

**St. Tammany Parish Development District**  
**Board of Commissioners Meeting**  
**OFFICIAL MINUTES**  
August 15, 2019

President Bill Davis called the meeting to order at 3:32 pm. Quorum and roll call were established by members present.

**Present:** Bill Davis, Scott Day, Mike Gambrell, Al Hamauei, Oscar Hernandez, Bill Newton, and Mike Tillman, Dr. William Wainwright

**Absent:** Rhonda Bagby, Bruce Javery, Marty Mayer,

**Staff:** Chris Masingill, Jolie Bernard, Sharon DeLong, Elizabeth Lee, Ashley Llewellyn, Kate Moore, Ronda Sides, Todd Whalley

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

**Bond Counsel:** David Wolf, Adams & Reese, LLP

**Guests:** Kathleen Wilkin, Small Business Advocate

**Public Comment Period**

Ms. Wilkin commented on her delight to see our partnership with the East Chamber and the Small Business Development Center to bring a series of roundtable discussions and learning sessions to the Northshore.

**Consent Agenda**

With no items being removed for further discussion, William Wainwright, seconded by Mike Gambrell, moved to approve the consent agenda items, which consisted of July meeting minutes and July financial statements for STPDD and THRIVE 2023. All were in favor. Motion passed.

**New Business**

Treasurer, Michael Gambrell stated the following recommendations by the Finance Committee:

- **Resolution to add Kate Moore as signatory to all bank accounts:** Al Hamauei, seconded by Oscar Hernandez motioned to approve the recommendation; A roll call vote was taken. All but those absent were in favor. Motion passed. Resolution adopted.  
*(Attachment A)*
- **Resolution to increase Hancock Whitney VISA credit card limit:** Oscar Hernandez, seconded by Mike Tillman, motioned to increase the credit card limit to an aggregate of \$15,000 and add three card holders, with limits on the following cardholders: Chris Masingill \$7500; Kate Moore \$2500; Todd Whalley \$2500; and Ashley Llewellyn \$2500. A roll call vote was taken. All but those absent were in favor. Motion passed. Resolution adopted.  
*(Attachment B)*
- **2019 Budget Amendment:** *Oscar Hernandez stated a \$20,000 increase in income due to a typo discovered in the Finance Committee meeting, just prior to this meeting. The increase was expensed to the contingency account. Al Hamauei, seconded by William Wainwright, motioned to accept the budget amendment with the stated change. All were in favor. Motion passed. (Attachment C)*
- **Project Chicago Pilot Terms:** Chris Masingill distributed a Summary of Proposed PILOT Terms Draft *(Attachment D)* and introduced Project Chicago as St. Tammany's first PILOT program opportunity in ten years. After discussion regarding the PILOT terms, it was the consensus of the Board to move forward with the summary's stated terms, tempered with the consultant's economic analysis report, once received. Vote for approval of the specific terms of the PILOT was tabled until all findings were reviewed by the Board.

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**Executive Update Chris Masingill, CEO**

Masingill introduced Kate Moore as a compliment to the team in her role as the new Director of Economic Development. He welcomed Ashley Llewellyn back in her new capacity as the Director of

Strategic Initiatives and stated Todd Whalley has already proven to be an asset in his role as Director of Existing Business & Industry. The full Executive Activity report was emailed to the Board earlier that week.

**Bilten Park Update:**

Masingill distributed a memo outlining the background, recent developments, and next steps of the Bilten Park project. (*Attachment E*)

A key strategic goal identified in the Thrive 2023 strategic plan was the development of a Certified Mega-Site suitable for an original equipment manufacturer (OEM). St. Tammany Corporation (STC) began work with the Salmen–Fritchie Trust’s real estate advisor, Stirling Properties, to organize meetings between all partners and shareholders related to the Bilten Park project to align efforts and coordinate the development of a master implementation plan that would result in a certified mega-site for St. Tammany Parish. At the direction of LED, CSRS worked with the above parties to develop a Bilten Park Master Plan and Development Implementation Outline that outlined three phases of development with accompanying tasks and fees:

1. Land Use Master Planning
2. Development Implementation Planning and Strategy Formulation
3. LED Site Certification

The stated timeline allowed phases two and three to be performed simultaneously which granted a total timeline of 270 days to site readiness and certification.

Two tasks specifically assigned to STC in the Master Plan and Development Implementation Outline are the Market Feasibility Study and CSRS’ Development Implementation Planning in Phase 2. To invest in this major competitive advantage for St. Tammany Parish, a public-private partnership between STC and the Salmen Company must be established. While this represents an investment in a massive undertaking, the Bilten Park Mega Site would be a game changing asset for the parish and the region.

After discussion, the consensus of the Board was to move forward Legal Counsel to determine the framework of the public-private partnership with specific terms to be reviewed by the Board, as well as approval for site uses. The Board further requested documentation from CSRS clarifying the scope of work on the three phases that would determine the return on STC’s investment.

**Agenda Amendment:**

Al Hamauei, seconded by Scott Day, motioned to amend the agenda to discuss the determination of the AWG PILOT funds. A roll call vote was taken. All but those absent were in favor. Motion passed. After discussion, Al Hamauei, seconded by Mike Gambrell, motioned to approach AWG to amend the PILOT to \$62,500 and increase the Administrative Fee by \$12,500. David Wolf was directed to compile the amendment to the AWG PILOT lease to install these terms.

**Old Business:**

**CEO Evaluation & Compensation** – Tabled until September 19 meeting and will be addressed in an Executive Session

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**Board Education**

David Wolf circulated a flowchart graphic (*Attachment F*) outlining two types of PILOT programs and how they work. He reviewed the flowchart with the board stating PILOT programs are as varied as the companies requesting them.

**Announcements**

**Next Meeting is 3:30 pm, Thursday, September 19th**  
General Business Meeting

With no further business, the meeting adjourned at 5:59 pm.

Minutes respectfully submitted by Sharon DeLong, Manager of Administration