Port Arthur Economic Development Corporation

MEETING MINUTES
Board of Directors Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, September 15th, 2025
6:00 PM

I. CALL TO ORDER

The Board of Directors of the Port Arthur Economic Development Corporation met in a Special Board Meeting on Monday, September 15th, 2025, at 6:00 p.m. The meeting was called to order at 6:01 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following board and staff members were present:

President Darrell Anderson
Vice President Ingrid Holmes
Secretary Kaala Jacobs
Treasurer Kaprina Frank
Director Beverly Raymond
Director Jerry LaBove
Director Morris Albright

Attorney Guy Goodson
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

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

III. MINUTES

1. Acceptance of:

   a. August 04, 2025, Regular Board Meeting Minutes
   b. August 21, 2025, Special Board Meeting Minutes

Morris Albright made a motion, seconded by Kaprina Frank, to approve the Special Board Meeting Minutes of August 21, 2025. The vote was unanimous. Motion carried.

Beverly Raymond requested that staff review the voting record from the Regular Board Meeting of August 4, 2025, particularly regarding Non-Consent Agenda Item No. 8.

IV. PETITIONS & COMMUNICATIONS

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

2. **Presentations**

a. Karan Korpal, Korpal Enterprises – Golden Plaza Project

Karan Korpal addressed the Board about the Golden Plaza Project, answering questions and requesting assistance with infrastructure for the shopping center under development.

b. Dana Espinal – Small Business Development Center - (SBDC)
   - Progress Update from the LSCPA - SBDC
   - Update on Retail Strategies LLC's Implementation of the City of Port Arthur's Downtown Revitalization Plan

Not in attendance.

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

(None)

V. REPORTS

1. CEO's Report | Discussion

   a. Marketing Update

   Marketing & Insights Manager Dylan Bennett presented an update to the Board on the PAEDC's social media accounts and website.

   b. Workforce & Community Development Update

   Workforce & Community Development Manager Shawn Granger presented an update to the Board on the PAEDC's Youth Employment Program (YEP), as well as the newly expanded programs for the Lamar State College Port Arthur Scholarship Program and the Commercial Driver's License Program. He also informed the Board of the upcoming PA Power Hour Entrepreneurship Series and the Port Arthur Annual Fall Job Fair 2025.

   The Board invited Chief Timothy Duriso of the Port Arthur Police Department to the podium to address questions regarding the scholarships for the Police Department.

Interim CEO Krystle Muller provided the following updates to the Board:

- ***The Marketing & Insights Manager and the Workforce & Community Development Manager will present reports on a quarterly basis. The financial report will continue to be presented monthly but will be delayed by one month to allow for final close-out.***
- ***Introduced the PAEDC's new Interim Attorney, Guy Goodson.***
- ***The Request for Proposal (RFP) for Legal Counsel has been posted and advertised, with responses due by September 26, 2025.***

- ***Seahawk Landing LLC has fully repaid its economic development loan for the student housing project.***
- ***Upcoming site selection projects include Project Juno and Project Harvest Autumn.***
- ***Final budget approval by the City of Port Arthur is expected by September 23, 2025.***

Beverly Raymond and Kaala Jacobs requested that Staff provide the Board with copies of the Marketing, Workforce, and CEO reports via email.

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

1. Review, discussion and possible action to approve a two (2) year renewal of the Master Service Agreement with Discovery Information Technologies for the Managed IT Services at 501 Procter Street and 549 4th Street.

   Beverly Raymond made a motion, seconded by Kaprina Frank, to approve Consent Agenda Item No. 1. The vote was unanimous all in favor. Motion carried.

2. Review, discussion and possible action to approve a quote from Custom Signs, referencing the Watchfire Case #500003, in the amount of $7,188.04 for repair of the LED Message Board at the Business Park.

   Morris Albright made a motion, seconded by Kaala Jacobs, to approve Consent Agenda Item No. 2. The vote was unanimous all in favor. Motion carried.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discuss, and consider a Letter of Intent from Korpal Enterprises requesting an economic incentive for infrastructure development of the Golden Plaza project.

   Morris Albright made a motion, seconded by Beverly Raymond, to take Non-Consent Agenda Item No. 1 into Executive Session.

2. Review, discuss, and consider possible action to approve the purchase of a JobsEQ license and software from Chmura for Workforce Development in the amount of $14,375.00.

   Morris Albright made a motion, seconded by Beverly Raymond, to approve Non. Consent Agenda Item No. 2. Shawn Granger presented the need for and benefits of purchasing the JobsEQ license and software. Following discussion, the Board voted unanimously in favor. Motion carried.

3. Review, discuss, and possible action regarding the Rehabilitation of the Spur 93 Detention Ponds.

   Morris Albright made a motion, seconded by Beverly Raymond, to approve the Soutex engineering services to rehabilitate the detention ponds at Spur 93 in an amount not to exceed, $67,400.00. The vote was unanimous all in favor. Motion carried.

   The Board recommended that Staff obtain additional quotes or proposals from other companies for future projects.

4. Review, discuss, and consider possible action on the appointment of an advisory Committee of the Board for Entrepreneurship and Small Business Programs.

   Morris Albright made a motion, seconded by Kaprina Frank, to review, discuss, and consider possible action on Non-Consent Agenda Items No. 4 and No. 11, which were discussed together as one item.

   The following board members volunteered to serve on the advisory committees:

   <u>Entrepreneurship and Small Business Programs</u>: Kaala Jacobs, Kaprina Frank, Darrell Anderson

   <u>Youth Employment Program and Scholarship Programs</u>: Beverly Raymond, Darrell Anderson, Morris Albright

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

5. Review, discuss, and consider possible action regarding termination of the grass cutting contract at Spur 93 Business Park. (Request of Director Albright)

   Morris Albright made a motion, seconded by Kaala Jacobs, to discuss Non-Consent Agenda Item No. 5.

   Morris Albright then made a motion, seconded by Beverly Raymond, to terminate the current grass cutting contract at Spur 93 Business Park, with a termination date of October 31, 2025. The vote was unanimous, all in favor, motion carried.

6. Review, discuss, and consider possible action on engaging a landscaping company to perform a one-time restoration of the landscaping and irrigation at Spur 93 Business Park. (Request of Director Albright)

   Non-Consent Agenda Item No. 6 was previously discussed along with Non-Consent Agenda Item No. 5. The Board instructed staff to engage a landscaping company to perform a one-time restoration of the landscaping and irrigation at Spur 93 Business Park post October 31, 2025.

7. Review, discuss, and consider possible action regarding the contract with GrantWorks, Inc., of Austin, Texas. (Request of Director LaBove)

   Morris Albright made a motion, seconded by Beverly Raymond to review and discuss Non-Consent Agenda Item No. 7.

Kaala Jacobs suggested that the Board review the proposed scope of services from GrantWorks before taking any action to rescind the contract. Jerry LaBove directed staff to reconnect with GrantWorks to make another presentation for the Board.

8. Review and discuss the duties and responsibilities of the Interim CEO. (Request of Director LaBove)

   Morris Albright made a motion to move Non-Consent Agenda Item No. 8 to executive/closed session. Krystle Muller provided the Board with a handout titled "Interim CEO Work Plan."

9. Review and discuss the intent of the Press Building leased kitchen moving forward. (Request of Director LaBove)

   No review or discussion. Jerry LaBove stated that this item was discussed during a prior item.

10. Review and discuss leased vs. owned properties at Business Park. (Request of Director LaBove)

    Morris Albright made a motion, seconded by Beverly Raymond, to discuss Non-Consent Agenda Item No. 10. Discussion only.

11. Review, discuss and consider possible action to create a committee for the Youth Employment Program and Scholarship Programs. (Request of Director Raymond)

    Non-Consent Agenda Item No. 11 was previously merged with Non-Consent Agenda Item No. 4 and discussed together as one item.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 8:19 pm to enter Executive (Closed) Session to discuss the following topics:

1. §551.071 – Consultation with Attorney

   a. American Waste – Discussion of remediation responsibilities at Spur 93 Business Park

   b. November 2025 Ballot Proposition – Proposed Changes to PAEDC Powers

2. §551.074 – Personnel Matters

   a. Duties and responsibilities of the Interim CEO

3. §551.087 – Economic Development Negotiations

   a. Letter of Intent from Korpal Enterprises

The Regular Board of Directors reconvened in open session at 9:17 pm with the following Board members and staff present:

President Darrell Anderson
Secretary Kaala Jacobs
Treasurer Kaprina Frank
Director Beverly Raymond
Director Jerry LaBove
Director Morris Albright

Attorney Guy Goodson
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

MOTION IN OPEN SESSION:

1. *Morris Albright made a motion, seconded by Beverly Raymond, to approve a letter of Intent from Korpal Enterprises requesting an economic incentive for infrastructure development of the Golden Plaza project.*

   The vote was unanimous, with all members opposed. The motion failed.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Kaala Jacobs requested the following future agenda item:

Review, discuss and determine whether the Board wants to add a clause or covenant to the current contract that has language about how businesses that receive EDC funds represent themselves and bearing the name Port Arthur formally and or on social media.

XI. ADJOURNMENT

Kaala Jacobs made a motion, seconded by Kaprina Frank, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:20 pm.

APPROVED BY THE BOARD OF DIRECTORS ON THE 6 DAY OF October, 2025.

Kaala Jacobs
SECRETARY OF THE CORPORATION