

Port Arthur Economic Development Corporation

MEETING MINUTES

Board of Directors Regular Board Meeting

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

Monday, May 5th, 2025

6:00 PM

I. ROLL CALL, INVOCATION & PLEDGE

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Monday, May 5th, 2025, at 6:00 p.m., with the following board and staff members present:

President Darrell Anderson, Treasurer Melvin Getwood, Secretary Kaala Jacobs (arrived at 6:07 p.m.), Directors Jerry LaBove, Morris Albright, Beverly Raymond, CEO Terry Stokes, DCEDO Krystle Muller, Administrative Assistant Sarai Garcia, Attorney Stanley Springerley (via Zoom).

Board President Darrell Anderson called the meeting to order at 6:00 p.m.

Board President Darrell Anderson gave the invocation followed by the pledge to the flag.

II. MINUTES

Beverly Raymond made a motion, seconded by Morris Albright, to approve and adopt the April 7th, 2025, Regular Board Meeting Minutes. The vote was unanimous, all in favor. Motion carried.

III. PETITIONS & COMMUNICATIONS

1. Speakers (limited to 3 minutes each)

- a. *Jermey Houston, Deputy Chief/EM Coordinator*
Proposed use of Jade Avenue Industrial Park for debris management during disaster events

Jermey Houston, Deputy Chief/EM Coordinator, was not in attendance.

2. Presentations

(None)

3. Communications

President Anderson reminded the board of the following event:

- a. **2025 Industry Show**
Thursday August 14th, 2025, at 2 PM | Robert A. "Bob" Bowers Civic Center

IV. REPORTS

1. CEO's Report | Discussion

a. Downtown Revitalization Program Update

CEO Terry Stokes informed the board about the Downtown Strategies Community and Business Input Surveys for the City of Port Arthur's Downtown Revitalization Plan, which are scheduled to close on May 16.

b. Staffing Update

CEO Terry Stokes informed the board that they remain on track to hire a Marketing and Insights Manager by June, after which they will move forward with filling the Administrative Clerk position.

He also stated that he will provide the board with an update on the YEP Program and Scholarship Committee once the Workforce and Community Development Manager returns from training and a conference.

V. UNFINISHED BUSINESS

1. (None)

VI. CONSENT AGENDA ITEMS

Kaala Jacobs made a motion, seconded by Melvin Getwood, to approve all four consent agenda items listed below. The vote was unanimous, all in favor. Motion carried.

1. Review, discussion and possible action regarding the final renewal (third and final year) of the mowing service contract for Highway 73, Jade Avenue. and Spur 93 Industrial Parks with B&N Mowers, LLC
2. Review, discussion, and possible action regarding entering into an agreement with the City of Port Arthur for the use of property located at Jade Avenue Industrial Park as a temporary debris management site in the event of State or Federally declared disaster
3. Review, discussion and possible action to ratify the acceptance of a quote from Industrial and Commercial Mechanical to furnish labor and materials to install two (2) Copper Tube Condensing Coils in the DAIKIN rooftop unit, package AC Unit #PAC-5 in the amount of \$22,599.52 at The Press Building
4. Review, discussion and possible action to approve a one-year renewal of the Meraki Licenses and Support for the network systems at the Press Building at a cost not to exceed \$8,580.24

VII. NON-CONSENT AGENDA ITEMS

1. Review and discussion of the Preliminary PAEDC Proposed Fiscal Year 2025-2026 Budget

Rachel Jacquet, Financial Operations Officer, provided the board with an update on the preliminary proposed budget for fiscal year 2025–2026. Over the next month, there will be an opportunity for the board to offer feedback and ask questions, as outlined in the timeline. Prior to her presentation, Mrs. Jacquet distributed a packet to the board, which is on file. She informed the board that if they have any questions or suggestions after reviewing the packet—particularly regarding differences between the current year and the projected year—they should direct them to CEO Terry Stokes.

2. Review, discussion and possible action to rescind 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 at the April 7th, 2025 Board of Directors Regular Meeting

Morris Albright made a motion, seconded by Kaala Jacobs, to rescind the previous motion approving the professional services agreement with GrantWorks, Inc., which was presented at the April 7, 2025, Board of Directors regular meeting. CEO Terry Stokes stated that, following discussions with the city attorney—who suggested revisions to the contract—the PAEDC legal team advised that the changes warranted repealing the prior action. The vote was unanimous, all in favor. Motion carried.

3. Review, 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 \$22,000.00.

Beverly Raymond made a motion, seconded by Kaala Jacobs, to review, discuss and take possible action on Non-Consent Agenda Item No. 3 stated above. A roll call vote was conducted, resulting in 2 votes in favor and 4 against. Motion failed. The votes were recorded as follows:

Yes: Kaala Jacobs, Darrell Anderson

No: Beverly Raymond, Jerry LaBove, Morris Albright, Melvin Getwood

4. Review, discussion and possible action to ratify agenda items 4-a and 4-b shown below voted on via Zoom by Secretary Kaala Jacobs during the March 12, 2025 Regular Meeting of the Board of Directors in possible contravention of Section 8.18 of the corporate bylaws without being physically present at the meeting:
 - a) Discussion and possible action to approve the professional services agreement with AWC for water and sewer study for the Port Arthur Spur 93 Industrial Park in the total amount of \$25,450.00

- b) 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)

Melvin Getwood made a motion, seconded by Beverly Raymond, to review, discuss and take possible action on Non-Consent Agenda Item No. 4 stated above.

Mr. Stokes informed the Board that Attorney Zech recommended adding a notice at the bottom of the agenda to allow board members to participate and vote remotely, provided that the public is informed in advance. Attorney Springerley further clarified that this language is required for compliance with the Open Meetings Act and emphasized that a quorum must still be physically present. A vote was taken, with 3 opposed and 3 members abstaining. The motion failed. The votes were recorded as follows:

No: Beverly Raymond, Morris Albright, Jerry LaBove

- 5. Review, discuss and possible action to terminate the PAEDC's contract with Denton Navarro Rodriguez Bernal Santee & Zech, P.C. (DNRBS&Z) (Request of Director LaBove)

Director LaBove requested that Non-Consent Agenda Item No. 5 be pulled from the agenda.

VIII. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 6:33 PM to enter Executive Session to discuss the following topics:

- 1. Section §551.072 – To deliberate the purchase, exchange, lease, or value of real property
 - (a) PAEDC properties
 - (b) MidCounty Plaza
- 2. Section §551.074 – To deliberate personnel matters
 - (a) Employment contract with PAEDC Chief Executive Officer

The Regular Board of Directors meeting reconvened in open session at 7:37 PM with the following board members and staff present:

President Darrell Anderson, Treasurer Melvin Getwood, Secretary Kaala Jacobs, Directors Jerry LaBove, Morris Albright, Beverly Raymond, CEO Terry Stokes, DCEDO Krystle Muller, Administrative Assistant Sarai Garcia, Attorney Stanley Springerley (via Zoom).

President Anderson stated that a committee was formed during Executive Session to develop the evaluation criteria to be proposed for the upcoming CEO contract. The committee consists of Beverly Raymond, Ingrid Holmes, and Morris Albright. The committee will begin work this month and present their recommendations next month to allow progress on the CEO contract.

IV. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

(None)

X. ADJOURNMENT OF MEETING

Beverly Raymond made a motion to adjourn the meeting, seconded by Kaala Jacobs. The motion was approved unanimously. The meeting adjourned at 7:39 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2nd DAY OF
June, 2025.



SECRETARY OF THE CORPORATION