

Port Arthur Economic Development Corporation

MINUTES

Regular Board Meeting

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

Tuesday, November 14, 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 Tuesday, November 14, 2023. The meeting was called to order at 6:02 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

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

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

III. MINUTES

10/02/2023 Regular Board Meeting

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 10/02/2023 Regular Board Meeting Minutes. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

None

2. Communications

A. 2024 Port Arthur EDC Board Meeting Schedule

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

V. REPORTS

CEO's Report | Discussion

- Overview of October 2023 Activities
- Incentivization Program Update
- Staffing Update

VI. UNFINISHED BUSINESS

None

VII. CONSENT AGENDA ITEMS

A motion was made by Ingrid Holmes and seconded by Melvin Getwood to approve Consent Agenda Items 1 and 2. The vote was unanimous. Motion carried.

1. Review, discussion, and possible action regarding entering into an agreement with Lamar University (Lamar University Media Alliance) for the video production of the PAEDC Board Meetings.
2. Review, discussion, and possible action regarding the acceptance of the proposed changes to the Port Arthur EDC By Laws.
3. Review, discussion, and possible action regarding the acceptance of the proposed Port Arthur EDC Policies and Procedures Manual.

This item was tabled.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding advertising services through The Breeze Radio (request of Director Jody Holton).

No action was taken on this item, discussion only.

2. Review, discussion, and possible action regarding the purchase of meals for Board Meetings (request of Director Jody Holton).

A motion was made by Ingrid Holmes and seconded by Melvin Getwood to bring this item to the floor. Meal purchases will be considered on a per meeting basis, contingent on the need for said meal, length of said meeting. The vote was unanimous. Motion carried.

3. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with The Solco Group, LLC for an aerial survey and development of a Master Parcel Property Map for the Spur 93 and Jade Avenue Business Parks.

A motion was made by Jody Holton and seconded by Kaala Jacobs to approve entering into a Professional Services and Consulting Agreement with The Solco Group, LLC for an aerial survey and development of a Master Parcel Property Map for the Spur 93 and Jade Avenue Business Parks. The vote was unanimous. Motion carried.

4. Review, discussion, and possible action regarding the Annual Evaluation of the Port Arthur EDC Chief Executive Officer.

This item was taken to Executive Session. Following Executive Session, Board President Anderson surmised that CEO Stokes was evaluated in four specific areas and received a satisfactory rating regarding the Annual Evaluation of the Port Arthur EDC Chief Executive Officer.

5. Review, discussion, and possible action regarding the amended Agreement for Professional Services and Employment as Chief Executive Officer of the PAEDC with Terry Stokes.

This item was taken to Executive Session. Following Executive Session, 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 amended Agreement for Professional Services and Employment as Chief Executive Officer of the PAEDC with Terry Stokes. 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 Board retired to Executive Session at 6:24 p.m.

The Board reconvened the Regular Meeting at 7:22 p.m.

X. 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.**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the PAEDC Chief Executive Officer.

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

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 Jody Holton and seconded by Ingrid Holmes to adjourn the meeting at 7:24 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 4th DAY OF

December, 2023.

Karla Jacobs
SECRETARY OF THE BOARD