

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
September 6, 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 Tuesday, September 6, 2011. The meeting was called to order at 6:08 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Aletha Kirkwood, Roosevelt Petry, Dwight Wagner, Richard Wycoff, Don Page, Pat Holmes, Kaprina Frank, and Eli Roberts.

The invocation was given by Dwight Wagner.

The Pledge of Allegiance followed the Invocation

III. MINUTES

August 8, 2011

A motion was made by Kaprina Frank and seconded by Eli Roberts to approve the minutes of August 8, 2011. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. K's & D's Industrial Training – Kevin Thomas
Mr. Thomas addressed the Board to request assistance in funding an industrial skills training course. He will bring a proposal before the Board at the next regular meeting.
2. Environmental Justice Initiative – John Hall
Not Present
3. Kilgore Construction – Operation Downtown Report
Not Present
4. Downtown Renaissance District Board
Clark Colvin of the DRDB was present along with representatives from LaBiche Architectural Group. They are requesting Operation Downtown Funding for the improvement of the intersection in front of the Downtown Pavilion.

B. COMMUNICATIONS

1. Moore, Stansbury, & Vaught
Letter received informing of close of business.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. Appointment to Board Subcommittee – Operation Downtown
Chairman Roosevelt Petry appointed Don Page to serve on the sub-committee.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider a request from the City Council of the City of Port Arthur for funding of an Operation Downtown project on behalf of the Downtown Renaissance District Board.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the City's request for Operation Downtown funding. The vote was unanimous. Motion carried.
2. To discuss and consider a change order to the contract with APAC Texas for the Construction of a utility road in the Spur 93 business Park in the amount of an additional \$2,310.00
A motion was made by Kaprina Frank and seconded by Don Page to deny the change order request by APAC Texas. The vote was unanimous. Motion carried.
3. To discuss and consider entering into an incentive agreement with Worldwide Sorbent Products.
4. To discuss and consider an amendment to the proposed Industrial Skills Training Services Agreement with Digital Workforce Academy, Inc.
5. To discuss and consider an amendment to the proposed Maintenance Mechanic Training Services Agreement with Digital Workforce Academy, Inc.

Items 3 – 5 were taken into executive session for discussion.

6. To discuss and consider a request from Acadian Ambulance Services for the training of Port Arthur residents as Emergency Medical Technician (EMT's)
A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve the training request from Acadian Ambulance Services. The vote was unanimous. Motion carried.
7. To discuss the process of submission for approval of proposed projects to the Board and City Council.
Discussion only
8. To discuss and consider authorizing staff to expend promotion / development funds for the City of Port Arthur and the Port Arthur Economic Development Board Annual Economic Development Week.
A motion was made by Kaprina Frank and seconded by Don Page to approve the expenditure of promotion/ development funds for ED Week to provide an appreciation banquet for industry also to include the Port Arthur ISD students. The vote was unanimous. Motion carried.
9. To discuss and consider the use of PAEDC Development funds for Job Training of Port Arthur residents.
A motion was made by Eli Roberts and seconded by Kaprina Frank to authorize the allocation of up to \$250,000 for job training programs with the sub-contractors of Valero Refinery, subject to the creation of training program agreements. The vote was unanimous. Motion carried.
10. To discuss and consider renewing the contract between Phillips Productions, the City of Port Arthur, and Port Arthur Economic Development Corporation, contingent upon approval of the City Council.
A motion was made by Pat Holmes and seconded by Kaprina Frank to deny the contract renewal with Phillips Productions. The vote was unanimous. Motion carried.
11. To discuss and consider going out for bids for the installation of an additional fire hydrant in the Spur 93 Business Park.
A motion was made by Don Page and seconded by Eli Roberts to approve going out for bids for the installation of an additional fire hydrant in the Spur 93 Business Park. The vote was unanimous. Motion carried.
12. To discuss and consider renewing the contract with Guy Goodson, Germer Gertz LLC, for professional legal services.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve renewal of the contract with Germer Gertz, LLC. The vote was unanimous. Motion carried.

13. To discuss and consider a Letter of Intent from J. Z. Russell Industries.
A motion was made by Kaprina Frank and seconded by Eli Roberts to approve moving forward with the application process with J.Z. Russell Industries. The vote was unanimous. Motion carried.

14. To discuss and consider terminating the grass cutting contract for the spur 93 business park.
A motion was made by Kaprina Frank and seconded by Eli Roberts not to terminate the contract with NorthStar. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Financial Update
Ms. Staley provided the Board with an update as to the EDC finances.
2. Community Challenge Grant Application
Mr. Batiste informed the Board of the intent to partner with the City in applying for this grant.
3. Appointed Review Committee – RFQ for Engineering Services
Mr. Batiste informed the Board that having a board member serve on the review committee is not allowed per the City's Purchasing Dept.
4. Valero Expansion Training Project
This was discussed earlier during Non-Consent Item 9.

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 8:38 p.m. to discuss the above mentioned items, and reconvened at 9:14 p.m.

The Board took action on the following item/s:

Non-Consent Items 3 – 5

3. To discuss and consider entering into an incentive agreement with Worldwide Sorbent Products.
A motion was made by Aletha Kirkwood and seconded by Don Page to approve entering into an incentive agreement with WSP. The vote was unanimous. Motion carried. A proposed agreement will be presented at the next regular Board Meeting.
4. To discuss and consider an amendment to the proposed Industrial Skills Training Services Agreement with Digital Workforce Academy, Inc.
5. To discuss and consider an amendment to the proposed Maintenance Mechanic Training Services Agreement with Digital Workforce Academy, Inc.

A motion was made by Kaprina Frank and seconded by Richard Wycoff to table items 4 and 5. The vote was unanimous. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. **Roosevelt Petry** – requested the budget for the grass cutting of the Spur 93 Business Park be modified and a schedule be made for the cuttings to that the Park is maintained.
2. **Eli Roberts** – requested a report of the current EDC projects.
3. **Richard Wycoff** – requested a report on how we measure the return of investment of our training dollars.

XI. ADJOURNMENT OF MEETING

The meeting was adjourned at 9:20 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10th DAY OF October, 2011.

Aletha C. Kirkwood
SECRETARY OF THE CORPORATION