

**MINUTES**  
**City of Port Arthur**  
**Section 4A Economic Development Corporation**  
**Regular Board Meeting**  
**501 Procter Street, Ste. 100, Port Arthur, TX 77640**  
**Monday, June 5, 2017**

**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 5, 2017. 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, Dallas Smith, Ingrid Holmes and David Stickley.**

The invocation was given by Dallas Smith.

The Pledge of Allegiance followed the Invocation.

**III. MINUTES**

Regular Meeting, May 1, 2017

Special Joint Meeting, June 1, 2017

**A motion was made by Richard Wycoff and seconded by David Stickley to approve the minutes of the Regular Board Meeting, May 1, 2017 and the Special Joint Meeting, June 1, 2017. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

- a. Impact Waste Recycling, LLC

**2. Communications**

- a. Bob Hope School - BHS Scholarship Golf Tournament July 21, 2017.  
**The Board agreed the Bob Hope School – BHS Scholarship Golf Tournament request did not fall within the guidelines set forth by the Request For Use of Promotional Funds. The PAEDC will not sponsor this event.**

**PAEDC CEO presented a request form the Greater Port Arthur Chamber of Commerce for the Membership Luncheon to be held on June 27, 2017. The Board agreed to the purchase of individual tickets for those wishing to attend.**

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

V. UNFINISHED BUSINESS

VI. CONSENT AGENDA ITEMS

VII. NON-CONSENT AGENDA ITEMS

1. To discuss for possible consideration changing the date of the July 3, 2017 Board Meeting.  
**A motion was made by Richard Wycoff and seconded by David Stickley to move the July 3, 2017 Board Meeting to July 10, 2017. The vote was unanimous. Motion carried.**
2. To discuss for possible consideration entering into a Commercial Real Estate Listing Agreement with Hayes Real Estate.  
**This item was moved to Executive Session.**  
**Following Executive Session a motion was made by David Stickley and seconded by Dallas Smith to approve entering into a Commercial Real Estate Listing Agreement with Hayes Real Estate.**
3. To discuss for possible consideration the awarding a contract for the landscaping at the Spur 93 Business Park.  
**A motion was made by Dallas Smith and seconded by Darrell Anderson to approve awarding a contract for landscaping at the Spur 93 Business Park to Affordable Lawn and Tractor Service. The vote was unanimous. Motion carried.**
4. To discuss for possible consideration the first renewal of a consultant agreement with Tender Loving Care Center for Children d/b/a/Legacy Community Development Corporation.  
**A motion was made by Richard Wycoff and seconded by David Stickley to approve the first renewal of a consultant agreement with Tender Loving Care Center for Children d/b/a/Legacy Community Development Corporation. The vote was unanimous. Motion carried.**
5. To discuss for possible consideration a Letter of Intent from Impact Waste Recycling, LLC.  
**A motion was made by David Stickley and seconded by Richard Wycoff to consider a Letter of Intent from Impact Waste Recycling, LLC. The vote was unanimous. Motion carried.**

6. To discuss for possible consideration a Memo of Understanding with Financial Obligations between Workforce Solutions Southeast Texas and PAEDC.  
**A motion was made by Richard Wycoff and seconded by David Stickley to approve a Memo of Understanding with Financial Obligations between Workforce Solutions Southeast Texas and PAEDC. The Board agreed program return data should be captured every six months. The vote was unanimous. Motion carried.**
  
7. To discuss for possible consideration acceptance of the Goals & Objectives as set forth by PAEDC Chief Executive Officer.  
**This item was moved to Executive Session.**  
Following Executive Session a motion was made by Kenneth Marks and seconded by David Stickley to accept the Goals & Objectives as set for by PAEDC Chief Executive Officer. The Board request the PAEDC Chief Executive Officer to provide measurable personal goals. The vote was unanimous. Motion carried.
  
8. To discuss for possible consideration the closing of an Economic Incentive file between PAEDC and Coastal Industrial Services, Inc.  
**A motion was made by Richard Wycoff and seconded by Darrell Anderson to approve closing the Economic Incentive file between PAEDC and Coastal Industrial Services, Inc. The vote was unanimous. Motion carried.**
  
9. To discuss for possible consideration funding City Infrastructure improvements in the Downtown Targeted Area for replacement of sidewalks, water lines, drainage and related improvements.  
**A motion was made by Richard Wycoff and seconded by David Stickley to approve funding City Infrastructure improvements in the Downtown Targeted Area for replacement of sidewalks, water lines, drainage and related improvements. The vote was unanimous. Motion carried.**
  
10. To discuss for possible consideration funding City Infrastructure for the Downtown District for the installation of fiber optics or other telecommunication facilities.  
**A motion was made by Richard Wycoff and seconded by David Stickley to approve funding City Infrastructure for the Downtown District for the installation of fiber optics or other telecommunication facilities. The vote was unanimous. Motion carried.**
  
11. To discuss for possible consideration approving the amended contract with Haddon & Cowan.  
**A motion was made by Richard Wycoff and seconded by David Stickley to approve the payment of Add Service #4 and additional close out costs to Haddon & Cowan. The vote was unanimous. Motion carried.**

12. To discuss for possible consideration the installation of moveable partitions to divide third floor office space.  
**A motion was made by Richard Wycoff and seconded by Kenneth Marks to allow the installation of moveable partitions to divide third floor office space. The vote was unanimous. Motion carried.**
13. To discuss for possible consideration a letter of intent from G&G Enterprises Construction Corp. for third floor lease space.  
**A motion was made by Kenneth Marks and seconded by Richard Wycoff to consider a letter of intent from G&G Enterprises Construction Corp. for third floor lease space.**

#### **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.
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. Chief Executive Officer evaluation and renewal of contract.
  - b. Staffing
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 7:40 p.m. and reconvened at 8:41 p.m.**

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 8:42 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10<sup>th</sup> DAY OF  
July, 2017.

Dalh Smith  
SECRETARY OF THE BOARD