

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
501 Procter St., Ste. 100 Port Arthur, Texas
January 12, 2016**

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 Tuesday, January 12, 2016. 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, Warren Pena, Pat Holmes, Ingrid West Holmes, and Carol Wommack

The invocation was given by Carol Wommack.

The Pledge of Allegiance followed the Invocation

III. MINUTES

December 7, 2015

A motion was made by Carol Wommack and seconded by Eli Roberts to approve the minutes of December 7, 2015. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

a. Riceland Farms, Inc.

Dr. Hani Tomei was present to speak on behalf of Riceland Farms, Inc.

2. Communications

a. Port Arthur Education Foundation - State of the Schools Luncheon

A motion was made by Langston Adams and seconded by Harold Doucet to approve sponsorship in the amount of \$500.00. The vote was unanimous. Motion carried.

- b. MLK Support Group - MLK Luncheon
A motion was made by Langston Adams and seconded by Harold Doucet to approve sponsorship in the amount of \$2,000.00. The vote was unanimous. Motion carried.

3. Speakers

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

None

VII. NON CONSENT AGENDA ITEMS

1. To discuss a Letter of Intent from Riceland Farms, Inc.
A motion was made by Richard Wycoff and seconded by Warren Pena to accept the Letter of Intent from Riceland Farms, Inc. The vote was unanimous. Motion carried.
2. To discuss for possible consideration a proposed Letter of Intent to lease space for AAY Associates.
A motion was made by Harold Doucet and seconded by Richard Wycoff to approve acceptance of a Letter of Intent to Lease Space by AAY Associated. The vote was unanimous. Motion carried.
3. To discuss for possible consideration the first renewal of the contract with Southeast Texas Building Services for the janitorial services at 501 Procter St. for an additional one year period.
A motion was made to approve the first renewal of the contract with Southeast Texas Building Services. The vote was unanimous. Motion carried.
4. To discuss for possible consideration the first renewal of the contract with S&S Security & Investigations for security services at the Spur 93 Business Park for an additional one year period.
A motion was made to approve renewal of the contract with S&S Security Investigations. The vote was unanimous. Motion carried.
5. To discuss for possible consideration extending the contract with ALLCO for site grading to serve the Spur 93 Business Park for an additional six months to allow for days lost due to weather.
A motion was made to extend the contract with ALLCO for an additional six months. The vote was unanimous. Motion carried.

6. To discuss for possible consideration approving a Memorandum of Understanding with the Texas Workforce Commission, Southeast Texas Workforce Solutions Board and PAEDC to support a High Demand Job Training program on a dollar for dollar match basis with the amount of \$75,000 to be contributed by the PAEDC.
7. To discuss for possible consideration approving a Community Pre-Employment Workforce Training Agreement with Team Fabricators for the training of 48 Port Arthur residents in an amount not to exceed \$312,000 for wage reimbursements of up to \$6,500 per trainee.

A motion was made by Richard Wycoff and seconded by Carol Wommack to approve entering into a MOU with the Texas Workforce Commission and a Training Agreement with Team Fabricators for a higher level welding training program in the amount of \$462,000. The vote was unanimous. Motion carried.

8. To discuss for possible consideration a Letter of Agreement between Lamar University and the PAEDC for taping of the PAEDC Board Meetings.

A motion was made by Carol Wommack and seconded to table this item until more information is available. The vote was unanimous. Motion carried.

9. To discuss for possible consideration requesting proposals for a Training Provider to provide Life Skills and Basic Financial Planning Training to Port Arthur residents over the next three years.

A motion was made to approve requesting proposals for a training provider to provide Life Skills and Basic Financial Planning Training to Port Arthur residents. The vote was unanimous. Motion carried.

10. To discuss for possible consideration approving the closing of the sale of 3.50 acres of land in the Spur 93 Business Park to Clay Development.

A motion was made by Harold Doucet and seconded by Richard Wycoff to approve closing on the land sale to Clay Development. The vote was unanimous. Motion carried.

11. To discuss for possible consideration creating a Board of Directors' Travel Policy identifying any and all training courses and or conferences that shall be available for Board Members. (Requested by CEO)

12. To discuss for possible consideration CEO, Board and Staff travel policies and procedures. (Requested by Board Member Langston Adams)

13. To discuss for possible consideration implementing a policy indicating that no board member, staff or CEO shall make any travel arrangement requiring use of EDC funds without the express approval

of the majority of the board for each planned trip outside Jefferson county. (Requested by Board Member Langston Adams)

A motion was made by Harold Doucet and seconded by Richard Wycoff to approve that a policy be put in place that reflects that board members who wish to travel must bring their request before the Board of Directors for approval. The vote was unanimous. Motion carried.

14. To discuss for possible consideration Board Member Langston Adams' request to attend the Economic Development Marketing and Attraction training course in Toronto, ON March 24 – 25th. (Requested by Board Member Langston Adams)

A motion was made by Harold Doucet and seconded by Eli Roberts to approve Langston Adams' request to travel. The vote was unanimous. Motion carried.

15. To discuss requiring each separate and distinct item placed on board agenda for deliberation or decision identify the name and position of the person who requested that such item be placed on the agenda. (Requested by Board Member Langston Adams)

A motion was made to identify staff or a particular person other than staff behind each agenda item. The vote was unanimous. Motion carried.

16. To discuss requiring all agendas and minutes of all PAEDC meeting be available to the public for viewing on PAEDC webpage. (Requested by Board Member Langston Adams)

No action taken as this process is already being done currently.

17. To discuss requiring live internet Broadcast of all PAEDC meetings Pursuant to Gov. Code 551.128 a governmental body may broadcast an open meeting over the internet. This statute is effective January 1, 2016. (Requested by Board Member Langston Adams)

A motion was made by Ingrid West Holmes and seconded by Harold Doucet to remove this item. The vote was unanimous. Motion carried.

18. To discuss requiring all audio and video recording of any PAEDC board meeting be archived and made available to the public for viewing on the PAEDC webpage. Such archived recording shall be made available on the internet not later than seven (7) days after the date the recording was made. (Requested by Board Member Langston Adams)

No action taken.

VIII. REPORTS

1. Marketing & Business Recruitment Report
Report given by Ranoda McClain-Lee

2. Operational Report
Report given by Krystle Muller
3. Financial Report
Report given by Rachel Jacquet
4. CEO's Report
Reminder – Chamber of Commerce Annual Banquet Jan. 21st 6-9 p.m. – Table of 10 Reserved for EDC.

The Board retired to Executive Session at 8:15 p.m. and reconvened at 8:55 p.m.

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.
- 2. Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
 - a. Value of Land Adjacent property to Spur 93 Business Park**
- 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.

***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

The meeting was adjourned at 8:56 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 1st DAY OF
F, 2016.



SECRETARY OF THE CORPORATION