Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, December 1, 2025
6:00 PM

I. CALL TO ORDER

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Monday, December 1, 2025, at 6:00 p.m.
President Anderson called the meeting to order at 6:01 p.m. A quorum was present.

II. ROLL CALL, INVOCATION & PLEDGE

The following board and staff members were present:

President Darrell Anderson
Secretary Kaala Jacobs
Treasurer Kaprina Frank
Director Beverly Raymond
Director Jerry LaBove
Director Morris Albright

Attorney Kate Leverett
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

The invocation was given by Director Raymond, followed by the Pledge of Allegiance.

III. MINUTES

Director Albright made a motion, seconded by Director Raymond, to approve the following meeting minutes:

a. November 3, 2025, Regular Board Meeting Minutes

The motion passed unanimously. All in favor. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. **Public Comments**

There were no public comments.

2. **Presentations**

There were no presentations.

3. **<u>Communications</u>**

The Interim CEO informed the Board of the upcoming January events and noted that staff will follow up by email with event details and RSVP requests.

A. Greater Port Arthur Chamber of Commerce Annual Banquet | Tuesday, January 13, 2026, at 10:30 AM | Robert A. "Bob" Bowers Civic Center

B. 2026 Economic Forecast Luncheon | Hosted by the Southeast Texas Economic Development Foundation | Thursday, January 22, 2026

V. REPORTS

1. Organizational Report

Interim CEO Muller provided the following updates:

1. ***The 2026 PAEDC Board Meeting Schedule was included in the Board packets. She noted that one meeting date may need to be revised due to a holiday, and an updated date will be presented later in the year.***

2. ***Soutex Surveyors has begun work on the retention ponds at the Business Park.***

3. ***The Marketing & Insights Manager is developing a Business Attraction, Retention, and Expansion real estate initiative to do an inventory of available commercial properties in Port Arthur. Additional details will be included in next month's quarterly Marketing Report.***

4. ***A copy of the letter sent to current incentive recipients titled "Request for Partnership in Promoting the City of Port Arthur" was passed out.***

5. ***An additional handout included a copy of the email from Lamar State College Port Arthur notifying the EDC of their State Grant Award. PAEDC attorneys have begun drafting the related performance agreement, which will be presented at the next Board meeting.***

2. Report on Request for Proposals for Lease Kitchen (Requested by Director LaBove)

A handout was provided containing a confidential draft of the Request for Proposals (RFP) for the Kitchen Incubator Program. The draft is pending review and approval by the committee and PAEDC attorneys. President Anderson asked that the handout be emailed.

3. Report on last six (6) months for all travel from EDC staff and board members (Requested by Director LaBove)

The Interim CEO noted that the six-month travel report requested was included in their packets and asked the board to email her with any questions or concerns.

4. Monthly Financial Report for October 2025

The Financial Operations Officer, Rachel Jacquet, provided an overview of the October Financial Report to the Board and addressed the board's questions.

5. Quarterly Workforce & Community Development Manager Report

The Workforce & Community Development Manager, Shawn Granger, provided a summary of the detailed quarterly report included in the Board packets and addressed the board's questions.

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

(None)

VIII. NON-CONSENT AGENDA ITEMS

1. Discussion and possible consideration of a Workforce Training partnership with Welding World of Port Arthur, TX.

Included in the Board packets was a letter of intent from Welding World Academy to partner with the EDC to offer advanced welding training for Port Arthur residents.

Owners Michael Pena and Christopher Gonzalez of Welding World Academy provided a presentation and answered questions from the Board.

Director Albright made a motion, seconded by Director Frank, to move forward and return to the Board with an agreement for approval. The vote was unanimous, all in favor. Motion carried.

2. Discussion and possible consideration of a request from Haulin Gas, LLC, for an extension to the Economic Incentive Contract and Loan Agreement with the PAEDC.

The Board received a presentation from the owners of Haulin Gas, LLC, Saddiqa Akhtar and Farhana Swati, regarding a request for an extension to the Economic Incentive Contract and Loan Agreement. Following discussion, Director Frank made a motion, seconded by Director Albright, to move this item into Executive Session. The motion carried.

After returning from Executive Session, Director Albright made a motion, seconded by Director Raymond, to table this item. The vote was unanimous, all in favor. Motion carried.

3. Discussion and possible consideration to approve a quote/s for the landscaping and irrigation installation, repair and cleanup at the Spur 93 and Jade Avenue Business Parks.

An updated quote, including irrigation installation, from The Ground Guys of the Golden Triangle was distributed to the Board. Following discussion, Director Albright made a motion, seconded by Director Raymond, to approve the quote from E.L. Irrigation and Landscaping in the amount of $51,836.50. The vote was five (5) in favor, with one (1) abstention by Director Jacobs. The motion carried.

4. Discussion and possible consideration to approve an agreement with Golden Shovel Agency, LLC for website development and hosting services in a one-time amount not to exceed $36,450 with hosting services in a yearly amount not to exceed $13,500.

Following discussion, Director Raymond made a motion, seconded by Director Frank, to approve an agreement with Golden Shovel Agency, LLC for website development services in a one-time amount not to exceed $36,450, with ongoing hosting services in a yearly amount not to exceed $13,500. The vote was five (5) in favor and one (1) opposed by Director Albright. The motion carried.

5. Discussion of the sale of property at the Business Park (request of Director LaBove)

Director Raymond made a motion, seconded by Director Albright, to discuss the sale of property at the Business Park. The item was for discussion only, and no action was taken.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 7:24 p.m. to enter Closed/Executive Session to discuss the following topics:

1. §551.074 – Personnel Matters | Hiring of PAEDC Chief Executive Officer

2. §551.071 – Consultation with Attorney | Haulin Gas LLC

The Board of Directors reconvened in open session at 7:55 p.m. with the following Board members and staff present:

President Darrell Anderson
Secretary Kaala Jacobs
Treasurer Kaprina Frank
Director Beverly Raymond
Director Jerry LaBove
Director Morris Albright

Attorney Kate Leverett
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

MOTION IN OPEN SESSION:

1. Discussion and possible consideration of a request from Haulin Gas, LLC, for an extension to the Economic Incentive Contract and Loan Agreement with the PAEDC.

   After returning from Executive Session, Director Albright made a motion, seconded by Director Raymond, to table this item. The vote was unanimous, all in favor. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

No future agenda items or reports were requested.

XI. ADJOURNMENT

Director Raymond made a motion, seconded by Director Jacobs, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:56 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 13th DAY OF January, 2026.

Jerry Labone

~~Kaala Jacobs,~~
PAEDC SECRETARY