Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, December 2nd, 2024
6:00 PM

I. ROLL CALL, INVOCATION AND PLEDGE

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Monday, December 2nd, 2024, at 6:00 p.m., with the following board and staff members present:

President Darrell Anderson, Vice President Ingrid Holmes, Treasurer Melvin Getwood, Secretary Kaala Jacobs, Directors Beverly Raymond (arrived at 6:09pm), Jerry LaBove, Morris Albright, CEO Terry Stokes, DCEDO Krystle Muller, Admin Clerk Sarai Garcia, Attorney David Red (via Zoom then arrived in person at 6:41pm)

Board President Darrell Anderson called the meeting to order at 6:03 p.m.
Darrell Anderson gave the invocation followed by the pledge to the flag.

II. MINUTES

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

November 4, 2024, Regular Board Meeting Minutes
November 12, 2024, Special Board Meeting Minutes

III. PETITIONS & COMMUNICATIONS

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

   None

2. **Presentations**

   A. Carl Griffith, Griffith Mosley Johnson (GMJ) | White Haven Estate on Lakeshore Drive

   Presenter Carl Griffith was not present at the meeting.

   B. Business Attraction, Retention & Expansion Manager's update on the PAEDC's Incentive Programs and the Application Process

Michelle Palmer, PAEDC's BARE manager, presented updates to four incentive programs (Impact, Bedrock, Career Creation, and Investment Edge), outlining their purpose, client focus, requirements, incentives, and application process. These performance-based programs disburse incentives as milestones are achieved, ensuring accountability. The revisions aim to keep PAEDC competitive and responsive to the needs of businesses of all sizes while fostering long-term success. Director Albright suggested the Board should decide project approvals based on environmental impacts. The CEO clarified that the EDC would assist applicants in developing emergency resiliency plans, submitting them with applications, and presenting them to the Board for approval.

3. **Communications**

   A. Greater Port Arthur Chamber of Commerce Annual Banquet | January 14, 2025 at 10:30 A.M. | Robert A "Bob" Bowers Civic Center

   B. 2025 Economic Forecast Luncheon | Hosted by Regional Economic Development Initiative | January 23, 2025 | 11:00 a.m. to 1:30 p.m. | Holiday Inn & Suites Beaumont-Plaza

   The CEO informed the board about the above-mentioned upcoming events in January, invited them to attend, and mentioned that the PAEDC would be a sponsor with a reserved table.

   C. Schedule for Regular Board Meetings in 2025

   The CEO informed the Board that they had received a copy of the scheduled dates for the Regular Board meetings in 2025.

III. REPORTS

1. CEO's Report | Discussion

   a. Economic Development Projects Update

   The CEO Terry Stokes handed out a document to the board regarding the Project Plan for the White Haven Estate on Lakeshore Dr. regarding some options that would allow them to move forward. The PAEDC attorney, David Redd, recommended adjourning this discussion to an executive session to address specific aspects of the project.

   b. Bylaws Update

   CEO Stokes stated that the redlining and updates to the Code of Ethics are not yet complete but will be finalized and ready for the Board's review before Christmas, in preparation for the January meeting.

c. Youth Employment Program Update

CEO Stokes informed the Board that Staff has reviewed the previous meeting's notes and recordings and has started updating the YEP documents based on the Board's requested corrections. A preliminary draft, along with a list of career and technical education courses requested by Director Albright, will be distributed before the Christmas holiday to allow sufficient time for review and final input ahead of the January Regular Meeting.

d. Planned Leave for December

CEO Stokes informed the Board that his planned leave for this month is scheduled from Wednesday, December 4th, through Friday, December 6th.

IV. UNFINISHED BUSINESS

None

V. CONSENT AGENDA ITEMS

None

VI. NON-CONSENT AGENDA ITEMS

1. Review, discussion and possible action to approve PAEDC's revised Incentive Program Policies.

   Upon an amended motion by Beverly Raymond, seconded by Morris Albright, the motion carried unanimously to approve and adopt the PAEDC's revised Incentive Program Policies, with a correction to the Career Creation Program reducing the minimum employee requirement from 20 to 10.

2. Presentation, discussion, and possible action to approve a professional services agreement with CoStar for a Site Selection Database designated for internal use.

   Nolan Hess from CoStar delivered a presentation to the Board outlining the services the company provides to support Economic Development Corporations.
   Upon a motion by Melvin Getwood, seconded by Beverly Raymond, the motion carried unanimously to approve a one-year professional services agreement with CoStar in the amount of $6,800.00.

3. Review, discussion, and possible action regarding monthly expenditures, including expenses under $5000 and the last two years of checks with their backup submitted, excluding payroll (Request of Director Albright)

   Director Albright removed from the agenda the previously mentioned item, clarifying that he did not request it for review and discussion but instead requested the information. Specifically, he requested the monthly expenditures, including expenses

under $5,000, and the last two years of checks with their supporting documentation, excluding payroll.

4. Review, discussion, and possible action to include checks written as part of the financial statements. (Request of Director Albright)

   Director Albright, who had requested the above-mentioned item, removed it from the agenda. No discussion occurred.

5. Review, discussion, and possible action regarding CEO travel requests, requiring all travel requests to be submitted for Board approval prior to travel. (Request of Director Albright)

   Director Albright, who had requested the above-mentioned item, removed it from the agenda. No discussion occurred.

6. 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. (Request of Director Raymond)

   Kaala Jacobs made a motion, seconded by Beverly Raymond, to table the discussion, allowing the CEO and the PAEDC attorney to engage with a stakeholder from the Port Arthur Community Credit Union to explore and present potential solutions regarding members' access to the Press Building. The motion was unanimously approved. Motion carried.

7. Review, discussion, and possible action regarding the status of implementing the CEO's high-level strategic plan. (Request of Director LaBove)

   Beverly Raymond made a motion, seconded by Morris Albright, to discuss the status of implementing the CEO's high-level strategic plan. Directors LaBove and Jacobs expressed their preference for a specific delivery date for the CEO's high-level strategic plan. The CEO responded, stating that he is diligently working to finalize and deliver the plan as soon as possible.

8. Review, discuss, and take possible action regarding the status and implementation of the entrepreneurship program at the Press Building. (Request of Director LaBove)

   Morris Albright made a motion, seconded by Beverly Raymond, to discuss the status and implementation of the entrepreneurship program at the Press Building. Director Albright stated that he is comfortable receiving the CEO's high-level strategic plan in a piecemeal format. He also expressed interest in understanding the CEO's desired level of involvement in the entrepreneurship program then allowing the Board to determine whether it is a venture they want to pursue.

9. 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. (Request of Director LaBove)

   Morris Albright made a motion, seconded by Beverly Raymond, to discuss the above-mentioned agenda item number nine. Attorney Redd clarified that the City's ordinance does not require a second approval from the PAEDC Board for the

additional $3 million grant. The grant is automatically authorized if two-thirds of the City Council approve it for a second three-year period. Under the ordinance, the Board has no authority to express an opinion, refuse the grant, or request accountability for the initial $3 million. He also stated that this would be the final allocation of funds.

10. Review, discussion, and possible action regarding a contract with Mookie Marketing Group LLC for the administration of the Youth Employment Program. (Request of Director LaBove)

    Morris Albright made a motion, seconded by Beverly Raymond, to discuss agenda item number ten. CEO Stokes explained to the Board that the contract with Mookie Marketing Group LLC had been established to prevent delays or interruptions in the YEP and Scholarship programs, ensuring potential scholarship recipients and interns could benefit. He further explained that, with the appointment of a new Workforce and Community Development Manager now overseeing these programs, Mookie Marketing's services are no longer necessary.

VII. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 8:05 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. 8.62 acres
   b. 2 acres

2. §551.074, (Personnel Matters)

   a. Preparation for contract negotiations with the PAEDC's Chief Executive Officer

The Regular Board of Directors' meeting reconvened in open session at 8:50 p.m. with the following board members and staff present:

President Darrell Anderson, Vice President Ingrid Holmes, Treasurer Melvin Getwood, Secretary Kaala Jacobs, Directors Beverly Raymond, Jerry LaBove, Morris Albright, DCEDO Krystle Muller, B.A.R.E. Manager Michelle Palmer, and Attorney David Red

MOTIONS IN OPEN SESSION:

1. A motion was made to approve the sale of 8.62 acres of land at Spur 93 Industrial Park to Bishop One LLC at a price of $62,100 per acre.

   Morris Albright made a motion, seconded by Ingrid Holmes, to approve the motion as stated above. The motion passed unanimously.

2. A motion was made to approve the sale of approximately 2 acres of land at Spur 93 Industrial Park to Spidle Oil Company at a price of $62,100 per acre.

   Morris Albright made a motion, seconded by Ingrid Holmes, to approve the motion as stated above. The motion passed unanimously.

VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Director Jerry LaBove requested a future agenda item to discuss the PAEDC's contract with Denton Navarro Rodriguez Bernal Santee & Zech, P.C.

IX. ADJOURNMENT OF MEETING

Beverly Raymond motioned to adjourn, seconded by Ingrid Holmes. The motion passed unanimously, and the meeting adjourned at 8:52 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th DAY OF January, 2025.

Kayla Jacobs

SECRETARY OF THE CORPORATION