MEETING MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, July 1, 2024
5:00 PM

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, July 1, 2024. The meeting was called to order at 5:01 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 Darrell Anderson.
The Pledge of Allegiance followed the Invocation.

III. MINUTES

June 3, 2024, Regular Meeting

A motion was made by Ingrid Holmes and seconded by Morris Albright to approve the minutes of June 3rd, 2024, Regular Board Meeting. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. **Speakers**
   None

2. **Presentations**

   a. Henry LaBrie | EDC Business Park (request of Director Albright)

   Mr. Henry LaBrie addressed the Board to present his intent to develop and or relocate commercial properties within the business park. He explained that he has reached out previously on several occasions regarding his requests and has not heard back or was told the PAEDC would not be moving forward with his requests. He has since and more recently heard back from staff that a feasibility plan will be considered

for his projects in the Business Park, and he now seeks a commitment from PAEDC to sell him property within the business park. His goal is to invest in Port Arthur by leasing the buildings he plans to construct on this property.

b. Floyd Batiste | EDA Grant (request of Directors Albright and Raymond)

Mr. Floyd Batiste addressed the Board regarding the EDC grant application submitted to the EDA during his tenure as the former PAEDC CEO, detailing the 549 4th Street's renovation project's objectives for business development in downtown Port Arthur. He also outlined the necessary actions the EDC must take to align with the vision outlined in the grant proposal. Mr. Batiste distributed copies of the EDA grant application to each board member and discussed the key points highlighted within the document.

c. Bert Adams with Golden Triangle Catering | The Press Building Lease Kitchen (request of Director LaBove)

Mr. Bert Adams addressed the Board to present his intent to submit a proposal to operate a kitchen incubator in the Press Building as well as establishing a corporate dining establishment. He explained how his business could benefit the younger community of Port Arthur. He also provided the board with a copy of his business proposal. He explained that he met with the PAEDC CEO previously and has been waiting to hear back on how the PAEDC will be moving forward.

d. Dr. Ben Stafford | Update on Lamar State College Port Arthur's Industry Training Facility and the college's partnership with the PAEDC

Dr. Ben Stafford addressed the Board to provide a report on the PAEDC's investment in the Industrial Skills Training Facility. He reported that since the Facility's inception, they have trained 27 Port Arthur residents as commercial drivers, 17 as carpenters, and 29 as reinforcing iron workers, all at no cost to the individuals or the EDC, as this was included in the Agreement between LSCPA and PAEDC. They will soon begin training individuals as riggers, structural iron workers, and pipefitters, which are all highly lucrative positions. At which participants always leave training with employment. Director Raymond requested that Dr. Stafford provide a list containing the names and addresses of the students if possible.

3. Communications

a. Greater Port Arthur Chamber of Commerce's State of the City Luncheon | Tuesday, July 23, 2024, 11:00 AM to 1:00 PM, Robert A. "Bob" Civic Center

b. Greater Beaumont Chamber of Commerce and Greater Port Arthur Chamber of Commerce's Congressional Legislative Update Luncheon | Monday, August 19, 2024, 11:00 AM to 1:00 PM, Holiday Inn Plaza in Beaumont

CEO, Terry Stokes, informed the board about two upcoming luncheons and asked them to let staff know if they are interested in participating, so that it can be determined whether to purchase individual tickets or reserve a table.

V. REPORTS

1. CEO's Report | Discussion

CEO Stokes reported the following to the Board:

a. Major Activities for the month of June
b. Update on PAEDC's Summer Youth Employment Program

CEO Stokes reported that there are currently six students participating and employed at the following locations: two in the CoPA Health Department, two with the PA Police Department and two with the CoPA Water Utilities Department.

c. Update on PAEDC's LSCPA Scholarship Program

CEO was not able to provide an update on the scholarship program because it still being closed out. Five scholarships were awarded and funded.

d. Staffing Update

Deputy CEDO, Krystle Muller, has received the Entrepreneurship Management Certification through the International Business Innovation Association.
Business Attraction Retention & Expansion Manager, Michelle Palmer, has been elected to the Board of Directors for the International Business Retention and Expansion Organization.
CEO Continues to make progress on the recruitment of the Workforce and Community Development Manager position. On track to having that position closed out in the August/September time frame.

Director Raymond inquired if the six students elected for the Youth Employment Program were in a technical program at Memorial High School.
CEO Stokes, stated that yes, they were all involved in a CTE program and each of the entities were allowed to see the students' application background to see what the students were focused on and then made their selections from those candidates.

VI. UNFINISHED BUSINESS

1. Review, discussion, and possible action regarding a proposal provided to the City of Port Arthur by Arceneaux Wilson & Cole, LLC for the Port Acres Wastewater Treatment Plant Engineering Study.

   A motion was made by Ingrid Holmes and seconded by Melvin Getwood to approve a proposal provided to the City of Port Arthur by Arceneaux Wilson & Cole, LLC for the Port Acres Wastewater Treatment Plant Engineering Study.

   CEO Stokes noted that the study was already fully budgeted before his tenure and suggested the EDC should continue funding it at the recommended percentage. Director Albright emphasized that the EDC doesn't generate revenue from city wastewater services, which are the city's responsibility for future planning. Director Holmes clarified that while she doesn't believe it's the EDC's obligation to manage water treatment, she doesn't oppose the study. A consultant from Golden Triangle Consulting Engineers highlighted the study's importance for securing a business park client needing significant wastewater services, thus urging EDC funding participation.

   Following extensive discussion, the vote was 4 to 2. Motion Carried. The votes were as follows:

Yes	***No***
Kaala Jacobs	***Jerry LaBove***
Ingrid Holmes	***Morris Albright***
Darrel Anderson	
Melvin Getwood	

   Not Present: Beverly Johnson

2. Review, discussion, and possible action regarding the approval of the Terms and Conditions of an Economic Incentive Infrastructure Grant with Korpal Enterprises.

   CEO Stokes requested the Board remove this item until additional data is gathered for the Board.

VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the renewal of a contract with B&N Mowing, LLC for the mowing services at Highway 73, Jade Avenue, and the Spur 93 Business Parks.

A motion was made by Kaala Jacobs and seconded by Melvin Getwood to approve the renewal of a contract with B&N Mowing, LLC for the mowing services at Highway 73, Jade Avenue, and the Spur 93 Business Parks. The vote was unanimous. Motion carried.

2. Review, discussion, and possible action to renew the Annual Impact DashBoard subscription with Impact DataSource, LLC.

   A motion was made by Kaala Jacobs and seconded by Melvin Getwood to approve the action to renew the Annual Impact DashBoard subscription with Impact DataSource, LLC. The vote was unanimous. Motion carried.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action on proposed revised bylaws and requesting Council's approval of same.

   A motion was made by Morris Albright and seconded by Ingrid Holmes to review discuss and possible action on proposed revised bylaws and requesting Council's approval of same.

   Melvin Getwood informed the Board that the new policies, procedures, and bylaws had already been approved by the Board, pending city council approval. Director Raymond acknowledged their approval but expressed a desire for a workshop to discuss them, which had not yet occurred.

   Director Albright then proposed a sub motion to reconsider the approval of the revised bylaws, policies, and procedures, seconded by Director Holmes. Secretary Jacobs noted that despite the lack of a workshop, the Board had thoroughly reviewed the revised documents in both physical and digital formats and had extensively discussed them on multiple occasions.

   The vote resulted in a 4-3 decision to rescind the approved revised bylaws, policies, and procedures, with a workshop scheduled for July 29th, 2024.

   The votes were as follows:

Yes	***No***
Beverly Raymond	***Kaala Jacobs***
Jerry LaBove	***Darrell Anderson***
Morris Albright	***Melvin Getwood***
Ingrid Holmes	

2. Review, discussion, and possible action on Board of Directors Policy and Procedures Manual.

The item was postponed for review and discussion during the workshop scheduled for July 29th, 2024.

3. Presentation and discussion regarding obligations and duties of the Board of Directors and the CEO.

The item was postponed for review and discussion during the workshop scheduled for July 29th, 2024.

4. Discussion and possible action on Board of Directors process and procedures, meetings and strategies for moving the Corporation forward.

The item was postponed for review and discussion during the workshop scheduled for July 29th, 2024.

5. Review, discussion, and possible action to accept the PAEDC's 2023/2024 First and Second Quarter Financial Reports.

A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to approve the PAEDC's 2023/2024 First and Second Quarter Financial Reports.

Following extensive discussion, the vote was 4 to 3. Motion Carried. The votes were as follows:

Yes	***No***
Kaala Jacobs	***Beverly Raymond***
Darrell Anderson	***Jerry LaBove***
Ingrid Holmes	***Morris Albright***
Melvin Getwood	

The Board went into Executive Session at this time: 6:49PM.

6. Review and discussion of the Preliminary PAEDC Proposed Fiscal Year 2024-2025 Budget.

A motion was made by Morris Albright and seconded by Ingrid Holmes to review and discuss the Preliminary PAEDC Proposed Fiscal Year 2024-2025 Budget.
Mr. Stokes stated that the Preliminary Budget has been submitted to the Finance Director of the City of Port Arthur for feedback as well as the Board's feedback.

The Board requested to hold a separate Budget Workshop to review and discuss the Preliminary PAEDC Proposed Fiscal Year 2024-2025 Budget in depth.

7. Review, discussion, and possible action regarding an amendment to the Economic Development Performance Agreement with MPW Industrial Water Services, Inc.

   A motion was made by Morris Albright and seconded by Beverly Raymond to approve an amendment to the Economic Development Performance Agreement with MPW Industrial Water Services, Inc., per staff's recommendation to extend their incentive agreement by one year, to conclude in 2026, to allow them extra time to hire Port Arthur residents. The vote was unanimous. Motion carried.

8. Review, discussion, and possible action regarding the ratification of a Right-of-Way Instrument - Entergy Texas, Inc.

   A motion was made by Beverly Raymond and seconded by Ingrid Holmes to approve the ratification of a Right-of-Way Instrument requested by Entergy Texas, Inc. for John Crane Inc.'s new property construction located in the Business Park. The vote was unanimous. Motion carried.

9. Review, discussion, and possible action regarding the Press Buildings Open House | Ribbon Cutting (request of Director Raymond).

   Discussion only.
   The CEO mentioned that preparations for the Open House and Ribbon Cutting have already started, and they are aiming for an early October date. The Board recommended forming a committee to assist with planning and preparations. The assigned directors for this committee are Beverly Raymond, Ingrid Holmes, and Kaala Jacobs.

10. Review and discussion of the Spur 93 Business Park Lift Station (request of Director LaBove).

    A motion was made by Beverly Raymond and seconded by Morris Albright for the review and discussion of the Spur 93 Business Park Lift Station. Director LaBove made a motion to put a demand letter into the City for the total amount of money owed. No second was made.

11. Review, discussion, and possible action regarding the status of the PAEDC CEO's relocation into the City of Port Arthur (request of Director LaBove).

    A motion was made by Morris Albright and seconded by Beverly Raymond to review, discuss and possible action regarding the status of the PAEDC CEO's relocation into the City of Port Arthur. Director Morris Albright

moved to table the discussion until they could obtain an opinion from the PAEDC attorney, and Director Raymond seconded the motion. The vote was unanimous. Motion carried.

12. Review, discussion, and possible action regarding the PAEDC Business Parks property sales to prospective buyers that meet the standards (request of Director Albright).

    A motion was made by Morris Albright and seconded by Beverly Raymond to Review, discuss, and possible action regarding the PAEDC Business Parks property sales to prospective buyers that meet the standards. No action.

13. Review, discussion, and possible action regarding the Press Building office rentals and establish a policy regarding such rentals (request of Director Albright).

    A motion was made by Morris Albright and seconded by Kaala Jacobs for review, discussion, and possible action regarding the Press Building office rentals and establish a policy regarding such rentals. No action.

IX. CLOSED SESSION (EXECUTIVE SESSION)

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

Sale of Real Estate

The Board retired to executive session at 6:49PM to discuss the above-mentioned item.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Director Albright requested that the Board review the invoices for payment to the City of Port Arthur within a 90-day period.
Director LaBove requested that the meeting packets and reports be sent out at least 4-5 days before the meetings to allow sufficient time for review and preparation.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kaala Jacobs and seconded by Beverly Raymond. It was adopted unanimously. The meeting was adjourned at 8:33pm.

APPROVED BY THE BOARD OF DIRECTORS ON THE 5th DAY OF August, 2024.

Kaala Jacobs

SECRETARY OF THE CORPORATION