

MINUTES
HARRISON COUNTY DEVELOPMENT COMMISSION
August 25, 2015

The regular August meeting of the Harrison County Development Commission was called to order at 8:15 am on Tuesday August 25, 2015 in the Conference Room of the Harrison County Development Commission located at 12281 Intraplex Parkway, Gulfport, Mississippi.

Commissioners present: President John Atherton, Sam LaRosa, Mark Schloegel (*entered as noted*), John "Shorty" Sneed, Brian Gollott, Jennifer Burke (*entered as noted*), Jim Brashier Sharon Bentz-Mustered (*entered as noted*) and Frankie Castiglia. Commissioners absent: Warren Conway and Sara Miller.

Staff members present: Executive Director Bill Hessell, Wade Jones, Paula Delcambre, Barbara Rominger, Brandi Hough and Michelle Walker as recording secretary. Dr. Stephen Whitt, Executive Director with the Innovation Center was also present.

Consultants present: Legal Counsel Jim Simpson and Russ Nobile, Don Clark with DCC Consultants and Jeff Riopelle with Knesal Engineering.

The media was notified of this meeting.

I. CALL TO ORDER

Commissioner Atherton called the meeting to order at this time.

II. AGENDA ADJUSTMENTS

III. INTRODUCTION OF GUESTS

Cindy Lamb with Pickering Engineering, Lance Pearson and Russell Miller with Miller Enterprises.

IV. MEETING MINUTES

Motion was made by Commissioner Castiglia and seconded by Commissioner Sneed to acknowledge receipt and approve the Board of Commissioners regular meeting minutes from July 28, 2015. After discussion, the motion carried unanimously.
(*Commissioner Schloegel and Burke entered at this time*)

COMMITTEE REPORTS

A. Marketing & Industrial

- **Organization Structure**

Commissioner Atherton called a special meeting to discuss what the next steps should be on the organization structure.
(*Commissioner Bentz-Mustered entered at this time*)

- **Economic Director's Report**

Wade Jones gave an Economic Development report.

B. Innovation Center

Stephen Whitt provided a report on the current status of the Innovation Center.

C. Administrative, Engineering & Maintenance

- **North Harrison County Industrial Complex (NHCIC) Update**
Jeff Riopelle gave an update on NHCIC.
- **Over Run on Asphalt**
Knesal Engineering submitted pay application #18 to HCDC to cover the cost of the excess asphalt used on job. Staff recommended approving the pay application subject to not exceeding the amount shown and the final recommendation from Knesal on asphalt used. Commissioner LaRosa made a motion to approve staff recommendation and Commissioner Burke seconded the motion. After discussion, the motion passed with the following Yea votes: Atherton, Brashier, Burke, Gollot, LaRosa, Bentz-Mustered, Schloegel and Sneed. Commissioner Castiglia voted Nay.
- **Modification for Construction Services**
Knesal Engineering submitted a modification to their contract in the amount of \$15,247.20 for additional time spent overseeing the construction phase. Staff recommended not to pay the increase since the time spent was not the fault of HCDC and was not approved prior to service. Commissioner LaRosa made a motion to table the request and Commissioner Sneed seconded the motion. After discussion, the motion carried unanimously.

D. Finance

- **Operations Financial Statements for July 2015**
Commissioner Sneed made the motion to approve all Operation statements for July 2015 with the amount of \$7,623.60 adjusted off of Knesal Engineering's July invoice and to pay only the amount of \$14,389.75 and Commissioner LaRosa seconded the motion. After discussion, the motion carried unanimously.
- **Utilities Financial Statements for July 2015**
Commissioner Sneed made the motion to approve all Utility statements for July 2015 and Commissioner LaRosa seconded the motion. After discussion, the motion carried unanimously.
- **Operations Claims for July 2015**
Commissioner Sneed made a motion to approve all claims for Operation for July 2015 and Commissioner Burke seconded the motion. After discussion, the motion carried unanimously.
- **Utilities Claims for July 2015**
Commissioner Sneed made the motion to approve all claims for Utilities for July 2015 and Commissioner Burke seconded the motion. After discussion, the motion carried unanimously.
- **Approve Consolidated Budget**
 - **Revised 2014/15**
Commissioner LaRosa made a motion to accept the revised 2014/15 budget as presented and seconded by Commissioner Sneed. After discussion, the motion carried unanimously.

- **2015/16 Budget**
Commissioner LaRosa made a motion to accept the amended 2015/16 budget to include the revised 2015 budget numbers and seconded by Commissioner Sneed. After discussion, the motion carried unanimously.
- **Approve Water/Sewer Budget**
 - **Revised 2014/15**
Commissioner Sneed made a motion to accept the revised 2014/15 budget and seconded by Commissioner Castiglia. After discussion, the motion carried unanimously.
 - **2015/16 Budget**
Commissioner Sneed made a motion to approve the 2015/16 budget and seconded by Commissioner Castiglia. After discussion, the motion carried unanimously.
- **Review RFP for 2015 Audit**
HCDC received four proposals to perform the 2015 and 2016 audit. The low proposal was submitted by Wright, Ward, Hatten and Guel and the high proposal was submitted by Alexander Van Loon Sloan Levens Favre, PLLC (AVL). Commissioner Castiglia made a motion to retain AVL for the next 2 years due to their satisfactory performance of the previous audit and Commissioner Sneed seconded the motion. After discussion, the motion passed with the following Yea votes: Atherton, Brashier, Castiglia, Gollot, Bentz-Mustered, Schloegel and Sneed. Commissioner Burke voted Nay and Commissioner LaRosa abstained.

V. Directors Report

- Bill Hessel provided a director's report.

VI. Old/New Business

VII. Legal

- **Gulf Coast Shipyard Group**
Jim Simpson gave an update on Gulf Coast Shipyard Group ad valorem exemption.

VIII. ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 10:15 am.



John W. Atherton, President



Mark Schloegel, Secretary Pro Tem