

**MINUTES**  
**City of Port Arthur**  
**Section 4A Economic Development Corporation**  
**Regular Board Meeting**  
**501 Procter Street, Ste. 100, Port Arthur, TX 77640**  
**October 3, 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, October 3, 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, Kenneth Marks, Warren Pena, Dallas Smith, and Ingrid West Holmes.

The invocation was given by Darrell Anderson.

The Pledge of Allegiance followed the Invocation.

**III. MINUTES**

September 6, 2016

**A motion was made by Kenneth Marks and seconded by Darrell Anderson to approve the minutes of September 6, 2016. The vote was unanimous. Motion carried.**

**II. PETITIONS & COMMUNICATIONS**

**1. Presentations**

**None**

**2. Communications**

- a. Port Arthur Chamber of Commerce Leadership Breakfast  
**It was agreed to purchase a reserved table of 10 for this event.**
- b. Certificate of Occupancy for Seahawk Landing
- c. Letters of interest to purchase property on 4<sup>th</sup> Street owned by PAEDC.

**3. Speakers (limited to 3 min. ea.)**

**None**

### III. UNFINISHED BUSINESS

1. To discuss for possible consideration recommendations from the Board sub-committee regarding security services/systems for 501 Procter Street.  
**This item was tabled. The Board sub-committee advised they received new information today that has not been included with this agenda and wish to move this item to the next Board Meeting.**

### IV. CONSENT AGENDA ITEMS

None

### V. NON-CONSENT AGENDA ITEMS

1. To discuss purchase and options to purchase 4<sup>th</sup> Street property owned by EDC.  
**This item was moved to Executive Session.**
2. To discuss for possible consideration entering into a workforce training agreement with Program of Health Excellence for Certified Nursing Aide (CNA).  
**A motion was made by Darrell Anderson and seconded by Dallas Smith to enter into a workforce training agreement with Program of Health Excellence for Certified Nursing Aide (CNA). The vote was unanimous. Motion carried.**
3. To discuss the new logo for the City of Port Arthur.  
**Discussion only.**
4. To discuss for possible consideration awarding the bid for the grass maintenance at Highway 73 Business Park.  
**A motion was made by Kenneth Marks and seconded by Darrell Anderson to award the bid for grass maintenance at Highway 73 Business Park to Affordable Lawn & Tractor. The vote was unanimous. Motion carried.**
5. To discuss for possible consideration entering into an agreement for a Phase I Landscaping Concept for the entrance of the Jade Business Park.  
**A motion was made by Darrell Anderson and seconded by Dallas Smith to enter into an agreement for a Phase I Landscaping Concept for the entrance of the Jade Business park with HR Green. The vote was unanimous. Motion carried.**
6. To discuss for possible consideration entering into an agreement with Port Arthur Recycling.  
**A motion was made by Warren Pena. There was no second. Motion failed. The Board advised they wish to move this item to a Special Meeting once the agreement is finalized and there are no contingencies pending for its approval.**
7. To discuss for possible consideration contracting the services of Gulf Coast Warehousing for the brokering of equipment.  
**A motion was made by Kenneth Marks and seconded by Darrell Anderson to approve contracting with Gulf Coast Warehousing for the brokering of equipment. The vote was unanimous. Motion carried.**



8. To discuss letter of intent and Phase I Application for Cartwright & McClain LLC dba 1836 Ironworks.

**A motion was made by Warren Pena and seconded by Dallas Smith to accept the Phase I Application for Cartwright & McClain LLC dba 1836 Ironworks. The vote was unanimous. Motion carried.**

#### **VI. REPORTS**

**The Board deferred Reports to follow Executive Session. Due to a Board Member's early departure, following Executive Session, there was a lack of quorum. Reports were not presented.**

1. Marketing & Business Recruitment Report
2. Operational Report
3. Financial Report
4. CEO's Report

#### **VII. 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.
3. **Section 551.074 Government Code** – The discuss matters of Personnel.
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 7:08 p.m. and reconvened at 7:30 p.m.**

**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None

**XI. ADJOURNMENT OF MEETING**

Meeting was adjourned at 7:32 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 17<sup>th</sup> DAY OF

October, 2016.

Dallas Smith  
SECRETARY OF THE BOARD