

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
November 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, November 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, Christy Derouen, Langston Adams, Richard Wycoff, Shad Wise, Pat Holmes, Kaprina Frank, and Carol Wommack

The invocation was given by Aletha Kirkwood.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

October 14, 2013 Regular Meeting

October 21, 2013 Special Meeting

**A motion was made by Richard Wycoff and seconded by Shad Wise to approve the minutes of October 14, 2013. The vote was unanimous. Motion carried.**

**The minutes for October 21, 2013 were not presented.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

1. Introduction of new Board Member – Mrs. Christy Derouen
2. Introduction of new Board Member – Mr. Langston Adams

**2. Communications**

1. Small Business Awards Banquet – **To be held November 14th**

**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.

**Items 1 and 2 were taken into executive session.**

3. 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.**

## **VI. CONSENT AGENDA ITEMS**

None

## **VII. NON CONSENT AGENDA ITEMS**

1. To discuss for possible consideration electing a Board Member to the office of Treasurer.  
**A motion was made by Richard Wycoff and seconded by Kaprina Frank to elect Christy Derouen as Treasurer of the Board of Directors. The vote was unanimous. Motion carried.**
2. To discuss for possible consideration reducing the current amount of the letter of credit for the incentive recipient, PA69 L.P.  
**A motion was made by Aletha Kirkwood and seconded by Richard Wycoff to approve reducing the current amount of the letter of credit to PA69. The vote was unanimous. Motion carried.**
3. To discuss for possible consideration entering into a Settlement Agreement with Donshe Pottery.  
**This item was taken into executive session.**
4. To discuss for possible consideration approving the terms and conditions of an Incentive Agreement with Krinos Foods.  
Item requested by Aletha Kirkwood and Pat Holmes  
**This item was taken into executive session.**
5. To discuss for possible consideration the funding of a Spring Newsletter in an amount not to exceed \$18,000.  
**A motion was made by Richard Wcyoff and seconded by Aletha Kirkwood to approve funding of a Spring Newsletter in an amount not to exceed \$18,000. The vote was unanimous. Motion carried.**

6. To discuss for possible consideration action to engage a commercial real estate broker for listing and sale of PAEDC property at 4173 39<sup>th</sup> Street, Port Arthur, Texas.

**A motion was made by Carol Wommack and seconded by Aletha Kirkwood to approve engaging a commercial real estate broker. The vote was unanimous. Motion carried.**

7. To discuss for possible consideration approving Training funds allocation for the following PAEDC training components:

- On-the-Job Training                      \$
- Life Skills Training                      \$
- Pre-Employment Training              \$

**This item was held until after executive session.**

8. To discuss for possible consideration approving the policies and procedures for a PAEDC Neighborhood Park Enhancement Program.

**A motion was made by Richard Wycoff and seconded by Shad Wise to approve the policies and procedures for a PAEDC Neighborhood Park Enhancement Program. The vote was unanimous. Motion carried.**

9. To discuss for possible consideration a request from the Westside New Addition Community Group for funding for their community park located on Rev. Ransom Howard Street.

**A motion was made by Langston Adams and seconded by Shad Wise to approve moving forward with the Park Project Application process for the community park on Rev. Ransom Howard St. The vote was unanimous. Motion carried.**

10. To discuss for possible consideration a request from Lamar State College – Port Arthur for supplemental Park Improvement funds in the amount of \$40,000 for Martin Field improvement.

**A motion was made by Carol Wommack and seconded by Pat Holmes to approve submitting to Council a request for improvements to Martin Field Park. The vote was unanimous. Motion carried.**

11. To discuss for possible consideration the installation of Fiber Optics in the Spur 93 Business Park.

**A motion was made by Richard Wycoff and seconded by Langston Adams to approve moving forward with the installation of Fiber Optics in the Spur 93 Business Park. The vote was unanimous. Motion carried.**

12. To discuss for possible consideration appointment of members to the Bylaws Sub Committee and possible amendment to Board Members terms.

**This item was tabled. The Board will hold an Overview Workshop for new board members and to serve as a refresher for current board members. The Bylaws will be discussed during this workshop as well.**

13. To discuss for possible consideration engaging the professional engineering services of Arceneaux & Gates a Burrow Global Company for the surveying and design to replace the existing sidewalks and fill in vaults adjacent to the 501 Procter Street Building.  
**A motion was made by Carol Wommack and seconded by Pat Holmes to approve engaging the services of Arceneaux & Gates. The vote was unanimous. Motion carried.**
14. To discuss for possible consideration approving a Letter of Agreement with Lamar University for the taping of Economic Development Corporation Meetings.  
**A motion was made by Richard Wycoff and seconded by Langston Adams to approve a Letter of Agreement with Lamar University for the tapings of the Board Meetings. The vote was unanimous. Motion carried.**

#### **VIII. REPORTS**

1. PA Chamber of Commerce Morning Business Connection – **Mr. Batiste**
2. Marketing Report – **RaNoda McClain-Lee**
3. Operation and Employment & Training Report – **Precilla Reeves**
4. Financial Report – **Carmelia Staley**
5. 501 Procter Street Update – **Floyd Batiste**
6. CEO's Report – **Floyd 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

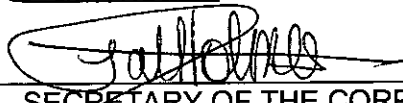
- 4. Section 551.087 Government Code** -- To discuss Incentives for Commercial and Industrial Business Prospects.  
a. Climate Controlled Containers

**\*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**

APPROVED BY THE BOARD OF DIRECTORS ON THE 2<sup>nd</sup> DAY OF  
December, 2013.

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