Port Arthur Economic Development Corporation

MINUTES
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, April 22, 2024
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, April 22, 2024. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Beverly Raymond, Kaala Jacobs, Jerry LaBove, Morris Albright, Ingrid Holmes, Darrell Anderson, and Melvin Getwood.

The Invocation was given by Ingrid Holmes followed by the Pledge of Allegiance.

III. MINUTES

3/14/2024 Regular Board Meeting
3/23/2024 Board Training Workshop

A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to bring this item to the floor. The vote was unanimous to approve the 3/14/2024 Regular Board Meeting Minutes and the 3/23/2024 Board Training Workshop Minutes. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. **Speakers (limited to 3 minutes each)**

   Mr. Michael Peña, Owner, American Made Fabrication

2. **Presentations**

   Larry Kelley | Port Director and Chief Executive Office, Port of Port Authur
   Update on the Community Engagement Sessions held to inform the community on the proposed Flyover Project

3. **Communications**

   Greater Port Arthur Chamber of Commerce Leadership Luncheon | Tuesday, April 23, 2024, Robert A. "Bob" Civic Center

V. REPORTS

CEO's Report | Discussion

- Overview of March 2024 Activities
- Staffing Update

VI. UNFINISHED BUSINESS

1. Review, discussion, and possible action regarding entering into a Purchase Agreement associated with the purchase of approximately 1.25 acres of PAEDC-owned property located southeast of Highway 73, and to the southwest of 9th Avenue.

   A motion was made by Morris Albright and seconded by Ingrid Holmes to bring this item to the floor. CEO Terry Stokes advised the client is not ready to move forward and asked for this item to be removed from the agenda. A motion was made by Morris Albright and seconded by Ingrid Holmes to remove this item from the agenda. The vote was unanimous. Motion carried.

VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the third and final renewal of the contract with S&S Investigations and Security for the Security Guard Services at the Spur 93 Business Park.

   A motion was made by Beverly Raymond and seconded by Kaala Jacobs to bring this item to the floor. The vote was unanimous to approve the third and final renewal of the contract with S&S Investigations and Security for the Security Guard Services at the Spur 93 Business Park. Motion carried.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and provide staff direction regarding crafting language for insertion into the Board of Directors Policy and Procedures Manual governing the submission and approval of requests for agenda items and cancelling meetings.

   A motion was made by Morris Albright and seconded by Melvin Getwood to bring this item to the floor. Discussion centered around the current By Laws dated 4/4/2022 and the proposed revisions that have not yet been passed by the City Council and the Policy and Procedures. A motion was Beverly Raymond and seconded by Ingrid Homes to remove Non-Consent Items 1 and 2, regarding how to accept an agenda item and the process to cancel a meeting, until they can further be discussed in the workshop. The vote was unanimous. Motion carried.

2. Review, discussion, and possible action regarding amending the Policy and Procedures Manual to include language concerning the processing of information requested by Board Members.

   This item was removed per discussion and vote taken in Non-Consent Item 1.

3. Review, discussion, and possible action regarding an amendment to the PAEDC Articles of Incorporation for adopting a name change for the PAEDC and approving all necessary public filings to effectuate the same.

   A motion was made by Beverly Raymond and seconded by Kaala Jacobs to bring this item to the floor. The vote was unanimous to approve an amendment to the PAEDC Articles of Incorporation for adopting a name change for the PAEDC and approving all necessary public filings to effectuate the same. Motion carried.

4. Review, discussion, and possible action regarding the terms and conditions of an Economic Incentive with American Made Fabricators.

   A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to bring this item to the floor. A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the Executive Session. The vote was unanimous. Motion carried. Following Executive there was no further discussion.

5. Review, discussion, and possible action regarding the acceptance of a quote and engaging the services of EyeOn (Cameras) for the replacement of Security Camera system for 501 Procter Street.

   A motion was made by Beverly Raymond and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the acceptance of a quote and engaging the services of EyeOn (Cameras) for the replacement of Security Camera system for 501 Procter Street. Motion carried.

6. Review, discussion, and possible action regarding the payment of Invoice #1199686 in the amount of $8,474.98, from Data Vox for the Meraki Licenses for a one (1) year renewal.

   A motion was made by Beverly Raymond and seconded by Morris Albright to bring this item to the floor. The vote was unanimous to approve the payment of Invoice #1199686 in the amount of $8,474.98, from Data Vox for the Meraki Licenses for a one (1) year renewal. Motion carried.

7. Review, discussion, and possible action regarding entering into an agreement with the City of Port Arthur for the use of property located at the Jade Avenue Business Park as a temporary debris management site in the event of State or Federally declared disaster.

   A motion was made by Morris Albright and seconded by Melvin Getwood to bring this item to the floor. Discussion ensued regarding the integrity of the Business Park following the use as a temporary debris site and the various types of debris following a potential disaster. It is uncertain as to the impact various debris could make to the site, even following remediation. A motion was made by Morris Albright and seconded by Kaala Jacobs directing the PAEDC Attorney to research the possible consequences of this use of the park and provide recommendations. The vote was unanimous. Motion carried.

8. Review and discussion that all CEO travel outside the Golden Triangle shall be approved by the board prior to CEO travel, and all CEO travel invoices be approved by the Board prior to reimbursement (request of Director LaBove).

A motion was made Beverly Raymond and seconded by Morris Albright to bring this item to the floor. Jerry LaBove voiced his concerns regarding the proper protocol that should be involved regarding PAEDC CEO travel. It was the consensus the travel should be approved prior to travel and receipts approved post travel. A motion was made by Morris Albright and seconded by Beverly Raymond that this item should be tabled and discussed in the workshop that was established in previous discussion of Non-Consent Item 1. The vote was unanimous to table this item. Motion carried.

9. Review and discussion for the Board to receive monthly financials update report of the organization from the CEO (request of Director LaBove).

   A motion was made by Melvin Getwood and seconded by Kaala Jacobs to bring this item to the floor. Discussion ensued regarding the financial reports being provided on a monthly basis. It was noted that the By Laws dated 4/4/2022 stipulate a monthly financial report is to be provided. This item was discussion only, not action taken.

10. Review and discussion regarding the training agreement with Lamar State College -Port Arthur industrial training center for 100 Port Arthur resident for tuition for EDC $1 million dollars EDA grand matching funds (request of Director LaBove).

    This item was for discussion only. CEO Terry Stokes advised that he and LSCPA's Dr. Stafford are engaging in ongoing discussions to create a matrix to monitor this program.

11. Review and discussion regarding PAEDC's Board of Directors Policies and Procedures Manual (request of Director Albright).

    Morris Albright stated no further discussion of this item was necessary.

The Board retired to Executive Session at 8:02 p.m.
The Board reconvened to the Regular Board Meeting at 8:55 pm

PAEDC Attorney advised the "Future Agenda Items" section is to be placed back on future agendas.

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. Texas Government Code **§551.072 – To deliberate the purchase, exchange, lease, or value of real property.**

   Sale of Real Estate

2. Texas Government Code **§551.074 – Personnel Matters**

Duties and Responsibilities of PAEDC CEO
(Request of Director Albright and Director Raymond)

***The Items in Executive Session May Be Discussed and Acted on In Open Session"**

The PAEDC Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda as authorized by the TEXAS GOVERNMENT CODE §551.071, (Consultation with Attorney), §551.072, (Deliberations about Real Property), §551.074, (Personnel Matters), §551.087 (Economic Development) or any other exception authorized by Chapter 551 of the Texas Government Code

X. ADJOURNMENT OF MEETING

A motion as made by Beverly Raymond and seconded by Melvin Getwood to adjourn the meeting at 8:57 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 6th **DAY OF** May **, 2024.**

SECRETARY OF THE BOARD

Due to lack of engagement of microphones, not all audio was captured