Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, October 5, 2026
6:00 PM

I. CALL TO ORDER

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Monday, October 5, 2026, at 6:00 p.m. President Beverly Raymond called the meeting to order at 6:01 p.m. A quorum was present.

II. ROLL CALL, INVOCATION & PLEDGE

The following board and staff members were present:

Director Eric Guidry
President Beverly Raymond
Director Kristeen Reynolds
Secretary Ingrid Holmes (arrived at 6:02 pm)
Director Darrell Anderson (arrived at 6:02 pm)
Treasurer Kaprina Frank
Attorney Kate Leverett
CEO Krystle Muller

Director Frank gave the invocation, followed by the Pledge of Allegiance.

III. MINUTES

Director Darrell Anderson made a motion, seconded by Director Kaprina Frank, to approve the meeting minutes listed below. The motion passed unanimously. All in favor. Motion carried.

1. A. September 14, 2026, Regular Board Meeting Minutes

IV. PETITIONS & COMMUNICATIONS

1. **Public Comments**

There were no public comments.

2. **Presentations**

There were no presentations.

3. **Communications**

There were no communications.

V. REPORTS

1. Monthly Financial Report for August 2026

Financial Operations Officer Rachel Jacquet presented an overview of the August 2026 financial report.

2. Marketing/Insights & Business Attraction Updates

Marketing, Insights & Business Attraction Manager Dylan Bennett gave a presentation on the Quarter 3 Marketing, Insights & Business Attraction Updates.

3. Updates & Announcements

CEO Krystle Muller provided the Board with PAEDC updates and announcements regarding the following topics and answered questions from the Board:

A. ***Port Arthur Fall Career Connection | October 14, 2026***

B. ***Ceremonial Dedication of the Floyd Batiste Port Arthur Business Park | October 22, 2026***

C. ***Energy Conference | October 28, 2026***

D. ***Award Offer Letter from the Office of Governor Greg Abbott to Davie Defense Inc.***

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

1. Discussion and possible consideration to approve a Standard Professional Services Agreement for Technical Assistance with National Council for Community Development, Inc. dba Grow America, for an amount not to exceed $78,750.00 per year.

There was no discussion. Director Anderson made a motion to approve, seconded by Director Frank. The vote was unanimous, all in favor. Motion carried.

VIII. NON-CONSENT AGENDA ITEMS

1. Discussion and possible consideration to approve the award of the bid and authorize entering into a contract for the Port Arthur EDC lawn service and curb strip Maintenance.

There was no discussion. Director Holmes made a motion to approve the award of a bid to Guillory Lawn Services, seconded by Director Reynolds. The vote was unanimous, all in favor. Motion carried.

2. Discussion and possible consideration to approve the award of the bid and authorize entering into a contract for tractor mowing services at the Port Arthur EDC Business Parks along Highway 73, Spur 93, and Jade Avenue.

There was no discussion. Director Frank made a motion to approve the award of a bid to B&N Mowers, seconded by Director Reynolds. The vote was unanimous, all in favor. Motion carried.

3. Discussion and possible consideration to approve the award of a contract to Legacy Community Development Corporation in response to the Request for Proposal (RFP) for consultant services to administer Port Arthur EDC's Affordable Housing Down Payment Assistance Program.

President Raymond moved item to executive session. After executive session, Director Frank made a motion to approve, seconded by Director Holmes. The vote was unanimous, all in favor. Motion carried.

4. Discussion and possible consideration to approve a 4B Economic Development Agreement with the Museum of the Gulf Coast for the improvement of a Recreational or Community Facility in an amount not to exceed $1,000,000.00.

Per the request of CEO Muller, Director Frank made a motion to table this agenda item until the next Board meeting, seconded by Director Guidry. The vote was unanimous, all in favor. Motion carried.

5. Discussion and possible consideration of the appointment of Board Members to fill vacancies on the following Board Committees: Youth Employment Program & Scholarship Programs Committee, Covenants & Restrictions Committee, Budget, Finance & Audit Committee.

Director Kristeen Reynolds volunteered to serve on the Youth Employment Program & Scholarship Programs Committee. Director Eric Guidry volunteered to serve on the Covenants & Restrictions Committee. Director Kaprina Frank volunteered to serve on the Budget, Finance & Audit Committee.

Director Anderson made a motion to approve the appointment of the volunteers to fill the vacancies on the Board Committees, seconded by Director Holmes. The vote was unanimous, all in favor. Motion carried.

6. Discussion on the purchase and use of tablets for Port Arthur EDC Board Members.

Director Anderson recommended that staff obtain additional quotes for tablets.

Director Frank made a motion to approve the purchase and use of tablets for the Board Members, seconded by Director Holmes. The vote was unanimous, all in favor. Motion carried.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 6:38 p.m. to enter Executive Session to discuss the following topics:

1. §551.087 – Economic Development Negotiations
    A. Discussion on Local Government Code 505.156 – Projects Related to Business Enterprises in Certain Municipalities.
    B. Letter of Intent – Vessel Repair
    C. Letter of Request – Seamless Medical Centers
    D. Affordable Housing Down Payment Assistance Program – Legacy Community Development Corporation
2. §551.072 – Deliberations about Real Property
    A. Press Building Commercial Kitchen
3. §551.074 – Personnel Matters
    A. CEO Evaluation

The Board of Directors reconvened in open session at 7:57 p.m. with the following Board members and staff present:

Director Eric Guidry
President Beverly Raymond
Director Kristeen Reynolds
Secretary Ingrid Holmes
Director Darrell Anderson
Treasurer Kaprina Frank
Attorney Kate Leverett
CEO Krystle Muller

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

No future agenda item or reports requested.

XI. ADJOURNMENT

Director Frank made a motion, seconded by Director Holmes, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:58 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2nd DAY OF November, 2026.

Ingrid Holmes

Ingrid Holmes
Port Arthur EDC Board Secretary