental Services

**The Board retired to executive session at 7:18 p.m. to discuss the above mentioned items, and reconvened at 7:50 p.m.**

### **Action was taken on the following Non-Consent Items:**

2. To discuss and consider a training program with Brock Services, Ltd.  
**A motion was made by Eli Roberts and seconded by Keith Daws to approve entering into a training agreement with Brock Services to train 40 people. The vote was unanimous. Motion carried.**

3. To discuss and consider an economic incentive with STARS Safety Training and Rescue Services.

**A motion was made by Keith Daws and seconded by Carolyn Guillory to approve entering into an Economic Incentive Agreement with Stars Safety Training and Rescue Services in the form of conveyance of property, contingent upon application being complete. The vote was unanimous. Motion carried.**

4. To discuss and consider the purchase of property at 3300 Memorial Blvd. from the City of Port Arthur.

**A motion was made by Keith Daws and seconded by Eli Roberts to approve the purchase of the former City of Port Arthur Fire Station at 3300 Memorial Blvd. at a purchase price not exceeding the appraised value. The vote was unanimous. Motion carried.**

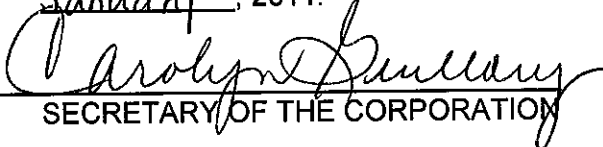
#### **X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

1. Discussion of advertisement budget.

#### **XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Eli Roberts and seconded by Keith Daws. It was adopted unanimously. The meeting was adjourned at 7:59 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 11<sup>th</sup> DAY OF January, 2011.

  
SECRETARY OF THE CORPORATION