

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
501 Procter St., Ste. 100 Port Arthur, Texas
June 6, 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 Monday, June 6, 2016. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, Eli Roberts, Christy Derouen, Langston Adams, Warren Pena, Dallas Smith, Ingrid West Holmes, and Carol Wommack

The invocation was given by Darrell Anderson.

The Pledge of Allegiance followed the Invocation

III. MINUTES

May 2, 2016

A motion was made by Warren Pena and seconded by Eli Roberts to approve the minutes of May 2, 2016. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

1. PAEDC Website – Jason Spencer/ Tisha Self
2. Phil Fisher – Reach Innovation Centers
Travis Woods – T&L Solutions

2. Communications

1. Germer, PLLC – Attorney General Opinion on Site Improvements

3. Speakers

None

V. UNFINISHED BUSINESS

1. Report from the Purchasing Policy Committee regarding the Purchasing Policy.
Item moved to Non-Consent.

VI. CONSENT AGENDA ITEMS

None

VII. NON CONSENT AGENDA ITEMS

1. To discuss for possible consideration entering into economic incentive discussion with REACH Innovation Centers of Illinois, the City of Port Arthur, and Lamar University for possible location of a research and development lab and a possible manufacturing facility in Port Arthur.
A motion was made by Eli Roberts and seconded by Carol Wommack to approve moving forward with economic incentive discussions with REACH Innovation Centers of Illinois. The vote was unanimous. Motion carried.
2. To discuss for possible consideration re-imbusement of costs associated with an Advanced Technology Symposium Industry Event not to exceed \$15,000.
A motion was made by Langston Adams to table this item. The motion failed due to the lack of a second.
A motion was made by Warren Pena and seconded by Eli Roberts to approve re-imbusement in the amount of \$15,000 for costs associated with an Advanced Technology Symposium. The vote was unanimous. Motion carried.
3. To discuss for possible consideration a First Amendment to the Incentive Agreement with Gulf Coast Warehousing.
This item was tabled.
4. To discuss for possible consideration a Letter of Intent from Strong Tower Ministries for the purchase of two (2) acres of land in the Highway 73 Business Park.
Item was taken into Executive Session.
Following Executive Session, a motion was made by Darrell Anderson and seconded by Langston Adams to approve sale of two (2) acres of land to Strong Tower Ministries. The vote was unanimous. Motion carried.
5. To discuss for possible consideration a Letter of Intent from Port Arthur Recycling, LLC for a possible economic incentive.
A motion was made by Carol Wommack and seconded by Warren Pena to approve moving forward with the full economic incentive application process with Port Arthur Recycling, LLC. The vote was unanimous. Motion carried.

6. To discuss for possible consideration a Letter of Intent from Armin Caballero to purchase three (3) acres of land in the Highway 73 Business Park and a possible economic incentive for the purpose of constructing a warehouse.
A motion was made by Ingrid West Holmes and seconded by Warren Pena to approve moving forward with the economic incentive application process with Armin Caballero. The vote was unanimous. Motion carried.
7. To discuss for possible consideration granting a waiving the business sign restrictions as set forth in the Spur 93 Business Park Covenants and Restrictions for Clay Development for the construction of a new business.
This item was removed from the agenda as there is not a need for the granting of a waiver.
8. To discuss for possible consideration approval of Change Order No. 2 to the Site Grading Contract with ALLCO.
A motion was made by Darrell Anderson and seconded by Eli Roberts to approve contingent upon verification that Texas Gas Company nor the City of Port Arthur is in fact responsible for the covering of the exposed gas line. The vote was unanimous. Motion carried.
9. To discuss and approve a request for funding from the Breeze Radio Station for advertising. (Board Member Langston Adams)
A motion was made by Langston Adams and seconded by Warren Pena to approve advertising with The Breeze Radio Station. The vote was 7-1. Carol Wommack voted no. Motion passed.
10. To discuss for possible consideration a Letter of Intent to lease space to Pure Renewables in the 501 Procter building.
A motion was made by Eli Roberts and seconded by Darrell Anderson to approve the Letter of Intent from Pure Renewables. The vote was unanimous. Motion carried.
11. To discuss for possible consideration a Letter of Intent with AAY Associates for lease space on the third floor of the 501 Procter Street building.
Item was taken into Executive Session.
Following Executive Session, a motion was made by Ingrid West Holmes and seconded by Eli Roberts to table this item and have staff come back with the cost of the projected buildout and the amount of remaining funds available for the project. The vote was unanimous. Motion carried.
12. To discuss for possible consideration entering into a construction agreement with Spawglass Construction for the construction of the third floor common rest room, build out of lease space, and installation of a projector screen on the exterior east wall of the 501 Procter Street building.
Item was taken into Executive Session.

Following Executive Session, a motion was made by Carol Wommack and seconded by Eli Roberts to table this item. The vote was unanimous. Motion carried.

13. To discuss for possible consideration the Greater Port Arthur Chamber of Commerce re-key certain door locks within their lease space and purchase additional keys.

A motion was made by Carol Wommack and seconded by Darrell Anderson to approve allowing the Chamber to re-key certain door locks within their lease space at their expense. The vote was unanimous. Motion carried.

14. To discuss for possible consideration award of a bid for the grass maintenance at the Highway 73 Business Park.

A motion was made by Carol Wommack and seconded by Eli Roberts to approve award of the bid to Affordable Lawn Care. The vote was unanimous. Motion carried.

15. To discuss for possible consideration approval of a payment to Nautical Affordable Housing, Inc.

No action taken. CEO authorized to move forward.

16. To discuss for possible consideration ratification of City approved Covenants and Restrictions for the Spur 93 Business Park and authorize filing in Official Public Records of Jefferson County.

A motion was made by Eli Roberts and seconded by Darrell Anderson to approve ratification of the City approved Covenants and Restrictions for the Spur 93 Business Park. The vote was unanimous. Motion carried.

17. To discuss for possible consideration adoption of the revised plat for the Jade Avenue Business Park.

A motion was made by Ingrid West Holmes and seconded by Dallas Smith to approve adoption of the revised plat for the Jade Avenue Business Park. The vote was unanimous. Motion carried.

18. To discuss for possible consideration adoption of the 2016 – 2017 PAEDC budget.

A motion was made by Carol Wommack and seconded by Darrell Anderson to approve the 2016-2017 PAEDC Budget as presented during the Budget Workshop. The vote was unanimous. Motion carried.

19. To discuss for possible consideration contracting a project manager to oversee the PAEDC Affordable Housing Program in an amount not to exceed \$35,000 for one year with an option to renew for two additional one year periods.

A motion was made by Darrell Anderson and seconded Eli Roberts to advertise a Request for Qualifications for a Project Manager. The vote was unanimous. Motion carried.

20. To discuss for possible consideration directing the contracted project manager to draft policies and procedures for the PAEDC Down Payment Assistance Program with final review by EDC attorney.
This item was removed.

21. To discuss for possible consideration requesting the City to waive the permitting fees, tap fees and donate any property owned by the City in the PAEDC targeted area for the Affordable Housing Program.
A motion was made by Darrell Anderson and seconded by Eli Roberts to approve requesting the City to waive permitting and tap fees, and donate any property owned by the City in the PAEDC targeted area for the Affordable Housing Program. The vote was unanimous. Motion carried.

22. To discuss for possible consideration acceptance of a PAEDC Governance Policy.
This item was removed until next meeting.

23. To discuss for possible consideration acceptance of a PAEDC Purchasing Policy.
A motion was made by Carol Wommack and seconded by Eli Roberts to approve the Purchasing Policy as presented. The vote was 7-1. Langston Adams voted no. Motion passed.

VIII. REPORTS

1. Marketing & Business Recruitment Report
2. Operational Report
3. Financial Report
4. 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. **Climate Controlled Containers**
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.

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.

The Board retired to Executive Session at 9:00 p.m. and reconvened at 9:50 p.m.

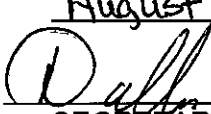

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting adjourned at 9:53 p.m.

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

SECRETARY OF THE CORPORATION