

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
December 2, 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, December 2, 2013. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Ransom Howard, Christy Derouen, Langston Adams, Richard Wycoff, Shad Wise, Pat Holmes, and Carol Wommack

The invocation was given by Christy Derouen.

The Pledge of Allegiance followed the Invocation

III. MINUTES

October 21, 2013 Special Meeting
November 4, 2013 Regular Meeting
November 21, 2013 Special Meeting

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

IV. PETITIONS & COMMUNICATIONS

1. Presentations

None

2. Communications

- 1. Attorney Mark Sokolow – Letter in response to Attorney General’s opinion as to the meaning of the term “entertainment”**
- 2. PA Chamber of Commerce – Membership Breakfast**

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.
A motion was made by Carol Wommack and seconded by Christy Derouen to approve the guidelines for administering Pre-Employment Training for Port Arthur residents. The vote was unanimous. Motion carried.
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 Pat Holmes and seconded by Shad Wise to approve the RFP.
A second motion was made by Pat Holmes and seconded by Shad Wise to amend the first motion to include the update to the dates in the RFP presented.
A third motion was made by Pat Holmes and seconded by Carol Wommack to amend the 2nd motion to include an amount not to exceed \$225,000. The vote was unanimous. Motion carried.
3. To discuss for possible consideration entering into an agreement with a contractor for the movement of dirt in the Spur 93 Business Park.
A motion was made by Shad Wise and seconded by Pat Holmes to table this item and advertise a Request for Proposals/ Bids. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

None

VII. NON CONSENT AGENDA ITEMS

1. To discuss for possible consideration a Letter of Intent submitted by BOD Environmental.
A motion was made by Carol Wommack and seconded by Langston Adams to approve moving forward with a Letter of Intent by BOD Environmental. The vote was unanimous. Motion carried.
2. To discuss for possible consideration a Parks Improvement Request by the City of Port Arthur Parks & Recreation Department.
A motion was made by Langston Adams and seconded by Ransom Howard to table this item. The vote was unanimous. Motion carried.
3. To discuss for possible consideration the awarding of landscaping and irrigation agreement for the Spur 93 Business Park.
A motion was made by Shad Wise and seconded by Pat Holmes to approve awarding the bid to Affordable Lawn Care of Port Arthur. The vote was unanimous. Motion carried.

4. To discuss for possible consideration a listing agreement with a local realtor for the sale of the PAEDC property located at 4173 39th Street Port Arthur, Texas.
A motion was made by Langston Adams and seconded by Shad Wise to approve entering into an agreement with Linda Hanchett, Realtor. The vote was unanimous. Motion carried.
5. To discuss for possible consideration a quote for the installation of Fiber Optics in the Spur 93 Business Park.
Shad Wise recused himself from the discussion and consideration of this agenda item as he is currently employed with Time Warner Cable.
A motion was made by Ransom Howard and seconded by Langston Adams to approve paying TWC 50% of the quoted price for the installation of fiber optics in the Spur 93 Business Park. The vote was unanimous. Motion carried.
6. To discuss for possible consideration approving Training funds allocation for the following PAEDC training components for FY 21013 - 2014
 - a. On-the-Job Training \$
 - b. Life Skills Training \$
 - c. Pre-Employment Training \$**A motion was made by Ransom Howard and seconded by Carol Wommack to accept staff's recommendation as to the allocation of funds for training components. The vote was unanimous. Motion carried. Funds will be allocated as follows:**
 - a. On-the-Job Training \$330,000
 - b. Life Skills Training \$110,000
 - c. Pre-Employment Training \$110,000
7. To discuss for possible consideration the PAEDC Annual Report.
A motion was made by Shad Wise and seconded by Carol Wommack to accept and submit the EDC Annual Report to the City Council at their next meeting. The vote was unanimous. Motion carried.
8. To discuss requesting the Port Arthur City Council place on the May ballot a reduction of 4A Sales Taxes by one eighth (1/8) and requesting the City Council create a 4B with the reduced 1/8 Sale Taxes.
Discussion only.

VIII. REPORTS

1. Marketing – **Floyd Batiste**
2. Operation and Employment & Training – **Precilla Reeves**
3. Financial – **Carmelia Staley**
 - a. Monthly Financial Update
 - b. Board Operations Financial Report
4. 501 Procter Update – **Floyd Batiste**
5. CEO's Report - **None**

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.
 - c. 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 4th St.
- 3. Section 551.074 Government Code** – To discuss matters of Personnel.
 - a. Notice of Grievance
 - b. CEO - Evaluation
- 4. Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
 - d. Climate Controlled Containers
 - e. Krinos Foods

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

The Board retired to Executive Session at 8:00 p.m. and reconvened at 9:25 p.m.

The Board acted upon the following item:

A motion was made by Pat Holmes and seconded by Carol Wommack to accept the terms recommended by staff as to a settlement with DonShe Pottery. The vote was unanimous. Motion carried.

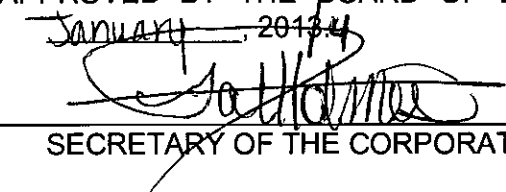
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Richard Wycoff – Requested a map of the City Parks.

Shad Wise – Requested a report from the City's Human Resources Department on their role and responsibilities to the EDC.

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 9:28 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th DAY OF
~~January~~, 2014


SECRETARY OF THE CORPORATION