

Meeting Minutes

Administrative, Engineering & Maintenance Committee June 15, 2010

The regular June meeting of the Administrative, Engineering & Maintenance Committee was called to order at 8:35 A.M. on Tuesday, May 18, 2010 by Chairman Sam La Rosa in the conference room of the Harrison County Development Commission located at 12281 Intraplex Parkway, Gulfport, Mississippi.

Committee members Brian Gollott and Alicia Ellis were present. Other Commissioners present were Frankie Castiglia, Warren Conway, Henry "Tut" Kinney, Sara Miller, Sharon Bentz Mustered and Mark Schloegel.

Staff members present were Executive Director Larry Barnett, Deputy Director Bill Hessel and Bridgette Jones as recording secretary. Legal counsel Jim Simpson was present.

Commissioner La Rosa appointed all commissioners present to the Administrative, Engineering & Maintenance Committee.

I. MEETING MINUTES

Commissioner Ellis motioned to acknowledge receipt and approve the meeting minutes of the May 18, 2010 Administrative, Engineering & Maintenance Committee meeting. Commissioner Conway seconded the motion, and the motion carried unanimously.

II. OLD/NEW BUSINESS

A. Pass Christian Rail Spur Maintenance

Commissioner Kinney motioned to authorize staff to investigate costs associated with removing rail and disposing of surrounding HCDC owned property in Pass Christian. Commissioner Castiglia seconded the motion. Upon discussion, the motion carried unanimously.

B. NHCIP Engineering Services

Executive Director Larry Barnett discussed the engineering phases and needs for the development of North Harrison County Industrial Park. Upon discussion, Commissioner La Rosa motioned to hire Brown & Mitchell, Engineers, at the current hourly rate, to complete a study and report of best case scenario of utilities and road infrastructure for the North Harrison County Industrial Park. The cost of the project is not to exceed \$15,000. Commissioner Miller seconded the motion. The motion carried. (Commissioners Kinney & Conway opposed.)

C. Dissolve HCDC Foundation Non Profit & South Mississippi Investment Non Profit

Legal Counsel Jim Simpson gave a brief report on two dormant HCDC created non-profits and bank accounts. Upon discussion, Commissioner Kinney motioned for counsel to take steps to dissolve both accounts at least amount of cost to the commission. Commissioner Conway seconded the motion. The motion carried unanimously.

D. Bidding of O&M Contract for Utilities System

Motion was made by Commissioner Kinney and seconded by Commissioner Conway for consultant and staff to hold a pre-bid conference with the perspective bidders of the operation and maintenance contract for the HCDC utility systems prior to submitting the final draft bid advertisement to the Full Board for approval. Upon discussion, the motion carried unanimously.

III. OPERATIONS & UTILITIES CLAIMS FOR APPROVAL

The following operations and utilities claims were presented for approval for the month of May as follows:

Capital Fund:	\$ 1,029.44
NHCIP:	\$ 0
Utilities:	<u>\$ 55,508.49</u>
Total:	\$ 56,537.93

Commissioner Conway motioned to accept the claims as submitted and recommend to the Finance Committee for approval. Commissioner Ellis seconded the motion. Upon discussion, the motion carried. (Commissioner Kinney abstained).

V. LEGAL

(No report at this time.)

VI. ADJOURN

There being no further business to come before the committee, Commissioner Conway motioned for adjournment. Commissioner Kinney seconded the motion and the meeting adjourned.

Sam La Rosa, Chair

Bridgette Jones, Recording Secretary