

City of Port Arthur
Section 4A Economic Development Corporation

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020 The City of Port Arthur Section 4A Economic Development Corporation will conduct its Regular Meeting, scheduled for Monday November 2, 2020 at 6:00 p.m. located at 501 Procter Street Port Arthur, Texas 77640, by a telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location above.

The public dial-in-number to participate in the telephonic meeting is hosted through Conference Calling.

The Dial-In Number is: **(346) 248-7799**

Meeting ID is: **810 6365 5976**

Pass Code: **102820**

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.

A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act, upon written request.

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES

Regular Board Meeting

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

Monday, November 2, 2020

6:00 p.m.

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Telephonic Meeting on Monday, November 2, 2020. The meeting was called to order at 6:04 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, John Chirafis, Christopher Smith, and Jerry LaBove.

The Invocation was given by Darrell Anderson. Being this meeting was telephonic, the Pledge of Allegiance was omitted.

III. MINUTES

October 5, 2020 Regular Meeting Minutes

October 9, 2020 Special Joint Meeting Minutes

A motion was made by John Chirafis and seconded by Jerry LaBove to approve the October 5, 2020 Regular Meeting Minutes and the October 9, 2020 Special Joint Meeting Minutes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

None

2. Communications

None

3. Speakers (limited to 3 min. ea.)

None

V. REPORTS

1. Workforce Development Report
2. Programs Compliance Report
3. Financial Report
4. Community & Business Center Report
5. CEO's Report

VI. UNFINISHED BUSINESS

None

VII. CONSENT AGENDA ITEMS

None

VIII. NON-CONSENT AGENDA ITEMS

1. To discuss for possible consideration approving a Lease Agreement for Fittz & Shipman, Inc. for office space at 501 Procter Street.

A motion was made by John Chirafis and seconded by Jerry LaBove to approve a Lease Agreement for Fittz & Shipman, Inc. for office space at 501 Procter Street. The vote was unanimous. Motion carried.

2. To discuss for possible consideration approving an Infrastructure Economic Incentive Agreement with Reel Noodle Bar, LLC

A motion was made by Jerry LaBove and seconded by John Chirafis to approve an Infrastructure Economic Incentive Agreement with Reel Noodle Bar, LLC (Seoul Food Korean BBQ) in the amount of \$138,700.00. The vote was unanimous. Motion carried.

3. To discuss for possible consideration an extension of the Infrastructure Economic Incentive with PARC Enterprise.

A motion was made by John Chirafis and seconded by Jerry LaBove to table this item. PARC Enterprise was encouraged to come back to the Port Arthur EDC to revisit a possible Infrastructure Incentive when they feel they are ready to proceed with their project. The vote was unanimous. Motion carried.

4. To discuss for possible consideration a Letter of Intent from SIP Services, Inc. for an Economic Incentive Grant.

A motion was made by John Chirafis and seconded by Jerry LaBove to approve the consideration a Letter of Intent from SIP Services, Inc. for an Economic Incentive Grant. The vote was unanimous. Motion carried.

5. To discuss for possible consideration a Letter of Intent from Neches Industrial Services, LLC for an Economic Incentive Grant.

A motion was made by John Chirafis and seconded by Jerry LaBove to approve the consideration a Letter of Intent from SIP Services, Inc. for an Economic Incentive Grant. The vote was unanimous. Motion carried.

6. To discuss for possible consideration a Letter of Intent from Zaria's Footsteps for lease space at 501 Procter Street.

This line item and Non-Consent Line Item #7 were discussed jointly as both request are for the Office Space Suite #205.

A motion was made by John Chirafis and seconded by Christopher Smith to accept the Letter of Intent from ParFab companies to lease office space at 501 Procter Street. The Port Arthur EDC is committed to assisting Zaria's Footsteps in finding a proper lease space elsewhere. The vote was unanimous. Motion carried.

7. To discuss for possible consideration a Letter of Intent from ParFab Companies for lease space at 501 Procter Street.

This line item and Non-Consent Line Item #6 were discussed jointly as both request are for the Office Space Suite #205.

A motion was made by John Chirafis and seconded by Christopher Smith to accept the Letter of Intent from ParFab companies to lease office space at 501 Procter Street. The vote was unanimous. Motion carried.

8. To discuss for possible consideration entering into a Professional Service Contract with Power Brown Architecture of Texas, LLC of Houston, Texas with Alam Farias, Senior Project Architect as principle, for project completion of the build out of 549

4th Street at a cost not to exceed \$105,000.00 and the reimbursable expenses not to exceed \$10,000.00.

A motion was made by Jerry LaBove and seconded by John Chirafis to approve entering into a Professional Service Contract with Power Brown Architecture of Texas, LLC of Houston, Texas with Alam Farias, Senior Project Architect as principle, for project completion of the build out of 549 4th Street at a cost not to exceed \$105,000.00 and the reimbursable expenses not to exceed \$10,000.00. The vote was unanimous. Motion carried.

9. To discuss for possible consideration entering into a Job Order Contract with SETEX Construction Corp., of Beaumont, Texas utilizing their 20/017Mr-17 Choice Partners JOC Texas Contract based on local CCI and their coefficient of 89 for completing the build out of 549 4th Street at a Guaranteed Maximum price of \$1,600,000.00.

A motion was made by John Chirafis and seconded by Jerry LaBove to approve entering into a Job Order Contract with SETEX Construction Corp., of Beaumont, Texas utilizing their 20/017Mr-17 Choice Partners JOC Texas Contract based on local CCI and their coefficient of 89 for completing the build out of 549 4th Street at a Guaranteed Maximum price of \$1,600,000.00. The vote was unanimous. Motion carried.

10. To ratify PAEDC Board approval of the renewal of CEO Contract Agreement for FY 2020-2021 with salary increase of 3.25%.

A motion was made by Jerry LaBove and seconded by John Chirafis to approve the renewal of CEO Contract Agreement for FY 2020-2021 with salary increase of 3.25%. The vote was unanimous. Motion carried.

IX. CLOSED SESSION (EXECUTIVE SESSION)

In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City Of Port Arthur Section 4A Economic Development Corporation Board of Directors Should Make The Following Public Announcement:

"A Closed Meeting or Executive Session Will Be Held Pursuant To The Following Sections of Chapter 551, Texas Government Code,

- 1. Section 551.071 Government Code – To discuss with Attorney Guy Goodson pending and potential litigation and/or legal advice.**
- 2. Section 551.072 Government Code – To deliberate the purchase, exchange, lease, or value of real property.**
- 3. Section 551.074 Government Code – To discuss matters of Personnel.**

4. Section 551.087 Government Code – To discuss Incentives for Commercial and Industrial Business Prospects.

The Items in Executive Session May Be Discussed and Acted On In Open Session

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 7:21 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 7th DAY OF

December, 2020.

Dallas Smith
SECRETARY OF THE BOARD