

Port Arthur Economic Development Corporation

MEETING MINUTES

**Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, August 4th, 2025
6:00 PM**

I. CALL TO ORDER

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

II. ROLL CALL, INVOCATION & PLEDGE

The Board of Directors of the Port Arthur Economic Development Corporation met at a Regular Board Meeting on Monday, August 4th, 2025, at 6:00 p.m., with the following board and staff members present:

<i>President Darrell Anderson</i>	<i>Director Beverly Raymond</i>
<i>Vice-President Ingrid Holmes</i>	<i>Director Kaprina Frank</i>
<i>Secretary Kaala Jacobs</i>	<i>Interim CEO Krystle Muller</i>
<i>Director Jerry LaBove</i>	<i>Administrative Assistant Sarai Garcia</i>
<i>Director Morris Albright</i>	<i>Attorney Stanley Springerley (via Zoom)</i>

Beverly Raymond gave the invocation followed by the pledge to the flag.

III. MINUTES

1. *Morris Albright made a motion, seconded by Kaprina Frank, to approve and adopt the meeting minutes listed below. The vote was unanimous, all in favor. Motion carried.*
 - a. July 7, 2025, Regular Board Meeting Minutes
 - b. July 22, 2025, Special Board Meeting Minutes
 - c. July 29, 2025, Budget Workshop Meeting Minutes

IV. PETITIONS & COMMUNICATIONS

1. **Public Comments (limited to 3 minutes per speaker)**

2. **Presentations**

(None)

3. **Communications**

Interim CEO Krystle Muller reminded the Board about the following August event and noted that staff would follow up via email to confirm attendance. Members were asked to respond promptly to reserve their spot.

- a. **Congressional Legislative Update Luncheon**
Tuesday, August 26, 2025 | 11:00 AM – 1:00 PM
Robert A. "Bob" Bowers Civic Center

V. REPORTS

1. **Staffing Update**

Interim CEO Muller introduced Dylan Bennett as the new Marketing and Insights Manager. Director Raymond requested that staff email the Board the current list of filled staff positions and titles.

2. **Financial Report for July 2025**

Financial Operations Officer Rachel Jacquet distributed and reviewed the July Monthly Financial Report with the Board.

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

Ingrid Holmes made a motion, seconded by Kaala Jacobs, to approve Consent Agenda Items No. 1–3. The motion was approved unanimously. Motion carried.

1. Review, discussion, and possible action regarding the first renewal for HVAC Maintenance, including quarterly filter changes, with Industrial and Commercial Mechanical (ICM) for the EDC buildings located at 501 Procter Street, in the amount of \$4,748.00 and 549 4th Street in the amount of \$6,820.00: pursuant to Resolution 24-157.
2. Review, discussion and possible action regarding the ratification of Industrial and Commercial Maintenance's (ICM) proposal to furnish and install two (2) Circuits, two (2) Compressors, Compressor Contactors and two (2) Fan Contactors for the HVAC unit located at 501 Procter Street, in total amount of \$21,903.09
3. Review, discussion and possible action to approve the purchase of a 2025 Ford F-150 truck from Town & Country Ford in the amount of \$49,070.77 to replace the current 2013 PAEDC maintenance truck.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action to appoint an Interim Chief Executive Officer of the Corporation.

Ingrid Holmes made a motion, seconded by Kaprina Frank, to elect Krystle Muller as Interim CEO of the PAEDC. The motion was approved unanimously. Motion carried. A template of the "PAEDC Interim Executive Director Agreement of Employment" was distributed.

2. Review, discussion, and possible action to elect a board member to assume the duties as Treasurer of the EDC Board.

Beverly Raymond made a motion, seconded by Jerry LaBove, to elect Kaprina Frank as the Board's Treasurer. The motion was approved unanimously. Motion carried.

3. Review and discussion of a letter of intent to purchase land in the Spur 93 Business Park from Henry Labrie.

Kaprina Frank made a motion, seconded by Ingrid Holmes, to discuss Non-Consent Agenda Item No. 3. The Board allowed Henry LaBrie to give a presentation but elected to deliberate the item in closed session. Mr. LaBrie's letter of intent is included in the supporting documents on file.

4. Review, discussion, and possible action to appoint a PAEDC Rebranding Advisory Committee.

Morris Albright made a motion, seconded by Kaala Jacobs, to appoint a PAEDC Rebranding Advisory Committee. The motion was approved unanimously. Committee volunteers are Kaala Jacobs, Ingrid Holmes, and Kaprina Frank.

5. Review, discussion, and possible action to approve advertising a Request for Qualifications (RFQ) for the development and maintenance of a new PAEDC website.

Kaala Jacobs made a motion, seconded by Kaprina Frank, to discuss and approve Non-Consent Agenda Item No. 5. Following a presentation by Marketing & Insights Manager Dylan Bennett, the Board approved the motion unanimously. Motion carried.

6. Review, discussion, and possible action to rescind the motion made under Non-Consent Agenda Item No. 1 during the April 7, 2025, Regular Board Meeting, as shown below:

a.) Motion to include armed security services at the Press Building in the next fiscal year's budget.

Morris Albright made a motion, seconded by Beverly Raymond, to discuss and approve Non-Consent Agenda Item No. 6. Interim CEO Krystle Muller explained that the item was a recommendation from the board members present at the recent budget workshop. After discussion, the motion was approved unanimously. Motion carried.

7. Review, discussion, and possible action to approve advertising a Request for Proposals (RFP) for Legal Services.

Beverly Raymond made a motion, seconded by Kaprina Frank, to discuss and approve advertising an RFP for legal services. The motion was approved unanimously. Motion carried.

8. Review, discussion, and possible action to approve the Retention of Davidson, Troilo, Ream, & Garza, PC for Interim Legal Services.

Morris Albright made a motion, seconded by Kaprina Frank, to remove Non-Consent Agenda Item No. 8.

President Anderson overruled the motion and directed the Board to proceed with the vote to approve. Jerry LaBove requested a roll call vote; however, President Anderson stated it was not necessary and proceeded with the vote.

The motion failed with three votes against and four abstentions. The results were as follows:

No: Jerry LaBove, Morris Albright, Beverly Raymond

Abstained: Kaala Jacobs, Darrell Anderson, Ingrid Holmes, Kaprina Frank

9. Review, discussion, and possible action regarding the engagement of Germer PLLC as the Interim Legal Counsel for the PAEDC. (Request of Director LaBove)

Morris Albright made a motion, seconded by Beverly Raymond, to discuss and approve Non-Consent Agenda Item No. 9.

Kaala Jacobs made a separate motion to table the item until an engagement letter is received from Germer PLLC, detailing the scope of work, billable rates, number of legal staff involved, and the potential time period. President Anderson requested staff to contact the current legal attorneys to see if they will extend their contract for 15 days. If they do not agree, a special meeting will be scheduled to elect interim legal counsel for the PAEDC.

Ingrid Holmes made a separate motion to rescind the vote on Non-Consent Agenda Item No. 8 in order to compare information on the two legal counsels and make an informed decision. The motion was seconded by Kaprina Frank and approved unanimously. Motion carried.

10. Review, discussion, and possible action regarding the issuance of a Request for Proposal for the lease of the Press Building kitchen. (Request of Director LaBove)

Beverly Raymond moved to discuss and approve Non-Consent Agenda Item No. 10. The motion was seconded by Morris Albright. The Board unanimously approved issuing a request for proposal (RFP) for an entrepreneurship training program focused on startup restaurants and food service. The RFP will allow all interested parties to submit bids, which will be vetted through the selection process. Motion carried.

11. Review, discussion, and possible action to approve the PAEDC Fiscal Year 2025-2026 Budget.

President Anderson moved Non-Consent Agenda Item No. 11 to Closed Session.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 6:57 PM to enter Closed Session to discuss the following topics:

- 1. §551.072 – Deliberations about Real Property***
 - a. Letter of intent to purchase land in the Spur 93 Business Park from Henry Labrie***
- 2. §551.087 – Economic Development Negotiations***
 - a. The PAEDC Fiscal Year 2025-2026 Budget***
- 3. §551.074 – Personnel Matters***
 - a. Interim CEO's Contract***

The Regular Board of Directors reconvened in open session at 7:56 PM with the following board members and staff present:

***President Darrell Anderson
Vice-President Ingrid Holmes
Secretary Kaala Jacobs
Director Jerry LaBove
Director Morris Albright***

***Director Beverly Raymond
Director Kaprina Frank
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia
Attorney Stanley Springerley (via Zoom)***

MOTION IN OPEN SESSION:

- 1. Morris Albright moved to approve the PAEDC Fiscal Year 2025-2026 Budget as revised by staff. The motion was seconded by Kaala Jacobs and approved unanimously. Motion carried.***
- 2. Beverly Raymond moved to approve the contract for Interim CEO Krystle Muller. The motion was seconded by Kaprina Frank and approved unanimously. Motion carried.***

President Anderson noted that the Board established a committee, consisting of Directors Morris Albright and Beverly Raymond, for oversight over the next few months.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Morris Albright requested the following items be added to the agenda for September's Regular Board Meeting:

- 1. Review, discuss, and consider possible action regarding termination of the grass cutting contract at the Business Park.***

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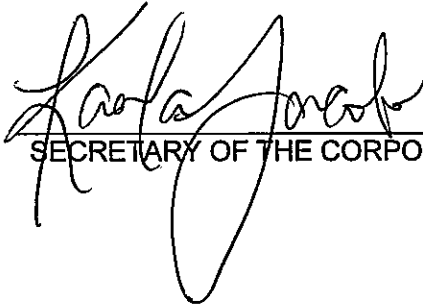
2. *Review, discuss, and consider possible action on a landscaping contract to restore proper maintenance.*

3. *Update on litigation in the Business Park.*

XI. ADJOURNMENT

Beverly Raymond made a motion to adjourn the meeting, seconded by Morris Albright. The motion carried unanimously. The meeting adjourned at 8:00 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 3rd DAY OF
November, 2025.



SECRETARY OF THE CORPORATION