

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
May 16, 2011**

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 16, 2011. 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, Kaprina Frank, Richard Wycoff, Don Page, Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the Invocation

III. MINUTES

May 2, 2011

A motion was made by Kaprina Frank and seconded by Eli Roberts to approve the minutes of May 2, 2011. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Mr. Ed Peveto – Team Fabricators
Mr. Peveto came before the Board to provide an update to their performance and compliance with the Grant Incentive Agreement with the PAEDC.
2. Mr. Billy Harrison – Brock Services
Mr. Harrison came before the Board to provide an update to the On the Job Training Program administered through Brock Services and Dixon Quality Services. He states that the program is going well; it is on time and under budget. They are halfway through completion of the program. He gave a statement from one of the program supervisors; "Attendance and attitude is great, learning well".

B. COMMUNICATIONS

1. Phillips Productions, Inc. – 2020 Vision Plan Update Report
Michael Grant of Phillips Productions submitted a report on the progress of the 2020 Vision Program for the Board to review.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

None

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider the Bylaws of the Corporation.
This item was removed until draft has been reviewed by City Attorney's office.
2. To discuss and consider the budget for Fiscal Year 2011-2012.
A motion was made by Kaprina Frank and seconded by Keith Daws to hold this item until Non-Consent Item 7 has been discussed.
A motion was made by Kaprina Frank and seconded by Richard Wycoff to rescind the previous motion.
A motion was made by Keith Daws and seconded by Kaprina Frank to approve the budget as presented. The vote was unanimous. Motion carried.
3. To discuss and consider awarding of a bid for the mowing of the EDC Business Park located at 9555 W. Port Arthur Rd.
A motion was made by Don Page and seconded by Eli Roberts to approve award of the bid to North Star Unlimited. The vote was unanimous. Motion carried.
4. To discuss and consider an amendment to the Covenants and Restrictions of the Spur 93 Business Park.
This item was taken into executive session.
5. To discuss and consider holding regular board meetings once monthly rather than twice monthly.
A motion was made by Keith Daws and seconded by Kaprina Frank to hold the regular board meetings on the 3rd Monday of every month. The vote was unanimous. Motion carried.

6. To discuss and consider contract invoices as agenda items.
A motion was made by Keith Daws and seconded by Don Page to allow payment of contract invoices without bringing them to the board for approval. The vote was unanimous. Motion carried.

7. To discuss and consider appointing the following members or their appointees to an Economic Development Recruitment Team to assist in the recruitment of new and expanding businesses that will employ according to the available skill sets in our community.
 Lamar State College Port Arthur – Dr. Monroe
 Workforce Development Board – Marilyn Smith
 Workforce Center – Ira McNeil
 PAISD – School to Work – Raymond Polk
 PAISD – Johnny Brown
 City Council – Appointee of their choice
 EDC Board Member – Appointee of choice
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve the creation of this committee with no appointees as of now. Members to be appointed at a later time. Aletha Kirkwood voted no. Motion carried.

VIII. REPORTS

1. May 30th Regular Board Meeting
Due to this date being a work holiday, the Board instructed staff to cancel the scheduled meeting.
2. IEDC Annual Conference
Ms. Staley reminded the Board to let her know if they would like to attend this conference so arrangements can be made.
3. EDC Shirt Orders
Ms. Staley reminded the Board to place their shirt orders.
4. Board Member Appointment Terms
Mr. Batiste informed the Board of upcoming expiring terms, for those who would like to be reappointed to communicate with their appointing council members.
5. Entergy's Economic Trends Analysis – May 2011
The Board was given this monthly communication for their review.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. Team Fabricators
 - b. SETX Clearwater

2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
 - a. 501 Procter St.

3. **Section 551.074 Government Code** – To discuss personnel matters of Port Arthur Section 4A Economic Development Corporation.
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.

The Board retired to executive session at 7:11 p.m. to discuss the above mentioned items, and reconvened at 8:06 p.m.

The Board established a Business Park Security Committee comprised of three members: Don Page, Richard Wycoff, and Kaprina Frank to discuss the specifications and details of the security services and sources of payment for the services.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. The Board requested a report on the status of the current Operation Downtown Program projects.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Kaprina Frank. It was adopted unanimously. The meeting was adjourned at 8:08 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 13th DAY OF June, 2011.

Aletha C. Kirkwood

SECRETARY OF THE CORPORATION