Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, February 2, 2026
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, February 2, 2026, at 6:00 p.m.
President Morris Albright 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 Morris Albright
Vice President Beverly Raymond
Secretary Jerry LaBove
Treasurer Kaprina Frank
Director Ingrid Holmes

Attorney Kate Leverett
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

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

III. MINUTES

Beverly Raymond made a motion, seconded by Kaprina Frank, to approve the following meeting minutes:

A. January 13, 2026, Regular Board Meeting Minutes
B. January 13, 2026, Annual 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**

(None)

3. **Communications**

(None)

V. REPORTS

1. Monthly Financial Report for December 2025

Financial Operations Officer Rachel Jacquet presented an overview of the December 2025 financial report.
Director Raymond requested that Press Building expenses be reported separately from the EDC going forward.

2. Organizational Report

Interim CEO Krystle Muller provided an organizational update to the Board on the following items:

- ***SOUTEX Surveyors and the renovation of the retention ponds in the Business Park***
- ***Reinstallation of landscaping and irrigation at the Business Park***
- ***Project Juno***

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

1. Discussion and possible action to approve the second and final renewal of the janitorial services contract for 501 Procter and 549 4th Streets with Southeast Texas Building Services.

Beverly Raymond made a motion, seconded by Kaprina Frank, to approve the second and final renewal of the janitorial services contract for 501 Procter and 549 4th Streets with Southeast Texas Building Services. The vote was unanimous, all in favor. Motion carried.

VIII. NON-CONSENT AGENDA ITEMS

Non-Consent Agenda Items Nos. 1–4 were moved to Executive Session.

1. Discussion and possible consideration of a Letter of Intent to apply for an economic incentive from Ecolutia Services, Inc.

After Executive Session, Beverly Raymond made a motion, seconded by Kaprina Frank, to allow staff to proceed to Phase Two of the incentive application process. The vote was unanimous, all in favor. Motion carried.

2. Discussion and possible consideration of a Letter of Intent to apply for an Economic Incentive from Seamless Medical Centers.

Mohammad Rustom, CEO of Seamless Medical Centers, made a presentation and answered the board's questions.
After executive session, Beverly Raymond made a motion, seconded by Kaprina Frank, to allow staff to proceed to Phase Two of the incentive application process. The vote was unanimous, all in favor. Motion carried.

3. Discussion and possible consideration of a proposal from Legacy Community Development Corp. for a Downtown Homeownership and Re-Development Program.

Vivian Ballou, Executive Director of Legacy Community Development Corp., made a presentation and answered the Board's questions.
Kaprina Frank made a modified motion, seconded by Beverly Raymond, to authorize staff and legal counsel to develop guidelines for a downtown redevelopment program and to develop a request for qualifications for a company to assist with affordable housing development, homebuyer education, grant compliance, and downtown rehabilitation assistance. The vote was unanimous, all in favor. Motion carried.

4. Discussion and possible consideration of a Letter of Intent to apply for an Economic Incentive from Central Mall Port Arthur.

Trang Tran, General Manager of Central Mall Port Arthur, gave a presentation. After Executive Session, Kaprina Frank made a motion, seconded by Beverly Raymond, to allow staff to proceed to Phase Two of the incentive application process. The vote was unanimous, all in favor. Motion carried.

5. Discussion and possible consideration of the repurchase of two (2) acres of undeveloped land in the Spur 93 Business Park from Rustin Penland.

After discussion, Kaprina Frank made a motion, seconded by Ingrid Holmes, to approve the repurchase. The vote was unanimous, all in favor. Motion carried.

6. Discussion and possible consideration of a Workforce Training Agreement with Lamar State College Port Arthur for the Returning Ship Building to Southeast Texas Program.

After discussion, Kaprina Frank made a motion, seconded by Ingrid Holmes, to approve the agreement. The vote was unanimous, all in favor. Motion carried.

7. Discussion and possible consideration of the renewal of the Professional Services and Consulting Agreement with Retail Strategies LLC.

Ingrid Holmes made a motion, being there was no second motion, item failed be to be considered.

8. Discussion and possible consideration of securing a provider for landscape, irrigation, and frontage maintenance at the Hwy 73, Jade Ave, and Spur 93 Business Parks and the lawn maintenance at 501 Procter Street and 549 4th Street. (Requested by Director LaBove)

Jerry LaBove made a modified motion, seconded by Beverly Raymond, to direct staff to start the request for proposals process. The vote was unanimous, all in favor. Motion carried.

9. Discussion and possible consideration of renaming the EDC Business Park. (Requested by Director LaBove)

   Jerry LaBove made a motion, seconded by Kaprina Frank, to rename the Business Park to "Floyd Baptiste Port Arthur Business Park." The vote was unanimous, all in favor. Motion carried.

10. Discussion and possible consideration of maintenance of the exterior of the EDC building. (Requested by Director LaBove)

    LaBove made a motion, seconded by Kaprina Frank, to remove the vine growth on the exterior of the building at 501 Procter and reseal it. The vote was unanimous, all in favor. Motion carried.

11. Discussion of a potential grocery store. (Requested by Director Albright)

    Kaprina Frank made a motion to proceed with discussion of this item, seconded by Beverly Raymond. The Board directed staff to research the feasibility and potential incentives related to attracting a grocery store.

12. Discussion and possible action regarding tenant security at The Press Building. (Requested by Director Raymond)

    The item was moved to Executive Session. After Executive Session, Raymond made a modified motion, seconded by Kaprina Frank, to approve a standard building buzzer system at The Press Building as a base building improvement funded by the corporation, with any tenant-specific enhancements or customizations remaining the responsibility of the respective tenant, and the door to remain closed. The vote was unanimous, all in favor. Motion carried.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 6:48 p.m. to enter Closed/Executive Session to discuss the following topics:

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

2. §551.087 – Economic Development Negotiations | Ecolutia Services, Inc

3. §551.087 – Economic Development Negotiations | Seamless Medical Centers

4. §551.087 – Economic Development Negotiations | Legacy Community Dev. Corp.

5. §551.087 – Economic Development Negotiations | Central Mall Port Arthur

6. §551.072 – Deliberations about Real Property | Press Building Tenant Security

The Board of Directors reconvened in open session at 7:51 p.m. with the following Board members and staff present:

President Morris Albright
Vice President Beverly Raymond
Secretary Jerry LaBove
Treasurer Kaprina Frank
Director Ingrid Holmes

Attorney Kate Leverett
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

Post-Executive Session Announcement:

Out of Executive Session, the Board announced a Special Board Meeting will be held on February 16, 2026, at 4:00 p.m. to authorize the preparation of a Request for Qualifications (RFQ) for a search firm to assist in the hiring of the PAEDC Chief Executive Officer.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Beverly Raymond requested an agenda item for the possible selection of a certified CNA instructor for the EDC's CNA program.

XI. ADJOURNMENT

Ingrid Holmes made a motion, seconded by Beverly Raymond, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:57 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2nd DAY OF March, 2026.

Jerry LaBove

Jerry LaBove,
PAEDC SECRETARY