Port Arthur Economic Development Corporation

MINUTES
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Thursday, March 14, 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 Thursday, March 14, 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, Jerry LaBove, Morris Albright, Darrell Anderson, and Melvin Getwood.

The Invocation was given by Darrell Anderson followed by the Pledge of Allegiance.

III. MINUTES

2/19/2024 Regular Board Meeting

A motion was made by Morris Albright and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the 2/19/2024 Regular Board Meeting Minutes. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. **<u>Presentations</u>**

2. **<u>Communications</u>**

   A, PAEDC Workshop | Saturday, March 23, 2024, 9:00 am – 4:00 pm, The Press Building, Flex Room

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

   CEO Stokes advised a table will most likely be purchased for this event.

3. **<u>Speakers (limited to 3 min. ea.)</u>**

   None

V. REPORTS

CEO's Report | Discussion

- Overview of February 2024 Activities
- Staffing Update
- Workforce Youth Development Programs Update

CEO Stokes presented his CEO Report.
Following his report, comments/questions were stated by the Board of Directors:

- Scholarship and Summer Youth Employment Program
- Financial Report
- Board Member submittals for Agenda placement

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 Beverly Raymond and seconded by Morris Albright to bring this item to the floor. CEO Stokes stated he would like to table this item. A motion was made by Morris Albright and seconded by Beverly Raymond to table this item. The vote was unanimous. Motion carried.

VII. CONSENT AGENDA ITEMS

None

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the approval of a transfer of property at 900 Business Park Dr. within the Port Arthur Economic Development Spur 93 Business Park from the seller, Iron Pearl, LLC to the buyer, Tuffli Company, Inc.

   A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor. Following DCEDO Muller's discussion of this item, the vote was unanimous to approve a transfer of property at 900 Business Park Dr. within the Port Arthur Economic Development Spur 93 Business Park from the seller, Iron Pearl, LLC to the buyer, Tuffli Company, Inc. Motion carried.

2. Review, discussion, and possible action regarding the ratification of the award of a bid and contract to MK Constructors for the emergency rehabilitation to the Business Park Lift Station.

   A motion was made by Morris Albright and seconded by Melvin Getwood to bring this item to the floor. Following CEO Stoke's discussion of this item, the vote was

unanimous to approve the ratification of the award of a bid and contract to MK Constructors for the emergency rehabilitation to the Business Park Lift Station. Motion carried.

3. Review, discussion, and possible action regarding the ratification of engaging Industrial and Commercial Maintenance (ICM) to furnish and install two (2) new HVAC condensing coils at 549 4th Street.

   A motion was made by Morris Albright and seconded by Melvin Getwood to bring this item to the floor. DCEDO Muller discussed the necessity to seek emergency repair of the HVAC unit servicing 549 4th Street, following discussion, the vote was unanimous to approve the ratification of engaging Industrial and Commercial Maintenance (ICM) to furnish and install two (2) new HVAC condensing coils at 549 4th Street. The vote was unanimous.

The Board retired to Executive Session at 6:28 p.m.
The Board reconvened to the Regular Board Meeting at 6:37 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

2. **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.

Upon return from Executive Session Director LaBove stated he has items for future agenda consideration. Attorney Red clarified per this item as stated, Directors may request future agenda items.

Director LaBove read the following and submitted a written copy to be added to the April agenda:

1. To discuss with the Board and possible action 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.

2. To discuss with Board and CEO and possibly action that the Board receives monthly financials update report of the organization Financials from the CEO.

3. To discuss with the Board and CEO and possible action on 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.

4. To discuss with Board and possibly action on Board Members placing agenda items on the agenda based on CEO prior e-mail.

Director Albright advised he has items to be added to the April Agenda:

1. PAEDC's Board of Directors Policies and Procedures.

2. Duties and Responsibilities of the CEO in Executive Session.

Director Raymond advised she has an item to be added to the April Agenda:

1. Duties and Responsibilities of the CEO and Deputy Director in Executive 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

XI. ADJOURNMENT OF MEETING

A motion as made by Melvin Getwood and seconded by Morris Albright to adjourn the meeting at 6:53 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 22nd **DAY OF**

April **, 2024.**

SECRETARY OF THE BOARD

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