

*Port Arthur Economic Development Corporation*

**MINUTES**

**Regular Board Meeting**

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

***Monday, September 11, 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, September 11, 2023. The meeting was called to order at 6:00 p.m.

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

The following Board Members were present:

**Kaala Jacobs, Jerry LaBove, Ingrid Holmes, Darrell Anderson, and Melvin Getwood**

**The Invocation was given by Ingrid Holmes followed by the Pledge of Allegiance.**

**III. MINUTES**

08/03/2023 Joint Special Meeting Workshop | City of Port Arthur Council

08/05/2023 Special Meeting | Board Retreat

08/07/2023 Regular Meeting

**A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the minutes of the 08/03/2023 Joint Special Meeting Workshop | City of Port Arthur Council, the 08/05/2023 Special Meeting | Board Retreat, and the 08/07/2023 Regular Meeting. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

- Mark Sokolow and representatives of Shine on Humanity  
**Ms. Van Shotwell, COO | Co-founder of Shine on Humanity presented.**
- Larry Kelley, Port Director and CEO, Port of Port Arthur

**2. Communications**

None

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

None

## V. REPORTS

### CEO's Report | Discussion

- Review of August 2023 Activities
- Staffing Update
- Status of Corporation's Workforce Development Programs
- Status of the Development of the Corporation's 10-year Strategic Plan

## VI. UNFINISHED BUSINESS

None

## VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding proposed increase in fee structure for General Counsel legal services provided by Denton Navarro Rocha Bernal & Zech, P.C.

**A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve the proposed increase of 2.05% in the fee structure for General Counsel legal services provided by Denton Navarro Rocha Bernal & Zech, P.C. Motion carried.**

## VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding entering into a Promotional Agreement with Shine on Humanity for promotional services associated with their West Side Revitalization Project.

**A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. PAEDC CEO advised funds were not budgeted for this item. PAEDC Legal Counsel advised he did not recommend the Board enter into an agreement for this item. The vote failed to enter into a Promotional Agreement with Shine on Humanity for promotional services associated with their West Side Revitalization Project. Motion failed.**

2. Review, discussion, and possible action regarding an Amendment to the Workforce Training Agreement with Lamar State College Port Arthur for the CDL Program.

**A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to bring this item to the floor. The vote was unanimous to approve an Amendment to the Workforce Training Agreement with Lamar State College Port Arthur for the CDL Program to increase the current agreement in the amount of \$25,040.00, for a revised agreement amount of \$145,040. Motion carried.**

3. Review, discussion, and possible action regarding entering into a Purchase

Agreement associated with the Port of Port Arthur's request to purchase PAEDC-owned property.

**A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to bring this item to the floor. Following extensive Board discussion, a motion was made by Jerry LaBove and seconded by Kaala Jacobs to amend the motion to state that in Good Faith, as stated by Port Director | CEO Larry Kelley, the Port of Port Arthur will conduct Community Outreach Meetings to provide residents in and around the Port an overview on the subject project and the Port's long-range plans. These meetings will be conducted no later than December 31, 2023. The vote was unanimous, with the amendment, to approve entering into a Purchase Agreement associated with the Port of Port Arthur's request to purchase PAEDC-owned property, subject to final legal review. Motion carried.**

4. Review, discussion, and possible action regarding entering into an Agreement for Professional Services with Schaumburg & Polk, Inc. for the design and bid services for the improvements to the existing lift station servicing the Spur 93 Business Park.

**A motion was made by Kaala Jacobs and seconded by Melvin Getwood to bring this item to the floor. The vote was unanimous to approve entering into an Agreement for Professional Services with Schaumburg & Polk, Inc. for the design and bid services for the improvements to the existing lift station servicing the Spur 93 Business Park. Motion carried.**

5. Review, discussion, and possible action regarding CEO Travel Request to the IEDC Annual Conference.

**A motion was made by Kaala Jacobs and seconded by Melvin Getwood to bring this item to the floor. Director LaBove asked if CEO Terry Stokes had yet reached his contracted annual amount of \$7,500 for travel related expenses. Mr. Stokes advised that he had not, but this travel expense would place him at that amount for this fiscal year. The vote was unanimous to approve the CEO Travel Request to the IEDC Annual Conference. Motion carried.**

6. Review, discussion, and possible action regarding Board President Travel Request to the IEDC Annual Conference.

**A motion was made by Melvin Getwood and seconded by Kaala Jacobs to bring this item to the floor. The vote was unanimous to approve the Board President Travel Request to the IEDC Annual Conference. Motion carried.**

## **IX. 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

**X. ADJOURNMENT OF MEETING**

A motion as made by Kaala Jacobs and seconded by Melvin Getwood to adjourn the meeting at 7:08 p.m. The vote was unanimous. Motion carried.

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

October, 2023.

  
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SECRETARY OF THE BOARD