Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Tuesday, January 14th, 2025
6:00 PM

I. ROLL CALL, INVOCATION AND PLEDGE

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Tuesday, January 14th, at 6:00 p.m., with the following board and staff members present:

President Darrell Anderson, Vice President Ingrid Holmes (arrived at 6:02pm), Treasurer Melvin Getwood, Secretary Kaala Jacobs, Directors Beverly Raymond (arrived at 6:02pm), Jerry LaBove, Morris Albright, CEO Terry Stokes, DCEDO Krystle Muller, Admin Clerk Sarai Garcia

Board President Darrell Anderson called the meeting to order at 6:01 p.m.
Kaala Jacobs gave the invocation followed by the pledge to the flag.

II. MINUTES

Upon the motion of Kaala Jacobs, seconded by Melvin Getwood, the motion carried unanimously to adopt the December 2nd, 2024, Regular Board Meeting Minutes.

III. PETITIONS & COMMUNICATIONS

1. <u>**Speakers (limited to 3 min. ea)**</u>

   None

2. <u>**Presentations**</u>

   None

3. <u>**Communications**</u>

   A. Golden Triangle Days in Austin 2025 Legislative Agenda and Itinerary

   The CEO, Stokes, reminded the Board that those planning to attend the GTDA 2025 event should complete the delegate registration form promptly.

This ensures proper accounting for attendees and allows room reservations to be made before the hotel block closes.

B. 2025 Economic Forecast Luncheon | Hosted by Regional Economic Development Initiative | January 23, 2025 | 11:00 a.m. to 1:30 p.m. | Holiday Inn & Suites Beaumont-Plaza

The CEO informed the board of the 2025 Economic Forecast Luncheon, invited them to attend, and mentioned that the PAEDC would be a sponsor with a reserved table.

III. REPORTS

1. CEO's Report | Discussion

   a. Financial Report for the month of November 2024

   CEO Stokes informed the Board that the PAEDC is on track for the first quarter, which ended December31. He noted the December report was pending finalization by PAEDC and the City of Port Arthur. Board members were encouraged to submit questions, and the CEO will work with the financial officer to provide answers via email.

   b. Proposed travel for February and March

   CEO Stokes informed the Board of his proposed travel for February and March, including attendance at Golden Triangle Days on March 3-4 and the Texas Economic Development Council's Legislative Conference before the GTDA event.

IV. UNFINISHED BUSINESS

1. Review and discuss the proposed revised PAEDC Code of Ethics

   Discussion only. CEO Stokes informed the Board that the meeting packet includes revisions to the PAEDC Code of Ethics by PAEDC's legal team. The Board was asked to review the redlined updates and the City of Port Arthur's Code of Ethics for comparison, and to submit feedback to President Anderson and Attorney Zach. The goal is to vote on the finalized version at the next meeting. Director Raymond requested the inclusion of the PAEDC Code of Ethics approved in April 2022 for comparison.

2. Discussion and possible action on the monitor and buzzer system for the Port Arthur Credit Union (Request of Director Raymond)

CEO Stokes and Deputy Muller updated the Board on the credit union's buzzer request, noting that the credit union executives were unaware of the original request but expressed interest in proceeding.
Director Raymond raised concerns about security, Deputy Muller clarified that the buzzer request is intended for convenience, noting that the door in question is currently locked as a security measure.
Director Holmes highlighted that two different issues were being discussed, convenience for the credit union and maintaining building security. The Board voted unanimously to table the discussion until the credit union schedules a meeting with the PAEDC and its attorneys.

V. CONSENT AGENDA ITEMS

1. Discussion and consideration of approval for Invoice No. 451512 from Discovery Information Technologies, Inc. in the amount of $5,549.22 for the Adobe Acrobat Pro for Teams subscription for fourteen (14) users

2. Discussion and consideration of approval for Invoice No. 451510 from Discovery Information Technology, Inc. in the amount of $7,076.23 for IT equipment and software support

   Morris Albright made a motion, seconded by Ingrid Holmes, to approve invoice Nos. 451512 and 451510 from Discovery IT, Inc. The motion was unanimously approved. Motion carried.

VI. NON-CONSENT AGENDA ITEMS

1. Presentation, discussion, and possible action to approve a professional services agreement with GrantWorks, Inc. for grant research, application submission, and administrative services to secure funding for the expansion and development of PAEDC's business parks

   Julie Norman from GrantWorks delivered a Zoom presentation on their professional services and addressed the Board's questions. Morris Albright made a motion, seconded by Kaala Jacobs, to approve a professional services agreement with GrantWorks, Inc. The motion was unanimously approved. Motion carried.

2. Discussion and possible action to select a new date for the regular March board meeting, as the Chamber's Golden Triangle Days in Austin conflicts with the scheduled meeting on March 3rd

   Morris Albright made a motion, seconded by Beverly Raymond, to change the date of the March regular Board meeting to March 10th. The motion was unanimously approved. Motion carried.

3. Discuss for possible consideration a revised and amended Professional Services Contract with Retail Strategies, LLC

   CEO Stokes informed the Board that the previously approved professional agreement with Retail Strategies LLC for the downtown revitalization plan required modifications to its language. Both parties' attorneys have settled on the revised terms, which are included in the Board's packets. PAEDC's attorney's provided a memorandum recommending reauthorization of the amended agreement. Beverly Raymond made a motion, seconded by Ingrid Holmes, to approve the revised agreement. The motion was unanimously approved. Motion carried.

4. Discussion and possible consideration of approving the Summer Youth Employment Program Policies for 2025

   Beverly Raymond moved to table the discussion until next month, seconded by Morris Albright, with the CEO's recommendation due to the lack of proper documentation from legal counsel regarding policies for individuals under 18. The motion passed unanimously.

5. Review, discussion, and possible action on the PAEDC Chief Executive Officer's travel request to attend the Texas Economic Development Council (TEDC) Legislative on February 25th through March 1st and the Golden Triangle Days Austin-2025 from March 2nd through March 4th.

   CEO Stokes clarified that his current contract provides a car allowance for local travel within the Golden Triangle region but does not cover travel outside the area when using his personal vehicle.
   Beverly Raymond moved to approve the CEO's travel requests as stated, seconded by Melvin Getwood. The motion passed unanimously.

6. Discussion of the PAEDC's contract with Denton Navarro Rodriguez Bernal Santee & Zech, P.C. (Request of Director LaBove)

   No discussion. Director LaBove removed the item from the agenda.

7. Discussion of the procedures and rules for renting the Press Building (Request of Director LaBove)

   Discussion only. Morris Albright moved to discuss the procedures and rules for renting The Press Building, seconded by Beverly Raymond.
   Deputy Muller explained that the facility is available for rent, with a required 48-hour advance notice for both tenants and outside users. Requests must be approved by The Press Building management. A deposit is required, along with potential

cleaning fees, which are refundable if applicable. Tenants receive a limited number of free usage hours before rental fees apply. The same policy applies to the flex room. Facility use is granted for economic or community development purposes, but weddings, receptions, church services, and similar events are not permitted.

*** The meeting was paused at 7:00 PM for the Annual Board Meeting and Regular Board Meeting resumed at 7:05 PM.**

8. Review, discussion and possible action regarding agenda and backup documentation received in a timely manner (Request of Director Raymond)

   Discussion only. Morris Albright moved to discuss the item as stated, seconded by Ingrid Holmes. Beverly Raymond requested that board members receive the agenda and backup documentation at least two days in advance, preferably by Wednesday and no later than Thursday.

9. Discussion and possible action on renting the bistro space in The Press Building (request of Director Albright)

   Ingrid Holmes moved to discuss the item as stated, seconded by Kaala Jacobs. Director Albright inquired and requested clarification as to the need for a Request for Proposals to lease the commercial kitchen within the Press Building. Deputy Muller clarified that an RFP is only required for a kitchen incubator due to its programming needs, but not for leasing the space as a commercial kitchen.
   CEO Stokes stated his preference for the facility to align with the Federal grant received from the Economic Development Administration, which stipulates its use as a business incubator. Per Mr. Stokes, if the Board wishes to pursue a different direction, they would need to apply to the Department of Commerce to amend the grant language.

VII. CLOSED SESSION (EXECUTIVE SESSION)

None

VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. **Director Albright requested a future agenda item to discuss and take possible action on whether or not to do a business incubator with the restaurant space in The Press Building.**
2. **Director Holmes requested a report from law enforcement on security and security measures as it relates to having a financial institution in a facility**
3. **Director Jacobs requested a future agenda item to discuss a potential timeline for a high-level list of goals from the CEO for 2025.**

IX. ADJOURNMENT OF MEETING

Beverly Raymond motioned to adjourn, seconded by Melvin Getwood. The motion passed unanimously, and the meeting adjourned at 7:15 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th DAY OF April, 2025.

SECRETARY OF THE CORPORATION