

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, September 12, 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, September 12, 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 Beverly Raymond followed by the Pledge of Allegiance.

III. MINUTES

August 8, 2022 Special Meeting

A motion was made by Harold Doucet and seconded by Rhonda Conner to approve the August 8, 2022 Special Meeting 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. The Press Building
 - a) Operating Expenses
 - b) Plaque

VI. UNFINISHED BUSINESS

1. Discuss and consider engaging the services of Arceneaux Wilson & Cole for the replat of the Spur 93 Business Park.

This item was removed from the Agenda.

VII. CONSENT AGENDA ITEMS

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

1. Discuss and consider approval of Quote 03-JA22 from Industrial & Commercial Mechanical for the replacement of one (1) failed compressor on the Dakin Roof Top Unit at 501 Procter Street.
2. Discuss and consider entering into a Technical Assistance Agreement with National Development Council. (expires November 29, 2022)

VIII. NON-CONSENT AGENDA ITEMS

1. Discuss and consider the recommendation for an Economic Development Conditional Grant Agreement with Lil Bruh's Food Park LLC at 7700 9th Ave.

This item was postponed.

2. Discuss and consider a Phase I Application and Letter of Intent to apply for an Economic Incentive from MPW Industrial Water Services, Inc.

A motion was made by Darrell Anderson and seconded by Christopher Smith to approve the consideration of a Phase I Application and Letter of Intent to apply for an Economic Incentive from MPW Industrial Water Services, Inc. The vote was unanimous. Motion carried.

3. Discuss and consider a Letter of Intent to apply for an Economic Incentive Infrastructure Project from Saigon Town LLC.

A motion was made by Darrell Anderson and seconded by Ellen Clark to approve the consideration of a Letter of Intent to apply for an Economic Incentive Infrastructure Project from Saigon Town LLC. The vote was unanimous. Motion carried.

4. Discuss and consider approval of a Workforce Training Agreement with Angel's Devine Touch to administer Certified Nurse's Aide Training.

A motion was made by Beverly Raymond and seconded by Harold Doucet to approve a Workforce Training Agreement with Angel's Devine Touch to administer Certified Nurse's Aide Training. The vote was unanimous. Motion carried.

5. Discuss and consider approving a quotation from Discovery Information Technologies for Managed IT Services for 501 Procter Street and The Press Building.

A motion was made by Darrell Anderson and seconded by Rhonda Conner to approve a quotation from Discovery Information Technologies for Managed IT Services for 501 Procter Street and The Press Building. The vote was unanimous. Motion carried.

6. Discuss and consider approving the proposal from Industrial & Commercial Mechanical (ICM) for Quarterly HVAC Maintenance with monthly filter changes for the HVAC System at 501 Procter Street.

A motion was made by Harold Doucet and seconded by Ellen Clark to remove this item from the Agenda to research the addition of The Press Building HVAC maintenance being considered in the proposal. The vote was unanimous. Motion carried.

7. Discuss and consider the approval of a lease agreement between the Port Arthur Economic Development Corporation and City of Port Arthur's Engineering Department for Office Space 206A at The Press Building.

A motion was made by Harold Doucet and seconded by Beverly Raymond to remove this item. The vote was unanimous. Motion carried.

8. Discuss and consider the approval of a lease agreement between the Port Arthur Economic Development Corporation and Port Arthur Community Federal Credit Union for Office Space 106A at The Press Building.

A motion was made by Harold Doucet and seconded by Christopher Smith to remove this item. The vote was unanimous. Motion carried.

9. Discuss and consider awarding a bid and entering into an agreement for the Janitorial Services at The Press Building.

A motion was made by Beverly Raymond to approve awarding a bid and entering into an agreement for Janitorial Services for The Press Building. No second was made, motion failed.

Following further discussion a motion was made by Darrell Anderson and seconded by Harold Doucet to approve month to month janitorial service for The Press Building (the entire building) with Quest Maintenance Services, LLC, for a monthly fee of \$5,170 for 2X per week service. The vote was unanimous. Motion carried.

10. Discuss and consider amending the Fiscal Year 2022-2023 EDC Budget to include a staff 4% cost of living increase to be consistent with the City's Basic Schedule of Pay Rates and Ranges.

A motion was made by Harold Doucet and seconded by Beverly Raymond to approve amending the Fiscal Year 2022-2023 EDC Budget to include a staff 4% cost of living increase to be consistent with the City's Basic Schedule of Pay Rates and Ranges. The vote was unanimous. Motion carried.

11. Discuss and consider naming rights for The Press Building (request of Board Secretary Beverly Raymond).

A motion was made by Harold Doucet and seconded by Beverly Raymond to approve the consideration of naming rights for The Press Building. The vote was unanimous. Motion carried. A Naming Rights | The Press Building Committee was formed including Beverly Raymond, Harold Doucet and Christopher Smith.

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.**

PAEDC CEO

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

The Board retired to Executive Session at 7:16 p.m.

The Board reconvened to the Regular Meeting at 7:45 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 Harold Doucet and seconded by Christopher Smith to adjourn the meeting at 7:46 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 3 DAY OF

October, 2022.



SECRETARY OF THE BOARD