

***Port Arthur Economic Development Corporation***

**MINUTES**

**Regular Board Meeting**

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

***Monday, April 3, 2023***

*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 3, 2023. 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, Ellen Clark, Richard Wycoff, and Jerry LaBove**

**The Invocation was given by Beverly Raymond followed by the Pledge of Allegiance.**

**III. MINUTES**

Regular Meeting March 6, 2023

**A motion was made by Beverly Raymond and seconded by Ellen Clark to approve the Regular Meeting March 6, 2023, Minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

City of Port Arthur Finance Director Kandy Daniel

**2. Communications**

None

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

None

**V. REPORTS**

CEO's Report | Discussion

Request of Board Treasurer Ellen Clark:

- The Press Building
  - Open House, details on EDC contribution to this event

- Tenant Listing | Tenant Issues
  - Next steps toward entrepreneurship activities currently underway
- 90 Day Plan
  - Update on execution of plan
  - Takeaway summary of stakeholder visits during previous month
  - Takeaways from meeting presentation to City Council
- Travel Overview and Takeaways
  - IEDC Leadership Conference in Tucson attended in January
  - Golden Triangle Days in Austin attended in February
- Proposed Strategic Plan | Tactics
- Proposed Land Sales or alternative means to obtain funding to replace this budget item
- Budget Presentation
  - Review with highlights on overdue fees and any shortages
- Incentive Applications
  - Updates and review of applications in progress
- Training and Seminar Attendance
  - Upcoming for all staff

## VI. UNFINISHED BUSINESS

1. Review, discussion, and possible action regarding entering into an Economic Development Performance Agreement with Saigon Plaza LLC.

**A motion was made by Ellen Clark and seconded by Beverly Raymond to approve entering into an Economic Development Performance Agreement with Saigon Plaza LLC. The vote was not unanimous. There were four (4) ayes and one (1) no. The motion carried.**

## VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the Travel Expense and Reimbursement Reports for:
  - PAEDC CEO Terry Stokes.
  - Board Vice-President Darrell Anderson
  - Board Secretary Beverly Raymond
  -

**A motion was made by Ellen Clark and seconded by Darrell Anderson to approve the Travel Expense and Reimbursement Reports for PAEDC CEO Terry Stokes, Board Vice-President Darrell Anderson and Board Secretary Beverly Raymond. The vote was unanimous. Motion carried.**

2. Review, discussion, and possible action regarding the first renewal, second year of the Security Guard Service Agreement with S&S Investigations & Security at the Spur 93 Business Park in an annual amount of \$96,822.00.

**A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the first renewal, second year of the Security Guard Service Agreement with S&S Investigations & Security at the Spur 93 Business Park in an annual amount of \$96,822.00. The vote was unanimous. Motion carried.**

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

1. Review, discussion, and possible action regarding 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 Darrell Anderson and seconded by Beverly Raymond 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. Review, discussion, and possible action regarding the Speedy Mart #2 Infrastructure Incentive (request of President Jerry LaBove).

**No action was taken on this item, discussion only.**

3. Review, discussion, and possible action regarding the Vessel Cleaning Economic Incentive (request of President Jerry LaBove).

**No action was taken on this item, discussion only.**

4. Review, discussion, and possible action regarding the Spindletop Concrete, Inc. Economic Incentive (request of Board President Jerry LaBove).

**No action was taken on this item, discussion only.**

5. Review, discussion, and possible action regarding the appointment of members to the Budget, Finance and Audit Committee (requested by Treasurer Ellen Clark).

**A motion was made by Beverly Raymond and seconded by Ellen Clark to approve the appointment of a member to the Budget, Finance and Audit Committee. The committee will be comprised of Ellen Clark, Melvin Getwood and Richard Wycoff. The vote was unanimous. Motion carried.**

6. Review, discussion, and possible action regarding replacing two committee members to serve on the Naming Rights Committee for The Press Building (requested by Board Secretary Beverly Raymond).

**A motion was made by Ellen Clark and seconded by Darrell Anderson to approve replacing two committee members to serve on the Naming Rights Committee for The Press Building. Following discussion only two members will comprise this committee: Beverly Raymond and Richard Wycoff. The vote was unanimous. Motion carried.**

7. Review, discussion, and possible action regarding the formation and appointment of committee members to The Press Building Committee (requested by Board Secretary Beverly Raymond).

**A motion was made by Ellen Clark and seconded by Darrell Anderson to approve the formation and appointment of committee members to The Press Building Committee. The committee will be comprised of Darrell Anderson, Beverly Raymond, and Richard Wycoff. The vote was unanimous. Motion carried.**

8. Review, discussion, and possible action regarding the formation and appointment of committee members to Youth Employment Program Committee (requested by Board Secretary Beverly Raymond).

**A motion was made by Ellen Clark and seconded by Darrell Anderson to approve the formation and appointment of committee members to Youth Employment Program Committee. The committee will be comprised of Beverly Raymond and Ellen Clark. The vote was unanimous. Motion carried.**

#### **IX. ADJOURNMENT OF MEETING**

**A motion as made by Ellen Clark and seconded by Beverly Raymond to adjourn the meeting at 7:09 p.m. The vote was unanimous. Motion carried.**

**APPROVED BY THE BOARD OF DIRECTORS ON THE 1<sup>st</sup> DAY OF**

May, 2023.

  
**SECRETARY OF THE BOARD**