

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
July 11, 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, July 11, 2011. The meeting was called to order at 6:10 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Roosevelt Petry, Edith Neveaux, Richard Wycoff, Kaprina Frank, and Eli Roberts.

The invocation was given by Edith Neveaux.

The Pledge of Allegiance followed the Invocation

III. MINUTES

June 13, 2011

A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the minutes of June 13, 2011. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Melvin White – Training Program
Mr. White came before the Board to request assistance in funding for training programs. He is proposing a training program for an Industrial Mechanics Curriculum.
2. Mark Sokolow – Coordination of Training and Educational Programs
Mr. Sokolow proposed contractual services to the EDC in the form of monitoring EDC Contracts and providing technical support to the parties involved in the agreements. He also proposed contractual services in the form of creating a youth training program in economic development.

B. COMMUNICATIONS

1. H.O.P.E. – Town Hall Meeting

An invitation was given to the Board to attend a Town Hall Meeting hosted by the H.O.P.E. Organization

C. SPEAKERS

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving an invoice in the amount of \$17,505.12 from Entergy Texas for the installation of 10 street lights along the Jade Avenue Extension in the Spur 93 Business Park.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve payment of the invoice from Entergy Texas. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider electing a treasurer for the board of directors.
This item was discussed and acted upon at the previous Board Meeting. Was placed on this agenda in error.
2. To discuss and consider modification of the PAEDC logo.
A motion was made by Eli Roberts and seconded by Kaprina Frank to approve modification of the PAEDC Logo as proposed by the Chairman. The vote was unanimous. Motion carried.
3. To discuss and consider a proposed request by Digital Workforce Academy dba: GTEC
A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the proposal by Digital Workforce Academy. Eli Roberts rescinded his motion in order to hold this item until after executive session.

VIII. REPORTS

1. Financial Update
Ms. Staley gave the Board an update as to the EDC financials.
2. Business Park Security
This report was tabled until the next regular board meeting.

3. Laserfiche Electronic Filing System
Mr. Batiste reported an additional cost in the importing of electronic documents into the newly purchased electronic filing system, Laserfiche by Dynasource, Inc.
4. Board Member Training Report
Mrs. Neveaux gave the Board a summary of her recent experience at economic development seminars/ trainings she attended.
5. Change Order to Contract with APAC Texas
Mr. Batiste informed the Board that a change order will be included in the final pay estimate as a certified electrician will be required to complete utility work for the project.
6. Update on Downtown Pavilion
Mr. Batiste reported that URS Engineers will be submitting specifications with the layout plans for the renovation of the Downtown Pavilion.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. SETX Clearwater Environmental, L.L.C.
 - b. Mc-OO, Inc. d/b/a Mc-O Construction
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
 - a. 501 Procter St.
 - b. Proposed Downtown Industrial Park
3. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.

The Board retired to executive session at 7:21 p.m. to discuss the above mentioned items, and reconvened at 8:00 p.m.

The Board took action on the following item/s:

Non-Consent Item 3

To discuss and consider a proposed request by Digital Workforce Academy dba: GTEC A motion was made by Eli Roberts and seconded by Kaprina Frank to approve moving forward with the proposed project by Digital Workforce Academy in two separate program agreements; Initial Program/ Advanced Program. The Training Agreement shall be consistent with previous training agreements by the EDC that include program milestones. The Agreement shall be for a one year term with an option to renew for one additional year. A 65% placement rate will give an automatic renewal. 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 Eli Roberts and seconded by Kaprina Frank. It was adopted unanimously. The meeting was adjourned at 8:07 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8th DAY OF August, 2011.

Alicha C. Kirkwood
SECRETARY OF THE CORPORATION