

*City of Port Arthur*  
*Section 4A Economic Development Corporation*

**MINUTES**

**Special Board Meeting**

*501 Procter Street, Ste. 100, Port Arthur, TX 77640*

*Monday, September 11, 2017*

*6:00 p.m.*

**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, September 11, 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, John Chirafis, Joseph L. Guillory, II, Kenneth Marks, Dallas Smith, Ingrid West Holmes and David Stickley.**

The invocation was given by Darrell Anderson.

The Pledge of Allegiance followed the Invocation.

**III. MINUTES**

Regular Meeting, August 7, 2017

**A motion was made and seconded to approve the minutes of the Regular Meeting, August 7, 2017. The vote was unanimous. Motion carried.**

**II. PETITIONS & COMMUNICATIONS**

**1. Presentations**

- a. KFDM – Susie Fontenot
- b. Affordable Housing Program

**2. Communications**

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

**III. UNFINISHED BUSINESS**

**IV. CONSENT AGENDA ITEMS**

**V. NON-CONSENT AGENDA ITEMS**

1. To discuss for possible consideration approving an Economic Incentive and Loan Agreement with KLV Ventures.

**A motion was made and seconded to approve an Economic Incentive and Loan Agreement with KLV Ventures. The vote was unanimous. Motion carried.**

2. To discuss for possible consideration entering into an Economic Incentive Agreement with Motion Industries, Inc. for the Retention and Relocation of jobs in the City of Port Arthur.

**A motion was made and seconded to enter into an Economic Incentive Agreement with Motion Industries, Inc. for the Retention and Relocation of jobs in the City of Port Arthur. The vote was unanimous. Motion carried.**

3. To discuss or possible consideration a letter of Intent from AWC for an Economic Incentive.

**A motion was made and seconded to consider a Letter of Intent from AWC for an Economic Incentive.**

4. To discuss for possible consideration entering into an Addition Service Agreement with Haddon + Cowan Architects Collaborative for the design and construction management of the 2<sup>nd</sup> floor buildout and the East Wall Projector Screen for an amount not to exceed \$31,500.

**A motion was made and seconded to enter into an Addition Service Agreement with Haddon + Cowan Architects Collaborative for the design and construction management of the 2<sup>nd</sup> floor buildout and the East Wall Projector Screen for an amount not to exceed \$31,500. The vote was unanimous. Motion carried.**

5. To discuss for possible consideration approving the bid submitted by SETEX Construction Corp. for the buildout of the South End of the Second Floor of 501 Procter Street.

**A motion was made and seconded to approve the bid submitted by SETEX Construction Corp. for the buildout of the South End of the Second Floor of 501 Procter Street. The vote was unanimous. Motion carried.**

6. To discuss for possible consideration entering into a professional service agreement for the screening, assessment, counseling and employment referral of Port Arthur Residents with Southern Staff Solutions LLC.

**A motion was made and seconded to approve entering into a professional service agreement for the screening, assessment, counseling and employment referral of Port Arthur Residents with Southern Staff Solutions LLC. The vote was unanimous. Motion carried.**



7. To discuss for possible consideration making application for a Wagner-Peyser 7(b) Grants.

**A motion was made and seconded to approve making application for a Wagner-Peyser 7(b) Grants. The vote was unanimous. Motion carried.**

8. To discuss for possible consideration the use of EDC property located at Jade Avenue Business Park or the Hwy 73 Business Park by the City of Port Arthur.

**A motion was made and seconded to approve the use of EDC property located at Jade Avenue Business Park or the Hwy 73 Business Park by the City of Port Arthur. The vote was unanimous. Motion carried.**

9. To discuss for possible consideration payment of Administrative Services in the amount of \$35,000 to the City of Port Arthur for sole purpose of increasing its Business Microloan amount.

**A motion was made and seconded to approve payment of Administrative Services in the amount of \$35,000 to the City of Port Arthur for sole purpose of increasing its Business Microloan amount. The vote was unanimous. Motion carried.**

10. To discuss for possible consideration modifying PAEDC Business Microloan Application.

**A motion was made and seconded to approve modifying PAEDC Business Microloan Application. The vote was unanimous. Motion carried.**

## **VI. REPORTS**

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** – To 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 did not retire to Executive Session.

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

None

**XII. ADJOURNMENT OF MEETING**

Meeting was adjourned at 8:13 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2<sup>nd</sup> DAY OF

October, 2017.

Dallas Smith  
SECRETARY OF THE BOARD

**Please note, due to an incomplete audio taping, the audio taping of this meeting stopped during the discussion of Non-Consent Item 5.**