

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES

Regular Board Meeting

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

Monday, November 7, 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, November 7, 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 Harold Doucet followed by the Pledge of Allegiance.

III. MINUTES

October 3, 2022 Regular Board Meeting

A motion was made by Harold Doucet and seconded by Beverly Raymond to approve the October 3, 2022 Regular Board Meeting Minutes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

None

2. Communications

A. 2023 PAEDC Board Meeting Schedule

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

V. REPORTS

None

VI. UNFINISHED BUSINESS

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

A motion was made by Harold Doucet and seconded by Rhonda Conner to approve awarding a bid and entering into an agreement with Diamond Shine Building Service for the Janitorial Services at The Press Building. The vote was unanimous. Motion carried.

VII. CONSENT AGENDA ITEMS

None

VIII. NON-CONSENT AGENDA ITEMS

1. Discuss and consider a Letter of Intent from Mid-County Plaza, LLC.

This item was moved to Executive Session, no action taken.

2. Discuss and consider an Economic Incentive with MPW Industrial Water Services, Inc.

This item was moved to Executive Session, no action taken.

3. Discuss and consider engaging the legal services of The Chapman Firm, PLLC.

A motion was made by Ellen Clark and seconded by Harold Doucet to approve engaging the legal services of The Chapman Firm, PLLC in regards to The Press Building, 549 4th Street Project. The vote was unanimous. Motion carried.

4. Discuss and consider ratifying the acceptance of a proposal and engaging the services of Sitek Omni for Microbial Cleaning Services at 549 4th Street.

A motion was made by Harold Doucet and seconded by Beverly Raymond to approve ratifying the acceptance of a proposal and engaging the services of Sitek Omni for Microbial Cleaning Services at 549 4th Street. The vote was unanimous. Motion carried.

5. Discuss and consider entering into a Lease Agreement with Glenda Chilo Net Worth-Unblocking Your Destiny for Suite 121A at The Press Building.

A motion was made by Harold Doucet and seconded by Darrell Anderson to approve entering into a Lease Agreement with Glenda Chilo Net Worth-Unblocking Your Destiny for Suite 121A at The Press Building. The vote was unanimous. Motion carried.

6. Discuss and consider entering into a Lease Agreement with Triangle Enterprises for Suite 206A at The Press Building.

A motion was made by Harold Doucet and seconded by Darrell Anderson to approve entering into a Lease Agreement with Triangle Enterprises for Suite 206A at The Press Building. The vote was unanimous. Motion carried.

7. Discuss and consider entering into a Lease Agreement with K8 Global Services, LLC for Suite 207A at The Press Building.

A motion was made by Harold Doucet and seconded by Darrell Anderson to approve entering into a Lease Agreement with K8 Global Services, LLC for Suite 207A at The Press Building. The vote was unanimous. Motion carried.

8. Discuss and consider allocating Job Training Funds, for five (5) Port Arthur Resident High School 2023 Graduates to attend a 2-year training program at Lamar State College – Port Arthur.

A motion was made by Harold Doucet and seconded by Darrell Anderson to approve allocating Job Training Funds, for five (5) Port Arthur Resident High School 2023 Graduates to attend a 2-year training program at Lamar State College – Port Arthur in an amount of \$13,500 per student. The vote was unanimous. Motion carried.

9. Discuss and consider a Youth Employment Program for 2023 Graduates.

A motion was made by Darrell Anderson and seconded by Ellen Clark to approve the Youth Employment Program for 2023 Graduates. Placing up to twenty (20) students at \$13.00 per hour, not to exceed \$83,200.00. The vote was unanimous. Motion carried.

10. Discuss and consider the lease agreement of Suite #321 at 501 Procter Street with Gulf Stone Environmental Services, LLC.

This item was moved to Executive Session, no action taken.

11. Discuss and consider Board President appointing a Committee to develop performance evaluation criteria for the position of Chief Executive Officer (request of Board Vice President Christopher Smith).

A motion was made by Ellen Clark and seconded by Harold Doucet for the Board President to appoint Darrell Anderson, Harold Doucet and Christopher Smith (acting as Chair) to review the current evaluation criteria utilized for the position of Chief Executive Officer of the PAEDC. The vote was unanimous. Motion carried.

12. Discuss and consider the Agreement for Professional Services & Employment as Chief Executive Officer of the Port Arthur 4A Economic Development Corporation.

A motion was made by Darrell Anderson and seconded by Ellen Clark to approve the Agreement for Professional Services & Employment as Chief Executive Officer of the Port Arthur 4A Economic Development Corporation, accepting the revision to termination and severance pay. The vote as 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.

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

The Board adjourned to Executive Session at 7:00 p.m.

The Board reconvened to the Regular Meeting at 7:40 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

A motion was made by Christopher Smith and seconded by Harold Doucet to adjourn the meeting at 7:41 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 5 DAY OF

December, 2022.

[Signature]
SECRETARY OF THE BOARD