Port Arthur Economic Development Corporation

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

I. CALL TO ORDER

The Board of Directors of the Port Arthur Economic Development Corporation met in a Regular Board Meeting on Monday, October 6th, at 6:00 p.m. The meeting was called to order by Vice President Ingrid Holmes at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following board and staff members were present:

Vice President Ingrid Holmes
Secretary Kaala Jacobs
Treasurer Kaprina Frank
Director Beverly Raymond
Director Jerry LaBove
Director Morris Albright
President Darrell Anderson (arrived at 7:22pm)

Attorney Guy Goodson
Attorney Kate Leverette
Interim CEO Krystle Muller
Programs & Administrative Assistant Joan Collazo
Financial Operations Officer Rachel Jacquet

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

III. MINUTES

1. Acceptance of:

   a. August 4th, 2025, Regular Board Meeting Minutes
   b. September 15th, 2025, Regular Board Meeting Minutes

Morris Albright made a motion, seconded by Jerry LaBove, to approve the Regular Board Meeting Minutes of September 15th, 2025. The vote was unanimous. Motion carried.

Morris Albright made a motion, seconded by Jerry LaBove, to table the Regular Board Meeting Minutes of August 4th, 2025, to clarify the abstained votes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. <u>Public Comments (limited to 3 minutes per speaker)</u>

   (None)

2. **Presentations**

A. Natalie Gonzalez – Vice President of Client Services, GrantWorks | Contractual Services

Natalie Gonzalez was unable to attend; however, Tyler Engle, Economic Development Project Manager, presented via Zoom along with Michelle Bobo, Client Services Manager, who attended in person.

3. **Communications**

(None)

V. REPORTS

1. CEO's Report | Discussion

Interim CEO Krystle Muller informed the Board of the flyers provided regarding upcoming PAEDC events, including the LSCPA CDL Classes, the Annual Job Fair, and the Port Arthur Power Hour for entrepreneurs.

She requested that the Board review the RFP responses for Legal Counsel and complete the evaluation forms so the item can be included on the next Board meeting agenda.

Director Raymond requested that the Workforce & Community Development Manager email his presentation from the previous board meeting to the Board.

a. Monthly Financial Report for August 2025

Financial Operations Officer Rachel Jacquet presented a summary of the monthly financial report for August 2025 and addressed the Board's questions.

VI. UNFINISHED BUSINESS

(None)

VII. CONSENT AGENDA ITEMS

1. Review, discussion and possible action regarding the renewal of the Technical Assistance Agreement with Grow America.

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

VIII. NON-CONSENT AGENDA ITEMS

1. To discuss for possible consideration a Letter of Request submitted by Lamar State College to apply for Workforce Development Training Funds.

Dr. Ben Stafford provided an overview of the need for welders in Port Arthur and presented LSCPA's request for Workforce Development Training Funds. Dr. Stafford addressed the board's questions, and the board agreed to continue the discussion in executive session.

2. To discuss for possible consideration a Letter of Request submitted by SIP Services, LLC to apply for an Economic Development Incentive.

   Director Albright made a motion, seconded by Director Raymond, to move non-consent agenda items No. 2 and No. 3 to executive session. The vote was unanimous, all in favor, and the motion carried.

3. Review, discussion, and possible action to approve a Real Estate Purchase Agreement with Mid-County Plaza, LLC for the sale of approximately 2.5 acres of land in the Spur 93 Business Park at the purchase price of $62,100.00 per acre.

   Following Executive Session, Director Albright made a motion, seconded by Director Jacobs, to approve Non-Consent Item No. 3 with a right of first refusal for an adjacent tract of five additional acres. The vote was unanimous, all in favor. Motion carried.

4. Review, discussion, and possible action to consider adding a clause to the current PAEDC Economic Development Agreements regarding how businesses receiving PAEDC funds represent themselves in formal communications and on social media. (Requested by Director Jacobs)

   Director Albright made a motion, seconded by Secretary Jacobs to bring non-consent item no. 4 to the floor.
   The board reviewed and discussed a potential amendment to the current PAEDC Economic Development Agreements regarding how businesses receiving PAEDC funds represent themselves in formal communications and on social media.
   Director Albright made a second motion, seconded by Secretary Jacobs, to direct PAEDC legal counsel to bring back this item to the next board meeting with recommended language and revisions for the agreements. The vote was unanimous, all in favor. The motion carried.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 07:07 pm to enter Executive (Closed) Session to discuss the following topics:

1. §551.072 – Deliberations about Real Property
   a. 501 Procter Lease Property
   b. Mid-County Plaza, LLC

2. §551.087 – Economic Development Negotiations
   a. Port Arthur Lamar State College
   b. SIP Services, LLC

The Regular Board of Directors reconvened in open session at 07:49 pm with the following Board members and staff 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
Attorney Kate Leverette
Interim CEO Krystle Muller
Programs & Administrative Assistant Joan Collazo
Financial Operations Officer Rachel Jacquet

Following Executive Session, President Anderson presided over the meeting.

MOTION IN OPEN SESSION:

Following Executive Session, Director Albright made a motion, seconded by Director Jacobs, to approve Non-Consent Item No. 3 with a right of first refusal for an adjacent tract of five additional acres. The vote was unanimous, all in favor. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Director LaBove requested that staff provide a list of the deadline dates for submitting agenda item requests.

XI. ADJOURNMENT

President Anderson made a motion, seconded by Director Raymond, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 7:54 pm.

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

Kaala Jacobs

SECRETARY OF THE CORPORATION