Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Suite. 100, Port Arthur, TX 77640
Monday, November 4th 2024 @ 6:00 PM

I. ROLL CALL, INVOCATION AND PLEDGE

The Board of Directors of the Port Arthur Economic Development Corporation met at a Regular Board Meeting on Monday, November 4th, 2024, at 6:00 p.m., with the following board and staff members present:

Board Vice President Ingrid Holmes, Board Treasurer Melvin Getwood,
Board Members: Beverly Raymond, Jerry LaBove, and Morris Albright
Staff: CEO Terry Stokes, DCEDO Krystle Muller, and Admin Clerk Sarai Garcia, Attorney David Red (via Zoom)

Chairperson Ingrid Holmes called the meeting to order at 6:03 p.m.
Secretary Kaala Jacobs and President Darrell Anderson were absent from the meeting.
Dr. Melvin Getwood gave the invocation followed by the pledge to the flag.

II. MINUTES

Upon the motion of Morris Albright, seconded by Melvin Getwood, the motion carried unanimously to adopt the following minutes:

October 14, 2024, Special Board Meeting Minutes

III. PETITIONS & COMMUNICATIONS

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

   None

2. **Presentations**

   A. The Honorable City of Port Arthur Councilmember Doneane Beckcom | Vacant businesses

   Councilmember Doneane Beckcom presented on the high number of vacant commercial and retail properties in District 3, emphasizing the need for increased efforts to attract businesses to fill those spaces. Councilmember Beckom requested the PAEDC CEO provide a presentation to City Council including a list of all vacant retail and commercial properties in District 3 and the PAEDC's plan to address the vacancies.

B. The Honorable City of Port Arthur Councilmember Harold Doucet | Possible sales tax money changes

Councilmember Doucet chose not to deliver his presentation, as his presence would have constituted a quorum.

C. The Honorable City of Port Arthur Councilmember Willie Lewis | 4-B Infrastructure Projects

Councilmember Lewis ensured the Board received a copy of the City of Port Arthur's water utility infrastructure update and a city staff-submitted utility rate increase form, all of which are filed. Councilmember Lewis proposed a 4B project for the May ballot, seeking funding from the PAEDC to assist the City in funding its infrastructure needs.

3. **Communications**

CEO Terry Stokes informed the Board about the following upcoming events:

A. TXDOT Update Luncheon ~ November 20, 2024, 11:30 AM – 1:00 PM
Robert A. "Bob" Bowers Civic Center

The CEO informed the Board that the PAEDC has reserved a table for this luncheon.

B. **Contractor Business Development Group** ~ hosted by Greater Port Arthur Chamber of Commerce in partnership with the PAEDC
November 13th, 2024, at 9AM ~ LSCPA Carl A. Parker Multipurpose Center

IV. REPORTS

1. CEO's Report | Discussion

a. Staffing Update

CEO Terry Stokes updated the Board that the Marketing and Insight position is currently posted internally and will be posted externally in a few weeks.

b. Financial Report for the month of October 2024

CEO Terry Stokes informed the Board that the fiscal year is still being closed out, and he anticipates having the year-end report ready for the December meeting.

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss for possible consideration the first and final renewal of the Training Agreement between the PAEDC and Lamar State College Port Arthur for the training of Port Arthur residents as Class A & B Commercial Drivers

Upon the motion of Morris Albright, seconded by Beverly Raymond, the motion carried unanimously to adopt the aforementioned consent agenda item number one.

2. To discuss for possible consideration approving the PAEDC's Fiscal Year 2024-2025 Scholarship Program and entering into a Pre-Employment Agreement with Lamar State College Port Arthur for the training of the scholarship recipients

   Melvin Getwood moved, seconded by Beverly Raymond, to approve the PAEDC's Fiscal Year 2024-2025 Scholarship Program and authorize a Pre-Employment Agreement with Lamar State College Port Arthur for training scholarship recipients. Director Albright then moved, seconded by Melvin Getwood, to amend the original motion to include Director Raymond's request to add two Board Directors as PAEDC committee representatives in the agreement. The amended motion was unanimously approved.

3. To discuss for possible consideration approving a Summer Youth Employment Program for Fiscal Year 2024-2025

   Melvin Getwood moved, seconded by Beverly Raymond, to approve the Summer Youth Employment Program for Fiscal Year 2024-2025. The motion passed unanimously. Director Raymond instructed staff to revise the program language to emphasize the importance of placing students in their fields of study and requested a list of all available career and technology programs. Director Albright requested rewriting the program to ensure students gain real-world experience aligned with their career goals. CEO Stokes agreed to incorporate the feedback and refine the program. The revised policies will be brought back to the Board for approval.

V. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action on the PAEDC Chief Executive Officer's travel request to attend the Texas Economic Development Council Board of Directors Meeting from December 4-7, 2024

   Melvin Getwood moved, with a second by Beverly Raymond, to approve the CEO's travel request for attending the TEDC Board of Directors Meeting scheduled for December 4-7, 2024.
   Director LaBove, Director Albright and Director Raymond questioned aspects about the costs and benefits involved in attending the meeting. In response, the CEO emphasized the significance of representing Port Arthur at the state level and highlighted the advantages of participating in the TEDC board. After a roll call vote, the motion failed with 3 votes against and 2 votes in favor. The votes were as follows:

   Voting Yes: Ingrid Holmes, Melvin Getwood
   Voting No: Beverly Raymond, Jerry LaBove, Morris Albright

2. Receive completed evaluation forms and set a date for a Special Meeting of the Board of Directors to perform the annual evaluation of PAEDC's Chief Executive Officer

   The board discussed the evaluation tool for the PAEDC CEO, including the timing and process of the evaluation. It was agreed that the board will meet on Tuesday, November 12, 2024, at 6:00 p.m. Each member will complete the evaluation tool by then, and the scores will be tallied collectively during the meeting.

VI. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 7:28 p.m. to enter Executive Session to discuss the following topics:

1. §551.072 Deliberation regarding purchase, exchange, lease or value of real property - Spur 93 Industrial Park
   a. 5 acres
   b. 8.22 acres
   c. 2 acres

2. §551.087 Deliberation regarding economic development negotiations –
   a. Project Parkside
   b. Project Waypoint

The Regular Board of Directors' meeting reconvened in open session at 8:04 p.m. with the following board members and staff present:

Board Vice President Ingrid Holmes, Board Treasurer Melvin Getwood,
Board Members: Beverly Raymond, Jerry LaBove, and Morris Albright.
Staff: CEO Terry Stokes, DCEDO Krystle Muller, and Admin Clerk Sarai Garcia. Attorney David Red (via Zoom)

MOTION IN OPEN SESSION:

Madam Chair Ingrid Holmes read the following motion into the record:

1. A motion to approve the sale of 5 acres of land at the industrial park to Mid County Plaza for $62,100 per acre.

Director Morris Albright made a motion, seconded by Director Melvin Getwood, to approve the motion as stated. The motion passed unanimously.

VII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Director Albright requested the following future agenda items:

1. *Review, discussion, and possible action regarding monthly expenditures, including expenses under $5,000, along with the last two years of checks and their supporting documentation, excluding payroll.*
2. *Discussion and possible action regarding the inclusion of checks written with the financial statements.*
3. *Review of the CEO's time away from the office, with a requirement that the entire board be notified.*
4. *Discussion and possible action on the policies and procedures, and the Bylaws, with the goal of being ready for a vote at the next meeting.*

Director Raymond requested the following future agenda item:

1. *Review, discussion, and possible action regarding the installation of a buzzer system to grant access to the Port Arthur Community Credit Union members at the Press Building.*

Director LaBove requested the following future agenda items:

1. *Review, discussion, and possible action regarding the status of implementing the CEO's high-level strategic plan.*
2. *Review, discuss, and take possible action regarding the status and implementation of the entrepreneurship program at the Press Building.*
3. *Review, discuss, and take possible action regarding the renewal of the $1 million for three years, granted to the City Parks and Recreation Department, with an option to renew for an additional three years under Resolution 24-363.*
4. *Review, discussion, and possible action regarding a contract with Mookie Marketing Group LLC for the administration of the Youth Employment Program.*

VIII. MEETING ADJOURNED

Melvin Getwood motioned to adjourn, seconded by Beverly Raymond. The motion passed unanimously, and the meeting adjourned at 6:35 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2ND DAY OF DECEMBER, 2024.

Karla Jacobs

SECRETARY OF THE CORPORATION