

Port Arthur Economic Development Corporation

MEETING MINUTES

Board of Directors Regular Board Meeting

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

Monday, November 3rd, 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, November 3rd, 2025, at 6:00 p.m. President Anderson called the meeting to order at 6:01 p.m. A quorum was present.

II. ROLL CALL, INVOCATION & PLEDGE

BOARD OF DIRECTORS

The following board and staff members were present:

President Darrell Anderson

Vice President Ingrid Holmes

Secretary Kaala Jacobs

Treasurer Kaprina Frank

Director Beverly Raymond (arrived at 6:14pm)

Director Jerry LaBove

Director Morris Albright

Attorney Guy Goodson

Attorney Kate Leverett

Interim CEO Krystle Muller

Administrative Assistant Sarai Garcia

The invocation was given by Director Frank, followed by the Pledge of Allegiance.

III. MINUTES

Director Albright made a motion, seconded by Director Frank, to approve the following meeting minutes:

- a. August 4th, 2025, Regular Board Meeting Minutes
- b. October 6th, 2025, Regular Board Meeting Minutes

The motion passed unanimously. All in favor. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Public Comments

There were no public comments.

2. Presentations

A. Dana Espinal – Small Business Development Center - (SBDC)

a. Progress Update from the LSCPA – SBDC

No report was presented at this time.

b. Update on Retail Strategies LLC's Implementation of the City of Port Arthur's Downtown Revitalization Plan

Dana Espinal presented an update on behalf of the Retail Strategies action team and addressed questions from the Board.

Director Jacobs requested that a previous document be identified and made available to the Board with the Downtown Revitalization Plan details, and the matrix outlining all action steps.

3. **Communications**

(None)

V. **REPORTS**

1. Monthly Financial Report for September 2025

Report presented by Financial Operations Officer, Rachel Jacquet.

2. Board Meeting Agenda Posting

Interim CEO Krystle Muller explained to the Board the new deadlines for submitting agenda items, in accordance with the new legislation.

Additional Reminders by Interim CEO:

- 1. The Board was informed that those interested in attending the 2026 Basic Economic Development Courses should notify staff to be registered.***
- 2. Board members on the Marketing Committee were asked to complete the evaluations matrix for the website developer RFP and return it by the end of the week, so that a proposer could be awarded by the next meeting, if possible.***
- 3. EDC picture day for board members and staff headshots is scheduled for December 1.***

VI. **UNFINISHED BUSINESS**

(None)

VII. **CONSENT AGENDA ITEMS**

(None)

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion and possible action to approve a request from Bishop I, LLC to sell the property at 900 W. Jade Ave. within the Spur 93 Business Park.

Jared Bishop of Bishop I, LLC and Steve from Republic Services answered questions from the Board. The item was moved to Executive Session for further discussion.

Following Executive Session, Director Raymond made a motion, seconded by Director Albright, to approve the request. The vote was unanimous; all in favor. Motion carried.

2. Review, discussion, and possible consideration inserting a provision into the incentive agreements requiring incentive recipients to use the City of Port Arthur as their location in advertisements, social media, and on their website.

Attorney Kate Leverett drafted language for the provision. Directors Jacobs and Director Albright suggested adjustments, resulting in the following wording to be inserted under the obligations of incentive recipients moving forward:

"Incentive recipient shall identify its location as within the City of Port Arthur, Texas on all communications to the public, specifically on their website and social media pages, both written and verbal."

Director Jacobs requested that a letter or similar communication be sent to current incentive agreement recipients to enforce the provision retroactively.

Director Frank made a motion, seconded by Director Albright, to approve the language. The vote was unanimous; all in favor. Motion carried.

3. Review, discussion, and possible action to approve the acceptance of a proposal and enter into an agreement for Legal Counsel Services.

The Board reviewed the tally matrix scores for the responses submitted to the Request for Proposal for Legal Counsel Services. Germer PLLC received the highest overall score. The Board also reviewed the proposed contract from Germer PLLC. During discussion, Director Albright requested an adjustment to the language under Scope of Services No. 4 to include the phrase "as approved by the Board" at the end of the sentence.

Director Albright made a motion, seconded by Director Frank, to approve the proposal and contract agreement for Legal Counsel Services with Germer PLLC, including the requested language adjustment. The vote was unanimous, all in favor. Motion carried.

4. Review, discussion and possible action to approve a Summer Youth Employment Program for 2026.

The Board discussed the proposed Summer Youth Employment Program for 2026. Following discussion, Director Albright made a motion, seconded by

Director Holmes, to approve the program. The vote was unanimous, all in favor. Motion carried.

5. Review, discussion and possible action to approve a Scholarship Program for 2026.

Director Raymond made a motion, seconded by Director Jacobs, to approve the program. The vote was unanimous, all in favor. Motion carried.

6. Review, discussion and possible action to execute a Letter of Intent from the Port Arthur Economic Development Corporation to Lamar State College Port Arthur regarding support for an expanded welding training program.

Director Albright made a motion, seconded by Director Raymond, to approve the execution of the Letter of Intent. The vote was unanimous, all in favor. Motion carried.

7. Review, discussion and possible action regarding the Spur 93 Business Park Covenants and Restrictions.

A handout was distributed containing the Covenants and Restrictions for Port Arthur Business Park, updated on 11/30/05, along with two map plats. The Interim CEO noted that the Covenants and Restrictions are outdated and requested that legal be directed to move forward with amendments to update them.

Director Albright recommended the appointment of a committee to oversee the process. Volunteers for the committee were President Anderson, Director Albright, and Director Frank.

Director Frank made a motion, seconded by Director Albright, to approve the formation of the committee and to proceed with updating the Covenants and Restrictions. The vote was unanimous, all in favor. Motion carried.

8. Review, discussion and possible action to amend or rescind Resolution 25-059 as it relates to the agreement with GrantWorks, Inc. for Economic Development Grant Research, Application and Administrative Services. (Request of Director LaBove)

Following discussion, Director Frank made a motion, seconded by Director Holmes, to ratify the contract approved by the City Council under Resolution 25-059 and to direct staff to keep the Board informed as the work progresses. The vote was unanimous, all in favor. Motion carried.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The Board of Directors recessed their meeting at 7:55 p.m. to enter Closed/Executive Session to discuss the following topic:

1. §551.074 – Personnel Matters | Hiring of PAEDC Chief Executive Officer

The Board of Directors reconvened in open session at 8:24 p.m. 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 Leverett
Interim CEO Krystle Muller
Administrative Assistant Sarai Garcia

MOTION IN OPEN SESSION:

Non-Consent Agenda Item No. 1:

Review, discussion and possible action to approve a request from Bishop I, LLC to sell the property at 900 W. Jade Ave. within the Spur 93 Business Park.

Director Raymond made a motion, seconded by Director Albright, to approve the request. The vote was unanimous; all in favor. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

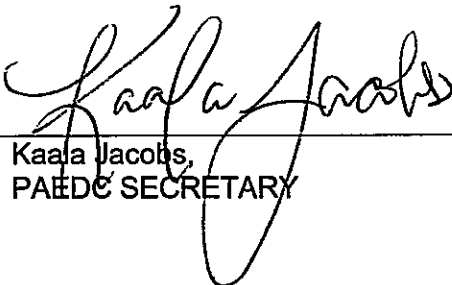
Director Albright requested the following item be added to the agenda for December's Regular Board Meeting:

- 1. Review, discuss, and possible action to approve to sell a property at the business park.***

XI. ADJOURNMENT

Director Holmes made a motion, seconded by Director Frank, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:25 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 1ST DAY OF
DECEMBER, 2025.



Kaala Jacobs,
PAEDC SECRETARY