

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
October 14, 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, October 14, 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, Shad Wise, Pat Holmes, Kaprina Frank, and Carol Wommack

The invocation was given by Dwight Wagner.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

September 9, 2013 Regular Meeting

September 19, 2013 Special Meeting

**A motion was made by Richard Wycoff and seconded by Aletha Kirkwood to approve the above mentioned minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

1. Introduction of new Board Member – Ms. Carol Wommack  
**Ms. Wommack briefly introduced herself. Ms. Wommack has been a resident of Port Arthur since 1970 and retired from Lamar State College Port Arthur.**
2. Southeast Texas Gospel Music Show – Alfred Marshall  
**Mr. Marshall was present to speak on behalf of his organization looking to expand its operations.**

**2. Communications**

1. Letter from the Rotary Club Re. Centennial Gala
2. Invitation – Rock Island Missionary Baptist Church Anniversary Service
3. LSCPA – Dan Rather Lecture



3. **Speakers**

None

**V. UNFINISHED BUSINESS**

1. To discuss for possible consideration acceptance of the guidelines for administering HB 1967, Pre-Employment Training for Port Arthur Residents.
2. To discuss for possible consideration per HB 1967 going out for a Request for Proposals to provide Life Skills Training & Basic Financial Planning for Port Arthur Residents.

**A motion was made by Richard Wycoff and seconded by Shad Wise to table this item until the Sub Committee has met with staff. The vote was unanimous. Motion carried.**

3. To discuss for possible consideration the termination of an Operation Downtown Agreement with Kilgore Construction.

**A motion was made by Richard Wycoff and seconded by Shad Wise to terminate the Operation Downtown Agreement with Kilgore Construction. The vote was unanimous. Motion carried.**

4. To discuss for possible consideration extending the end dates to the On-the-Job Training Contracts with the following Companies to September 2014:

- Climate Controlled Containers
- Brock Services
- JZ Russell Industries

**A motion was made by Richard Wycoff and seconded by Dwight Wagner to approve extending the dates of the above mentioned OJT contracts. The vote was unanimous. Motion carried.**

**VI. CONSENT AGENDA ITEMS**

1. To discuss for possible consideration the payment of an invoice in the amount of \$6,000 from the National Development Council for technical assistance services rendered for the period of September 1 – 30, 2013.  
**A motion was made by Richard Wycoff and seconded by Aletha Kirkwood to approve payment to NDC. The vote was unanimous. Motion carried.**

**VII. NON CONSENT AGENDA ITEMS**

1. To discuss for possible consideration the election of a Board Member to serve as Vice President of the Board of Directors.  
**A motion was made by Aletha Kirkwood to elect Richard Wycoff as the Vice President of the Board, the motion was seconded by**



**Dwight Wagner to approve the motion. The vote was unanimous. Motion carried.**

2. To discuss for possible consideration approving the terms and conditions of an Incentive Agreement with Krinos Foods.  
**A motion was made by Dwight Wagner to approve an incentive agreement in the amount of \$174,324.00. No second for the motion. Motion failed.**
3. To discuss for possible consideration a request for funding from Lamar State College Port Arthur per House Bill 2473.  
**A motion was made by Shad Wise and seconded by Dwight Wagner to approve LSCPA's request for funding per HB 2473 per the PAEDC CEO's recommendation once a Letter of Intent is received. The vote was unanimous. Motion carried.'**
4. To discuss for possible consideration the hiring of a contractor for the movement of dirt in the Spur 93 Business Park.  
**This item was tabled.**
5. To discuss for possible consideration renewing the lawn care contract with Affordable Lawn Care for the Spur 93 Business Park.  
**A motion was made by Richard Wycoff and seconded by Dwight Wagner to approve renewal of the contract with Affordable Lawn Care. The vote was unanimous. Motion carried.**
6. To discuss for possible consideration the renewal of a Contract with Vets Securing America for security guard services at the Spur 93 Business Park.  
**A motion was made by Shad Wise and seconded by Dwight Wagner to approve the renewal of a contract with Vets Securing America. The vote was unanimous. Motion carried.**
7. To discuss for possible consideration advertising a request for bids for the listing of the PAEDC property located at 4173 39<sup>th</sup> Street Port Arthur, Texas.  
**A motion was made by Dwight Wagner and seconded by Richard Wycoff to approve advertisement of a request for bids. The vote was unanimous. Motion carried.**
8. To discuss for possible consideration a price change for the property within the Highway 73 Business Park.  
**This item was removed.**
9. To discuss for possible consideration the renewal of a Contract with Germer PLLC for legal services.  
**A motion was made by Richard Wycoff and seconded by Shad Wise to approve the renewal of a contract with Germer PLLC. The vote was unanimous. Motion carried.**



10. To discuss for possible consideration approving entering into an Economic Incentive Agreement with BK PA, Inc.  
**A motion was made by Dwight Wagner and seconded by Richard Wycoff to approve entering into an incentive agreement with BK PA, Inc. per attorney's recommendation. The vote was unanimous. Motion carried.**
11. To discuss and consider the job duties and responsibilities of the Chief Executive Officer of the Port Arthur EDC. - Item requested by Board Member Shad Wise  
**This item was taken into executive session.**

#### **VIII. REPORTS**

1. Monthly Financial Update  
**Tabled until next meeting**
2. Update on 5 Yr. Strategic Plan  
**Given by Ms. Staley**
3. Current Project Status Report  
**Given by Ms. Reeves**
4. Marketing Report
  1. Business Meets Industry Day – Oct 24<sup>th</sup> 9 am to 1 pm
  2. Logistics Development Forum in Utah
  3. Site Selectors
  4. Magazine Insertions
  5. Cash Reigns Supreme – **Presented by NDC****Given by Mrs. McClain-Lee**
5. 501 Procter Update  
**Fully funded – NMTC Transaction closed. Report given by Mr. Batiste**
6. Building Appraisal  
**Building has been appraised per Mr. Batiste**
7. Economic Trends – August 2013  
**Given by Mr. Batiste**
8. Economic Impact of PAEDC Projects 2005-2013  
**Given by Mr. Batiste**
9. PA Chamber of Commerce October Membership Luncheon  
**Invitation Given by Mrs. Muller**
10. Texas Lonestar Development/ Flowserve  
**Update Given by Mr. Batiste**

#### **IX. CLOSED SESSION (EXECUTIVE SESSION)**

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City of Port Arthur Section 4A Economic Development Corporation Board Of Directors Should Make The Following Public Announcement:**

**"A Closed Meeting or Executive Session Will Be Held Pursuant To the Following Sections of Chapter 551, Texas Government Code,**





1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation and/ or legal advice.
  - a. DonShe Pottery
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
  - a. Port Arthur Housing Authority – Property on 4<sup>th</sup> St.
3. **Section 551.074 Government Code** – To discuss matters of Personnel.
  - a. CEO - Notice of Grievance
  - b. CEO - Evaluation
4. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.

**\*The Items in Executive Session May Be Discussed and Acted On In Open Session.\***

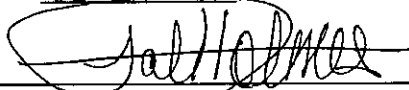
**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None

**XI. ADJOURNMENT OF MEETING**

**A motion was made by Richard Wycoff and seconded by Shad Wise to adjourn the meeting. Meeting Adjourned at 9:30 p.m.**

APPROVED BY THE BOARD OF DIRECTORS ON THE 4<sup>th</sup> DAY OF November, 2013.

  
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SECRETARY OF THE CORPORATION

