

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
February 4, 2013**

**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, February 4, 2013. The meeting was called to order at 6:00 p.m.

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

The following Board Members were present:

Aletha Kirkwood, Dwight Wagner, Richard Wycoff, Pat Holmes, Kaprina Frank, and Eli Roberts

The invocation was given by Dwight Wagner.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

November 5, 2012  
November 12, 2012  
December 3, 2012  
January 8, 2013 Regular  
January 8, 2013 Annual  
January 28, 2013 Special

**A motion was made by Eli Roberts and seconded by Pat Holmes to approve all of the above mentioned minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

None

**B. COMMUNICATIONS**

1. PA Chamber of Commerce Leadership Breakfast  
**EDC will purchase individual tickets for board members interested in attending. D. Wagner and A. Kirkwood expressed interest in attending.**
2. Port Arthur 6<sup>th</sup> Annual State of Affairs of the City Address  
**EDC Board will sponsor the event as a Gold Sponsor in the amount of \$250.00**

3. Ribbon Cutting – PA Orange Savings Bank  
**The Board was informed of the partnership with Orange Savings Bank and the EDC, and was recommended to attend their Port Arthur location grand opening/ ribbon cutting in support.**
4. The board was given a 4<sup>th</sup> Communication not listed on the agenda, but was time sensitive.  
**SETIO – Jefferson County Judge Roast**  
**This organization responded to the request for statement of Promotional Expenses by the EDC after receiving their original communication for sponsorship.**  
**Staff will contact SETIO for possible individual tickets, as the EDC is unable to sponsor this type of event. If allowed, the EDC will purchase individual tickets for board members wanting to attend.**

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

1. To discuss for possible consideration the PAEDC staff schedule of pay rates and ranges.  
**This item was removed until a response is given by Human Resources.**  
**Staff will prepare a letter to the City Manager, HR Director, and Mayor requesting a response.**

**VI. CONSENT AGENDA ITEMS**

1. To discuss the payment disbursement for the 4B Parks & Recreation Approved Proposition.  
**Board advised the CEO to make certain that all projects under this proposition come to the EDC Board for approval before being carried out or paid for by the City.**

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss for possible consideration an Economic Incentive Agreement between the PAEDC and B&B Ice, Inc.  
**A motion was made by Dwight Wagner and seconded by Eli Roberts to approve the Incentive Agreement as written. The vote was unanimous. Motion carried.**
2. To discuss for possible consideration approving a Letter of Intent from ESP Structure & Piping Solutions, LLC.  
**Mr. Tomas Espinola of ESP was present to speak on behalf of the company. Mr. Espinola stated that the company is entering its 4<sup>th</sup> year of operation. The majority of their business is coming from**

Houston. They currently have 8 base employees and are projecting to have 19 – 20 employees once the proposed project is complete.

**A motion was made by Eli Roberts and seconded by Dwight Wagner to approve moving forward with the full application process with ESP. The vote was unanimous. Motion carried.**

3. To discuss for possible consideration approving a Letter of Intent from KT Foods, LLC.

**A motion was made by Eli Roberts and seconded by Dwight Wagner to approve moving forward with the full application process with KT Foods. The vote was unanimous. Motion carried.**

4. To discuss for possible consideration the Operation Downtown Program regulations.

**After discussing this item in Executive Session, the Board decided not to make any changes to the current program policies. No action taken.**

5. To discuss for possible consideration authorizing the CEO to negotiate lease agreements with potential 501 Procter Street tenants.

**After discussing this item in Executive Session, the Board appointed Board Members Pat Holmes to assist the CEO in finalizing the lease agreements. No action taken.**

6. To discuss for possible consideration a budget adjustment for the retrofitting of 501 Procter Street.

**This item was removed until it is known whether New Market Tax Credit will be used.**

7. To discuss for possible consideration approving a Memorandum of Understanding with Financial Obligations between the PAEDC and Workforce Solutions Southeast Texas.

**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the MOU with Workforce Solutions. The vote was unanimous. Motion carried.**

8. To discuss for possible consideration accepting the Fiscal Year 2011-2012 EDC Annual Report to submit to City Council.

**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve acceptance and submittal of the Annual Report to City Council. The vote was unanimous. Motion carried.**

9. To discuss for possible consideration approving a Purchase Agreement with Texas Lonestar Development, LLC. for the purchase of property in the Spur 93 Business Park.

**A motion was made by Richard Wycoff and seconded by Dwight Wagner to approve the Purchase Agreement with Texas LoneStar Development. The vote was unanimous. Motion carried.**

10. To discuss for possible consideration moving the March Regular Board Meeting date.  
**A motion was made by Eli Roberts and seconded by Richard Wycoff to move the March meeting date to March 11<sup>th</sup>. The vote was unanimous. Motion carried.**
11. To discuss for possible consideration advertisement in The Port Arthur News Golden Triangle Days in Austin Tabloid.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve advertisement in the GTDA Tabloid. Richard Wycoff suggested that the legislative bills the PAEDC is proposing should be advertised within the EDC's ad, using whatever size ad needed to fit the information. The vote was unanimous. Motion carried.**

## VIII. REPORTS

1. Monthly Financial Update  
**Update given by Carmelia Staley**
2. Economic Trends Analysis January 2013  
**Floyd Batiste reported that a regional report will be provided quarterly.**
3. Bylaws Committee Report  
**Dwight Wagner reported that the committee is currently working on a timeline to have the bylaws drafted and approved. A few other things being considered are the agenda policy, whether there is a need for a treasurer, defining the general duties of the Board, and the need for committees.**
4. 501 Procter St.  
**Floyd Batiste reported there are two contracts being considered at tomorrow's City Council meeting regarding the renovation of 501 Procter. Also reported that the asbestos abatement will be advertised for bids this coming Thursday and Sunday.**
5. Work Based Advisory Group  
**Precilla Reeves reported that the second meeting will be held this Thursday at Memorial High School.**
6. Golden Triangle Days in Austin  
**Carmelia Staley requested the Board to confirm those that were still planning on attending GTDA March 3<sup>rd</sup> – 5<sup>th</sup>.**

## IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation and/ or legal advice.
  - a. Hernandez & Solis
  - b. Port Arthur Housing Authority

**Attorney Guy Goodson will prepare and send correspondence to the above mentioned entities.**

2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
3. **Section 551.074 Government Code** – To discuss matters of Personnel.
  - a. CEO Evaluation
4. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.

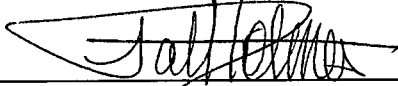
**The Board retired to executive session at 7:15 p.m. to discuss the above mentioned items, and reconvened at 7:56 p.m.**

**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**  
None

**XI. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:59 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 11<sup>th</sup> DAY OF March 2013.



\_\_\_\_\_  
SECRETARY OF THE CORPORATION