

Port Arthur Economic Development Corporation

MEETING MINUTES

Board of Directors Regular Board Meeting

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

Wednesday, March 12th, 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 Wednesday, March 12th, at 6:00 p.m., with the following board and staff members present:

President Darrell Anderson, Vice President Ingrid Holmes (left meeting during the CEO Report), Treasurer Melvin Getwood, Secretary Kaala Jacobs (via Zoom), Directors Jerry LaBove, Morris Albright, CEO Terry Stokes, DCEDO Krystle Muller, Program and Administrative Assistant Joan Collazo

Board President Darrell Anderson called the meeting to order at 6:07 p.m. Darrell Anderson gave the invocation followed by the pledge to the flag.

The Board elected to begin the meeting with the Executive Session, after which they returned to Open Session.

II. MINUTES

Ingrid Holmes made a motion, seconded by Melvin Getwood, to approve and adopt the January 14th, 2025, Regular Board Meeting Minutes and the January 14th, 2025, Annual Board Meeting Minutes. The vote was unanimous, all in favor. Motion carried.

III. PETITIONS & COMMUNICATIONS

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

None

2. **Presentations**

None

3. **Communications**

None

III. REPORTS

1. **CEO's Report | Discussion**

- a. Financial Report for the months of December 2024, January 2025, and February 2025

CEO Stokes provided a review of the February financial report and informed the Board that the PAEDC is on track for the first quarter of fiscal year 2024–2025.

- b. Review of Fiscal Year 2025/2026 Budget Development Process

CEO Stokes informed the Board that the Financial Officer is planning a workshop with the Finance and Budget Committee, targeting April 11th for preliminary budget feedback. A budget workshop with the full Board is planned for the May meeting, with the final budget to be presented for consideration at the July Board meeting.

- c. Update on recruiting for the position of Marketing and Insights Manager

CEO Stokes informed the Board that he and Deputy Muller will begin interviews next week for the Marketing and Insights Manager position.

- d. 2025 High-level Organizational Goals

CEO Stokes reviewed his high-level organizational goals, as outlined in the supporting document, and informed the Board that he aims to complete them by November 2025.

IV. UNFINISHED BUSINESS

1. Discussion and possible action to approve the updated policies and procedures for the Summer Youth Employment Program, including the addition of the Parental Consent Waiver and Participant Obligations

Melvin Getwood made a motion, seconded by Morris Albright, to bring to the floor unfinished business agenda item No. 1 for discussion and approval. Director Albright asked Attorney Zech for clarification regarding the Youth Employment Program, specifically addressing concerns about 17-year-old participants and potential risks of injury on the job. He requested that the PAEDC attorney further investigate risk mitigation policies. Attorney Zech advised that this item be moved to Executive Session for further discussion.

2. Discussion and possible action to approve the proposed PAEDC Code of Ethics.

Morris Albright made a motion to bring unfinished item No. 2 to the floor, seconded by Melvin Getwood. Director Albright then made a motion to table the item, seconded by Jerry LaBove, and directed Legal to revise the policy, specifically referencing Section 3 and 4: Complaints. The vote was unanimous, with all in favor. Motion carried.

V. CONSENT AGENDA ITEMS

1. Discussion and possible action regarding the ratification of Industrial and Commercial Maintenance's (ICM) proposal to furnish and install new Electronic Expansion Valve, New Control Board, and TXV Wiring Harness for the Daikin Rooftop PAC-4 unit located at 549 4th Street, in total amount of \$8,412.69

Morris Albright made a motion, seconded by Jerry LaBove, to bring consent item No. 1 to the floor for discussion and approval. The vote was unanimous, all in favor, motion carried.

2. Discussion and possible action regarding the first renewal of the Janitorial Services Contract with Southeast Texas Building Services for services provided to 501 Procter Street and 549 Procter Street in an annual amount not to exceed \$21,360.00 for 501 Procter Street and \$43,680.00 for 549 4th Street

Morris Albright made a motion, seconded by Jerry LaBove, to bring consent item No. 2 to the floor for discussion and approval. The vote was unanimous, with all in favor. Motion carried.

3. Discussion and possible action regarding the addition of the Community, Civic, Industry, and Professional Association Events Sponsorship Policy to the overall Board of Directors' Policy and Procedures Manual

Morris Albright made a motion, seconded by Jerry LaBove, to bring consent item No. 3 to the floor for discussion and approval. The vote was unanimous, all in favor, motion carried.

VI. NON-CONSENT AGENDA ITEMS

1. Discussion and possible action to approve a professional services agreement with AWC for water and sewer study for the Port Arthur Business Park in the total amount of \$25,450.00

Morris Albright made a motion, seconded by Melvin Getwood, to bring Non-Consent Item No. 1 to the floor for discussion and approval. A representative from AWC addressed the board to provide information about the study. Following discussion, the motion carried with a vote of 3 in favor and 2 opposed. The vote was recorded as follows:

**Yes: Kaala Jacobs, Darrell Anderson, Melvin Getwood
No: Jerry LaBove, Morris Albright**

2. Discussion and possible action to rescind and repeal a previous motion to approve the 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 Industrial Parks presented on January 14, 2025.

Morris Albright made a motion, seconded by Melvin Getwood, to bring non-consent item No. 2 to the floor for discussion and approval. CEO Stokes acknowledged to the Board that he made a mistake noting that the January presentation lacked a "not to exceed" amount, which should have been clearly stated in the documentation. Therefore, he requested that the Board rescind their approval of the item presented in January. The vote was unanimous, all in favor. Motion carried.

3. Discussion and possible action to approve a professional services agreement with GrantWorks, Inc. for grant research, application submission, and administrative services for the purpose of funding PAEDC's various initiatives including the expansion and development of PAEDC's Industrial Parks in an annual amount not-to- exceed \$55,000.00.

Melvin Getwood made a motion, seconded by Jerry LaBove, to bring non-consent item No. 3 to the floor for discussion and for approval. The motion carried with a vote of 3 in favor and 2 opposed. The vote was recorded as follows:

Yes: Kaala Jacobs, Darrell Anderson, Melvin Getwood

No: Jerry LaBove, Morris Albright

4. Discussion and possible action on whether or not to do a business incubator with the restaurant space in The Press Building (Request of Director Albright)

Morris Albright made a motion, seconded by Jerry LaBove, that the restaurant space in The Press Building NOT be used as an incubator. Motion failed with a vote of 2 in favor and 3 opposed. The vote was recorded as follows:

Yes: Jerry LaBove, Morris Albright

No: Kaala Jacobs, Darrell Anderson, Melvin Getwood

In response to Jerry LaBove's question, CEO Terry Stokes stated that his goals for 2025 include a soft launch of the business incubator between now and November 2025.

5. A report from law enforcement on security and security measures as it relates to having a financial institution in a facility (Request of Vice President Holmes)

Melvin Getwood made a motion, seconded by Morris Albright, to bring non-consent item No. 5 to the floor for discussion only. Krystle Muller informed the Board that law enforcement was asked to conduct a security assessment regarding the presence of a financial institution in The Press Building. A copy of the report was included in the board members' packets. Key recommendations included restricting credit union access to the main Waco/4th St. entrance with clear signage, installing a glass door with buzz-in access, adding eye-level cameras in the vestibule and near the credit union entrance, and considering armed security as tenant occupancy grows. Overall, the report noted that the building's security measures are

comparable to or better than other businesses. The Board directed staff to obtain quotes/pricing for armed security services for The Press Building.

6. Discussion of a potential timeline for a high-level list of goals for 2025 (Request of Secretary Jacobs)

Kaala Jacobs made a motion, seconded by Melvin Getwood, to bring non-consent agenda item No. 6 to the floor for discussion only. CEO Terry Stokes reviewed his high-level goals for 2025 along with expected timelines. The full list and dates are included in the board members' packets.

7. Discussion and possible action regarding future use of The Press Building. (Request of Director LaBove)

Jerry LaBove requested the removal of non-consent agenda item No. 7.

8. Discussion and possible action regarding CEO travel expenses as they relate to vehicle rental and mileage reimbursement. (Request of Director LaBove)

Morris Albright made a motion, seconded by Jerry LaBove, to bring non-consent agenda item No. 8 to the floor for discussion only. CEO Terry Stokes asked the Board to include language in his upcoming contract addressing travel expenses, specifically vehicle rental and mileage reimbursement.

9. Discussion regarding tenants' use of The Press Building on December 23, 2024, and December 28, 2024. (Request of Director LaBove)

Morris Albright made a motion, seconded by Jerry LaBove, to bring non-consent agenda item No. 9 to the floor for discussion only. Jerry LaBove provided board members with documents showing that two entities had used The Press Building at no charge. In response, Morris Albright directed staff to provide to the Board a written policy outlining the use of common areas within The Press Building.

10. Discussion of the CEO duties and responsibilities (Request of Director Albright)

Morris Albright made a motion, seconded by Jerry LaBove, to bring non-consent agenda items No. 10 and 11 forward together for discussion only. Attorney Zech confirmed approval.

11. Discussion of the PAEDC's attorney's duties and responsibilities (Request of Director Albright)

Morris Albright made a motion, seconded by Jerry LaBove, to bring non-consent agenda items No. 10 and 11 forward together for discussion only. Attorney Zech confirmed approval.

VII. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 06:07 p.m. to enter Executive Session to discuss the following topics:

1. §551.072 - Deliberation regarding purchase, exchange, lease or value of real property
(a) Spur 93 Industrial Park
2. §551.087 - Deliberation regarding economic development incentives
(a) Possible relocation of a company's headquarters to Downtown Port Arthur
3. §Section 551 - To discuss matters of Personnel
(a) Employment contract with PAEDC Chief Executive Officer

The Regular Board of Directors' meeting reconvened in open session at 6:37 p.m. with the following board members and staff present:

President Darrell Anderson, Vice President Ingrid Holmes, Treasurer Melvin Getwood, Secretary Kaala Jacobs (via Zoom), Directors Jerry LaBove, Morris Albright, DCEDO Krystle Muller, and Attorney Charles Zech

MOTIONS IN OPEN SESSION:

Director Morris Albright made a motion, seconded by Melvin Getwood, for the Port Arthur Economic Development Corporation (PAEDC) to enter into a \$400,000 incentive agreement with the firm Griffith Moseley Johnson and Associates (GMJ).
The motion was unanimously approved.

Attorney Zech reminded the Board that the performance agreement has not yet been finalized and will need to be presented to the Board for final approval at a later date.

The Board of Directors recessed their meeting for a second time, at 08:12 p.m. to enter Executive Session to discuss the following topic:

1. §551.087 - Deliberation regarding economic development incentives
(a) Summer Youth Employment Program

The Regular Board of Directors' meeting reconvened in open session at 8:43 p.m. with the following board members and staff present:

President Darrell Anderson, Treasurer Melvin Getwood, Secretary Kaala Jacobs (via Zoom), Directors Jerry LaBove, Morris Albright, DCEDO Krystle Muller, and Attorney Charles Zech

MOTIONS IN OPEN SESSION:

Morris Albright made a motion, seconded by Melvin Getwood, to approve the updated policies and procedures of the Youth Employment Program, including the addition of the

parental consent waiver and participant obligations. The motion also directed the PAEDC attorney to conduct further risk mitigation and report back to the Board.
The vote was unanimous, all in favor. Motion carried.

VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

IX. ADJOURNMENT OF MEETING

Darrell Anderson made a motion to adjourn the meeting, seconded by Morris Albright. The motion was approved unanimously. The meeting adjourned at 8:46 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 16th DAY OF April, 2025.



SECRETARY OF THE CORPORATION