

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
August 8, 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, August 8, 2011. The meeting was called to order at 6:07 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

Ransom Howard, Aletha Kirkwood, Roosevelt Petry, Edith Neveau, Richard Wycoff, and Eli Roberts.

The invocation was given by Ransom Howard.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

July 11, 2011

**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the minutes of July 11, 2011. The vote was unanimous. Motion passed.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. 2020 Vision Progress Report – Phillips Productions  
**Mr. Bob Phillips and Mr. Michael Grant of Phillips Productions were present to provide an update as to the 2020 Vision Progress.**
2. Environmental Justice Initiative – John Hall  
**Mr. Hall was not present.**
3. H.O.P.E. – Providing Culture Awareness and Sensitive Training  
**Ms. Tisha Armstead and Ms. Roxanne May were present to request assistance from the Board in offering an Undoing Racism Training/ Workshop to local business and government leaders. The cost of the workshop is \$3,000. EDC Attorney advised the Board that this would not fit within the guidelines for Type A EDCs.**

**B. COMMUNICATIONS**

1. Program of Health Excellence, Inc.  
**Item was not discussed as the date for the item had passed already.**
2. Rock Island Missionary Baptist Church  
**This item does not qualify under the guidelines for Type A EDCs.**

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

None

**VI. CONSENT AGENDA ITEMS**

None

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider accepting or rejecting bids for security guard services in the Spur 93 Business Park.  
**A motion was made by Eli Roberts and seconded by Edith Neveaux to reject all bids for security services as the businesses in the Park were unwilling to pay the additional assessment fees to cover the costs for security services. The vote was unanimous. Motion carried.**
2. To discuss and consider changing the regular board meeting day to the first Monday of the month.  
**A motion was made by Ransom Howard and seconded by Eli Roberts to approve changing the regular board meetings to the first Monday of the Month. The vote was 4 to 1. Aletha Kirkwood voted no. Motion carried.**
3. To discuss and consider advertisement in souvenir booklet to commemorate Rock Island Missionary Baptist Church 100<sup>th</sup> Year Anniversary.  
**This item was previously removed during discussion of communications.**
4. To discuss and consider the technical services agreement with the National Development Council.  
**A motion was made by Aletha Kirkwood and seconded by Eli Roberts to approve the technical services agreement as presented. The vote was unanimous. Motion carried.**
5. To discuss and approve the contract for professional services between PAEDC and Arceneaux & Gates consulting Engineers, Inc. in the amount of not to exceed \$29,500.00 for the preparation of the

plans and specification and construction phase services including all necessary design, surveying, and testing and resident project representation for the construction of a utility access road for the PAEDC Business Park, Project No. EDC-160

**A motion was made by Eli Roberts and seconded by Aletha Kirkwood to approve the contract for professional services with Arceneaux & gates Consulting Engineers. The vote was unanimous. Motion carried.**

**The Board recessed at 6:57 p.m. and reconvened at 7:29 p.m.**

6. To discuss and consider issuing a request for qualifications for engineering services for the construction of the proposed Kerry "Twin" Thomas Road in the Spur 93 Business Park.

**A motion was made by Eli Roberts and seconded by Edith Neveaux to approve issuing a request for qualifications for the engineering of the road construction in the Spur 93 Business Park. The vote was unanimous. Motion carried.**

**Richard Wycoff and Eli Roberts were placed on the qualifications review committee with the Purchasing dept.**

7. To discuss and consider extension of APAC contract for the installation of the electrical conduit in the Spur 93 Business Park

**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve the time extension for the contract with APAC Texas. The vote was unanimous. Motion carried.**

8. To discuss and consider the Industrial Skills Training Services Agreement with Digital Workforce Academy, Inc.

**This item was taken into executive session.**

9. To discuss and consider the Maintenance Mechanic Training Services Agreement with Digital Workforce Academy, Inc.

**This item was taken into executive session.**

10. To discuss and consider authorizing solicitation of bids for renovation of the Downtown Pavilion.

**A motion was made by Eli Roberts and seconded by Edith Neveaux to approve solicitation of bids for the renovation construction of the Pavilion. The vote was unanimous. Motion carried.**

11. To discuss and consider EDC partnering with the City of Port Arthur, the Port Arthur Housing Authority, and the Southeast Texas Regional Planning Commission in submitting a pre application for the Sustainable Communities Grant Program.

**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve partnering with the above stated entities for an application to the Sustainable Communities Grant. The vote was unanimous. Motion carried.**

12. To discuss and consider an advertising opportunity in the 2011-2012 Port Arthur Nederland Map by the Port Arthur and Nederland Chambers as recommended by the Advertising Committee.  
**A motion was made by Aletha Kirkwood and seconded by Eli Roberts to approve advertisement in the Chambers Map as done previously. The vote was unanimous. Motion carried.**
13. To discuss the City Council of the City of Port Arthur placing 4B ballot propositions on a proposed special election held in the City of Port Arthur on November 8, 2011.  
**Discussion only.**
14. To discuss the effect to the PAEDC Budget if the November 8, 2011 4B ballot propositions are passed by the voters.  
**Discussion only.**
15. To discuss and consider requesting the City Council placing 4B ballot proposition on a proposed special election held in the City of Port Arthur on November 8, 2011 for EDC to uses \$350,000 of 4A funds for a Small Business Micro Loan Program.  
**Discussion only.**

#### VIII. REPORTS

1. Financial Update  
**Ms. Staley gave the Board an update as to the EDC Financials.**
2. IEDC – Annual Conference  
**A reminder was given of the annual conference for those who would like to attend.**
3. EDC Project Update  
**Mrs. Vaughn provided the Board with an update as to the current EDC projects.**

#### 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 8:33 p.m. to discuss the above mentioned items, and reconvened at 8:55 p.m.**

The Board took action on the following item/s:

**Non-Consent Items 8 & 9**

To discuss and consider the Industrial Skills Training Services Agreement with Digital Workforce Academy, Inc.

**A motion was made by Eli Roberts and seconded by Edith Neveux to approve the Agreement as presented. The vote was unanimous. Motion carried.**

To discuss and consider the Maintenance Mechanic Training Services Agreement with Digital Workforce Academy, Inc.

**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the Agreement as presented. The vote was unanimous. Motion carried.**

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

1. Joint Meeting Request with City Council for the following week.

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Eli Roberts and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 9:00 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10<sup>th</sup> DAY OF September, 2011.

Aletha C. Kirkwood  
SECRETARY OF THE CORPORATION