

**City of Port Arthur**  
**Section 4A Economic Development Corporation**

**MINUTES**

**Regular Board Meeting**

*501 Procter Street, Ste. 100, Port Arthur, TX 77640*

**Monday, October 4, 2021**

*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, October 4, 2021. The meeting was called to order at 6:00 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

**Darrell Anderson, Beverly Raymond, Christopher Smith, Rashad Harris, Kaprina Frank, Jerry LaBove and Rhonda Conner.**

**The Invocation was given by Kaprina Frank, followed by the Pledge of Allegiance.**

**III. MINUTES**

September 13, 2021 Special Board Meeting Minutes

September 21, 2021 Special Joint Meeting with City Council Minutes

**A motion was made by Christopher Smith and seconded by Rhonda Conner to approve the September 13, 2021 Special Board Meeting Minutes and September 21, 2021 Special Joint Meeting with City Council Minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

None

**2. Communications**

None

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

None

## **V. REPORTS**

1. Workforce Development Report
2. Programs Compliance Report
3. Financial Report
4. Community & Business Center Report

## **VI. UNFINISHED BUSINESS**

1. To discuss for possible consideration the recommendation of the Committee reviewing the PAEDC Bylaws.

**A motion was made by Beverly Raymond and seconded by Kaprina Frank to approve the recommendation of the PAEDC Bylaws Committee as presented with the exception of revising Section 13.03, it will remain as currently written re: Chief Executive Officer. The vote was unanimous. Motion carried.**

## **VII. CONSENT AGENDA ITEMS**

**A motion was made by Kaprina Frank and seconded by Christopher Smith to approve the Consent Agenda Items. The vote was unanimous. Motion carried.**

1. To discuss for possible consideration a Letter of Intent from Romero's Glass Company.
2. To discuss for possible consideration entering into a Technical Assistance Agreement with National Development Council. (expires November 29, 2021)
3. To discuss for possible consideration the approval of a 2% pay raise for EDC Staff; contingent on Council approval, effective October 1, 2021.
4. To discuss for possible consideration approving an invoice payment in the amount of \$6,384.85 to Sunbelt Rentals for chiller rental during AC outage at 501 Procter Street, Inc.

## **VIII. NON-CONSENT AGENDA ITEMS**

1. To discuss for possible consideration engaging janitorial services for Areas C & D of The Press Building for three months, renewable for three additional months.

**A motion was made by Beverly Raymond and seconded by Rashad Harris to approve engaging Quest Maintenance Services LLC at a monthly rate of \$1,565.00 for the janitorial services for Areas C & D of The Press Building for three months,**

**renewable for three additional months. The vote was unanimous. Motion carried.**

2. To discuss for possible consideration a request from the Greater Port Arthur Chamber of Commerce regarding their lease.

**A motion was made by Kaprina Frank and seconded by Rashad Harris to approve the request of the Greater Port Arthur Chamber of Commerce regarding their lease, reducing one month of rent payment by \$1,681.44. The vote was unanimous. Motion carried.**

3. To discuss the services of an Engineer to evaluate cost for Infrastructure Projects.

**This item was for discussion only. It is the general consensus of the Board to engage an Engineer to evaluate cost for Infrastructure Projects on as needed basis.**

4. To discuss the purchase of audio/visual equipment for EDC use (requested by Board Member Jerry LaBove).

**A motion was made by Christopher Smith and seconded by Rhonda Conner to purchase audio/visual equipment for EDC use. The vote was unanimous. Motion carried.**

5. To discuss for possible consideration appointing a Board Member to the Scholarship Committee.

**Board Member Beverly Raymond will join Darrell Anderson and Rhonda Conner on the Scholarship Committee.**

6. To discuss for possible consideration appointing a Board Member to the Micro Loan Committee.

**Board Member Kaprina Frank will join Darrell Anderson and Christopher Smith on the Micro Loan Committee.**

7. To discuss for possible consideration appointing Board Members to a Committee to review Legal Counsel responses to a Request for Qualifications.

**A motion was made by Christopher Smith and seconded by Rashad Harris to appoint Board Members Christopher Smith, Darrell Anderson and Jerry LaBove; along with EDC Staff, to a Committee to review Legal Counsel responses to a Request for Qualifications. The vote was unanimous. Motion carried.**

**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 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.

Lease Terms for 549 4<sup>th</sup> Street

2. **Section 551.074 Government Code** – To discuss matters of Personnel.

Staffing

3. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.

**\*The Items in Executive Session May Be Discussed and Acted On In Open Session"**

The Board retired to Executive Session at 7:01 p.m.

The Board reconvened to the Regular Meeting at 7:52 p.m.

**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.

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**

Meeting was adjourned at 7:53 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE

15<sup>th</sup>

DAY OF

November

, 2021.

  
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SECRETARY OF THE BOARD