Port Arthur Economic Development Corporation

MINUTES
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, February 19, 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, February 19, 2024. The meeting was called to order at 6:01 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 Beverly Raymond followed by the Pledge of Allegiance.

III. MINUTES

1/9/2024 Regular Board Meeting
1/9/2024 Annual Board Meeting
2/12/2024 Special Joint Meeting with City Council

A motion was made by Melvin Getwood and seconded by Kaala Jacobs to approve the 1/9/2024 Regular Board Meeting Minutes, the 1/9/2024 Annual Board Meeting Minutes, and the 2/12/2024 Special Joint Meeting with City Council. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. 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

Mr. Larry Kelley was unable to attend this meeting; he will present at a future meeting.

2. Communications

None

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

None

V. REPORTS

CEO's Report | Discussion

- Overview of January 2024 Activities
- Staffing Update
- Workforce Program Update

VI. UNFINISHED BUSINESS

1. Review, discussion, and possible action to approve the PAEDC's Quarterly Financial Report.

   A motion was made by Melvin Getwood and seconded by Kaala Jacobs to approve the PAEDC's Q1 of Fiscal Year 2023-2024 Quarterly Financial Report. The vote was unanimous. Motion carried.

2. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with McCoy Consulting, LLC for the provision of on-call grant research, application, and management services

   PAEDC CEO Terry Stokes requested this item be removed from the agenda.

3. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with CSRS, LLC for the provision of U.S. Economic Development Administration Public Works & Economic Adjustment Assistance Grant Application services for the design and installation of requisite infrastructure at PAEDC's Spur 93 and Jade Avenue Industrial Parks.

   PAEDC CEO Terry Stokes requested this item be removed from the agenda.

VII. CONSENT AGENDA ITEMS

None

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 (requested by President Anderson).

   Board President Darrell Anderson requested this item be removed from the agenda.

2. Review, discussion, and provide staff direction regarding amending the PAEDC's Articles of Incorporation to reflect the name of the of Corporation to be "Port Arthur Economic Development Corporation".

   A motion was made by Melvin Getwood and seconded by Ingrid Holmes to approve amending the PAEDC's Articles of Incorporation to reflect the name of the of

Corporation to be "Port Arthur Economic Development Corporation". The vote was unanimous. Motion carried.

3. Review, discussion, and possible action regarding entering into a Workforce Training Agreement with Lamar State College Port Arthur for a Commercial Driver Certification Program for Commercial Driver's License Class A and Class B.

   A motion was made by Morris Albright and seconded by Ingrid Holmes to approve entering into a Workforce Training Agreement with Lamar State College Port Arthur for a Commercial Driver Certification Program for Commercial Driver's License Class A and Class B. Morris Albright made a motion to amend the motion to state the approval of the two-year contract, but the second-year approval needs to be brought back before the Board for program continuation; and request Lamar State College Port Arthur to provide quarterly status reports of the program enrollees. A motion was made by Morris Albright and seconded by Kaala Jacobs to approve the item as amended. The vote was unanimous. Motion carried.

4. Review, discussion, and possible action regarding the acceptance of a proposal from Industrial and Commercial Mechanical (ICM) for the Quarterly HVAC Maintenance with quarterly filter changes for the EDC buildings located at 501 Procter Street and 549 4th Street.

   A motion was made by Beverly Raymond and seconded by Melvin Getwood to approve the acceptance of a proposal from Industrial and Commercial Mechanical (ICM) for the Quarterly HVAC Maintenance with quarterly filter changes for the EDC buildings located at 501 Procter Street and 549 4th Street. The vote was unanimous. Motion carried.

5. 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 approve 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. CEO Terry Stokes noted that the client has not yet provided their scope of plans for the property. After extensive discussion the Board agreed a Letter of Intent will be provided to the Client to submit the necessary property plans. A motion was made by Morris Albright to table this item, the vote was unanimous. Motion carried.

6. Review, discussion, and possible action regarding a recommendation to the Port Arthur City Council connected with the possibility of placing on future ballot a measure to renew the original Down Payment Assistance Program or to suggest a new program that includes a revised project boundary (requested by President Anderson).

   CEO Terry Stokes discussed this item and noted the original area of the homesites could be extended to include a revised project boundary. Morris Albright made a motion for the perimeters to be extended to include the revised property boundary. A motion was made by Morris Albright and seconded by Ingrid Holmes to submit the

recommendation to the Port Arthur City Council connected with the possibility of placing on future ballot a measure to renew the original Down Payment Assistance Program and incorporate the revised project boundary. A motion was made by Morris Albright and seconded by Beverly Raymond to approve the item as amended. The vote was unanimous. Motion carried.

7. Review, discussion, and possible action regarding awarding a bid and entering into an agreement for Janitorial Services for PAEDC locations at 501 Procter Street and 549 4th Street.

   A motion was made by Beverly Raymond and seconded by Kaala Jacobs to approve awarding a bid and entering into an agreement for Janitorial Services for PAEDC locations at 501 Procter Street and 549 4th Street with Southeast Texas Building Services. The vote was unanimous. Motion carried.

The Board retired to Executive Session at 6:51 p.m.
The Board reconvened to the Regular Board Meeting at 7:28 p.m.

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. **Section 551.071 Government Code –** To discuss with PAEDC Attorney pending and potential litigation and/or legal advice.

   Consultation with PAEDC Attorney

4. **Section 551.087 Government Code –** To discuss Incentives for Commercial and Industrial Business Prospects.

   To Discuss Economic Development Incentives for Commercial and/or Industrial Business Client

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

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Items for future agenda consideration or reports from staff may be requested but no discussion of any items or requests shall take place.

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

XI. ADJOURNMENT OF MEETING

A motion as made by Beverly Raymond and seconded by Ingrid Holmes to adjourn the meeting at 7:28 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th **DAY OF** March **, 2024.**

SECRETARY OF THE BOARD