Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, June 2nd, 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, June 2nd, 2025, at 6:00 p.m., with the following board and staff members present:

President Darrell Anderson
Vice President Ingrid Holmes
Secretary Kaala Jacobs
Treasurer Melvin Getwood
Director Jerry LaBove
Director Morris Albright
Director Beverly Raymond (arrived at 6:04pm)
CEO Terry Stokes
DCEDO Krystle Muller
Administrative Assistant Sarai Garcia
Attorney Allison A. Bastian-Rodriguez (via Zoom)

Board President Darrell Anderson called the meeting to order at 6:00 p.m. Secretary Kaala Jacobs gave the invocation followed by the pledge to the flag.

II. MINUTES

Ingrid Holmes made a motion, seconded by Morris Albright, to approve and adopt the May 5th, 2025, Regular Board Meeting Minutes. The vote was unanimous, all in favor. Motion Carried.

III. PETITIONS & COMMUNICATIONS

1. **Speakers (limited to 3 minutes each)**

   (None)

2. **Presentations**

   a. Dr. Betty Reynard, President of Lamar State College Port Arthur, provided several updates:

      1. Seahawk Landing – The college is exploring the purchase of Seahawk Landing, as ITEX is no longer interested in owning it. They hope to finalize the acquisition by the end of summer.

      2. Legislative Funding – LSCPA received key legislative requests, including a significant increase in formula funding.

3. PAEDC Proposal – Dr. Reynard plans to present a funding proposal to the PAEDC before summer ends to support upcoming campus projects aligned with the PAEDC's goals.

3. <u>Communications</u>

CEO Stokes informed the board about the following upcoming events and invited them to attend. He also mentioned that PAEDC will be a sponsor of the LNG Growth Luncheon and will have a reserved table at the event.

a. **LNG Growth Luncheon**
Tuesday June 24, 2025, at 11 AM | Robert A. "Bob" Bowers Civic Center

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

IV. REPORTS

1. CEO's Report | Discussion

CEO Stokes provided the board with updates on the following items:

a. Update on Project to Implement the City of Port Arthur's Downtown Revitalization Plan

Following last month's Community and Business Representative Surveys, the consultant, Retail Strategies, has received a very strong response.

b. Staffing Update

A candidate has been selected for the Marketing and Insights Manager position, and the Administrative Clerk position at The Press Building has been posted. Also, a summer intern has been assigned to the PAEDC as part of the University of Texas Home to Texas Program.

c. Financial Report for the month of May 2025

Financial Officer Rachel Jacquet presented the revised preliminary budget for FY2025–2026.

d. Update on PAEDC's Workforce-related Programs

Shawn Granger, Workforce and Community Development Manager, provided an update on the PAEDC's workforce programs.

- **Lamar State College Port Arthur Scholarship Program**: Seven applicants qualified for scholarships.

- **Youth Employment Program:** Twenty-nine applications were submitted, with fifteen applicants qualified.

V. UNFINISHED BUSINESS

1. (None)

VI. CONSENT AGENDA ITEMS

Morris Albright made a motion to hold non-consent agenda items 1 and 3 for discussion.

Morris Albright made a motion, seconded by Beverly Raymond, to approve consent agenda items no. 2 and no. 4 as listed below. The vote was unanimous. Motion carried.

1. Review, discussion, and possible action to approve Rights of Entry for Survey and Exploration permitted to the Department of the Army to enter upon land within the Port Arthur Industrial Park

   Morris Albright asked staff what the Army was looking for. DCEDO Krystle Muller explained that the Army is conducting a flood mitigation campaign throughout the Gulf Coast to help prevent flooding. They are requesting access through PAEDC property to reach a neighboring site.

   Morris Albright made a motion, seconded by Ingrid Holmes, to approve consent agenda item no. 1. The vote was unanimous. Motion carried.

2. Review, discussion and possible action to approve the acceptance of a bid and enter into agreement for Security Guard Services at 501 Procter Street and the Spur 93 Industrial Park with S&S Security Investigations & Security, Inc. in an annual amount not to exceed $126,659.00

3. Review, discussion, and possible action to approve the second and final renewal of a contract for landscaping and irrigation services at the Spur 93 and Jade Ave. Industrial Parks; and amend and restate the contract to include Curb Strip Maintenance for the Spur 93, Jade Ave., and Hwy. 73 Industrial Parks and include the Recreational Area Maintenance for the Spur 93 Industrial Park with Frey's Landscaping LLC in an amount not to exceed $129,800.00

   Morris Albright made a motion, seconded by Ingrid Holmes, to discuss and approve consent agenda item no. 3.
   DCEDO Krystle Muller explained that this is the final renewal for Frey's Landscaping LLC, and the contract will go out for bid next year. The amendment reflects increased maintenance needs due to recent additions and the ramp-up of the Press Building. This adjustment will allow the Maintenance personnel to focus on PAEDC facilities.

A roll call vote was conducted, resulting in 4 votes in favor and 3 against. Motion carried. The votes were recorded as follows:

Yes: Kaala Jacobs, Darrell Anderson, Ingrid Holmes, Melvin Getwood
No: Beverly Raymond, Jerry LaBove, Morris Albright

4. Review, discussion, and possible action regarding the payment of Invoice #8106908719 for the Yearly Billing of the Extended Warranty Agreement with Schindler Elevator Corporation to service two (2) elevators at The Press Building, located at 549 4th Street, in an amount not to exceed $12,665.52

VII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action to approve the terms and conditions of an Economic Development Performance Agreement with Spidle & Spidle, Inc. DBA Spidle Oil, Company

   Morris Albright made a motion, seconded by Ingrid Holmes, to discuss and approve non-consent agenda item 1. The vote was unanimous. Motion carried.

2. Review, discussion, and possible action regarding entering into a Real Estate Purchase Agreement with Spidle & Spidle, Inc. for the sale of 0.407 acres of land in the Spur 93 Industrial Park in the amount of $25,274.70

   Morris Albright made a motion, seconded by Ingrid Holmes, to discuss and approve non-consent agenda item no. 2.
   DCEDO Krystle Muller explained that, moving forward, replating costs will be included in purchase agreements and become the buyer's responsibility—just as they are currently responsible for surveys. However, the agreement in this item was already in progress before staff became aware that a replat was required, so it has been grandfathered in.
   Jerry LaBove requested that DD7 come and explain the grandfathering and the need for retention ponds to the board.
   The vote was unanimous to approve a Real Estate Purchase Agreement with Spidle & Spidle, Inc. for the sale of 0.407 acres of land in the Spur 93 Industrial Park in the amount of $25,274.70. Motion carried.

3. Review, discussion and possible action to approve proceeding with establishing the terms and conditions of a potential sale of 1.22 Acres of Tract 4-A Block 11 out of the PAEDC's Spur 93 Industrial Park to Mid-County Plaza, LLC

   CEO Terry Stokes distributed a handout updating the board on his follow-up with Mid-County Plaza regarding their plans for the previously purchased acreage and their interest in an additional 1.22 acres. After addressing questions and concerns, the board moved non-consent agenda item no. 3 to executive session.

4. Review, discussion, and possible action on Mid-County Plaza, LLC and the policy for information and projects being presented to the Board (Request of Director Albright)

   Director Morris Albright requested to remove non-consent agenda item no. 4.

5. Review, discussion, and possible action regarding the Travel Request for PAEDC's CEO to attend the Texas Economic Development Council's 2025 Mid-Year Conference in Rockwall

   Ingrid Holmes made a motion, seconded by Melvin Getwood, to discuss and approve non-consent agenda item no. 5. A roll call vote was conducted resulting in 6 votes in favor and 1 vote against. Motion carried.
   The votes were recorded as follows:

   Yes: Beverly Raymond, Kaala Jacobs, Jerry LaBove, Darrell Anderson, Ingrid Holmes, Melvin Getwood
   No: Morris Albright

6. Review and discussion regarding the general purposes, applicability, and operation of the Spur 93 Industrial Park Covenants & Restrictions to Industrial Park Properties

   The board moved non-consent agenda item no. 6 to executive session.

VIII. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 7:11 PM to enter Executive Session to discuss the following topics:

1. **§Section 551.074 - To discuss personnel matters**
   a. Employment contract with PAEDC's Chief Executive Officer

2. **§Section 551.071 - To consult with PAEDC Attorney**

The Regular Board of Directors reconvened in open session at 8:09 PM with the following board members and staff present:

President Darrell Anderson
Vice President Ingrid Holmes
Secretary Kaala Jacobs
Treasurer Melvin Getwood
Director Jerry LaBove
Director Morris Albright
Director Beverly Raymond
CEO Terry Stokes
DCEDO Krystle Muller
Administrative Assistant Sarai Garcia
Attorney Allison A. Bastian-Rodriguez (via Zoom)

MOTIONS IN OPEN SESSION:

Morris Albright made a motion, seconded by Beverly Raymond, to approve proceeding with establishing the terms and conditions of a potential sale of 1.22 Acres of Tract 4-A Block 11 out of the PAEDC's Spur 93 Industrial Park to Mid-County Plaza, LLC

The vote was unanimous, all in favor. Motion carried.

IV. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Jerry LaBove requested that DD7 come and explain the grandfathering and the need for retention ponds to the board.

X. ADJOURNMENT OF MEETING

Beverly Raymond made a motion to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 8:11 PM.

APPROVED BY THE BOARD OF DIRECTORS ON THE 7th DAY OF July, 2025.

Karla Jacobs

SECRETARY OF THE CORPORATION