Port Arthur Economic Development Corporation

MINUTES
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, May 6, 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, May 6, 2024. The meeting was called to order at 6:15 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Beverly Raymond, 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

4/22/2024 Regular Meeting

A motion was made by Beverly Raymond and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the 4/22/2024 Regular Meeting Minutes. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. **Presentations**

   None

2. **Communications**

   None

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

   None

V. REPORTS

CEO's Report | Discussion

- Staffing Report

❖ CEO Stokes advised he will be sending an electronic copy of his report to Board Members within the next couple of days.

- CEO Stokes introduced Michelle Palmer, Mrs. Palmer is fulfilling the position of Business Attraction, Retention, and Expansion Manager.

- CEO Stokes recognized Ms. Muller for her attendance at the International Business Innovation Association's Annual Conference and Training. This course study enhances Ms. Muller's knowledge of Business Incubation.

- Beverly Raymond inquired about the status of the Workforce Development Manager open position. Mr. Stokes stated that he and Ms. Muller will be conducting interviews soon.

- Beverly Raymond inquired about the status of the Summer Youth Employment Program. CEO Stokes advised letters will be going out to potential employers tomorrow and that students have already received letters.

VI. UNFINISHED BUSINESS

1. Review, discussion, and possible action regarding entering into an agreement with the City of Port Arthur for the use of property located at the Jade Avenue Business Park as a temporary debris management site in the event of State or Federally declared disaster.

   A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. PAEDC Attorney Red advised the contract as written does provide the necessary language to protect the site's integrity, regarding any potential contamination of the property. The vote was unanimous to approve PAEDC entering into an agreement with the City of Port Arthur for the use of property located at the Jade Avenue Business Park as a temporary debris management site in the event of a State or Federally declared disaster. Motion carried.

2. Review and discussion 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 (request of Director LaBove).

   A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor. Discussion ensued regarding the CEO's extended absences from the office. Ingrid Holmes suggested the CEO should notify the Board of Directors of his status if on vacation or out of the office on company business. Beverly Raymond stated the Bylaws state such. CEO Stokes stated in the past he has notified the Board President; however, he will be sure to include the Board in its entirety when out of the office. This item was for discussion only, no action taken.

VII. CONSENT AGENDA ITEMS

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the acceptance of a quote and engaging the services of Team Solutions for Controller Repairs to the HVAC System located at 501 Procter Street.

A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the acceptance of a quote and engaging the services of Team Solutions for Controller Repairs to the HVAC System located at 501 Procter Street. Motion carried.

2. 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 bring this item to the floor. The vote was unanimous to fail acceptance of a proposal provided to the City of Port Arthur by Arceneaux Wilson & Cole, LLC for the Port Acres Wastewater Treatment Plant Engineering Study. Motion carried.

3. Review, discussion and possible action regarding the CEO's high level strategic plan (request of Director Albright).

   A motion was made by Morris Albright to remove this item. Discussion ensued regarding this item. Ingrid Holmes requested CEO Stokes to create a timeline, due to the Board at their June meeting, as to when he will present the Strategic Plan components. This item was for discussion only. No action taken.

4. Review, discussion, and possible action regarding the CEO's discussion with the City Manager, concerning the City financial reimbursement to EDC for the upgrade to the Lift Station in the Business Park (request for Director LaBove).

   A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor. CEO Stokes stated that he is awaiting guidance from PAEDC Attorney Zech before moving forward with this item. This item was for discussion only. No action taken.

5. Review, discussion and possible action on the Board's prior action on the Board Policies and Procedures; and to revisit the Board Policies and Procedures and the Board By laws (request of Director LaBove).

   A motion was made by Beverly Raymond and seconded by Morris Albright to bring this item to the floor. Discussion ensued regarding this item. The Board made a request to PAEDC Attorney Red to notify the City of Port Arthur to place the amended Bylaws on hold. The vote was unanimous to conduct a Workshop on Monday, June 24, 2024, at 10:00 am to discuss the Bylaws and the Policies and Procedures. Motion carried.

6. Review, discussion, and possible action regarding the requirement of the Board's consideration for sponsorship requests utilizing the EDC Promotional Funds and the EDC's Request for Use of Promotional Funds form currently in place (Director LaBove).

   A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor. CEO Stokes concurs the EDC's Request for Use of Promotional Funds form be utilized by those seeking support for their sponsorship requests. CEO Stokes will request PAEDC Attorney to review the form and make

sure it conforms to current legislative laws. This item was for discussion only. No action taken.**

7. Review, discussion and possible action regarding the use and rental of space in The Press Building (request of Director Raymond).

   A motion was made by Morris Albright and seconded by Ingrid Holmes to bring this item to the floor. CEO Stokes explained the EDA Grant was written with the intent of the Press Building being utilized partly as an incubator for new business startup. CEO Stokes elaborated on the incubator concept. This item was for discussion only. Not action taken.

8. Review, discussion and possible action regarding setting two (2) Open House dates for The Press Building; one for the public and one for the businesses (request of Director Raymond).

   A motion was made by Morris Albright and seconded by Jerry LaBove to bring this item to the floor. Discussion ensued regarding this item. CEO Stokes proposed that the Open House could be considered for fiscal year end (September 2024). Morris Albright suggested a Ribbon Cutting be hosted in addition to an Open House. This item was for discussion only. No action taken.

IX. 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.

Jerry LaBove proposed the two (2) following items for future agenda consideration:

- **Review and discuss the CEO's contract.**
- **Review, discuss, and revisit the CEO's Relocation Expenses.**

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

X. ADJOURNMENT OF MEETING

A motion as made by Morris Albright and seconded by Ingrid Holmes to adjourn the meeting at 8:02 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 3rd **DAY OF**

June **, 2024.**

SECRETARY OF THE BOARD