

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

**MINUTES**  
**Regular Board Meeting**  
*501 Procter Street, Ste. 100, Port Arthur, TX 77640*  
**Monday, June 6, 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, June 6, 2022. The meeting was called to order at 6:03 p.m.

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

The following Board Members were present:

**Beverly Raymond, Christopher Smith, Ellen Clark, Harold Doucet, Jerry LaBove, and Rhonda Conner.**

**The Invocation was given by Rhonda Conner followed by the Pledge of Allegiance.**

**III. MINUTES**

May 2, 2022 Regular Board Meeting  
May 9, 2022 Special Board Meeting  
May 23, 2022 Special Joint Board Meeting

**A motion was made by Christopher Smith and seconded by Beverly Raymond to approve the May 2, 2022 Regular Board Meeting, May 9, 2022 Special Board Meeting, May 23, 2022 Special Joint Board Meeting Minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

- A. Jermey Houston, Deputy Chief/Emergency Management Coordinator, regarding Temporary Debris Management for City of Port Arthur

**2. Communications**

- A. Christian Faith Women of Virtue, Inc., Diamond Conference Luncheon, August 5, 2022.

**Following discussion, it is the consensus that the Board will Sponsor a table of eight (8) in the amount of \$500.00 for the Christian Faith Women of Virtue, Inc., Diamond Conference Luncheon to be held on August 5,**

**2022. A motion was made by Harold Doucet and seconded by Rhonda Conner. The vote was unanimous. Motion carried.**

3. **Speakers (limited to 3 min. ea.)**  
None

**V. REPORTS**

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

**VI. UNFINISHED BUSINESS**

1. Discuss and consider the publication of the PAEDC Newsletter.

**Following discussion this item was tabled.**

**VII. CONSENT AGENDA ITEMS**

1. Discuss and consider renewing the Annual Impact DashBoard subscription with Impact DataSource, LLC.

**A motion was made by Christopher Smith and seconded by Beverly Raymond to approve renewing the Annual Impact DashBoard subscription with Impact DataSource, LLC. in the amount of \$5,424.00 . The vote was unanimous. Motion carried.**

**VIII. NON-CONSENT AGENDA ITEMS**

1. Discuss and consider entering into an agreement with the City of Port Arthur for the use of property located at the Jade Avenue Business Park as a temporary debris management site in the event of State or Federally declared disaster.

**A motion was made by Beverly Raymond and seconded by Ellen Clark to approve entering into an agreement with the City of Port Arthur for the use of property located at the Jade Avenue Business Park as a temporary debris management site in the event of State or Federally declared disaster. The vote was unanimous. Motion carried.**

2. Discuss and consider renewing the Workforce Training Agreement with Digital Workforce Academy Agreement.

**A motion was made by Beverly Raymond and seconded by Harold Doucet to approve renewing the Workforce Training Agreement with Digital Workforce Academy Agreement. Training ten (10) Port Arthur residents at \$2,700.00 per student; not to exceed \$27,000.00 The vote was unanimous. Motion carried.**

3. Discuss and consider the recommendation of the Scholarship Committee.

**A motion was made by Beverly Raymond and seconded by Christopher Smith to approve the recommendation of the Scholarship Committee. The agreement assists five (5) graduating Port Arthur residents to obtain a 2-year Associates Degree paying up to \$13,500.00 per student; not to exceed \$67,500.00. The vote was unanimous. Motion carried.**

4. Discuss and consider approving a change order to the cabling contract with Datavox for the purchase of two (2) additional quads for 549 4<sup>th</sup> Street ("The Press Building")

**A motion was made by Harold Doucet and seconded by Rhonda Conner to approve a change order to the cabling contract with Datavox for the purchase of two (2) additional quads, in the amount of \$1,360.02 for 549 4<sup>th</sup> Street ("The Press Building"). The vote was unanimous. Motion carried.**

5. Discuss and consider lease of a copier from Hernandez Office Solutions for 63 months for The Press Building.

**A motion was made by Christopher Smith and seconded by Beverly Raymond to approve the lease of a copier from Hernandez Office Solutions for 63 months for The Press Building. The lease is \$2,414.76 annually for a sixty-three (63) month total of \$12,677.49. The vote was unanimous. Motion carried.**

6. Discuss and consider approving the purchase of co-working software for The Press Building.

**A motion was made by Harold Doucet and seconded by Ellen Clark to approve the purchase of co-working software for The Press Building from Yardi Kube. Installation fee of \$4,000.00 and \$500.00 per month for thirty six (36) months, totaling \$22,000.00. The vote was unanimous. Motion carried.**

7. Discuss and consider the recommendation of the Executive Director Search Committee to enter into an Agreement with Next Move Group, LLC for Executive Search Services to recruit its next Executive Director.

**A motion was made by Harold Doucet and seconded by Rhonda Conner to approve the recommendation of the Executive Director Search Committee to enter into an Agreement with Next Move Group, LLC for Executive Search Services to recruit its next Executive Director in an amount not to exceed \$25,110.00. The vote was unanimous. Motion carried.**

8. Discuss PAEDC Public Information and Media Relations.

**A motion was made by Christopher Smith to have public information requests and media relations directed to/handled by the City of Port Arthur Public Information Officer (PIO). The PIO will collaborate with the PAEDC CEO to obtain clarity of subject matter prior to disseminating the information. The motion was seconded by Harold Doucet. The vote was unanimous. Motion carried.**

9. Discuss and consider rescheduling the July 4, 2022 Regular Board Meeting due to the Independence Day Holiday.

**A motion was made by Rhonda Conner and seconded by Ellen Clark to reschedule the July 4, 2022 Regular Board Meeting to Monday, July 11, 2022. 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 551.071 Government Code** – To discuss with Attorney Frank Garza pending and potential litigation and/or legal advice.

**Legal Representation – Duties & Responsibilities**

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

**Business Park Appraisals**

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

**The Board retired to Executive Session at 7:06 p.m.**

**The Board reconvened to the Regular Meeting at 7:33 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 Christopher Smith and seconded by Beverly Raymond to adjourn the meeting at 7:34 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 11<sup>th</sup> DAY OF

July, 2022.

[Signature]  
SECRETARY OF THE BOARD