

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

**MINUTES**  
**Regular Board Meeting**  
*501 Procter Street, Ste. 100, Port Arthur, TX 77640*  
**Monday, April 4, 2022**  
*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, April 4, 2022. 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, Ellen Clark, Harold Doucet  
Jerry LaBove, and Rhonda Conner**

**The Invocation was given by Darrell Anderson, followed by the Pledge of Allegiance.**

**III. MINUTES**

March 7, 2022 Regular Meeting

**A motion was made by Darrell Anderson and seconded by Christopher Smith to approve the March 7, 2022 Regular Meeting Minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

**A. PACE**

**Mr. Dub Taylor, Texas PACE Authority COO, presented on Property Assessed Clean Energy (PACE).**

**2. Communications**

- A. Pathways to Success Luncheon, April 12, 2022, 11 a.m. – 1 p.m., Carl A. Parker Multipurpose Center, Sponsored by the Port Arthur Education Foundation**

- B. Greater Port Arthur Chamber of Commerce Membership Luncheon, April 27, 2022, Robert A. "Bob" Bowers Civic Center

**A motion was made by Darrell Anderson and seconded by Beverly Raymond to purchase the Silver Sponsorship, table of eight (8) at \$300.00 for those wishing to attend the Greater Port Arthur Chamber of Commerce Membership Luncheon, April 27, 2022, Robert A. "Bob" Bowers Civic Center. The vote was unanimous. Motion carried.**

**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
5. CEO Report

**VI. UNFINISHED BUSINESS**

1. Discuss and consider a Resolution authorizing the City of Port Arthur Section 4A Economic Development to enter into a Purchase Agreement with John Crane, Inc. for the sale of approximately 2.1 acres of land at the corner of Jade Avenue and Morris Carter Drive in the Spur 93 Business Park. This sale will generate a revenue of \$130,410.00 to be deposited into PAEDC Account No. 120-80-000-4722-00-00-000.

**A motion was made by Harold Doucet and seconded by Christopher Smith to approve the authorization of the City of Port Arthur Section 4A Economic Development to enter into a Purchase Agreement with John Crane, Inc. for the sale of approximately 2.1 acres of land at the corner of Jade Avenue and Morris Carter Drive in the Spur 93 Business Park. This sale will generate a revenue of \$130,410.00 to be deposited into PAEDC Account No. 120-80-000-4722-00-00-000.**

**VII. CONSENT AGENDA ITEMS**

1. Discuss and consider a Resolution authorizing the third and final renewal of the Janitorial Services Contract with Southeast Texas Building Services for the office building at 501 Procter St. in an amount not to exceed \$20,000.00; Funds available in EDC Account No. 120-80-625-5312-00-00-000.

**A motion was made by Beverly Raymond and seconded by Harold Doucet to approve the Consent Agenda Items. The vote was unanimous. Motion carried.**

2. Discuss and consider approval of Triangle Waste, LP sale of property and all improvements located at 1000 S. Business Park Dr. within the Spur 93 Business Park.

**A motion was made by Christopher Smith and seconded by Beverly Raymond to approve Consent Agenda Item regarding Triangle Waste, LP sale of property and all improvements located at 1000 S. Business Park Dr. within the Spur 93 Business Park. The vote was unanimous. Motion carried.**

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

1. Consider and discuss a Letter of Intent from Port City Partners.

**A motion was made by Harold Doucet and seconded by Rhonda Conner to consider a Letter of Intent from Port City Partners, PAEDC CEO advised this item will move forward for consideration however funding will not be available until the new fiscal year. The vote was unanimous. Motion carried.**

2. Discuss and consider obtaining bids in support of the purchase of a "generator" to support power to the EDC building and tenants (requested by Board Vice-President Christopher Smith).

**A motion was made by Harold Doucet and seconded by Christopher Smith to table this item. PAEDC CEO advised it is agreed a generator is needed for this building; however due to current budget constraints, this item will need to be addressed financially in the next fiscal year budget. The vote was unanimous. Motion carried.**

3. Discuss and consider appointing Standing Committees per Section 10.02.a.-d. of the PAEDC By Laws; Budget, Finance and Audit Committee, Committee for Business Retention Expansion, Committee for New Business Formation, and Committee for New Business Attraction and Recruitment.

**A motion was made by Beverly Raymond and seconded by Christopher Smith to approve the appointment of Ellen Clark, Rhonda Conner and Harold Doucet to the Budget, Finance and Audit Committee. The vote was unanimous. Motion carried. Other Committee appointments will be considered at a later date.**

4. Consider and discuss the repair, replacement of parts and balancing of the HVAC system at 501 Procter Street by Industrial and Commercial Mechanical in an amount not to exceed \$49,888.00. Funds available in account number 120-80-625-5312-00-00-000.

**A motion was made by Christopher Smith and seconded by Ellen Clark to approve the repair, replacement of parts and balancing of the HVAC system at 501 Procter Street by Industrial and Commercial Mechanical in an amount not to exceed \$49,888.00. Funds available in account number 120-80-625-5312-00-00-000. The vote was unanimous. Motion carried.**

5. Consider and discuss the purchase of exterior signage in the amount of \$5,745.00 for Lamar State College Port Arthur at The Press Building. Funds available in EDC Account number 120-80-625-5494-00-00-000.

**A motion was made by Christopher Smith and seconded by Harold Doucet to approve the purchase of exterior signage in the amount of \$5,745.00 for Lamar State College Port Arthur at The Press Building. Funds available in EDC Account number 120-80-625-5494-00-00-000. 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 551.074 Government Code – To discuss matters of Personnel.**

Duties of PAEDC CEO as outlined in CEO contract and job description

Community & Business Development Center Manager

- 2. Section 551.071 Government Code – To discuss with Attorney Frank Garza pending and potential litigation and/or legal advice.**

Terms and conditions of PAEDC CEO contract with Attorney

Terms and conditions of the Administrative Services Contract

Legal Counsel Referrals

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

Real Estate Appraisals - PAEDC Properties

Potential buyer for the Highway 73 Business Park

4. **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 7:32 p.m.

The Board reconvened to the Regular Meeting at 9:04 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**

A motion as made by Jerry LaBove and seconded by Christopher Smith to adjourn the meeting at 9:05 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2nd DAY OF

May, 2022.

  
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SECRETARY OF THE BOARD