

St. Tammany Parish Development District
Board of Commissioners
OFFICIAL MINUTES
February 21, 2019

Vice President Marty Mayer called the meeting to order at 3:02pm

Present: Scott Day, Mike Gambrell, Al Hamauei, Oscar Hernandez, Marty Mayer, Bill Newton, Mike Tillman, and William Wainwright

Absent: Rhonda Bagby, Bill Davis, Bruce Javery

Staff: Chris Masingill, Ashley Llewellyn, Sharon DeLong, Ronda Sides, Elizabeth Lee, Jolie Bernard, and Jake Nickens

Legal Counsel: Mark Balkin with Hardy, Carey, Chautin, & Balkin

Guests: Doug Lloyd; Tim Burns with Florida Marine Transporters

Minutes: Al Hamauei, seconded by Bill Newton, made a motion to accept the minutes of the January 17 meeting. All were in favor, motion passed.

Public Comment: There were no comments on agenda items from the public.

Financial Report: Staff member, Sharon DeLong, presented the January financial report. Oscar Hernandez remarked on the vote passed in January to move funds to the LAMP account, to which Chris Masingill reported on a meeting with officials of Hancock Whitney Bank who offered 1.75% to keep the funding at Hancock Whitney. Masingill offered the Board an opportunity to rescind the January vote, however, the decision was to move funds to the LAMP account. Mike Tillman, seconded by Michael Gambrell, made a motion to accept the January financial report. All were in favor, motion passed.

Executive Team Update: Chris Masingill

Stakeholder Engagement

Masingill reported on stakeholder engagement that included:

- o Facilitating the Senator Cassidy Roundtable Event
- o IEDC Leadership Forum
- o Washington Mardi Gras
- o Louisiana First Business Summit today attended by Jake Nickens and Elizabeth Lee.
- o Northshore Business Council presentation earlier that same day

Communications Update

Masingill reported the website development with Atlas included approval of visual/design of website and they have received content to begin the build-out of the website.

Masingill also reported the team has been working on collateral materials to communicate who we are and what we do.

Masingill reported Jolie Bernard has engaged our social platform audiences several times a day to increase the number of followers. Jolie has been working to finalize the communications and editorial calendar for March-December 2019.

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Economic Development Update

Masingill reported there were approximately 20 active projects in our pipeline, and the staff has been engaged with two attraction projects and three retention projects. As a start-up in Slidell, he noted Advance Sinter Metal Technologies will receive a \$25,000 Economic Development Fund grant.

Masingill mentioned the upcoming Project Float in which STPDD will act as the lead facilitator between the company and LED.

Workforce Development

Masingill reported the workforce gap analysis is underway, led by Ted Abernathy of Economic Leadership, who is scheduled to be in town next week to facilitate a 3-hour workshop for our critical workforce and education partners. He stated the Workforce Gap Analysis should conclude in June.

ITEP

Masingill reported there are a number of active ITEP projects from St. Tammany, with two soon to be presented to the Board in Baton Rouge, which will then move forward for local approval in March or April.

Masingill stated the Board will be provided with talking points on the ITEP program at the Board Education Retreat in March.

Certified Sites

Masingill mentioned St. Tammany currently has nine certified sites, and that two pre-applications to LED for Site Certification were submitted consideration last week.

NEW BUSINESS

Florida Marine Request for Reduction of Fees

Tim Burns, legal counsel for Florida Marine Transporters, Inc. (FMT), stated that due to a move to refinance, 129 vessels had to be temporarily dropped from the 10-year PILOT program. Existing documentation cites a \$1000 fee payable to STPDD as vessels age out of, or are dropped from, the program. As such, Burns requested a 50% reduction in the administrative fees due in November 2019. The Board decision was to take this request under the advisement of the Finance Committee, who will meet in March to make a recommendation at the April or May Board meeting.

Appointment of New Secretary/Treasurer

Chris Masingill noted a previous conversation with President Bill Davis, whose recommendation was to appoint Michael Gambrell to replace Oscar Hernandez as Secretary/Treasurer for 2019. Hernandez rescinded his appointment citing an exclusion in company policy that prevented him from accepting the position. Oscar Hernandez, seconded by Mike Tillman, made a motion to accept the appointment of Michael Gambrell as Secretary/Treasurer. All were in favor, motion passed.

Bank Signature Card Resolution

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Al Hamauei, seconded by Bill Newton, motioned to adopt the resolution naming authorized signatories and an account administrator to the Hancock Whitney Bank account and the LAMP Account. All were in favor, and motion passed with a roll call vote by Scott Day, Mike Gambrell, Al Hamauei, Oscar Hernandez, Marty Mayer, Bill Newton, Mike Tillman, and William Wainwright.

Financial Audit Engagement Letter

Al Hamauei, seconded by Bill Newton to accept the financial audit engagement letter from LaPorte CPAs and Business Advisors. All were in favor, motion passed.

Louisiana Compliance Questionnaire

Bruce Javery, seconded by Mike Gambrell motioned to accept the Louisiana Compliance Questionnaire for audit engagements of governments. All were in favor, motion passed.

Policy Revision Recommendations

Chris Masingill introduced proposed revisions to the Practices & Procedures of The Board of Commissioners, Organizational Policies & Procedures, Employee Policies & Procedures, and the Employee Handbook, as well as additional Social Media Policies for the organization and employees. Michael Gambrell, seconded by William Wainwright, made a motion to accept the proposed revisions and additions to the organization's current policy manuals.

OLD BUSINESS

Chris Masingill presented a PowerPoint (*Attachment C*) of the final five-year 2019 Program of Work of the THRIVE St. Tammany 2023 Strategic Plan (*Attachment A*). He distributed a spreadsheet of additional budget funding for economic development marketing and additional capacity building. (*Attachment B*) After discussion and a recommendation to flesh out details of the plan, William Wainwright, seconded by Bill Newton, made a motion to approve the five-year strategic plan. All were in favor, motion passed. Oscar Hernandez, seconded by Scott Day, made a motion to approve the 2019 budget additions to seed the initial launch for the strategic plan. All were in favor, motion passed.

ANNOUNCEMENTS:

The next meeting of the Board of Commissioners is 9 am to 1 pm, Friday, March 29, 2019 at Northshore Technical Community College. This is a Board Education meeting.

The meeting adjourned at 5:35 pm.

Minutes respectfully submitted by Sharon DeLong, Manager of Administration