

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
501 Procter St., Ste. 100 Port Arthur, Texas  
September 14, 2015**

**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, September 14, 2015. The meeting was called to order at 6:00 p.m.

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

The following Board Members were present:

Harold Doucet, Eli Roberts, Christy Derouen, Langston Adams, Richard Wycoff, Pat Holmes, Ingrid West Holmes, and Carol Wommack

The invocation was given by Carol Wommack.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

August 3, 2015

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

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

None

**2. Communications**

- a. Charlotte Moses  
**Board Member Resignation Letter**
- b. Martin Luther King Support Group  
**At the request of the MLK Group, this item will be tabled until a future date.**
- c. Port Arthur Chamber of Commerce  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to purchase a table in sponsorship of the event in the amount of \$300.00. The vote was unanimous. Motion carried.**
- d. Sports Society for American Health  
**The Board of Directors determined this request did not meet the criteria for Promotional funding by the EDC.**

3. **Speakers**

None

**V. UNFINISHED BUSINESS**

1. To discuss for possible consideration approval of an Operation Downtown Improvement Program Application for property located at 600 Austin Ave. Port Arthur, Texas.
2. To discuss for possible consideration approval of an Operation Downtown Improvement Program Application for property located at 648 East 6<sup>th</sup> Street, Port Arthur, Texas.

**A motion was made by Langston Adams and seconded by Richard Wycoff to deny an Operation Downtown Agreement for the properties at 600 Austin Ave. and 648 E. 6<sup>th</sup> St. The vote was unanimous. Motion carried.**

3. Discussion and possible consideration on the economic incentive agreement between Port Arthur Economic Development Corporation and Ryze Renewables Port Arthur, LLC.  
**This item was taken into executive session.**

**VI. CONSENT AGENDA ITEMS**

1. To discuss the installation of a Projection Screen for the Exterior East Wall of the 501 Procter Street building.  
**Kelly Tate of Gulf Coast Audio was present to further inform the Board with details of a projection screen. Discussion only. No action taken.**
2. To discuss for possible consideration a Letter of Intent from ESP Structure & Piping Solutions LLC.  
**Mr. Tomas Espinola was present to speak on behalf of the project. A motion was made by Carol Wommack and seconded by Harold Doucet to approve moving forward with the application process for a possible incentive agreement with ESP Structure & Piping Solutions LLC. The vote was unanimous. Motion carried.**
3. To discuss and set a date for a Board Workshop on Economic Development.  
**The Board was given a choice of several dates to hold the workshop. Staff will tally the chosen dates and schedule a workshop. No action taken.**

## VII. NON CONSENT AGENDA ITEMS

1. To discuss for possible consideration a Letter of Intent from PA69, L.P. for a possible economic incentive.  
**Mr. Kerry Lagrone was present to speak on behalf of the project. A motion was made by Harold Doucet and seconded by Richard Wycoff to approve moving forward with the application process for a possible incentive agreement with PA69, LP. The vote was unanimous. Motion carried.**
2. To discuss for possible consideration buildout options by Haddon + Cowan Architects Collaborative for Tenant improvements on the third floor of 501 Procter St.  
**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve Plan No. 1 for tenant improvements to the third floor. The vote was unanimous. Motion carried.**
3. To discuss for possible consideration the renewal of a professional services contract between Germer, PLLC and the Port Arthur Economic Development Corporations.  
**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the renewal of a professional services agreement with Germer PLLC. The vote was unanimous. Motion carried.**
4. To discuss for possible consideration renewal of an annual Technical Assistance Agreement between the City of Port Arthur and Port Arthur Section 4A Economic Development and the National Development Council in an amount not to exceed \$72,000.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve renewal of a Technical Assistance Agreement with the National Development Council. The vote was unanimous. Motion carried.**
5. To discuss for approval termination of the agreement between Sandra's Enterprises, Inc. and PAEDC for grass cutting services at the spur 93 Business Park.  
**A motion was made by Richard Wycoff and seconded by Ingrid Holmes to approve termination of the agreement with Sandra's Enterprises. The vote was unanimous. Motion carried.**
6. To discuss for possible consideration award of bid for the grass cutting services at the spur 93 Business Park to Joey's Tractor Service.  
**A motion was made by Richard Wycoff and seconded by Harold Doucet to approve award of contract to Joey's Tractor Service for the grass cutting at the Spur 93 Business Park. The vote was unanimous. Motion carried.**
7. To discuss for possible consideration award of bid for the reconstruction and design of the PAEDC Website to Marketing Alliance in an amount not to exceed \$17,000.  
**A motion was made by Harold Doucet and seconded by Richard Wycoff to table this item at the request of EDC CEO, Floyd Batiste, in order to**

further evaluate as one bid was received late. The vote was unanimous. Motion carried.

8. To discuss for possible consideration the construction of a Park in the Spur 93 Business Park at a cost not to exceed \$130,000.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve approve construction of a park within the Spur 93 Business Park.**  
**The vote was 7-1. Langston Adams voted no.**  
**Motion passed.**
9. To discuss for possible consideration partnering with the Workforce Solutions Board of Southeast Texas on an application for the second year Texas Workforce Commission High Demand Job Training Program.  
**A motion was made by Carol Wommack and seconded by Harold Doucet to approve making application to the Texas Workforce Commission for high demand training grant funds. The vote was unanimous. Motion carried.**
10. To discuss for possible consideration approval of a 3% pay increase for PAEDC staff personnel for fiscal year 2015 – 2016.  
**A motion was made by Harold Doucet and seconded by Richard Wycoff to approve a 3% pay increase for EDC staff to stay in line with the City's pay rates and ranges. The vote was unanimous. Motion carried.**

## VIII. REPORTS

1. Marketing & Business Recruitment
2. Employment & Training
3. Business Operations, Retention and Expansion
4. Financial
5. CEO's Report

## 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.
  - b. **Adjacent property to 501 Procter St.**
3. **Section 551.074 Government Code** – To discuss matters of Personnel.
  - a. **EDC Chief Executive Officer Performance Evaluation**
4. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
  - a. **Lamar Student Housing**
  - b. **Ryze Renewables Port Arthur, LLC.**

**\*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 5<sup>th</sup> DAY OF October, 2015.

  
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SECRETARY OF THE CORPORATION