Port Arthur Economic Development Corporation

AMENDED AGENDA
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Wednesday, March 12th 2025
6:00 PM

I. ROLL CALL, INVOCATION & PLEDGE

BOARD OF DIRECTORS

(1)	**Beverly Raymond**	___________	**(5)**	**Morris Albright**	___________
(2)	**Kaala Jacobs**	___________	**(6)**	**Ingrid Holmes**	___________
(3)	**Jerry LaBove**	___________	**(7)**	**Melvin Getwood**	___________
(4)	**Darrell Anderson**	___________			

II. MINUTES

Acceptance of January 14th, 2025, Regular Board Meeting Minutes
Acceptance of January 14th, 2025, Annual Board Meeting Minutes

III. PETITIONS & COMMUNICATIONS

1. **Speakers (limited to 3 minutes each)**

   (None)

2. **Presentations**

   (None)

3. **Communications**

   (None)

IV. REPORTS

1. CEO's Report | Discussion

   a. Financial Report for the months of December 2024, January 2025, and February 2025
   b. Review of Fiscal Year 2025/2026 Budget Development Process
   c. Update on recruiting for the position of Marketing and Insights Manager
   d. 2025 High-level Organizational Goals

V. UNFINISHED BUSINESS

1. Discussion and possible action to approve the updated policies and procedures for the Summer Youth Employment Program, including the addition of the Parental Consent Waiver and Participant Obligations

2. Discussion and possible action to approve the proposed PAEDC Code of Ethics.

VI. CONSENT AGENDA ITEMS

1. Discussion and possible action regarding the ratification of Industrial and Commercial Maintenance's (ICM) proposal to furnish and install new Electronic Expansion Valve, New Control Board, and TXV Wiring Harness for the Daikin Rooftop PAC-4 unit located at 549 4th Street, in total amount of $8,412.69

2. Discussion and possible action regarding the first renewal of the Janitorial Services Contract with Southeast Texas Building Services for services provided to 501 Procter Street and 549 Procter Street in an annual amount not to exceed $21,360.00 for 501 Procter Street and $43,680.00 for 549 4th Street

3. Discussion and possible action regarding the addition of the Community, Civic, Industry, and Professional Association Events Sponsorship Policy to the overall Board of Directors' Policy and Procedures Manual

VII. NON-CONSENT AGENDA ITEMS

1. Discussion and possible action to approve a professional services agreement with AWC for water and sewer study for the Port Arthur Business Park in the total amount of $25,450.00

2. Discussion and possible action to rescind and repeal a previous motion to approve the professional services agreement with GrantWorks, Inc. for grant research, application submission, and administrative services to secure funding for the expansion and development of PAEDC's Industrial Parks presented on January 14, 2025.

3. Discussion and possible action to approve a professional services agreement with GrantWorks, Inc. for grant research, application submission, and administrative services for the purpose of funding PAEDC's various initiatives including the expansion and development of PAEDC's Industrial Parks in an annual amount not-to-exceed $55,000.00.

4. Discussion and possible action on whether or not to do a business incubator with the restaurant space in The Press Building (Request of Director Albright)

5. A report from law enforcement on security and security measures as it relates to having a financial institution in a facility (Request of Vice President Holmes)

6. Discussion of a potential timeline for a high-level list of goals for 2025 (Request of Secretary Jacobs)

7. Discussion and possible action regarding future use of The Press Building. (Request of Director LaBove)

8. Discussion and possible action regarding CEO travel expenses as they relate to vehicle rental and mileage reimbursement. (Request of Director LaBove)

9. Discussion regarding tenants' use of The Press Building on December 23, 2024, and December 28, 2024. (Request of Director LaBove)

10. Discussion of the CEO duties and responsibilities (Request of Director Albright)

11. Discussion of the PAEDC's attorney's duties and responsibilities (Request of Director Albright)

VIII. 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 Port Arthur Economic Development Corporation's 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. §551.072 - Deliberation regarding purchase, exchange, lease or value of real property
   (a) Spur 93 Industrial Park

2. §551.087 - Deliberation regarding economic development incentives
   (a) Possible relocation of a company's headquarters to Downtown Port Arthur

3. §Section 551 - To discuss matters of Personnel.
   (a) Employment contract with PAEDC Chief Executive Officer

***The Items in Executive Session May Be Acted on In Open Session"**

The PAEDC Board reserves the right to adjourn into an 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 Negotiations) or any other exception authorized by Chapter 551 of the Texas Government Code.

IV. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

X. POSTING OF MEETING

POSTED ON THE 9TH DAY OF MARCH, 2025 AT 5:30 PM O'CLOCK

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Terry Stokes, PAEDC Chief Executive Officer