

**MINUTES**  
**City of Port Arthur**  
**Section 4A Economic Development Corporation**  
**Regular Board Meeting**  
**501 Procter Street, Ste. 100, Port Arthur, TX 77640**  
**Monday, December 5, 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, December 5, 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, Christy DeRouen, Kenneth Marks, Richard Wycoff, Warren Pena, Dallas Smith and Ingrid Holmes.

The invocation was given by Darrell Anderson.

The Pledge of Allegiance followed the Invocation.

**I. MINUTES**

Special Meeting, October 17, 2016

**This item was tabled, the minutes for the Special Meeting, October 17, 2016, were inadvertently excluded from the agenda packet.**

**II. PETITIONS & COMMUNICATIONS**

**1. Presentations**

- a. Quarterly Report by PAEDC Affordable Housing Project Manager.

**2. Communications**

- a. PAEDC 2017 Board Meeting Schedule.
- b. Carol Wommack, Letter of Resignation from the Board.
- c. Port Arthur EDC Ground Breaking for The Affordable Housing Program, Wednesday, December 7, 2016.
- d. The Good for Texas Tours – Ports Edition, by Texas Comptroller of Public Accounts, Thursday, December 8, 2016.
- e. Greater Port Arthur Chamber of Commerce Annual Banquet, Thursday, January 19, 2017.

The Board elected to sponsor a Silver Sponsorship in the amount of \$750 for the Greater Port Arthur Chamber of Commerce Annual Banquet to be held on Thursday, January 19, 2017.

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

- a. AC Towing & Transportation, LLC.

**Mr. Aaron C. Campbell and Ms. Pat Holmes spoke regarding Non-Consent Item #3.**

III. **UNFINISHED BUSINESS**

1. To discuss for possible consideration recommendations from the Board subcommittee regarding security services/systems for 501 Procter Street.  
**The Board subcommittee advised against the placement of a Security Guard as a means of security for 501 Procter Street. The subcommittee suggested the installation of a security system and requested the PAEDC Staff to research and advise the Board Members via email. The Board Members will make a decision regarding the installation of a security system at the next Regular Board Meeting.**

IV. **CONSENT AGENDA ITEMS**

V. **NON-CONSENT AGENDA ITEMS**

1. To discuss for possible consideration a letter of intent and Phase I Application from Good Times.  
**A motion was made by Darrell Anderson and seconded by Richard Wycoff to move forward regarding the letter of intent and Phase I Application from Good Times. The vote was unanimous. Motion carried.**
2. Presentation of appraisal of 3.0001 acres of land located on 4<sup>th</sup> Street (the "Property") and possible consideration of sale of Property and terms of sale.  
**This item was moved to Executive Session.**
3. To discuss for possible consideration the purchase request for the PAEDC property located on 4<sup>th</sup> Street by AC Towing & Transportation, LLC.  
**This item was moved to Executive Session.**
4. To discuss for possible consideration the purchase request for the PAEDC property located on 4<sup>th</sup> Street by KT Maintenance Company, Inc.  
**This item was moved to Executive Session**
5. To discuss for possible consideration the purchase request for the PAEDC property located on 4<sup>th</sup> Street by Mardi Gras of Southeast Texas, Inc.  
**This item was moved to Executive Session.**

**Following Executive Session regarding Non-Consent Items #2-5:**

It was recommended these items be removed from the Agenda until each Board Member has the opportunity to review the Freese & Nichol's downtown study (Freese & Nichols 2015 Downtown Revitalization Plan, Port Arthur, Texas) so Members can evaluate not only this particular piece of property, owned by the PAEDC, but others that are believed to be impacted by that study. Thus allowing Board Members to decide what is the best Economic Development use for those various types of properties.

6. To discuss for possible consideration the PAEDC Chief Executive Officer Agreement.  
**A motion was made by Richard Wycoff and seconded by Darrell Anderson to approve the PAEDC Chief Executive Officer's Agreement. The vote was unanimous. Motion carried.**
  
7. To discuss for possible consideration bids for the 3<sup>rd</sup> Floor Tenant Area Buildout with Restrooms.
  - a. SpawGlass
  - b. SETEX Construction**A motion was made by Kenneth Marks and seconded by Darrell Anderson to award the bid to SETEX Construction for the 3<sup>rd</sup> Floor Tenant Buildout with Restrooms and to also include the add-ons of performance and payment bond and (18) Mecho-Chade window coverings. The vote was unanimous. Motion carried.**
  
8. To discuss for possible consideration the approval of Access Agreement with Enterprise Pipeline for the Jade Ave. Business Park.  
**The motion was made by Richard Wycoff and seconded by Darrell Anderson to approve the Access Agreement with Enterprise Pipeline for the Jade Ave. Business Park with changes to be negotiated as requested by Enterprise Pipeline. The vote was unanimous. Motion carried.**
  
9. To discuss for possible consideration a proposal from Arceneaux, Wilson & Coles for the re-plat of the Spur 93 Business Park in the amount of \$4,900.00.  
**The motion was made by Kenneth Marks and seconded by Dallas Smith to approve the proposal from Arceneaux, Wilson & Coles for the re-plat of the Spur 93 Business Park in the amount of \$4,900.00. The vote was unanimous. Motion carried.**
  
10. To discuss for possible consideration the placement of 3 billboards, within Port Arthur, in support of Port Arthur Small Business Day.  
**The motion was made by Darrell Anderson and seconded by Richard Wycoff to approve the placement of three (3) billboard, within Port Arthur, in support of Port Arthur Small Business Day. The vote was unanimous. Motion carried.**

11. To discuss for possible consideration entering into an agreement for grass cutting with Joey's Tractor Service for the Spur 93 Business Park.  
**The motion was made by Dallas Smith and seconded by Kenneth Marks to approve entering into an agreement for grass cutting with Joey's Tractor Service for the Spur 93 Business Park. The vote was unanimous. Motion carried.**
  
12. To discuss for possible consideration moving the Regular January Board Meeting from Monday, January 2, 2017 to Tuesday, January 10, 2017; in conjunction with the Board's Annual Meeting.  
**The motion was made by Richard Wycoff and seconded by Kenneth Marks to move the Regular January Board Meeting from Monday, January 2, 2017 to Tuesday, January 10, 2017; in conjunction with the Board's Annual Meeting. The vote was unanimous. Motion carried.**

## **VI. 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.
  
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 7:58 p.m. and reconvened at 8:37 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 8:38 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10<sup>th</sup> DAY OF

January, 2017.

Dale Smith  
SECRETARY OF THE BOARD