

May 2019

Special Called Meeting

- **Tuesday, May 21, 2019 • 8:15 a.m. • Harrison County Development Commission**

- I. Call to Order and Declare a Quorum** (Levens, President)
 - II. Agenda Adjustments**
 - III. Meeting Minutes**
 - April 16, 2019 – Exhibit A
 - IV. *Guests / Comments***
 - V. Items Requiring a Vote**
 - Retention Policy – Exhibit B
 - Open Records Request Policy Review – Exhibit C
 - Land Sale
 - VPD, LLC – Exhibit D
 - Declaration of Covenants Rewrite for North Harrison County Industrial Complex (NHCIC) – Exhibit E
 - The Innovation Center Roof Resolution – Emergency Declaration – Exhibit F
 - Auto Lease – Exhibit G
- Finance** (Sneed, Chairman)
- Approve Financial Statements for March 2019
 - Operations Financial Statements – Exhibit H,I,J,K,L,M
 - Utilities Financial Statements – Exhibit N,O

- Approve Financial Claims for March 2019
 - Operation Claims Statements – Exhibit P
 - Utilities Claims Statements – Exhibit Q

VI. Committee Activities

- **Marketing & Industrial** (Castiglia, Chairman)
 - Team Reports – Exhibit R

- **The Innovation Center**
 - TIC Director's Report – Exhibit S
 - The Innovation Center - Discussion
 - By-Laws – Exhibit T

- **Administrative, Engineering & Maintenance** (Levens, Chairman)
 - New Bush Hog
 - Pump Station #4

VII. Director's Report

- Executive Session to Discuss Property

VIII. Old/New Business

- Personnel Issue Checks Delivered to Attorney
- Trust Balance
- Wolf River – Board of Supervisors May 13th
- Zoning Variance Approved
- Plat NHCIC/Done
- BP Award – Seawall
- Attendance Policy – Exhibit U
- Knight Abbey Commitment Letter – Exhibit V

Agenda

- MDA Site Development – Exhibit W

IX. Legal

X. Announcements / Notices

- **Next Board of Commission Meeting: June 11, 2019 @ 8:15 a.m.**

XI. Adjourn

**MINUTES
HARRISON COUNTY DEVELOPMENT COMMISSION
April 16, 2019**

The April regular meeting of the Harrison County Development Commission was called to order at 8:17 am on Tuesday, April 16, 2019 at Harrison County Development Commission, Gulfport, Mississippi.

Commissioners present: President Jimmy Levens, Brian Gollott, John “Shorty” Sneed, Frank Bordeaux, Cliff Kirkland, Mark Schloegel, Jennifer Burke, Rip Daniels, Sam LaRosa, Frankie Castiglia, Sharon Bentz-Mustered, and Warren Conway (entered as noted).

Staff members present: Executive Director Bill Lavers (via phone), Marcia Crawford, Michelle McGraw, Barbara Rominger, Lori Frazier, 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 Don Clark with DCC Consultants.

The media was notified of this meeting.

I. CALL TO ORDER

Commissioner Levens called the meeting to order at this time.

II. Agenda Adjustment

Commissioner Castiglia made a motion to put personnel issue under legal and seconded by Commissioner Sneed. After discussion, the motion carried unanimously.

III. INTRODUCTION OF GUESTS

Staci and Robert Hopkins, Virgil Gillespie, Cindy Lamb with Pickering Firm, Donald Scharr with Harrison County Utility Authority, and Richie Ashley with Neel Schaffer.

IV. MEETING MINUTES

Motion was made by Commissioner Kirkland to approve the March 12, 2019 meeting minutes and seconded by Commissioner Daniels. After discussion, the motion carried unanimously.

(Commissioner Conway entered at this time)

V. Vote Items

- **DCS – Fayards Cold Storage Free Port Warehouse Exemption**

Commissioner Sneed made a motion to approve the Fayards cold storage free port warehouse exemption and bring to the Board of Supervisors for their approval and seconded by Commissioner Schloegel. 11-1 Affirmative vote motion passed. Commissioner Bordeaux, Kirkland, Castiglia, Conway, Burke, LaRosa, Daniels, Mustered-Bentz, Schloegel, Sneed, and Levens voted Aye. Commissioner Gollott voted nay.

- **Auto Lease**
Engineering Committee recommended to lease a vehicle from Henderson Ford or Astro Ford. Commissioner Kirkland made a motion to approve the Engineering Committee's recommendation and 18,000 miles a year on the vehicle lease and seconded by Commissioner Conway. After discussion, the motion carried unanimously.
- **Necaise Lease**
Commissioner Castiglia made a motion to approve the construction lay down yard in the amount of \$3,600.00 a month and seconded by Commissioner Schloegel. Roll call vote for the resolution Commissioner Bordeaux, Castiglia, Kirkland, Conway, Burke, Gollott, LaRosa, Daniels, Mustered-Bentz, Schloegel, Sneed, and Levens voted Aye. Motion passed.
- **Rail Grant**
Commissioner Daniels made a motion to approve the rail grant from Mississippi Development Authority (MDA) in the amount of \$3,500,000.00 under the MS rail grant program to expand and seconded by Commissioner Schloegel. Roll call vote for the resolution Commissioner Bordeaux, Castiglia, Kirkland, Conway, Burke, Gollott, LaRosa, Daniels, Mustered-Bentz, Schloegel, Sneed, and Levens voted Aye. Motion passed.
- **DWIRLSF – Water Tank Loan**
Commissioner Daniels made a motion to approve the water tank loan at a 1.9 interest rate loan to paint the tanks and seconded by Commissioner Bordeaux. After discussion, the motion carried unanimously.
- **Paint Tanks**
Don Clark gave an update on plans for upgrading and the condition of the tanks now.
- **SWIB**
Bill Lavers gave an update on the SWIB grant by phone.
- **72 Acre Forestry Mulching**
Commissioner Levens gave an update on the 72 acre forestry mulching. Commissioner Levens ask for the staff to advertise for bids and write specs for future projects.

A. **Finance** (Sneed, Chairman)

- **Operations Financial Statements for March 2019**
Commissioner Sneed made a motion to approve the March 2019 Operation financial statements and seconded by Commissioner LaRosa. After discussion, the motion carried unanimously.

- **Utilities Financial Statements for March 2019**
Commissioner Sneed made a motion to approve the March 2019 Utility financial statements and seconded by Commissioner LaRosa. After discussion, the motion carried unanimously.
- **Operations Claims for March 2019**
Commissioner Sneed made a motion to approve all claims for Operations for March 2019 Commissioner Castiglia seconded the motion. After discussion, the motion carried unanimously.
- **Utilities Claims for March 2019**
Commissioner Sneed made the motion to approve all claims for Utilities for March 2019 and Commissioner Castiglia seconded the motion. After discussion, the motion carried unanimously.

COMMITTEE REPORTS

A. Marketing & Industrial

B. Innovation Center

Stephen Whitt gave an update on the status of the Innovation Center.

- **Roof Repairs**
Don Clark gave an update on the roof repair for The Innovation Center. Roof repairs will be proceeding after the Board of Supervisors approval.
- **Discussion – The Innovation Center**
Commissioner Kirkland gave an update on The Innovation Center by-laws and no action taken at this time.
- **A/C Maintenance Contract**
Commissioner Castiglia made a motion to approve Ray C. Weaver for the A/C maintenance contract for The Innovation Center in the amount of \$4,200.00 annually and seconded by Commissioner Burke. After discussion, the motion carried unanimously.
- **Wolf River**
Commissioner Castiglia made a motion to sell the Wolf River property to Robert “Hoppy” and Staci Hopkins in the amount of \$36,000.00 and seconded by Commissioner Burke. 10-2 Affirmative vote. Commissioner Bordeaux, Kirkland, Castiglia, Burke, Gollott, Daniels, Mustered-Bentz, Schloegel, Sneed, and Levens voted Aye. Commissioner Conway and LaRosa voted Nay. Motion passed.

C. Administrative, Engineering & Maintenance

- **5 Star Rating**
Commissioner Levens gave an update on the 5 star rating from the Heath Department. This is the highest rating that a public water supply can receive.
- **Fire Hydrant Repairs**
Don Clark gave an update on the fire hydrant repairs in the Industrial park. There are 12-15 fire hydrants that may have to be replaced with a cost being in the range of \$62,000.00
- **Well Control Update**
Commissioner Castiglia made a motion to approve the software update on the well control and seconded by Commissioner Conway. After discussion, the motion carried unanimously.
- **Closure of LBIP Wells**
Don Clark gave a update on the closure of LBIP wells.

Team Reports

Team Reports was provided.

VI. Directors Report

Bill Lavers provided a Directors Report.

VII. Old/New Business

- **Zoning Variance**
Bill Lavers gave an update on the zoning variance.
- **Trust Balance/Lori**
Commissioner LaRosa made a motion to have Wise Carter refund HCDC the money and to ask Cotton Fore to clear the title and seconded by Commissioner Conway. After discussion, the motion carried unanimously.
- **Plat-North Harrison County Industrial Complex (NHCIC)**
Bill Lavers gave an update on the plat-NHCIC and check on the status of the plat at the Harrison County Zoning office.
- **Executive Session**
Commissioner Sneed made a motion to close the meeting to determine the need to consider going into Executive Session to discuss personnel and legal on utilities and seconded by Commissioner Burke. After discussion, the motion carried unanimously.

Commissioner Sneed made a motion to go into Executive Session to discuss personnel and legal on utilities and seconded by Commissioner Burke. After discussion, the motion carried unanimously.

Entered into Executive Session 9:27 a.m.

Exited Executive Session 10:15 a.m.

No action taken.

VIII. Legal

IX. Announcements/Notices

X. ADJOURN

There being no further business to come before the Commission, Commissioner Daniels made a motion to adjourn and seconded by Commissioner Bordeaux meeting adjourned at 10:17 a.m.

Jimmy Levens, President

Mark Schloegel, Secretary

Document Retention Policy

Harrison County
Development
Commission

1. **Policy and Purposes.** This Policy represents the policy of the Harrison County Development Commission (the "Commission") with respect to the retention and destruction of documents, as defined in this Policy. The Purposes of the Policy is to ensure the retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements while providing for regular destruction of documents which no longer need to be retained.
2. **Documents.** "Document" means all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of the Commission or required to be maintained by the Commission. "Document" does not include copies of records made for convenience.
3. **Administration.** The organization's Chief Executive Officer shall designate an administrator ("Administrator") to be in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule attached. The Administrator shall also be responsible for documenting the destruction of organization documents and retaining such documentation. The Administrator shall at least annually coordinate with other Commission staff to identify and destroy documents that are eligible for destruction pursuant to an approved Record Retention Schedule.
4. **Responsibilities of Constituencies.** The Commission's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. For contractors, vendors, or other third parties that may be in possession of Commission documents, depending upon nature of the documents involved with the particular third-party relationship, the Commission, through the Administrator, shall share this Policy with the third-party, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy. All Commission Staff, and any third parties who are identified as having responsibilities under this Policy, shall execute the acknowledgement of receipt of, understanding of, and agreement to this Policy located at the end of this Policy.
5. **Retention.** All public records shall be retained according to the Document Retention Schedule attached. All retention requirements shall be treated as minimum retention periods and retention for longer periods is authorized if the individual has reason to believe that a record may be required beyond the minimum retention period for the efficient operation of the Commission. Documents not addressed in a Document Retention Schedule may not be disposed of.

5.1 Electronic Documents; Document Integrity. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the applicable Document Retention Schedule. Each individual who sends or receives email/electronic documents is responsible for retaining each applicable email/electronic document in accordance with this record retention policy. Wherever possible, the individual shall use the shared electronic filing system to store electronic documents. Notwithstanding the foregoing, an individual may comply with record retention obligations by keeping emails on their computer, provided emails are stored in folders and subfolders in a manner aid in the retrieval by subject matter and provided emails documenting significant Commission action or decision are stored in the shared electronic filing system. To the extent possible, significant electronic documents, such as those documenting significant Commission decisions or actions or containing the only record of significant information should be reduced to a paper copy and stored in the appropriate physical file.

6. Suspension of Document Destruction; Compliance. The Commission becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any Commissioner or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination. Records involved in investigations, audits, or litigation must be maintained until at least twelve (12) months after the disposition or settlement of any such matter, including any subsequent appeals, regardless of other guidance in an applicable Document Retention Schedule.

Read, Understood, and Agreed to by:

Signature

Date

Printed Name, Capacity

Record Retention Schedules

Document Retention Policy of
Harrison County Development Commission

| FINANCE | | |
|--|---|--|
| Subcategory | Description | Retention Schedule |
| CAFR or Annual Financial Reports | | Permanent. |
| CAFR or Annual Financial Report Workpapers | Workpapers associated with the preparation of the fiscal year-end financial report. Includes a variety of year-end computerized generated reports. | Five (5) years after close of fiscal year. |
| Audit Reports | Annual and special reports from state and independent auditing agencies, including departmental audits. | Permanent |
| Budget- Approved | Final approved budget. | Retain one (1) copy permanently |
| Budget Preparation File | Documentation associated with the submission and preparation of budget for presentation to the Board of Supervisors. | Until the close of the subsequent budget process |
| Monthly Budget Report | Budget report detailing budget allocation, expenditures and budget balance. | Three (3) years after release of audit |
| General ledger | Year end General Ledger | Permanent. |
| Adjusting Journal Entries | Supporting documentation for year end adjusting journal entries that appear in the General Ledger. | Permanent |
| General Ledger Reconciliation | Monthly reconciliation workpapers. This series contains supporting documentation relating to the monthly reconciliation which may include daily cash transactions worksheet, monthly control report, computer-generated inventory report, and other reports and working papers. | Three (3) years after release of audit. |
| Working Trial Balance | Year-end trial balance report used for closing the general ledger | Three (3) years after release of audit |
| Chart of Accounts | Master list of revenue and expenditure accounts. | Permanent. |
| Docket/Claims Docket | | Permanent |
| Daily Revenue Reports | This series contains documentation for all deposits of revenue. Each file (daily) generally contains supporting documentation of funds received, such as revenue transmittal, copy of the receipt, cashier's daily report, recap report, transfer report to deposit money, deposit slip, detail recap, and cash balance report. | Three (3) years after release of audit. |
| Accounts Payable Files | Documentation of payment for claims, including request for payment, copy of check issued, original invoice, copy of purchase order, copies of bids and contracts, related correspondence or reports generated as part of accounts payable process | Three (3) years after release of audit. |
| Accounts Receivable Files | Billing statements, including invoices and other related materials, due the county or individual department or agency for services rendered. | Three (3) years after release of audit. |

Record Retention Schedules

**Harrison County Development Commission
Document Retention Policy of**

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| Receipt/Charges | Receipt for monies collected and records for fees charged. | Three (3) years after release of audit. |
| Depository Authorizations | Depository authorization for revenue. File includes depository authorization form and may include other deposit documentation. | Three (3) years after release of audit. |
| Bank Statements | Bank statements received from banks maintaining county funds. | Five (5) years. |
| Bank Reconciliation | Includes spreadsheets, book balance reports and associated working papers used for reconciliation of all bank accounts held by the county. | Three (3) years after release of audit. |
| Check Pick-up Lists | List signed by payees or their representatives to identify who picked up check(s) from the issuing office. | One (1) year. |
| Check Copies | Duplicate copies of checks issued. | Three years after release of audit. |
| Check Stubs | Remaining stubs in used checkbooks. | Three years after release of audit. |
| Voided Checks | Unusable checks due to printing and other errors | Three (3) years after release of audit, if pre-numbered. Otherwise, dispose securely at discretion. |
| Canceled Checks | Original canceled checks or printout of scanned canceled check images. | Five (5) years after close of fiscal year. |
| Lost Check Affidavits | Copy of original check, signed affidavit of lost check, stop payment order and worksheets. | Three (3) years after release of audit. |
| Signature Authorization | Authorization for issuance of manual checks | Three (3) years after release of audit |
| Receiving Reports | Documentation of Receipt of goods or services ordered. | Three (3) years after release of audit |
| Receive Warrants | Receive warrants | Three years after release of audit. |
| Cash Book | Ledgers reflecting cash balances | Three years after release of audit. |
| Disbursement Record | Record of disbursements | Three years after release of audit. |
| Equipment Change Order | Original Copy of equipment change orders for equipment additions, transfers, disposal or deadline for auction | Three years after release of audit. |
| Fixed Asset Reports | Various reports on equipment and other assets. This series may reflect additions, changes and deletions for a specific time period. | Until superseded |
| Inventory Count and Reports | Report detailing inventory of supplies on hand and value. Includes manual inventory counts completed by various county departments. | Three (3) years after release of audit. |

Record Retention Schedules

**Document Retention Policy of
Harrison County Development Commission**

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| | <p>Record of all fixed assets. Contains type of asset, acquisition information and disposal documentation. This series is frequently maintained in electronic format and contains the following information: description of item, inventory number, manufacturer, model, serial number, date acquired, total cost, unit cost, salvage value, estimated life, depreciation method, source of funds, grant information, federal stock number, purchase order number, warrant number, location, and condition. Disposal information might include date of disposal, method of disposal, amount received, receipt number, and authorization information.</p> | <p>Three (3) years after disposal of fixed asset.</p> |
| <p>Fixed Asset Inventory</p> | | |
| <p>Grant Files - Fiscal Records not subject to permanent requirements in Grant Files - Awarded</p> | <p>Documentation for the receipt and expenditure of money for projects funded by state or federal grant programs. May include such items as expenditure reports, billing statements, and accounts payable and receivable files related to the grant.</p> | <p>Three years after release of audit.</p> |
| <p>Bond File</p> | <p>Working papers and final documentation related to the issuance of bonds for which the county is obligated. May include project schedules and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreement, official statement and closing documents</p> | <p>Five (5) years after bonds are redeemed. Retain closing documents permanently. [Airport requires all files related to bond issuance to be permanent]</p> |
| <p>Bond Catalog</p> | <p>Annual publication of all outstanding bonds and schedule of bonds.</p> | <p>Permanent</p> |
| <p>Bond Transaction ledger</p> | <p>Report (cumulative) detailing all transactions associated with bond projects.</p> | <p>Five (5) years following bond redemption.</p> |
| <p>Official Bonds</p> | <p>Bonds of those county officials required by law to furnish surety bonds.</p> | <p>Five (5) years following expiration of bond.</p> |
| <p>Form 1099</p> | <p>Copy of 1099 form issued for contract services. Includes documentation used to compile 1099s.</p> | <p>Four (4) years following the later of the close of the calendar year, the date the tax is due, or the date the tax is paid.</p> |
| <p>Vendor files and W-9s</p> | <p>W-9s and other information specific to vendors and suppliers of goods and services. May include correspondence, catalogs and other sales literature, and various financial records related to vendor.</p> | <p>Once inactive, four (4) calendar years, or three (3) years after audit, whichever is later.</p> |

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| Contracts/ Grants/ Procurement | |
| Subcategory | Retention Schedule |

Record Retention Schedules

**Document Retention Policy of
Harrison County Development Commission**

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| Capital Project Files | Files related to capital projects. Includes copies of plans and specifications, correspondence, copies of architectural and engineering contracts, copies of procurement documents, copies of construction contracts, federal and state grant assurances and construction work in progress files and "as built" drawings. | Permanent |
| Land Files | Deeds, deeds of trusts, leases (but excluding short term use agreements for office space), maps, plats, surveys, abstracts, building plans etc. | Permanent |
| Grant Files - Awarded | Documentation including application, proposal, narrative, evaluations and interim and final reports regarding grants from federal or state programs. | Permanent |
| Grant Files - Declined/Withdrawn | Documentation of the rejection or withdrawal of grant applications. May include memoranda, correspondence, and other records relating to the decision regarding the grant application/proposal. | 5 years after withdrawal or Rejection |
| Interlocal Agreements | Executed copies of agreements between HCPHC and local governments | Permanent |
| Contracts - Non-Capital Project or Real Estate Related | Contracts other than contracts for land purchases/sales, leases, or contracts that belong in Capital Project File | Six (6) years following expiration of contract (or from purchase for purchase orders) |
| Rejected Bids/Proposals | Successful and unsuccessful bids received for purchases of goods or services by the Commission (other than those belonging in capital project files). Associated documentation may include correspondence, preliminary work papers, requests for proposals or information, published notices, proofs of publication, plans, specifications and other related materials. | Five (5) years after rejection. |
| Utility Billing and Payment Records | Meter reading records, billing information (meter reading, date, amount of bill), supporting documentation to billing records, payment records and backup material to payment records (payment stubs, receipt books, cashier's reports, bank draft reports or other documentation) | Seven Years |
| Utility Deposit and Refund Records | Information on customers obtaining utility service, date and amount of deposit, account number, draws against deposit, documentation of final utility bill, and date and amount of refund. | Four years after termination of service. |
| Utility Work Orders | Work orders for services such as to connect service, disconnect service, or other maintenance functions associated with utility services. | Three (3) years after release of audit. |

Administrative

| Subcategory | Description | Retention Schedule |
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Record Retention Schedules

**Document Retention Policy of
Harrison County Development Commission**

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| Records Disposal Documentation | Records documenting the destruction or other disposition of records under records control schedules. | Permanent |
| Requests for Information | Formal requests for information, whether pursuant to Public Records Act request or general request. Includes copy of responses to request. | Three (3) years after request. |
| Agenda and Minutes | Agenda and Minutes and BOS Packets. Also include published notifications where required by law. | Permanent |
| Insurance Policies | Certificates of Insurance (for Commission insurance), Insurance policies and binders. | Permanent |
| Recordings of Commission Meetings | Audio or video recordings of Open Meetings | Three (3) years |

Record Retention Schedules

**Document Retention Policy of
Harrison County Development Commission**

| HR - Personnel Files | | |
|---|---|--|
| Subcategory | Description | Retention Schedule |
| Personnel Files | Official copy of master personnel record maintained for each employee, including employee accident reports | Fifty-five (55) years after termination. |
| Leave records | Requests for use of vacation, sick, compensatory, or other leave. | Three (3) years after audit if leave summary information is maintained. Fifty-five (55) years if leave summary information is not maintained. |
| Job Applications - Not Hired | Copies of job applications submitted for employment from individuals not hired for the position. | Two (2) years. |
| Workers Compensation Files | Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission | Five (5) years following the close of the case |
| HR Health Insurance | | |
| Subcategory | Description | Retention Schedule |
| Enrollment Forms | Enrollment or change of enrollment forms filled out by participants | One (1) year after superseded. |
| HIPAA Privacy Notice | Signed acknowledgments of receipt of HIPAA privacy notice | Two (2) years after termination of employee |
| Other non-contract Health Insurance Information | Third Party Administrator Report, any document received by HCPHC that contains protected health information, requests from plan participants for information on all entities receiving protected health information on the participant and responses thereto. | Six (6) years. |

There next came on for discussion adoption of an update to the Harrison County Development Commission Public Records Policy, adoption of a new public records request form, and adoption of certain new policies regarding records retention, internal controls and anti-fraud, procurement & accounts payable, risk management policy, and grant management. After a general discussion of the subject Commissioner _____ offered the following Resolution for adoption:

RESOLUTION

A RESOLUTION OF THE HARRISON COUNTY DEVELOPMENT COMMISSION ADOPTING AN UPDATE TO THE PUBLIC RECORDS POLICY OF THE COMMISSION, ADOPTING A NEW PUBLIC RECORDS REQUEST FORM, ADOPTING A NEW RECORDS RETENTION POLICY, ADOPTING A POLICY FOR INTERNAL CONTROLS AND ANTI FRAUD MEASURES, ADOPTING A POLICY REGARDING PROCUREMENT & ACCOUNTS PAYABLE, ADOPTING A RISK MANAGEMENT POLICY, AND ADOPTING A POLICY REGARDING GRANT MANAGEMENT.

WHEREAS, at its regular meeting of May 14, 2019, this Commission considered a proposal to adopt an update to its public records policy, to adopt a new public records request form, and to adopt certain new policies regarding records retention, internal controls and anti-fraud, procurement & accounts payable, risk management policy, and grant management; and

WHEREAS, this Commission does find that over the past several years the Harrison County Development Commission policies regarding requests for public records have not been updated to meet changes in law or to otherwise keep up with technology; and

WHEREAS, the Harrison County Development Commission does further find that in several other respects its policies for operation have not been updated or adjusted to accommodate changes in Commission operations and records management; and

WHEREAS, the Harrison County Development Commission does further find that, in order to qualify for certain state and federal grants and other programs policies regarding internal controls and anti-fraud, procurement & accounts payable, risk management policy, and grant management policies must have been adopted and must be followed by the Commission; and

WHEREAS, the Commission does now find and adjudicate that it is necessary and prudent to adopt certain new policies regarding records retention, internal controls and anti-fraud, procurement & accounts payable, risk management policy, and grant management in order to qualify for state and federal grants and other programs; and

WHEREAS, the Commission has considered and deliberated each of the revised and new policies attached hereto as Exhibit "A"- Public Records Retention Policy, Exhibit "B" - Public Records Request Policy, Exhibit "C"- Internal Controls and Anti-Fraud Policy, Exhibit "D"- Procurement and Accounts Payable Policy, Exhibit "E"- Risk Management Policy, and Exhibit "F"- Grants Management Policy, and finds same to be in the best interest of the public and the operation of the Commission. Now, therefore,

BE IT RESOLVED, that the Harrison County Development Commission does find and adjudicate the need to update the Harrison County Public Records Policy and the need to adopt certain new policies in order to qualify for state and federal grants and other programs, and does hereby adopt including the following policies, effective immediately: Exhibit "A" - Public Records Retention Policy, Exhibit "B" - Public Records Request Policy, Exhibit "C" -Internal Controls and Anti-Fraud Policy, Exhibit "D" Procurement and accounts payable Policy, Exhibit "E"- Risk Management Policy, and Exhibit "F"- Grants Management Policy.

RESOLVED FURTHER, that the Executive Director of the Harrison County Development Commission is hereby authorized and directed to update the Public Records Policy

and add the addition of the following Policies to the Harrison County Development Commission's Operating Manual: Exhibit "A" - Public Records Retention Policy, Exhibit "B" - Public Records Request Policy, Exhibit "C" -Internal Controls and Anti-Fraud Policy, Exhibit "D" Procurement and accounts payable Policy, Exhibit "E"- Risk Management Policy, and Exhibit "F"- Grants Management Policy.

COMMISSIONER _____seconded the motion, and on a roll call vote, the result was as follows:

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| Commissioner Frank Bordeaux | Voted: |
| Commissioner Jennifer Burke | Voted: |
| Commissioner Frank Castiglia, Jr. | Voted: |
| Commissioner Warren Conway | Voted: |
| Commissioner Rip Daniels | Voted: |
| Commissioner Brian Gollott | Voted: |
| Commissioner Cliff Kirkland | Voted: |
| Commissioner Sam LaRosa | Voted: |
| Commissioner Jimmy Levens | Voted: |
| Commissioner Sharon Bentz- Mustered | Voted: |
| Commissioner Mark Schloegel | Voted: |
| Commissioner John "Shorty" Sneed | Voted: |

A majority of the Members present and at least nine (9) members having voted in the affirmative, the President declared the motion carried and the resolution adopted on the 14th day of May, 2019.

Jimmy Levens, President

C E R T I F I C A T E

I, Mark Schloegel, Secretary of the Harrison County Development Commission, hereby certify that the foregoing Resolution dated May 14, 2019, is a true and correct copy of such Resolution adopted on such date.

WITNESS MY SIGNATURE, this the _____ day of May, 2019.

Mark Schloegel, Secretary

Public Records Request

Current policy for reimbursement of fees and response timeline for Harrison County Development Commission

"The Commission's staff, and/or attorney, shall respond to said request in writing within 14 days of its receipt".

If requesting party desires photocopy or otherwise reproduce any requested documents and/or records, they shall be allowed to do so at a rate of \$0.50 per page. Any maps or large reproductions required will be charged at a rate comparable to the Fair Market Value of such goods.

Current policy for reimbursement of fee and response timeline for Harrison County

Within seven working days of receipt of a public records request, the Minutes Clerk (or appropriate county department) shall provide an estimate of the cost of searching, reviewing, if necessary, and copying, if requested, of the records requested, and within seven working days of the payment of the estimated cost thereof shall (a) make the records available for inspection or copying; (b) if copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; (c) provide a reasonable estimate of when records will be available, or if the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor; (d) deny the request and the reasons therefor.

The cost for reproducing paper copies of records shall be \$0.50 per page plus the costs of searching and reviewing said records if required. The County shall require payment in advance for all costs before providing copies or access to records.

The cost for searching for and collecting the requested information shall be based upon an hourly rate as determined by the salary of the lowest paid employee capable of performing the work.

If a County department gathers requested information from several sources and creates a list of information on several pages, these pages shall be scanned and made available as an Adobe Acrobat PDF copy at a cost of \$0.50 per page.

The requestor must pre-pay all reasonably estimated costs of searching for and reviewing and, if necessary, redacting exempt information from public records; and must pre-pay all reasonably estimated costs of copying all the records requested before search for records is commenced. If the request requires legal review of the records requested, the estimated cost thereof must also be paid.

B.



HARRISON COUNTY Development Commission

12281 Intraplex Parkway, Gulfport, MS 39503
phone 228-896-5020

Public Records Request

Instructions: Complete the information below and submit to Blavers@mscoast.org. Harrison County Development Commission will respond within 7 working days of receipt of this request. Costs for research/review, reproduction, postage expense will be included. Fees must be paid prior to records being released. Fees must be paid by personal check or money order and made payables to Harrison County Development Commission.

Date Requested: _____
Requested By: _____
Organization: _____
Phone: _____
Email Address: _____

Please Select Format Below:
Map (Y/N) _____
Electronic (Y/N) _____
Hardcopy (Y/N) _____
Delivery Method _____

Records Requested:
Date range (if applicable) _____
Description: _____

Summary of fees

If unable to produce records, indicate reason below:
Nonexistent
Private Data
Costs Prohibitive
Other, (see attached explanation)

Rate ___ x hours= _____
Storage Retrieval cost: _____
Hardcopy costs: ___ copies@ _____
Total of Production costs: _____

Date Request Received: _____
Response Date: _____

Request Received by: _____
Response Prepared By: _____

SIGNATURE BELOW INDICATES APPROVAL TO PROCEED WITH REPRODUCTION OF RECORDS AND AGREEMENT TO PAY ASSOCIATED FEES:

Signature: _____ Date: _____

C

**AMENDMENT NO. 1 TO HARRISON COUNTY'S
POLICY FOR FEES AND REPRODUCTION OF COUNTY RECORDS**

INTRODUCTION

The Board of Supervisors of Harrison County has patterned these rules after the Model Rules suggested by the Mississippi Ethic Commission to provide information and guidance to records, requestors, and county departments for complying with the Public Records Act, Section 25-61-1 through 25-61-17, Miss. Code of 1972 ("the Act"). The purpose of these Rules is to provide "reasonable written procedures ... concerning the cost, time, place, and method of access to public records and to give public notice of the procedures." Section 25-61-5. If there are any conflicts between these Rules and "the Act" then "the Act" controls.

RULE 1. AUTHORITY AND PURPOSE

"It is the policy of the Legislature that public records must be available for inspection by any person unless otherwise provided by this act. Furthermore, providing access to public records is a duty of each public body and automation of public records must not erode the right of access to those records." Section 25-61-1, Miss. Code of 1972.

"All public records are hereby declared to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of a public body in accordance with reasonable written procedures adopted by the public body concerning the cost, time, place and method of access, and public notice of the procedures shall be given by the public body." Section 25-61-5, Miss. Code of 1972.

The act defines "public record" to include "all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, prepared, possessed or retained for use in the conduct, transaction, or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body." Section 25-61-3(b).

The purpose of these rules is to establish the procedures Harrison County, Mississippi will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of Harrison County, Mississippi and establish processes for both requestors and Harrison County, Mississippi departments and employees that are designed to best assist members of the public in obtaining such access.

RULE 2. ONLINE ACCESS

Requesters are encouraged to utilize the County website at Harrison County Online or <http://co.harrison.ms.us/> as many public records are readily available thereon at no or minimal cost.

RULE 3. CHANCERY CLERK AS PUBLIC RECORDS OFFICER

The Harrison County Board of Supervisors (hereinafter referred to as County) designates the Minutes Clerk, in the office of the Chancery Clerk, as a point of contact for members of the public seeking public records. Upon receiving a public records request, the Minutes Clerk shall acknowledge receipt of same and shall route the request to the appropriate county department or county official for processing. The county department/official receiving the public records request from the Minutes Clerk shall notify the Minutes Clerk that the request has been received and of the final disposition of the matter. The Minutes Clerk shall maintain a file of completed public records requests in the office of the Chancery Clerk.

RULE 4. AVAILABILITY OF PUBLIC RECORDS

Public records are available for inspection and copying during normal business hours of the County, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding legal holidays. Any person requesting public records of the County must complete the Public Records Request form (available at <http://co.harrison.ms.us/> under "Popular Forms") and submit same to the Minutes Clerk by email to publicrecordsrequest@co.harrison.ms.us or by written Request form delivered to the Minutes Clerk in the office of the Chancery Clerk, Harrison County Courthouse, 1801 23rd Avenue, Gulfport, MS. If email is used you must request confirmation of receipt of the same to avoid any question the request was received. If you do not receive confirmation of receipt, then you should contact the Minutes Clerk at the Chancery Clerk's office in Gulfport. A notation on the public records request form of "See attached letter" is not acceptable. The request submitted must clearly identify the public records requested. The County shall have seven working days to respond to the request to provide an estimate of the cost of searching for, copying and reviewing the records and the records shall be made available or produced within fourteen days of payment of the estimated cost thereof.

A requestor has a duty to request identifiable records. The County is not required to conduct research for a requestor, but only to produce identifiable public records. When the County receives a broad or vague request, it should seek clarification of the request from the requestor. The County is not obligated to create a new record to satisfy a records request but only to produce existing records.

The Minutes Clerk shall inform any requestor if the records requested are available on the County's website. There will be no charge made for electronically-accessible information on the County's website, **other than Land Deed Records**, and the Minutes Clerk shall provide the requestor with the necessary information to view the information, which is available on the County's website, at no cost to the requestor.

If the records requested are voluminous and the fees for copying same are cost-prohibitive, the requestor shall be given the opportunity to inspect the records and then consider selecting which records to copy or not. The requestor will be charged the usual research time for the department personnel gathering the records.

RULE 5. PROCESSING OF PUBLIC RECORDS REQUESTS

Within seven working days of receipt of a public records request, the Minutes Clerk (or appropriate county department) shall provide an estimate of the cost of searching, reviewing, if necessary, and copying, if requested, of the records requested, and within seven working days of the payment of the estimated cost thereof shall (a) make the records available for inspection or copying; (b) if copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; (c) provide a reasonable estimate of when records will be available, or if the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor; (d) deny the request and the reasons therefor.

Communication is the key to a smooth public records process for both requestors and the County. When the County receives a large or unclear request, it shall communicate with the requestor to clarify the request. If the request is modified orally, the Minutes Clerk shall memorialize the communication in writing and the requestor shall submit a revised public records request.

All departments of the County shall promptly respond to inquiries about responsive records from the public records officer. If any county department is unable to provide the requested records within fourteen working days, that department shall advise the requestor that additional time is required to fulfill the request and an estimate of the time to do so.

Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the record on the County's web site and/or assisting the requestor in finding it. The County shall mail a copy of records, if requested and if the requestor pays the actual cost of postage plus the cost of searching, reviewing and copying the same. The requestor can specify which method of access (or combination, such as inspection and then copying) he or she prefers.

If a portion of a record is exempt from disclosure, but the remainder is not, a public body generally is required to redact (black out) the exempt portion and then provide the remainder to the requestor. Originals should not be redacted. For paper records, the County shall redact materials by first copying the record and then on the

copy use a black marker or equivalent to redact the exempt portion of that record. When the County claims an exemption for an entire record or portion of one, it must inform the requestor of the exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. The brief explanation shall provide enough information for the requestor to make a determination of whether the claimed exemption is proper. The County shall charge a reasonable fee for the redaction of any exempted material, not to exceed the agency's actual cost.

If the requestor sought to inspect the records, the County shall notify him or her that the request is available for inspection upon payment of costs, if any, and ask the requestor to contact the County to arrange for a mutually agreeable time for inspection. The notification shall recite that if the requestor fails to inspect or copy the records or make other arrangements within thirty days of the date of the notification that the County will close the request. If the requestor sought copies, or there is a cost associated with the search or review of the records, the County shall notify him or her of the projected costs and whether a deposit is required before the search, review or copies made will commence.

RULE 6. PROCESSING PUBLIC RECORDS REQUESTS – ELECTRONIC RECORDS

The process for requesting electronic public records is the same as for requesting paper public records. Costs for providing electronic records are governed by Rule No. 8. With the consent of the requestor, the County may provide customized access if the record is not reasonably locatable or not reasonably translatable into the format requested. The County may charge the actual cost for such customized access.

The County can only produce public records if it can locate the records based on a description provided by the requestor and can only produce records which it can reasonably locate. When locating the requested records or translating them into the requested format cannot be done without specialized programming, the County may charge actual fees for "customized access."

RULE 7. EXEMPTIONS AND THIRD PARTY INFORMATION

The Public Records Act, as well as other statutes and court decisions, provide that a number of types of documents are exempt from public inspection and copying. In addition, other statutes or rules of law, such as various privacy restrictions, may prohibit disclosure. Requestors should be aware of exemptions as set forth in "the Act" and other exemptions under the law which may apply.

When any person files or submits documents with the County, which the filer contends are exempt from disclosure under "the Act", the filer may provide a written statement at the time of filing which shall describe the documents filed and which shall fully explain why the documents are designated as exempt from disclosure and must specifically cite any statute or other legal authority in support of such designation.

Any person filing documents with the County shall, prior to filing, redact from the documents any; social security numbers, account numbers or dates of birth not required to be listed. The County shall determine, on a case-by-case basis, whether similar information may be redacted by the filer to prevent identity theft. In no event will the County bear any responsibility for a filer's failure to redact such information which leads to or may lead to identity theft or other crime or loss.

RULE 8. COST OF PROVIDING PUBLIC RECORDS

The cost for reproducing paper copies of records shall be \$0.50 per page plus the costs of searching and reviewing said records if required. The County shall require payment in advance for all costs before providing copies or access to records.

The cost for searching for and collecting the requested information shall be based upon an hourly rate as determined by the salary of the lowest paid employee capable of performing the work.

If a County department gathers requested information from several sources and creates a list of information on several pages, these pages shall be scanned and made available as an Adobe Acrobat PDF copy at a cost of \$0.50 per page.

The requestor must pre-pay all reasonably estimated costs of searching for and reviewing and, if necessary, redacting exempt information from public records; and must pre-pay all reasonably estimated costs of copying all the records requested before search for records is commenced. If the request requires legal review of the records requested, the estimated cost thereof must also be paid.

If inactive records are requested, which have been placed in storage, the requestor shall pre-pay the cost to retrieve said records from storage.

The County shall also charge actual costs of mailing. Payment may be made by cash, check, or money order, payable to Harrison County General Fund (or to the Chancery Clerk or the Circuit Clerk, if applicable).

If the requestor seeks inspection of a large number of records, but only selects a smaller group of them for copying, copy charges will only be made for the records selected by the requestor. However, charges can be made for searching, reviewing, and redacting records not copied.

If the requestor specifies that he/she seeks inspection of records, the requestor shall first pay the County an estimate of the cost involved for searching and reviewing, if necessary, of the records requested. Upon inspection of the records, the requestor may choose to have certain of those records inspected to be copied, at which time the requestor shall submit a new public records request for copies of certain designated records at a cost of \$0.50 per page.

and, if applicable, mailing copies of public records. Such fees shall be collected by the respective departments or elected officials in advance of complying with the request.

SECTION III. The Clerk of the Board, the County Administrator, and/or IT Director shall determine the fee schedule for the cost of producing the respective public records and provide said fee schedule to the public;

SECTION II. That no information shall be provided by the County which would violate any applicable privacy act provisions or Section 25-61-1, et seq, Mississippi Code of 1972, anno.;

SECTION III. The Clerk of the Board, County Administrator and IT Director is hereby authorized, from time to time, to re-evaluate the costs of the reproduction involved, make adjustments as are needed, and to report such to this Board.

SECTION IV. The form for request of reproduction of County records shall be provided by Clerk of the Board, County Administrator and IT Director and made available to the public;

SECTION V. Reproduction of County records shall be done as expeditiously as possible, but in any event, not longer than seven (7) working days from receipt of written request for reproduction of records. If the records cannot be reproduced within seven (7) working days after the request is made, the Clerk of the Board, the County Administrator or respective elected official will provide a written explanation to the person making the request stating that the records will be produced and specifying why the records could not be produced within the seven (7) day period. Absent mutual agreement of the parties, the date for the production of records shall not be later than fourteen (14) working days from the receipt of the records request.

SECTION VI. Any denial of a request for access to or copies of public records under shall be in writing and shall contain a statement of the specific exemption relied for the denial. The Clerk of the Board, County Administrator, or respective elected officials shall maintain a file of all denials of requests for public records. Each shall be required to preserve such denials on

file for not less than three (3) years from the date such denials are made. This file shall be made available for inspection or copying or both during regular office hours to any person upon written request.

SECTION VII. It is the intent of the Board of Supervisor of Harrison County, Mississippi to comply with Section 25-51-1, et seq, Mississippi Code of 1972, anno. and if this policy is determined to be in conflict therewith then the statute shall prevail.

Supervisor **MARLIN R. LADNER** seconded the Motion to adopt the above and foregoing Resolution, whereupon the question was put to a vote with the following results:

| | |
|-------------------------------------|-------------------------------------|
| Supervisor W. S. SWETMAN III | voted AYE |
| Supervisor KIM B. SAVANT | voted AYE |
| Supervisor MARLIN LADNER | voted AYE |
| Supervisor WILLIAM MARTIN | voted AYE |
| Supervisor CONNIE ROCKCO | voted (ABSENT & EXCUSED) |

The majority of the members present having voted in the affirmative, the Motion was declared carried, and the Resolution adopted on this the 2nd day of August, 2010.

Supervisor **KIM B. SAVANT** moved the adoption of the following Resolution:

**A RESOLUTION OF THE HARRISON COUNTY
BOARD OF SUPERVISORS ADOPTING FEES
AND POLICY FOR REPRODUCTION OF
COUNTY RECORDS.**

WHEREAS, the Board of Supervisors of Harrison County, Mississippi previously adopted a policy regarding producing of public records in accordance with Section 25-61-1, et seq Mississippi Code of 1972, anno. located at Minute Book 238 at page 81; and

WHEREAS, the Mississippi Legislature has amended Section 25-61-7, Mississippi Code of 1972, to change some of the requirement of production of public records therefore the Board hereby rescinds the previous public records policy referenced above and adopts the following policy in compliance with it is express policy of the Board of Supervisors to comply with the public records laws of this State, and

WHEREAS, it is necessary to provide a framework for services available and applicable charges for reproduction of County records.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARRISON COUNTY, MISSISSIPPI, AS FOLLOWS:

SECTION I. All public records are to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of Harrison County, Mississippi in accordance with these reasonable written procedures adopted herein concerning the cost, time, place and method of access;

SECTION II. The various public records of Harrison County are maintain in a variety of forms including printed and digital form depending upon the requirements of law, the particular department and/or elected official of the County, therefore each department and/or elected official of the County shall establish and collect fees reasonably calculated to reimburse the County for, and in no case to exceed, the actual cost of searching, reviewing and/or duplicating



D



HARRISON COUNTY, MISSISSIPPI

1801 23RD AVENUE
GULFPORT, MS 39501

PUBLIC RECORDS REQUEST

INSTRUCTIONS: Complete the information below and submit to the appropriate office*. Harrison County will respond within 7 working days of receipt of this request. Cost for reproduction will be included.

| | |
|-----------------|-------|
| DATE REQUESTED: | _____ |
| REQUESTED BY: | _____ |
| ORGANIZATION: | _____ |
| PHONE: | _____ |
| EMAIL ADDRESS: | _____ |

Fees must be paid by personal check or money order, payable to

| |
|-----------------------------------|
| RECORDS REQUESTED |
| DATE RANGE (if applicable): _____ |
| DESCRIPTION OF RECORDS REQUESTED: |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

| |
|---|
| FOR INTERNAL COUNTY USE ONLY: |
| REQUEST RECEIVED DATE: _____ |
| REQUEST RECEIVED BY: _____ |
| SUMMARY OF COST |
| RATE ___ X HOURS ___ = _____ |
| STORAGE RETRIEVAL COST = _____ |
| HARDCOPY COST (___ copies @ ___\$) _____ |
| TOTAL COST OF REPRODUCTION: _____ |
| RESPONSE DATE: _____ |
| RESPONSE PREPARED BY: _____ |

| | |
|---|--|
| PLEASE SELECT FORMAT LISTED BELOW: | |
| MAP (Y/N): | _____ |
| ELECTRONIC (Y/N): | _____ |
| HARDCOPY (Y/N): | _____ |
| DELIVERY METHOD: | (Website, E-mail address*, Personal Pick-up, Overnight Mail, First Class Mail) |
| | <i>Circle the requested delivery method above</i> |

| |
|--|
| IF UNABLE TO PRODUCE RECORDS - INDICATE CATEGORY BY CIRCLING BELOW: |
| NONEXISTENT |
| PRIVATE DATA |
| COST PROHIBITIVE |
| OTHER (SEE ATTACHED EXPLANATION) |

| |
|---|
| SIGNATURE BELOW INDICATES APPROVAL TO PROCEED WITH REPRODUCTION OF RECORDS AND AGREEMENT TO PAY ASSOCIATED FEES: |
| SIGNATURE & DATE: _____ |

* To submit this form via email, print the form, enter the request details, scan the form and email it to publicrecordsrequest@co.harrison.ms.us

E.

subcontractor, wishes to conduct business with the Harrison County Development Commission, the Development Commission would consider whether or not there would be an existence of a conflict of interest. The decision would be made on a case-by-case basis before conducting business with such entity or individual. A non-litigant would be preference only when all other factors are equal.

Public Access to Public Records

It is the policy of the Harrison County Development Commission that public records within its possession and control shall be made accessible to the general public upon written request. The Development Commission intends to comply with the dictates of Mississippi Code 25-61-1 et. seq. and produce all documents and records in compliance with the aforementioned statute. However, said statute dictates certain documents be exempt from public access for compelling policy consideration; if any documents and/or records fall within exceptions and/or exemptions allowed by statute, access to said documents will not be allowed.

Procedure for requesting documents shall be as follows:

1. A request for documents shall be made in writing and with specificity to the Harrison County Development Commission. The Commission's staff, and/or its attorney, shall respond to said request in writing within fourteen (14) days of its receipt.
2. Upon favorable response, the party requesting documents shall be allowed to examine and/or copy said documents in the offices of the staff of the Harrison County Development Commission located on the 11th floor of One Hancock Plaza in Gulfport, MS at a time mutually agreeable to the Commission staff and the party requesting the documents.
3. If the party requesting documents desires to photocopy or otherwise reproduce any requested documents and/or records they shall be allowed to do so at a rate of \$0.50 per page, payable at the time of said reproduction. Any maps or other large reproductions required will be charged at a rate comparable to the Fair Market Value for such services.
4. Access to documents will not be allowed if the Commission, its staff and/or its attorneys determine that such documents fall within the

exception and exemptions allowed for by Mississippi Code 25-61-1 et. seq. Such denial shall be reported to the party requesting the documents in the letter of response which will be given within fourteen (14) days of the request.

Parties requesting documents are reminded that their rights regarding public access to the records within the possession and control of the Harrison County Development Commission are outlined in the Mississippi Code 25-61-1 et. seq. (18DEC90, 10.526)

Financial Policies

Banking

A local bank will be designated the depository of Harrison County Development Commission funds. The Development Commission shall annually survey banks as qualified depositors in which funds shall be deposited to receive the highest rate of return on deposits. The Commission shall maintain the following accounts:

Administrative Account – comprised of funds dedicated to budget line items covering all administrative expenses, including payroll, marketing and promotions, and line items listed in the approved budget.

Enterprise Account – all funds derived from revenues from the water and sewer systems in the Development Commission industrial parks.

Capital Projects Account – All funds budgeted for capital projects and park maintenance.

Gulf Coast Business Technology Center Account – All revenues and budgeted funds to operate and maintain the Business Technology Center.

Reports on all funds are made monthly and budgeted annually.

Payment of Funds

The President, President Pro Tem, Secretary, Secretary Pro Tem, Treasurer, and the Executive Director, Staff Accountant, Deputy Director and Commercial Development Manager are authorized to sign all checks, drafts, and vouchers on behalf of the Development Commission in accordance with general office purchasing and business expense procedures, as outlined in accordance with State Purchasing Laws. Approval limits are as follows:

AMENDMENT NO. 1 TO HARRISON COUNTY DEVELOPMENT COMMISSION'S POLICY FOR FEES AND REPRODUCTION OF COUNTY RECORDS

INTRODUCTION

The Board of Commissioners of Harrison County Development Commission has patterned these rules after the Model Rules suggested by the Mississippi Ethic Commission to provide information and guidance to records, requestors, and county departments for complying with the Public Records Act, Section 25-61-1 through 25-61-17, Miss. Code of 1972 ("the Act"). The purpose of these Rules is to provide "reasonable written procedures ... concerning the cost, time, place, and method of access to public records and to give public notice of the procedures." Section 25-61-5. If there are any conflicts between these Rules and "the Act" then "the Act" controls.

RULE 1. AUTHORITY AND PURPOSE

"It is the policy of the Legislature that public records must be available for inspection by any person unless otherwise provided by this act. Furthermore, providing access to public records is a duty of each public body and automation of public records must not erode the right of access to those records." Section 25-61-1, Miss. Code of 1972.

"All public records are hereby declared to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of a public body in accordance with reasonable written procedures adopted by the public body concerning the cost, time, place and method of access, and public notice of the procedures shall be given by the public body." Section 25-61-5, Miss. Code of 1972.

The act defines "public record" to include "all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, prepared, possessed or retained for use in the conduct, transaction, or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body." Section 25-61-3(b).

The purpose of these rules is to establish the procedures Harrison County Development Commission, Mississippi will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of Harrison County Development Commission, Mississippi and establish processes for both requestors and Harrison County Development Commission, Mississippi departments and employees that are designed to best assist members of the public in obtaining such access.

RULE 2. EXECUTIVE DIRECTOR AS PUBLIC RECORDS OFFICER

Harrison County Development Commissioner (hereinafter referred to as The Board) designates the Executive Director, in the office of the Harrison County Development Commission, as a point of contact for members of the public seeking public records. Upon receiving a public records request, the Executive Director shall acknowledge receipt of same and shall route the request to the appropriate official/staff member for processing.

The official/staff member receiving the public records request from the Executive Director shall notify the Executive Director that the request has been received and of the final disposition of the matter. The Executive Director shall maintain a file of completed public records requests in the office of Harrison County Development Commission.

RULE 3. AVAILABILITY OF PUBLIC RECORDS

Public records are available for inspection and copying during normal business hours of the County, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding legal holidays. Any person requesting public records of the Harrison County Development Commission must complete the Public Records Request form and submit same to the Executive Director by email to Blavers@mscoast.org or by written Request form delivered to the Executive Director, 12281 Intraplex Parkway, Gulfport, MS. 39503. If email is used you must request confirmation of receipt of the same to avoid any question the request was received. If you do not receive confirmation of receipt, then you should contact the Executive Director. A notation on the public records request form of "See attached letter" is not acceptable. The request submitted must clearly identify the public records requested. Harrison County Development Commission shall have seven working days to respond to the request to provide an estimate of the cost of searching for, copying and reviewing the records and the records shall be made available or produced within fourteen days of payment of the estimated cost thereof.

A requestor has a duty to request identifiable records. Harrison County Development Commission is not required to conduct research for a requestor, but only to produce identifiable public records. When Harrison County Development Commission receives a broad or vague request, it should seek clarification of the request from the requestor. Harrison County Development Commission is not obligated to create a new record to satisfy a records request but only to produce existing records. If the records requested are voluminous and the fees for copying same are cost-prohibitive, the requestor shall be given the opportunity to inspect the records and then consider selecting which records to copy or not. The requestor will be charged the usual research time for the department personnel gathering the records.

RULE 4. PROCESSING OF PUBLIC RECORDS REQUESTS

Within seven working days of receipt of a public records request, the Executive Director (or appropriate department) shall provide an estimate of the cost of searching, reviewing, if necessary, and copying, if requested, of the records requested, and within seven working days of the payment of the estimated cost thereof shall (a) make the records available for inspection or copying; (b) if copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; (c) provide a reasonable estimate of when records will be available, or if the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor; (d) deny the request and the reasons therefor.

Communication is the key to a smooth public records process for both requestors and the County. When Harrison County Development Commission receives a large or unclear request, it shall communicate with the requestor to clarify the request. If the request is

modified orally, the Executive Director shall memorialize the communication in writing and the requestor shall submit a revised public records request.

All departments of Harrison County Development Commission shall promptly respond to inquiries about responsive records from the public records officer. If any county department is unable to provide the requested records within fourteen working days, that department shall advise the requestor that additional time is required to fulfill the request and an estimate of the time to do so.

Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the record on Harrison County Development Commission web site and/or assisting the requestor in finding it. Harrison County Development Commission shall mail a copy of records, if requested and if the requestor pays the actual cost of postage plus the cost of searching, reviewing and copying the same. The requestor can specify which method of access (or combination, such as inspection and then copying) he or she prefers.

If a portion of a record is exempt from disclosure, but the remainder is not, a public body generally is required to redact (black out) the exempt portion and then provide the remainder to the requestor. Originals should not be redacted. For paper records, the County shall redact materials by first copying the record and then on the copy use a black marker or equivalent to redact the exempt portion of that record.

When Harrison County Development Commission claims an exemption for an entire record or portion of one, it must inform the requestor of the exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. The brief explanation shall provide enough information for the requestor to make a determination of whether the claimed exemption is proper. Harrison County Development Commission shall charge a reasonable fee for the redaction of any exempted material, not to exceed the agency's actual cost.

If the requestor sought to inspect the records, Harrison County Development Commission shall notify him or her that the request is available for inspection upon payment of costs, if any, and ask the requestor to contact Harrison County Development Commission to arrange for a mutually agreeable time for inspection. The notification shall recite that if the requestor fails to inspect or copy the records or make other arrangements within thirty days of the date of the notification that Harrison County Development Commission will close the request. If the requestor sought copies, or there is a cost associated with the search or review of the records, Harrison County Development Commission shall notify him or her of the projected costs and whether a deposit is required before the search, review or copies made will commence.

RULE 5. PROCESSING PUBLIC RECORDS REQUESTS - ELECTRONIC RECORDS

The process for requesting electronic public records is the same as for requesting paper public records. Costs for providing electronic records are governed by Rule No. 8. With the consent of the requestor, Harrison County Development Commission may provide customized access if the record is not reasonably locatable or not reasonably translatable

into the format requested. Harrison County Development Commission may charge the actual cost for such customized access.

Harrison County Development Commission can only produce public records if it can locate the records based on a description provided by the requestor and can only produce records which it can reasonably locate. When locating the requested records or translating them into the requested format cannot be done without specialized programming, the County may charge actual fees for "customized access."

RULE 6. EXEMPTIONS AND THIRD PARTY INFORMATION

The Public Records Act, as well as other statutes and court decisions, provide that a number of types of documents are exempt from public inspection and copying. In addition, other statutes or rules of law, such as various privacy restrictions, may prohibit disclosure. Requestors should be aware of exemptions as set forth in "the Act" and other exemptions under the law which may apply.

When any person files or submits documents with Harrison County Development Commission, which the filer contends are exempt from disclosure under "the Act", the filer may provide a written statement at the time of filing which shall describe the documents filed and which shall fully explain why the documents are designated as exempt from disclosure and must specifically cite any statute or other legal authority in support of such designation.

4 Any person filing documents with Harrison County Development Commission shall, prior to filing, redact from the documents any; social security numbers, account numbers or dates of birth not required to be listed. Harrison County Development Commission shall determine, on a case-by-case basis, whether similar information may be redacted by the filer to prevent identity theft. In no event will Harrison County Development Commission bear any responsibility for a filer's failure to redact such information which leads to or may lead to identity theft or other crime or loss.

RULE 7. COST OF PROVIDING PUBLIC RECORDS

The cost for reproducing paper copies of records shall be \$0.50 per page plus the costs of searching and reviewing said records if required. Harrison County Development Commission shall require payment in advance for all costs before providing copies or access to records.

The cost for searching for and collecting the requested information shall be based upon an hourly rate as determined by the salary of the lowest paid employee capable of performing the work.

If Harrison County Development Commission gathers requested information from several sources and creates a list of information on several pages, these pages shall be scanned and made available as an Adobe Acrobat PDF copy at a cost of \$0.50 per page.

The requestor must pre-pay all reasonably estimated costs of searching for and reviewing and, if necessary, redacting exempt information from public records; and must pre-pay all

reasonably estimated costs of copying all the records requested before search for records is commenced. If the request requires legal review of the records requested, the estimated cost thereof must also be paid.

If inactive records are requested, which have been placed in storage, the requestor shall pre-pay the cost to retrieve said records from storage.

Harrison County Development Commission shall also charge actual costs of mailing. Payment may be made by cash, check, or money order, payable to Harrison County Development Commission.

If the requestor seeks inspection of a large number of records, but only selects a smaller group of them for copying, copy charges will only be made for the records selected by the requestor. However, charges can be made for searching, reviewing, and redacting records not copied.

If the requestor specifies that he/she seeks inspection of records, the requestor shall first pay Harrison County Development Commission an estimate of the cost involved for searching and reviewing, if necessary, of the records requested. Upon inspection of the records, the requestor may choose to have certain of those records inspected to be copied, at which time the requestor shall submit a new public records request for copies of certain designated records at a cost of \$0.50 per page.

Harrison County Development Commission has recently reviewed our latest policy regarding Public Records Request. We find the policy vague and outdated. It is the opinion of the staff that we should update and incorporate the policy currently in effect with Harrison County. This policy patterns rules after the Model Rules suggested by the Mississippi Ethic Commission and complies with the Public Records Act, section 25-61-1 through 25-61-17, Miss. Code of 1972.

REAL ESTATE PURCHASE OFFER

This is an offer by and between the HARRISON COUNTY DEVELOPMENT COMMISSION, acting for and on behalf of HARRISON COUNTY, MISSISSIPPI, (hereinafter referred to as "Seller", and Vision Property Developers, LLC, (hereinafter referred to as "Buyer"). **UPON, BEING APPROVED BY THE BOARD OF SUPERVISORS THIS OFFER SHALL BECOME A CONTRACT TO PURCHASE AND SHALL BE BINDING ON ALL PARTIES.**

WHEREAS, Seller owns certain real property which Seller desires to sell to Buyer and which Buyer wishes to purchase from Seller.

NOW, THEREFORE, in consideration of mutual promises, warranties and undertakings expressed herein, Seller and Buyer agree as follows:

1. **AGREEMENT.** Subject to the terms and conditions of this Offer, Seller shall sell to Buyer, and Buyer shall purchase from Seller, that certain tract of real property, located in Harrison, Mississippi and commonly known as Lot 1 on Seaway Rd (Exhibit A) comprising \pm 2.49 acres and as more fully described in Exhibit "A".

2. **PURCHASE PRICE.** The Purchase Price for the Property is \$ 149,400.00 representing \$ 60,000.00 per acre, plus the cost of the closing. Said Purchase Price is to be paid in cash at closing on or before October 31, 2019, contingent upon financing approval.

3. **PURPOSE.** The above described land will be used for the specific purpose of Flex Rental Space and Warehouse, and such conveyance shall contain a covenant providing that if the Buyer fails to use the land for said purpose within one (1) year from the date of this sale, Seller shall have the option, but not the obligation to repurchase said land at the price paid in Section 2 above.

4. **DEPOSIT.** Buyer has delivered to the Seller an amount equal to one percent (1%) of the purchase price sated above. In the event the transaction contemplated hereby closes as provided herein, the Deposit shall be paid to Seller at Closing with Buyer receiving a corresponding credit against the portion of the Purchase Price payable in cash at Closing. If the transaction fails to close due to the financing contingency to paragraph 2 or operation of paragraph 10, or in the event that the Harrison County Development Commission and/or the Harrison County Board of Supervisors decline to approve the sale contemplated by this Offer, then the Deposit shall be disbursed to the Buyer. If the transaction otherwise fails to close due to Buyers' inability or refusal to perform in breach hereof, the Seller shall be entitled to retain the Deposit as liquidated damages.

5. **EXPENSES AND PRORATION ITEMS.** Each party shall bear its own internal costs including attorney's fees. Real estate taxes, utilities, and any other similar assessment affecting title to the Property shall be prorated as of the date of Closing. Recording fees to record the deed conveying title to the Property shall be paid by Buyer. Seller shall provide deed of conveyance to Buyer.

6. **BROKER.** The Seller and Buyer warrant and represent to each other that no broker has assisted in the transaction contemplated by this Offer and that no broker is entitled to a commission upon closing or otherwise.

7. **TITLE.** At Closing, Seller will transfer title to the Property to Buyer by Special Warranty Deed free and clear of all liens and encumbrances other than covenants and easements of record, and in accordance with the Title Policy. Buyer shall take title as follows: Vision Property Developers, LLC.

8. **INDEMNIFICATION.** The Buyer shall protect and indemnify and hold harmless Harrison County and the Harrison County Board of Supervisors and the Harrison County Development Commission, its members, directors, officers, employees, agents, and any successors thereof from any and all loss, damages, suits, penalties, costs, liability, or expenses arising out of any claim for loss or damage to property, injuries to or death of persons, contamination of or adverse effect on the environment, or any violation of federal, state, or local environmental laws, ordinances, rules, or regulations, caused by or resulting from any hazardous materials, substance, gas, or liquid as defined by the Comprehensive Environmental Response Compensation and Liability Act, 42 U.S.C. 4 8691, et seq., or other similar federal, state, or local law or ordinance in the rules or regulations promulgated thereof under which would necessitate response or remedial action under the aforesaid laws, ordinances, rules, or regulations, arising from the acts and/or omissions of Buyer. These indemnifications and hold harmless obligations shall be in addition to any and all other remedies available to Seller.

9. **SELLER REPRESENTATION.** Seller knows of no hazardous substances on or under the property and, if any such information comes to the attention of Seller prior to closing, Seller will promptly notify Buyer in writing.

10. **TITLE INSPECTIONS.** Buyer at its option, within fifteen (15) days of the Effective Date hereof, may obtain a title insurance commitment relating to the Property, together with copies of all recorded documents referred to in the commitment, committing to insure marketable fee simple title in Buyer, subject only to standard title insurance exceptions, any and all easements, rights-of-way of record, covenants, and/or other matters of record and approved by Buyer as herein provided. Within fifteen 15 days after Buyer's receipt of the title commitment, Buyer shall give Seller notice of any exception(s) to title to which Buyer objects. In the event that Seller is unable or unwilling to remove such objectionable exceptions at or before Closing, then to the exclusion of any other remedies which might otherwise be available to Buyer, Buyer shall either, at its election, (i) proceed to Closing, with no adjustment to Purchase Price, with the objectionable exception on title, or (ii) terminate this Offer and upon any such termination, excepting only the force and effect of those provisions of this Offer which by their express terms survive termination of this Offer, this Offer shall be terminated and of no further force or effect and the parties hereto shall have no further rights or obligations under this Offer and the Deposit together with any interest earned thereon shall be promptly paid to Buyer as Buyer's sole and exclusive remedy. Failure by Buyer to timely provide Seller with notice of objections to title as described above shall be deemed to be an acceptance by Buyer of any exceptions to title to any portion of the Property which may exist.

11. **NOTICES.** Any notices given under this Offer shall be in writing and, except as otherwise provided herein, shall be deemed given when received. Notices may be sent via facsimile

Handwritten signature and initials "GP" in black ink, located at the bottom right of the page.

transmission. If notice is sent by certified mail, postage prepaid, addressed to the following addresses, notice will be deemed received on the earlier of the date of actual receipt or five (5) days after its deposit with the U.S. Post office. Notices sent by mail shall be addressed to the following addresses:

If to Seller: Harrison County Development Commission
12281 Intraplex Parkway
Gulfport, Mississippi 39503
Telephone No.: (228) 896-5020
Fax No. (228) 896-6020

If to Buyer: _____

12. **EFFECTIVE DATE.** The effective date of this Offer shall be on the date it is approved by the Harrison County Board of Supervisors. In the event that the Offer is executed on different dates, the date of execution shall be considered to be the date it was signed by the last party.

13. **RESTRICTIVE COVENANTS.** The use of the property to be conveyed pursuant to this Agreement shall be subject to the terms and conditions of all restrictive covenants of record.

14. **COVENANTS.** The covenants and obligations of this Offer shall survive the execution of the Deed.

15. **MISCELLANEOUS.** This Offer supersedes all prior agreements between the parties with respect to the subject matter hereof. Headings are for convenience only and are not a part of this Offer. Any failure by any of the parties to comply with any of the obligations, agreement, or conditions set forth in this Offer may be waived by the other party, but any such waiver shall not be deemed a waiver of any other obligations or conditions contained in this Offer. A corporate officer signing this document on behalf of a corporate party warrants that he or she has full authority to sign this document. This Offer shall be construed and governed under the laws and jurisdiction of Mississippi. In interpreting this Offer, the presumption that Offers are to be construed against the drafter shall not be applicable. If any provision of this Offer is held to be illegal, invalid, or unenforceable, such provisions shall be severable and the remaining provisions of this Offer shall remain in full force and effect. If a lawsuit is filed with respect to this Offer, the prevailing party shall be entitled to collect all reasonable attorneys' fees and costs. This Offer may not be altered, amended, or modified except by written instrument signed by all parties. This Offer may be assigned by Buyer with the prior written consent of Seller and Seller's consent shall not be unreasonably withheld.

16. **CLOSING.** The sale of said property is to be closed on or before _____.

17. **APPROVALS.** This Offer is conditioned upon approval of same by the Harrison County Development Commission and the Harrison County Board of Supervisors.

A handwritten signature in black ink, appearing to be 'G.P.W.' with a stylized flourish at the end.

18. **MERGER.** This Offer contains all of the agreements and representations between the parties. No change or modifications of this agreement shall be valid unless the same is in writing and signed by the Buyer and Seller.

19. **SAVING CLAUSE.** In the event any term or provision of this Offer should be determined to be illegal, unenforceable, or invalid, the remaining terms and provisions shall not be affected thereby and shall be read and construed as if such illegality, unenforceable, or invalid terms or provisions were not originally contained therein.

20. **COUNTERPARTS.** This agreement may be executed in counterparts.

The parties have hereunto set their hands with the intent to be legally bound as of the dates by their signature.

SELLER: HARRISON COUNTY DEVELOPMENT COMMISSION

By: _____ Date: _____

BUYER:

Buyer: Walter D. ... Date: _____

Buyer: CRH Date: _____

APPROVED:

Harrison County Board of Supervisors _____

STATE OF MISSISSIPPI
COUNTY OF HARRISON
SECOND JUDICIAL DISTRICT

DECLARATION OF
COVENANTS, CONDITIONS AND RESTRICTIONS
HARRISON COUNTY INDUSTRIAL PARKS

WHEREAS, the undersigned, Harrison County Development Commission and the Harrison County board of supervisors are the owners of that certain real property known as the HARRISON COUNTY INDUSTRIAL PARKS, a subdivision according to the official map and plat thereof on file and of record in the office of the chancery Clerk of Harrison County, First Judicial District, State of Mississippi, in Plat Book ____ at Page ____ thereof.

WHEREAS, owner is desirous of having such described property become subject to the hereinafter set forth restriction, NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS that, effective immediately, all of said property shall be subject to the following restrictions:

1. (A) PRIMARY INTENDED USE – All sites in North

Harrison County Industrial Park, shall be used for the following purposes:

- (a) Office
- (b) Warehouse
- (c) Research

- (a) Educational
- (b) Distribution
- (c) Light Manufacturing/assembly
- (d) Commercial support facilities incident to the specific

permitted uses enumerated in this paragraph.

(B) ADDITIONAL USES - Uses which are neither specifically prohibited nor specifically authorized by these protective covenants may be permitted if a proposal detailing the described use is submitted to and approved in writing by Harrison County Development Commission and the use is permitted by the ordinances and building codes of Harrison County and the City of Jurisdiction. Approval or disapproval of such proposals shall be based upon the effect of such or use on other properties subject to these protective covenants or upon the occupants thereof.

2. Such property shall be used for:

- (a) Tank farms or bulk storage and distribution facilities
- (b) Open storage or any form
- (c) Asphalt or concrete manufacturing plants
- (d) Retail sales of merchandise

3. No building or other construction shall be erected or placed on any lot or altered, until the complete construction plans and specifications have been submitted to the Engineering Committee of the Harrison County Development Commission

(hereinafter referred to as HCDC) and have been approved by HCDC for conformance with quality of workmanship and materials, harmony and external design and for compliance with these covenants, conditions, and restrictions. In the event HCDC fails to approve any application within thirty (30) days after plans and specifications have been submitted, approval will not be required and the related covenants shall be deemed to have been fully complied with.

4. If such facilities and property are leased or sold in whole or part by its original owner or lessee, such purchaser or lessee shall apply to HCDC for permit to operate such facility unless its operation is identical to the original use of such property. Such permit shall not be unreasonably withheld.
5. Fences shall be of chain link or better construction, i.e. masonry or wooden, and shall not be erected closer to the street than the front edge of the building improvement.

NO OUTSIDE STORAGE IS ALLOWED.

6. All driveways and parking areas, on any lot, shall be paved with either concrete or asphalt of a quality suitable for the intended traffic. Entrances from public roads shall be provided with radii for the intended traffic.
7. Off-street paved parking spaces, at least nine (9) feet wide and eighteen (18) feet long exclusive of access or maneuvering area, ramps and other appurtenances, shall be located off the street right-of-way as follows:

One (1) space for each two hundred (200) square feet of gross office area.

There shall be, without exception, a minimum of one (1) space for every

two (2) employees occupying the premises. NO ON-STREET PARKING IS ALLOWED AT ANY TIME.

8. All buildings must be set back a minimum of forty-five (45) feet from the right-of-way line of any street dedicated for public use.
9. The use of overhead doors on the street side of buildings shall be discouraged: however, a limited number may be approved by HCDC provided that the wall containing such overhead door is recessed a minimum of twenty (20) feet behind the front edge of the building and such overhead doors used on the front of the building shall be constructed not closer than sixty-five (65) feet from the street property line surrounding the building.
10. A drainage plan prepared and certified by a registered professional engineer must be included in the construction drawings.
 - (a) Drainage plans shall provide for positive drainage to existing drainage ditches or structures and/or street right-of-way's and shall not be directed to adjacent property. Drainage ways shall conform to all requirements of all applicable governmental authorities, as in effect from time to time, and no storage, discharge or drainage water, waste, chemicals or other residue shall be allowed except in strict compliance with all applicable

governmental rules, regulations and authorities, as in effect
from time to time.

- (b) The first ½ inch of stormwater runoff from all impervious surfaces to be developed (parking lots, roads, drives, and roofs) shall be retained onsite and treated through infiltration, evapotranspiration, or other approved method. Plans and specifications showing how this will be accomplished is part of the above referenced drainage plan. Plan is subject to final review by the Mississippi Department of Environmental Quality. All sites directly adjacent to wetland areas shall have a minimum of fifteen (15) foot wide grassed buffer between any improvements and the wetland.
- (c) All construction projects shall have an approved Stormwater Pollution Prevention Plan on file prior to the commencement of earthwork.

11. No lot shall be used in whole or in part for the storage of rubbish or other waste, of any character whatsoever, nor for the storage of any property or thing that will cause any lot to appear in an unclean or untidy condition or that will be obnoxious to the eye or that would otherwise constitute either a public or private nuisance; nor shall any substance, thing, or material be kept upon any lot that will emit foul or obnoxious odor.

12. An area not less than twenty (20) percent of the lot area (exclusive of

street right-of-way and storage areas) shall be designated and suitably prepared for lawn and landscaping. A minimum of fifty (50) percent of this lawn and landscaping area shall be provided between the front building line and the abutting street and shall be visible from the street.

13. Electric/Telephone/TV Cable service shall be underground from the point of service at the lot line to the building.
14. The structure and ground on each tract of land shall be maintained in a neat and attractive manner. Upon the owner's failure to do so, HCDC, its successors or assigns, may, at its option, after giving the owner ten (10) days written notice sent to his last known address, have the grass, weeds, and vegetation cut when, and as often as, the same is necessary in its judgement, and have dead vegetation removed from its premises. Said cutting and removing shall be at the property owners' expense. The owner shall be obligated to reimburse HCDC for any expense incurred as a result of said cutting and removing. Upon the property owner's failure to maintain the exterior of any structure in good appearance, HCDC may, at its option, do the following:

Giving the property owner three (3) months written notice, sent to his last known address, make repairs and improve the appearance in a reasonable and workmanlike manner. The property owner of such lot shall reimburse HCDC for the cost of any work as above required, including ten (10) percent interest per annum from the time the work is completed, and to secure such reimbursement, HCDC shall have a lien upon such building or lot enforceable as herein provided. Upon performing the work herein provided, HCDC shall be entitled to file in the office of the Chancery Court of Harrison County a notice of its claim of lien by virtue of this contract with the property owner. Said notice shall state the cost of said

work, including interest, and shall contain a description of the property against which the enforcement of the lien is sought. The lien herein provided shall date from the time that the work is completed, but shall not be binding against creditors or subsequent purchasers for a valuable consideration and without notice until said notice is recorded. The lien herein provided shall be due and payable forthwith upon the completion of the work and if not paid, the lien may be enforced by foreclosure in court in the same manner as mortgages.

15. Signs are permitted in the Harrison County Industrial Parks as hereafter regulated, provided that no sign shall be permitted which is not accessory to the business conducted on the property and then only if in compliance with the following requirements:

- (a) Business signs may be erected providing the sum area of all signs does not exceed two (2) square feet per linear foot of building frontage. The total area of business signs shall not exceed one hundred (100) square feet. Such signs shall be attached to the principal building and shall not extend more than five (5) feet above the roof line.
- (b) In addition to the building signs, each separate lot may have one (1) freestanding nameplate sign this is accessory to the business conducted on the premises. Any freestanding name plate sign as permitted by this section must meet all of the following building requirements.
 - (1) The height shall not exceed six (6) feet
 - (2) No freestanding nameplate shall be closer than five (5) feet from any abutting street right-of-way or property line.
 - (3) The area of the sign shall not exceed nine (9) square feet.

(4) In the event there is more than one (1) tenant in the building, each tenant is entitled to one (1) name plate sign attached to the free-standing sign provided, however, each name plate sign shall be of uniform dimensions and lettering, and no name plate sign shall exceed nine (9) square feet in area.

(c) No sign shall be lighted by means of flashing or intermittent illumination.

16. The covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of twenty (20) years from the date these covenants are recorded.

17. Enforcement of these paragraphs shall be by proceedings at law or in equity, or both, against any person or persons violating or attempting to violate any covenant, either to restrain the violation or to recover damages.

Adopted on the _____ of _____, _____.

Witness my signature on this the _____ day of _____, _____.

HARRISON COUNTY DEVELOPMENT COMMISSION

BY: _____

PRESIDENT

ATTEST:

SECRETARY

HARRISON COUNTY DEVELOPMENT COMMISSION

BY: _____

PRESIDENT

ATTEST:

CLERK

STATE OF MISSISSIPPI

COUNTY OF HARRISON

PERSONALLY came and appeared before me on this the _____ day of _____, _____, the undersigned authority in and for the County and State aforesaid, the within named _____, President, and _____, Jr., Secretary, of the Harrison County Development Commission, a public entity of the State of Mississippi, and who acknowledged that they signed and delivered the above and foregoing instrument on the day and year therein set out as the act and deed of the Harrison County Development Commission, they having full authority to do so.

WITNESS my hand and official seal of office on this _____ day of _____, _____.

NOTARY PUBLIC

My Commission Expires :

STATE OF MISSISSIPPI

COUNTY OF HARRISON

PERSONALLY came and appeared before me on this the _____ day of _____, _____, the undersigned authority in and for the County and State aforesaid, the within named _____, President, and _____, Clerk, of the Harrison County Board of Supervisors, a public entity of the State of Mississippi,

and who acknowledged that they signed and delivered the above and foregoing instrument on the day and year therein set out as the act and deed of the Harrison County Board of Supervisors, they having full authority to do so.

WITNESS my hand and official seal of office on this _____ day of

_____, _____.

NOTARY PUBLIC

My Commission Expires :

There next came on for discussion approval of a contract for repairs to the building owned by the County at 1636 Popp's Ferry Road and occupied by the Innovation Center. After a general discussion of the subject Commissioner _____ offered the following Resolution for adoption:

RESOLUTION

A RESOLUTION OF THE HARRISON COUNTY DEVELOPMENT COMMISSION APPROVING A PROPOSAL SUBMITTED BY GULF COAST RESTORATION, LLC FOR REPAIRS TO THE BUILDING OWNED BY THE COMMISSION AT 1636 POPPS FERRY ROAD AND OCCUPIED BY THE INNOVATION CENTER FOR THE PRICE OF \$41,625.00, AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR SUCH REPAIRS, AND REQUESTING THE APPROVAL OF THE HARRISON COUNTY BOARD OF SUPERVISORS OF SAME, AND FOR OTHER PURPOSES.

WHEREAS, the Harrison County Development Commission has heretofore been advised of and evaluated certain roof leaks and other roof problems in the building owned by the Commission at 1636 Popp's Ferry road and occupied by The Innovation Center, and has determined that repairs to such premises are necessary and required; and

WHEREAS, having been advised by staff that such repairs would likely cost less than \$50,000 to complete and that under applicable state law quotes could be sought for such repairs rather than bids, the Commission has heretofore instructed the staff to seek quotes for such repairs; and

WHEREAS, the Commission staff has sought quotes in accordance with state law, and received proposals for such repairs from two different competing sources, being Gulf Coast Restoration, LLC and AON Coatings/Waterproofing; and

WHEREAS, the lowest and best proposal to provide all necessary repairs to the roof on the building owned by the Commission at 1636 Popp's Ferry Road was submitted by Gulf Coast Restoration, LLC, for the price of \$41,625.00; and

WHEREAS, this Commission does find such price is reasonable and within the means and budget of available funds of the Commission, and that such repairs are necessary and prudent to maintain the building owned by the Commission at 1636 Popp's Ferry road and occupied by The Innovation Center. Now, therefore,

BE IT RESOLVED, that the Harrison County Development Commission does hereby accept the proposal to provide all necessary repairs to the roof on the building owned by the Commission at 1636 Popp's Ferry Road submitted by Gulf Coast Restoration, LLC, for the price of \$41,625.00, contingent upon approval by the Harrison County Board of Supervisors, and upon approval by the Harrison County Board of Supervisors does further hereby authorize the Executive Director of the Commission to execute the proposed agreement for roof repairs by Gulf Coast Restoration, LLC attached as Exhibit A hereto and cause such repairs to be performed.

RESOLVED FURTHER, that the Harrison County Board of Supervisors is requested to concur in this Resolution and thereby authorize the execution of the proposed agreement for roof repairs proposed by Gulf Coast Restoration, LLC attached as Exhibit A hereto and allow the Commission to cause such repairs to be performed.

COMMISSIONER _____ seconded the motion, and on a roll call vote, the result was as follows:

| | |
|-----------------------------------|--------|
| Commissioner Frank Bordeaux | Voted: |
| Commissioner Jennifer Burke | Voted: |
| Commissioner Frank Castiglia, Jr. | Voted: |
| Commissioner Warren Conway | Voted: |
| Commissioner Rip Daniels | Voted: |

| | |
|-------------------------------------|--------|
| Commissioner Brian Gollott | Voted: |
| Commissioner Cliff Kirkland | Voted: |
| Commissioner Sam LaRosa | Voted: |
| Commissioner Jimmy Levens | Voted: |
| Commissioner Sharon Bentz- Mustered | Voted: |
| Commissioner Mark Schloegel | Voted: |
| Commissioner John "Shorty" Sneed | Voted: |

A majority of the Members present and at least nine (9) members having voted in the affirmative, the President declared the motion carried and the resolution adopted on the 14th day of May, 2019.

Jimmy Levens, President

CERTIFICATE

I, Mark Schloegel, Secretary of the Harrison County Development Commission, hereby certify that the foregoing Resolution dated May 14 2019, is a true and correct copy of such Resolution adopted on such date.

WITNESS MY SIGNATURE, this the ____ day of May, 2019.

Mark Schloegel, Secretary

GULF COAST RESTORATION
Authorized Contractor

April 17, 2019

Don Clark
Harrison County Development Commission
12281 Intraplex Pkwy
Gulfport Ms. 39503
Office: 228-380-1252

Gulf Coast Restoration LLC
13430 Gulf Beach Hwy.
Pensacola Fl. 32507
850-341-0196
gulfcoastrestoration@gmail.com

Re: Roof Restoration (1636 Popp's Ferry Rd. Biloxi Ms.)

Thank you for your interest in our Coating Reply Roof System. After visiting your facility, I have gathered the essential information to provide a cost that will resolve your recent roofing problems. Based on the information gathered from this survey, please review the following details concerning your roof restoration project.

PROJECT:

- ❖ Roof encompasses approximately 22,500 square feet to receive our Waterproof Membrane System.

SOLUTION/OBJECTIVE:

- ❖ Coating Reply System will provide a monolithic, lightweight, seamless, leak-free, Cool Roof.

WHY COATING, BENEFITS/ADVANTAGES:

- ❖ Coating Systems are Fluid Applied, Waterproof, Seamless, Energy Efficient, and Environmentally Safe.
- ❖ Backed by the Factory Material Warranty and Contractor labor. 10/3 Years.
- ❖ Reduces Roofing Costs by concentrating on the areas that most need Reinforcement due to Thermal Shock movement and damaging UV Rays, specific installation application to Seams, Joints, Flashings, and Penetrations.
- ❖ No Roof Removal eliminating the additional expenses involved with conventional roof repairs, demolition labor, and disposal fees, including possible building damages and loss of productivity due to facility shutdown time.
- ❖ Applied in Multiple Layers to the entire roof surface with waterproofing elongation factors many times greater than conventional roofing materials and added reinforcement to strengthen critical areas.
- ❖ Reduces Maintenance Costs by virtually eliminating the damage caused by Thermal Radiation and Thermal Shock movement to roof components due to the Ultra Violet rays of the sun.
- ❖ Make More Sense for savings on your current costs, for energy efficiency and long-term maintenance expenses on your roof and cooling systems by drastically reducing the roof temperature by an average of 40%.
- ❖ Coating Systems are a Highly Rated Reflective Roof Membrane and the building interior will be cooler.
- ❖ We are Experts in Fluid Applied Membranes and we will provide you with the best possible Service and Value.

SCOPE OF WORK:

Installation performed according to the Manufacturers Product Application Specifications.

Thank you for considering us for this project. If you have any questions or comments, please call.
We look forward to hearing from you.



MANUFACTURER AUTHORIZED CONTRACTOR

GULF COAST RESTORATION, LLC

INVESTMENT:

| | | |
|-------------------------------------|----------------|-------------|
| ❖ Roof Area #1 | 10,000 Sq. Ft. | \$18,500.00 |
| ❖ Roof Area #2 | 12,500 Sq. Ft. | \$23,125.00 |
| ❖ Clean and remove all debris | | |
| ❖ Repair all penetrations and seams | | |
| ❖ Encapsulate all fasteners | | |
| ❖ Apply Reflective Finish Coating | | |

❖ TOTAL INVESTMENT \$41,625.00

PROPOSED PAYMENT SCHEDULE

- ❖ Proposed amount is based on the specified materials and labor. There is no allowance in these figures for inclement weather or unforeseen conditions which could extend the length of time required for this project.

TERMS:

- 50 % Of contract due upon delivery of materials
- 25 % Of contract due upon 50% of project completion
- 25 % Of contract due upon 100% of project completion
- Payments to be made to GULF COAST RESTORATION, LLC

ACCEPTANCE OF PROPOSAL

- ❖ The entire Proposal-Contract is acceptable as written above including all attachments, stated prices, specifications, clarifications, and conditions contained herein.
- ❖ Owner agrees to furnish adequate water supply and pressure for pressure washing process, provide 110-volt electrical power to within 100' if needed and provide a safe, dry inside area for storage of materials. Restroom access will be required as well as a proper disposal location for possible roof materials.
- ❖ Signature of both parties below and/or issuance of a Company Purchase Order for the Contract Amount acknowledging the above contract payment schedule shall signify final authorization for work on the project to commence in accordance with the terms of this Proposal-Contract.
- ❖ GULF COAST RESTORATION, LLC has been chosen as the Authorized Contractor for this project.

This Proposal - Contract is entered into under and pursuant to the laws of the State of Florida and is valid for a period of **30 days**. It shall be governed as to all matters and questions whatsoever, of validity, construction, interpretation, enforcement, or otherwise, by and in accordance with such laws.



Agreed And Entered Into This _____ Day of _____ 2019, By The Duly Authorized
Representatives For The Parties To This Proposal-Contract, Being:

GULF COAST RESTORATION, LLC

Owner / Representative Name and Title

GULF COAST RESTORATION Representative

Owner / Representative Signature



AON COATINGS/WATERPROOFING

Proposal – September 21, 2018
Don Clark
Harrison County Development Commission
1636 Popps Ferry Rd.
Biloxi Ms. 39532

Dear Mr. Clark,

As an Authorized Applicator, Aon Coatings is pleased to propose the following installation of Metal Roof Coating System on roof at 1636 Popps Ferry Rd. Biloxi Mississippi.

The roof area being proposed is 22,500 square feet. Consists of metal standing seam with Numerous penetrations.

INVESTMENT

Mule Hide Metal Roof System applied to a total of 22,500 square feet of roof surface, price includes 7 year manufacturer's material warranty - \$48,575.00

TERMS

All checks payable to Aon Coatings.

50% UPON ARRIVAL OF PRODUCT AND COMMENCEMENT OF WORK
BALANCE UPON COMPLETION

AUTHORIZED APPLICATOR

Aon Coatings
5280 Kennington Pl.
Pensacola Fl. 32507
850-418-9262

Accepted:

Representative
Aon Coatings/Waterproofing

Representative
Harrison County

There next came on for discussion the execution of a lease agreement for a vehicle to be leased by the Commission to be used for official business of the Commission, and after a general discussion of the subject Commissioner _____ offered the following

Resolution for adoption:

RESOLUTION

A RESOLUTION OF THE HARRISON COUNTY DEVELOPMENT COMMISSION AUTHORIZING AND APPROVING THE EXECUTION OF A LEASE AGREEMENT FOR THE ACQUISITION OF A 2019 FORD EXPEDITION AUTOMOBILE FOR USE BY THE EXECUTIVE DIRECTOR FOR OFFICIAL BUSINESS OF THE COMMISSION, AND OTHER PURPOSES.

BE IT RESOLVED by the Harrison County Development Commission that:

WHEREAS, at its regular meeting of May 8, 2019 this Commission considered the lease of an automobile to be used exclusively for official business of the Commission by the Executive director; and

WHEREAS having considered the matter and considering the alternatives, and having sought competitive bids in accordance with law, this Commission does find and adjudicate that it would be most economical and in the public's interest to acquire by lease a 2019 Ford Expedition as per the bid of Astro Ford in d'Iberville, Mississippi as the attached proposal to use exclusively for official business of the Commission by the Executive Director; and

WHEREAS, the Harrison County Development Commission does find and adjudicate that the said offer is a fair and reasonable price for said property, and that the terms of said lease agreement are fair and reasonable and ensure that the acquisition and use of conveyance contemplated therein shall be in furtherance of the goals and purposes of the Harrison County Development Commission as articulated in Mississippi Code § 59-9-1, et seq.; and

WHEREAS, the Harrison County Board of Supervisors should be requested to concur herein and approve the acquisition of said vehicle be the Commission through lease agreement and the execution by the Commission of such lease agreements as are necessary and proper in order to accomplish such acquisition; Now, therefore,

BE IT RESOLVED, that the Harrison County Development Commission does find and adjudicate that it would be in the public interest and that it would be most economical and in the public's interest to acquire by lease a 2019 Ford Expedition as per the bid of Astro Ford in d'Iberville, Mississippi as per the attached proposal to use exclusively for official business of the Commission, and that the said offer is a fair and reasonable price for said property, and that the terms of said lease agreement are fair and reasonable and ensure that the acquisition and use of conveyance contemplated therein shall be in furtherance of the goals and purposes of the Harrison County Development Commission as articulated in Mississippi Code § 59-9-1, et seq.

RESOLVED FURTHER, that upon approval by the Harrison County Board of Supervisors the President and Secretary of the Harrison County Development Commission are hereby authorized and directed to execute such lease agreement and other documents as are necessary and proper to accomplish such vehicle acquisition.

RESOLVED FURTHER, that the Harrison County Board of Supervisors is hereby requested to concur in this Resolution and to authorize and approve the acquisition of said vehicle by lease agreement.as per the proposal attached.

COMMISSIONER _____seconded the motion, and on a roll call vote, the result was as follows:

Commissioner Frank Bordeaux
Commissioner Sharon Bentz
Commissioner Frank Castiglia, Jr.
Commissioner Warren Conway

Voted: _____
Voted: _____
Voted:
Voted:

| | |
|-------------------------------------|--------------|
| Commissioner Rip Daniels | Voted: |
| Commissioner Brian Gollott | Voted: _____ |
| Commissioner Cliff Kirkland | Voted: _____ |
| Commissioner Sam LaRosa | Voted: _____ |
| Commissioner Jimmy Levens | Voted: _____ |
| Commissioner Sharon Bentz- Mustered | Voted: _____ |
| Commissioner Mark Schloegel | Voted: _____ |
| Commissioner John "Shorty" Sneed | Voted: _____ |

A majority of the Members present and at least nine member having voted in the affirmative, the President declared the motion carried and the resolution adopted on the ____ day of May, 2019.

Jimmy Levens, President

C E R T I F I C A T E

I, Mark Schloegel, Secretary of the Harrison County Development Commission, hereby certify that the foregoing Resolution dated May 8, 2019, is a true and correct copy of such Resolution adopted on such date.

WITNESS MY SIGNATURE, this the _____ day of _____, 2019.

Mark Schloegel, Secretary
Harrison County Development Commission

Auto Lease options

| model/dealer | down | months | pymt | acq | miles | total 36 months |
|---|-------------|--------|-------------|------|----------|-----------------|
| √ Ford Expedition 2018/Astro Ford D'Iberville/Kris Shaulis | \$ 6,245.00 | 36 | \$ 754.00 | 645* | 15000 yr | \$ 33,389.00 |
| Ford Expedition 2018/Henderson Ford Waveland/Christian Vlasic | \$ 6,259.34 | 36 | \$ 723.18 | | 15000 yr | \$ 32,293.82 |
| GMC Yukon 2019/Mossy of Picayune/Joey Miciello | \$ 6,000.00 | 36 | \$ 1,158.14 | | 15000 yr | \$ 47,693.04 |
| | | | | | | |
| | | | | | | |

* acquisition fee included in down payment



Lease Agreement

Astro Ford
 10350 Automaill Pkwy
 D'barville, MS 39510

| Buyer | Co-Buyer | Vehicle |
|-------|----------|---|
| | | 0 VIN: Stock #: Mileage: Color: |

| Amount Paid by Customer | | | |
|-------------------------|----------------|----------------|----------------|
| | 5,600.00 | 2,000.00 | 4,000.00 |
| Term | Payments | | |
| 36 | \$744 to \$754 | \$852 to \$862 | \$792 to \$802 |

| Lease Details | |
|------------------------|------------------|
| Retail Price: | 65,450.00 |
| Sales Price: | 62,625.00 |
| Savings: | 2,825.00 |
| Accessories: | 0.00 |
| Government Fees: | 10.00 |
| Proc/Doc Fees: | 425.00 |
| Capitalized Taxes: | 0.00 |
| Security Deposit: | 0.00 |
| Acquisition Fee: | 645.00 |
| Gross Cap Cost: | 63,704.99 |
| Trade Allowance: | 0.00 |
| Trade Payoff: | 0.00 |
| Trade Equity: | 0.00 |
| Rebate: | 5,000.00 |
| Cash Down: | 5,600.00 |
| Net Cap Cost: | 54,378.97 |

| Mileage | |
|-----------|--------------|
| Plan: | 15,000 mi 0% |
| Expected: | |

| Selected Terms | |
|----------------|----------------|
| Term: | 36 Monthly |
| Payment: | \$744 to \$754 |
| Upfront Taxes: | 530.00 |
| Amount Due: | 5,600.00 |

X

 Customer Signature

X

 Manager Signature

 Date

 Date

aimer:

Printed 3/12/19 4:03 PM

Payments based on national average A.P.R.
 Approved Credit

Chandler Ford

Lease Disclosure

03-13-2019

Deal Number: 1896

Buyer: FRAZIER, LORI

Control Number: 023132

Stock Number: 8203T

Vehicle: 2018 FORD EXPEDITION PLAT

VIN: 1FMJU1LT6JEA65357

Capitalized Cost

Sell Price: \$71,962.00
+ Additions: \$0.00
+ Documentary Fee: \$347.45
+ Other Fees: \$10.00
+ Acquisition Fee: \$645.00
+ Capitalized Sales Tax: \$0.00
+ Negative Trade Equity: \$0.00
Total Gross Cap Cost: \$72,964.45

Residual Information

MSRP: \$75,225.00
Residual %: 51.0
Residual Value: \$38,364.75
Standard Miles: 15000
Anticipated Miles: 15000
Purch Mileage Adj: \$0.00 @ \$0.20 /Mi
Other Depreciation: \$0.00
Total Residual: \$38,364.75
Total Depreciation: \$23,599.70

Amount Due at Inception

First Payment: \$729.77
+ Security Deposit: \$0.00
+ Documentary Fee: \$0.00
+ Other Fees: \$0.00
+ Acquisition Fee: \$0.00
+ Up Front Sales Tax: \$550.00
+ Additions: \$0.00
- Trade Applied: \$0.00
- Rebate Applied: \$0.00
+ Cash Down: \$6,000.00
Drive Off Amount Due: \$7,279.77

Capitalized Cost Reduction

- Cash: \$6,000.00
- Trade: \$0.00
- Rebate: \$5,000.00
Total Cap Reduction: \$11,000.00

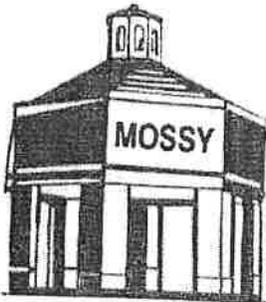
Monthly Charges

Depreciation: \$0.00
Service Charge: \$695.02
Other: \$0.00
Sales Tax: \$34.75
Total Sales Tax: \$1,801.00

Net Cap Cost: \$61,964.45

Total Sales Tax: \$1,801.00

Monthly Lease Payment:
36 months
\$729.77



MOSSY

of Picayune



GMC

241 Frontage Road

• Picayune, MS 39466

• 601.798.7575

• 800.826.6562

www.mossysuperstore.com

Lori:

Lease: 2019 Yukon Denali (200d)

36 month 15,000 per year \$6000 down pyt \$1158.14/mo

39 month 15,000 per year \$6000 down pyt \$1112.46/mo

(maintenance-road hazard-excess wear & tear included)
credit permitting

Thank you for your interest,

Joey Miciello, Consultant
cell; 601-916-6644
jmiciello@yahoo.com

Harrison County Development Commission

Balance Sheet
As Of April 30, 2019

Unaudited

ASSETS

Current assets:

| | |
|-----------------------------------|----------------------|
| Cash- CD Charter Bank 2269 | 1,036,603.82 |
| Cash- CD Charter Bank - 2778 | 2,424,956.86 |
| Cash-MM Charter Bank - 224 | 482,894.44 |
| Cash-MM 2nd Charter Bank - 1685 | 2,411.85 |
| Cash-MM Peoples | 162,289.19 |
| Cash-Land Deposit | 8,235.69 |
| Cash - Checking | 671,933.97 |
| Cash - Reserve Maintenance | 43,053.00 |
| Accounts Receivable - Billed | (92.40) |
| Cash-Tenant Escrow | 13,886.93 |
| A/R Miscellaneous, Administration | 1,782.96 |
| Prepaid Other | 17,718.69 |
| Prepaid Insurance, Administration | 21,192.14 |
| Prepaid Insurance, Innovation | 11,784.35 |
| Land-BBID | 770,233.70 |
| Land-BCP | (0.11) |
| Land-LBIP | 929,581.01 |
| Land - NHCIC | 7,787,943.95 |
| Due from W/S | 7,700.00 |
| Total current assets | <u>14,394,110.04</u> |

Fixed assets:

0.00

Other assets:

0.00

14,394,110.04

LIABILITIES AND CAPITAL

Current liabilities:

| | |
|-------------------------------------|------------------|
| Land Deposits and Options | 9,450.00 |
| Accounts Payable | 15,724.12 |
| Accounts Payable, Administration | 2,559.78 |
| Ms Unemployment Tax, Administration | 148.04 |
| Tenant Security Deposit | 13,959.09 |
| Total current liabilities | <u>41,841.03</u> |

Long term liabilities:

0.00

Capital:

| | |
|--------------------------------------|----------------------|
| Reserve Maintenance, Innovation | 20,878.40 |
| Fund Balance-Administration | 1,976,590.15 |
| Fund Balance, Innovation Center Fund | 56,998.89 |
| Fund Balance | 14,056,671.02 |
| Net Income/ (loss) for YTD | (1,758,869.45) |
| Total Capital | <u>14,352,269.01</u> |
| | <u>14,394,110.04</u> |

Harrison County Development Commission

Statement of Earnings

4/30/2019

Consolidated

| | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|-------------------------------|------------------|-------------------|---------------------|-------------------|---------------------|-----------------------|----------------------|----------|
| Income: | | | | | | | | |
| Land Sales | 3,600.00 | 183,333.33 | (179,733.33) | 183,100.00 | 1,283,333.31 | (1,100,233.31) | 2,200,000.00 | 8.32% |
| Rental | 42,435.78 | 41,000.00 | 1,435.78 | 292,005.59 | 287,000.00 | 5,005.59 | 492,000.00 | 59.35% |
| Interest | 577.13 | 2,275.00 | (1,697.87) | 68,030.51 | 15,925.00 | 52,105.51 | 27,300.00 | 249.20% |
| Dredge Disposal | 0.00 | 2,083.33 | (2,083.33) | 0.00 | 14,583.31 | (14,583.31) | 25,000.00 | 0.00% |
| Refunds/Reimbursables/Misc. | 6,592.00 | 2,683.33 | 3,908.67 | 17,129.75 | 18,783.31 | (1,653.56) | 32,200.00 | 53.20% |
| Grants | 0.00 | 458,916.67 | (458,916.67) | 0.00 | 3,212,416.69 | (3,212,416.69) | 5,507,000.00 | 0.00% |
| Military Consulting Contract | 0.00 | 750.00 | (750.00) | 6,000.00 | 5,250.00 | 750.00 | 9,000.00 | 66.67% |
| Seawall Tax/Ad Valorem Tax | 0.00 | 0.00 | 0.00 | 807,397.67 | 0.00 | 807,397.67 | 0.00 | 0.00% |
| FEMA Reimbursements | 0.00 | 35,583.33 | (35,583.33) | (807,397.67) | 249,083.31 | (1,056,480.98) | 427,000.00 | -189.09% |
| Appropriation of Fund Balance | 0.00 | 237,741.00 | (237,741.00) | 0.00 | 1,664,187.00 | (1,664,187.00) | 2,852,892.00 | 0.00% |
| Total Income: | 53,204.91 | 964,365.99 | (911,161.08) | 566,265.85 | 6,750,561.93 | (6,184,296.08) | 11,572,392.00 | |
| Staff Expenses: | | | | | | | | |
| Payroll | 37,014.08 | 39,583.33 | 2,569.25 | 251,790.42 | 277,083.31 | 25,292.89 | 475,000.00 | 53.01% |
| Employee Benefits | 4,018.70 | 4,666.67 | 647.97 | 25,746.76 | 32,666.69 | 6,919.93 | 56,000.00 | 45.98% |
| Payroll Taxes/PERS | 3,787.46 | 9,083.33 | 5,295.87 | 53,869.47 | 63,583.31 | 9,713.84 | 109,000.00 | 49.42% |
| Training/Development | (600.00) | 625.00 | 1,225.00 | 7,852.00 | 4,375.00 | (3,477.00) | 7,500.00 | 104.69% |
| Auto Expenses | 1,359.14 | 1,166.67 | (192.47) | 5,821.62 | 8,166.69 | 2,345.07 | 14,000.00 | 41.58% |
| Dues & Memberships | 2,875.00 | 3,583.34 | 708.34 | 16,516.92 | 25,083.38 | 8,566.46 | 43,000.00 | 38.41% |
| Management Fee | 6,666.66 | 6,750.00 | 83.34 | 46,666.62 | 47,250.00 | 583.38 | 81,000.00 | 57.61% |
| Employee Bond Insurance | 0.00 | 41.67 | 41.67 | 350.00 | 291.69 | (58.31) | 500.00 | 70.00% |
| Commissioner Expenses: | 55,121.04 | 65,500.01 | 10,378.97 | 408,613.81 | 458,500.07 | 49,886.26 | 786,000.00 | |
| Per Diem/Travel | 0.00 | 1,000.00 | 1,000.00 | 5,600.00 | 7,000.00 | 1,400.00 | 12,000.00 | 46.67% |
| Bond Insurance | 100.00 | 100.00 | 0.00 | 1,000.00 | 700.00 | (300.00) | 1,200.00 | 83.33% |
| Professional Services: | 100.00 | 1,100.00 | 1,000.00 | 6,600.00 | 7,700.00 | 1,100.00 | 13,200.00 | |
| Legal | 9,194.00 | 4,583.33 | (4,610.67) | 61,306.86 | 32,083.31 | (29,223.55) | 55,000.00 | 111.47% |
| Auditing/CPA | 0.00 | 2,083.33 | 2,083.33 | 0.00 | 14,583.31 | 14,583.31 | 25,000.00 | 0.00% |
| Building Maintenance: | 9,194.00 | 6,666.66 | (2,527.34) | 61,306.86 | 46,666.62 | (14,640.24) | 80,000.00 | |
| Building Repairs Maintenance | 1,245.81 | 7,916.67 | 6,670.86 | 24,569.45 | 55,416.69 | 30,847.24 | 95,000.00 | 25.86% |
| Pest Control | 0.00 | 208.33 | 208.33 | 1,072.74 | 1,458.31 | 385.57 | 2,500.00 | 42.91% |
| Garbage Collection | 1,059.53 | 758.34 | (301.19) | 7,318.52 | 5,308.38 | (2,010.14) | 9,100.00 | 80.42% |
| Lawn Care/Landscaping | 600.00 | 975.00 | 375.00 | 6,450.00 | 6,825.00 | 375.00 | 11,700.00 | 55.13% |
| Cleaning Services | 2,364.78 | 2,458.33 | 93.55 | 16,853.46 | 17,208.31 | 354.85 | 29,500.00 | 57.13% |
| General Insurance: | 5,270.12 | 12,316.67 | 7,046.55 | 56,264.17 | 86,216.69 | 29,952.52 | 147,800.00 | |
| Insurance | 4,192.15 | 4,416.67 | 224.52 | 28,524.97 | 30,916.69 | 2,391.72 | 53,000.00 | 53.82% |

| | | | | | | | | |
|-----------------------------------|--------------------|------------------|-------------------|-------------------|-------------------|--------------------|-------------------|---------|
| Utilities: | 4,192.15 | 4,416.67 | 224.52 | 28,524.97 | 30,916.69 | 2,391.72 | 53,000.00 | |
| Electric | 1,777.66 | 7,166.67 | 5,389.01 | 75,054.87 | 50,166.69 | (24,888.18) | 86,000.00 | 87.27% |
| Gas | 614.81 | 200.00 | (414.81) | 5,751.49 | 1,400.00 | (4,351.49) | 2,400.00 | 239.65% |
| Water/Sewer | 149.36 | 166.67 | 17.31 | 1,317.37 | 1,166.69 | (150.68) | 2,000.00 | 65.87% |
| Telephone/Internet/Cell Phone | 2,321.81 | 979.66 | (1,342.15) | 9,691.35 | 6,857.62 | (2,833.73) | 11,756.00 | 82.44% |
| | 4,863.64 | 8,513.00 | 3,649.36 | 91,915.08 | 59,591.00 | (32,224.08) | 102,156.00 | |
| Office Administration/Management: | | | | | | | | |
| Postage/Shipping | 0.00 | 275.00 | 275.00 | 2,020.30 | 1,925.00 | (95.30) | 3,300.00 | 61.22% |
| Office Supplies | 127.40 | 833.33 | 705.93 | 10,091.38 | 5,833.31 | (4,258.07) | 10,000.00 | 100.91% |
| Equipment | 4,304.27 | 2,416.66 | (1,887.61) | 12,398.45 | 16,916.62 | 4,518.17 | 29,000.00 | 42.75% |
| Document Storage | 142.00 | 66.67 | (75.33) | 657.75 | 466.69 | (191.06) | 800.00 | 82.22% |
| Contract/Temporary Labor | 730.00 | 333.33 | (396.67) | 9,883.00 | 2,333.31 | (7,549.69) | 4,000.00 | 247.08% |
| Miscellaneous Expenses | 60.08 | 166.67 | 106.59 | 245.02 | 1,166.69 | 921.67 | 2,000.00 | 12.25% |
| Office Purchases less than \$3500 | 0.00 | 83.33 | 83.33 | 350.00 | 583.31 | 233.31 | 1,000.00 | 35.00% |
| Bank Charges | 0.00 | 8.33 | 8.33 | 0.00 | 58.31 | 58.31 | 100.00 | 0.00% |
| | 5,363.75 | 4,183.32 | (1,180.43) | 35,645.90 | 29,283.24 | (6,362.66) | 50,200.00 | |
| Promotional Expenses: | | | | | | | | |
| Apprentice Workforce | 0.00 | 833.33 | 833.33 | 0.00 | 5,833.31 | 5,833.31 | 10,000.00 | 0.00% |
| Marketing | 7,536.18 | 13,791.67 | 6,255.49 | 86,755.29 | 96,541.69 | 9,786.40 | 165,500.00 | 52.42% |
| Special Projects | 0.00 | 2,937.50 | 2,937.50 | 678.00 | 20,562.50 | 19,884.50 | 35,250.00 | 1.92% |
| Business Retention / Expansion | 300.00 | 1,250.00 | 950.00 | 300.00 | 8,750.00 | 8,450.00 | 15,000.00 | 2.00% |
| Retiree Partnership | 1,107.45 | 1,666.67 | 559.22 | 6,276.52 | 11,666.69 | 5,390.17 | 20,000.00 | 31.38% |
| Realtors Program | 0.00 | 62.50 | 62.50 | 0.00 | 437.50 | 437.50 | 750.00 | 0.00% |
| Local Organization Support | 0.00 | 1,833.33 | 1,833.33 | 15,525.00 | 12,833.31 | (2,691.69) | 22,000.00 | 70.57% |
| Travel Expenses | 2,391.75 | 3,000.00 | 608.25 | 10,644.03 | 21,000.00 | 10,355.97 | 36,000.00 | 29.57% |
| Military Consulting Contract | 0.00 | 2,136.33 | 2,136.33 | 0.00 | 14,954.31 | 14,954.31 | 25,636.00 | 0.00% |
| | 11,335.38 | 27,511.33 | 16,175.95 | 120,178.84 | 192,579.31 | 72,400.47 | 330,136.00 | |
| Industrial Park Maintenance: | | | | | | | | |
| Signs/Entrances | 0.00 | 12,500.00 | 12,500.00 | 4,950.00 | 87,500.00 | 82,550.00 | 150,000.00 | 3.30% |
| Rail Crossings | 0.00 | 333.33 | 333.33 | 0.00 | 2,333.31 | 2,333.31 | 4,000.00 | 0.00% |
| Spoil Areas | 0.00 | 416.67 | 416.67 | 0.00 | 2,916.69 | 2,916.69 | 5,000.00 | 0.00% |
| Waterways | 0.00 | 2,083.33 | 2,083.33 | 0.00 | 14,583.31 | 14,583.31 | 25,000.00 | 0.00% |
| Roads | 0.00 | 3,500.00 | 3,500.00 | 25,080.77 | 24,500.00 | (580.77) | 42,000.00 | 59.72% |
| Supplies/Repairs/Parts | 5,585.79 | 1,000.00 | (4,585.79) | 23,218.00 | 7,000.00 | (16,218.00) | 12,000.00 | 193.48% |
| Grass Cutting | 7,572.50 | 5,233.33 | (2,339.17) | 21,767.72 | 36,633.31 | 14,865.59 | 62,800.00 | 34.66% |
| | 13,158.29 | 25,066.66 | 11,908.37 | 75,016.49 | 175,466.62 | 100,450.13 | 300,800.00 | |
| Engineering Services: | | | | | | | | |
| General | (30,802.60) | 375.00 | 31,177.60 | 0.00 | 2,625.00 | 2,625.00 | 4,500.00 | 0.00% |
| Special Projects | (24,104.34) | 166.67 | 24,271.01 | 0.00 | 1,166.69 | 1,166.69 | 2,000.00 | 0.00% |
| Surveys | (12,089.00) | 333.33 | 12,422.33 | 0.00 | 2,333.31 | 2,333.31 | 4,000.00 | 0.00% |
| Facilities Mapping | 0.00 | 83.33 | 83.33 | 0.00 | 583.31 | 583.31 | 1,000.00 | 0.00% |
| | (66,995.94) | 958.33 | 67,954.27 | 0.00 | 6,708.31 | 6,708.31 | 11,500.00 | |
| Bond Payments: | | | | | | | | |
| Biloxi Commerce Park | 5,545.94 | 5,550.00 | 4.06 | 38,821.58 | 38,850.00 | 28.42 | 66,600.00 | 58.29% |
| Innovation Center Expansion | 0.00 | 2,800.00 | 2,800.00 | 33,607.86 | 19,600.00 | (14,007.86) | 33,600.00 | 100.02% |

Harrison County Development Commission

Statement of Earnings
4/30/2019
Operations Fund-100

| | | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|--|----------|--------------------|-------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|---------|
| Income: | | | | | | | | | |
| Land Sales | 7110 100 | 3,800.00 | 183,333.33 | (179,733.33) | 183,100.00 | 1,283,333.31 | (1,100,233.31) | 2,200,000.00 | 8.32% |
| Lease / Rental | 7120 100 | 22,546.27 | 20,166.67 | 2,379.60 | 141,877.56 | 141,166.69 | 710.87 | 242,000.00 | 58.63% |
| Interest | 7130 100 | 577.13 | 2,250.00 | (1,672.87) | 67,870.68 | 15,750.00 | 52,120.68 | 27,000.00 | 251.37% |
| Dredge Disposal | 7140 100 | 0.00 | 2,083.33 | (2,083.33) | 0.00 | 14,583.31 | (14,583.31) | 25,000.00 | 0.00% |
| Refunds/Reimbursables/Misc. | 7150 100 | 6,592.00 | 2,500.00 | 4,092.00 | 15,429.73 | 17,500.00 | (2,070.27) | 30,000.00 | 51.43% |
| Military Consulting Contract | 7170 100 | 0.00 | 750.00 | (750.00) | 6,000.00 | 5,250.00 | 750.00 | 9,000.00 | 66.67% |
| FEMA Reimbursements | 7250 100 | 0.00 | 35,583.33 | (35,583.33) | 0.00 | 249,083.31 | (249,083.31) | 427,000.00 | 0.00% |
| Appropriation of Fund Balance | 7300 100 | 0.00 | 237,741.00 | (237,741.00) | 0.00 | 1,654,187.00 | (1,654,187.00) | 2,852,892.00 | 0.00% |
| Total Income: | | 33,315.40 | 484,407.66 | (451,092.26) | 414,277.97 | 3,390,853.62 | (2,976,575.65) | 5,812,892.00 | |
| Staff Expenses: | | | | | | | | | |
| Payroll | 4000 100 | 37,014.08 | 39,583.33 | 2,569.25 | 251,790.42 | 277,083.31 | 25,292.89 | 475,000.00 | 53.01% |
| Employee Benefits | 4300 100 | 4,018.70 | 4,666.67 | 647.97 | 25,746.76 | 32,666.69 | 6,919.93 | 56,000.00 | 45.98% |
| Payroll Taxes/PERS | 4350 100 | 3,787.46 | 9,083.33 | 5,295.87 | 53,869.47 | 53,583.31 | 9,713.84 | 109,000.00 | 49.42% |
| Training/Development | 4400 100 | (600.00) | 625.00 | 1,225.00 | 7,852.00 | 4,375.00 | (3,477.00) | 7,500.00 | 104.69% |
| Auto Expenses | 4500 100 | 1,359.14 | 1,166.67 | (192.47) | 5,821.62 | 8,166.69 | 2,345.07 | 14,000.00 | 41.58% |
| Dues & Memberships | 4600 100 | 2,725.00 | 1,916.67 | (808.33) | 15,136.92 | 13,416.69 | (1,720.23) | 23,000.00 | 65.81% |
| Employee Bond Insurance | 4800 100 | 0.00 | 41.67 | 41.67 | 350.00 | 231.69 | (58.31) | 500.00 | 70.00% |
| | | 48,304.38 | 57,083.34 | 8,778.96 | 360,567.19 | 399,583.38 | 39,016.19 | 685,000.00 | |
| Commissioner Expenses: | | | | | | | | | |
| Per Diem/Travel | 4900 100 | 0.00 | 1,000.00 | 1,000.00 | 5,600.00 | 7,000.00 | 1,400.00 | 12,000.00 | 46.67% |
| Bond Insurance | 4950 100 | 100.00 | 100.00 | 0.00 | 1,000.00 | 700.00 | (300.00) | 1,200.00 | 83.33% |
| | | 100.00 | 1,100.00 | 1,000.00 | 6,600.00 | 7,700.00 | 1,100.00 | 13,200.00 | |
| Professional Services: | | | | | | | | | |
| Legal | 5000 100 | 9,194.00 | 4,583.33 | (4,610.67) | 60,466.86 | 32,083.31 | (28,383.55) | 55,000.00 | 109.94% |
| Auditing/CPA | 5100 100 | 0.00 | 2,083.33 | 2,083.33 | 0.00 | 14,583.31 | 14,583.31 | 25,000.00 | 0.00% |
| | | 9,194.00 | 6,666.66 | (2,527.34) | 60,466.86 | 46,666.62 | (13,800.24) | 80,000.00 | |
| Building Maintenance: | | | | | | | | | |
| Building Repairs Maintenance | 5200 100 | 0.00 | 2,916.67 | 2,916.67 | 10,097.86 | 20,416.69 | 10,318.83 | 35,000.00 | 28.85% |
| Garbage Collection | 5300 100 | 272.75 | 291.67 | 18.92 | 2,182.00 | 2,041.69 | (140.31) | 3,500.00 | 62.34% |
| Lawn Care/Landscaping | 5350 100 | 600.00 | 850.00 | 250.00 | 4,350.00 | 5,950.00 | 1,600.00 | 10,200.00 | 42.65% |
| Cleaning Services | 5400 100 | 600.00 | 625.00 | 25.00 | 4,500.00 | 4,375.00 | (125.00) | 7,500.00 | 60.00% |
| | | 1,472.75 | 4,683.34 | 3,210.59 | 21,129.86 | 32,783.38 | 11,653.52 | 56,200.00 | |
| General Insurance: | | | | | | | | | |
| Insurance | 5450 100 | 2,628.12 | 2,750.00 | 121.88 | 19,045.84 | 19,250.00 | 204.16 | 33,000.00 | 57.71% |
| | | 2,628.12 | 2,750.00 | 121.88 | 19,045.84 | 19,250.00 | 204.16 | 33,000.00 | |
| Utilities: | | | | | | | | | |
| Electric | 5500 100 | 1,777.66 | 1,500.00 | (277.66) | 17,964.29 | 10,500.00 | (7,464.29) | 18,000.00 | 99.80% |
| Telephone/Internet/Cell Phone | 5650 100 | 784.61 | 271.33 | (513.28) | 5,308.16 | 1,899.31 | (3,408.85) | 3,256.00 | 163.03% |
| | | 2,562.27 | 1,771.33 | (790.94) | 23,272.45 | 12,399.31 | (10,873.14) | 21,256.00 | |
| Office Administration/Management: | | | | | | | | | |
| Postage/Shipping | 5750 100 | 0.00 | 233.33 | 233.33 | 1,715.88 | 1,633.31 | (82.57) | 2,800.00 | 61.28% |
| Office Supplies | 5800 100 | 0.00 | 500.00 | 500.00 | 6,800.05 | 3,500.00 | (3,300.05) | 6,000.00 | 113.33% |
| Office Equipment Rental / Maintenance | 5850 100 | 4,104.80 | 2,083.33 | (2,021.47) | 10,215.47 | 14,583.31 | 4,367.84 | 25,000.00 | 40.86% |
| Document Storage | 5900 100 | 142.00 | 66.67 | (75.33) | 657.75 | 466.69 | (191.06) | 800.00 | 82.22% |
| Contract/Temporary Labor | 6000 100 | 730.00 | 333.33 | (396.67) | 9,883.00 | 2,333.31 | (7,549.69) | 4,000.00 | 247.08% |
| Miscellaneous Expenses | 6100 100 | 80.08 | 166.67 | 106.59 | 245.02 | 1,166.69 | 921.67 | 2,000.00 | 12.25% |
| Office Purchases less than \$3500 | 6150 100 | 0.00 | 83.33 | 83.33 | 350.00 | 583.31 | 233.31 | 1,000.00 | 35.00% |
| Bank Charges | 6200 100 | 0.00 | 8.33 | 8.33 | 0.00 | 58.31 | 58.31 | 100.00 | 0.00% |
| | | 5,036.88 | 3,474.99 | (1,561.89) | 29,867.17 | 24,324.93 | (5,542.24) | 41,700.00 | |
| Promotional Expenses: | | | | | | | | | |
| Apprentice Workforce | 6250 100 | 0.00 | 833.33 | 833.33 | 0.00 | 5,833.31 | 5,833.31 | 10,000.00 | 0.00% |
| Marketing | 6350 100 | 7,036.18 | 13,750.00 | 6,713.82 | 82,249.05 | 96,250.00 | 14,000.95 | 165,000.00 | 49.85% |
| Special Projects | 6400 100 | 0.00 | 2,916.67 | 2,916.67 | 678.00 | 20,416.69 | 19,738.69 | 35,000.00 | 1.94% |
| Business Retention / Expansion | 6450 100 | 300.00 | 1,250.00 | 950.00 | 300.00 | 8,750.00 | 8,450.00 | 15,000.00 | 2.00% |
| Retiree Partnership | 6500 100 | 1,107.45 | 1,666.67 | 559.22 | 6,276.52 | 11,666.69 | 5,390.17 | 20,000.00 | 31.38% |
| Realtors Program | 6550 100 | 0.00 | 62.50 | 62.50 | 0.00 | 437.50 | 437.50 | 750.00 | 0.00% |
| Local Organization Support | 6600 100 | 0.00 | 1,833.33 | 1,833.33 | 15,525.00 | 12,833.31 | (2,691.69) | 22,000.00 | 70.57% |
| Travel Expenses | 6650 100 | 2,391.75 | 2,666.67 | 274.92 | 10,340.01 | 18,666.69 | 8,326.68 | 32,000.00 | 32.31% |
| Military Consulting Contract | 6899 100 | 0.00 | 2,136.33 | 2,136.33 | 0.00 | 14,954.31 | 14,954.31 | 25,636.00 | 0.00% |
| | | 10,835.38 | 27,115.50 | 16,280.12 | 115,368.58 | 189,808.50 | 74,439.92 | 325,386.00 | |
| Industrial Park Maintenance: | | | | | | | | | |
| Signs/Entrances | 6675 100 | 0.00 | 12,500.00 | 12,500.00 | 4,950.00 | 87,500.00 | 82,550.00 | 150,000.00 | 3.30% |
| Rail Crossings | 6680 100 | 0.00 | 333.33 | 333.33 | 0.00 | 2,333.31 | 2,333.31 | 4,000.00 | 0.00% |
| Spoil Areas | 6685 100 | 0.00 | 416.67 | 416.67 | 0.00 | 2,916.69 | 2,916.69 | 5,000.00 | 0.00% |
| Waterways | 6690 100 | 0.00 | 2,083.33 | 2,083.33 | 0.00 | 14,583.31 | 14,583.31 | 25,000.00 | 0.00% |
| Roads | 6695 100 | 0.00 | 3,500.00 | 3,500.00 | 25,080.77 | 24,500.00 | (580.77) | 42,000.00 | 59.72% |
| Supplies/Repairs/Parts | 6705 100 | 5,585.78 | 1,000.00 | (4,585.78) | 23,218.00 | 7,000.00 | (16,218.00) | 12,000.00 | 193.48% |
| Grass Cutting | 6710 100 | 7,572.50 | 5,233.33 | (2,339.17) | 21,767.72 | 36,633.31 | 14,865.59 | 62,800.00 | 34.66% |
| | | 13,158.28 | 25,066.66 | 11,908.37 | 75,016.49 | 175,466.62 | 100,450.13 | 300,800.00 | |
| Engineering Services: | | | | | | | | | |
| General | 6715 100 | (30,802.60) | 375.00 | 31,177.60 | 0.00 | 2,625.00 | 2,625.00 | 4,500.00 | 0.00% |
| Special Projects | 6720 100 | (24,104.34) | 166.67 | 24,271.01 | 0.00 | 1,166.69 | 1,166.69 | 2,000.00 | 0.00% |
| Surveys | 6750 100 | (12,089.00) | 333.33 | 12,422.33 | 0.00 | 2,333.31 | 2,333.31 | 4,000.00 | 0.00% |
| Facilities Mapping | 6775 100 | 0.00 | 83.33 | 83.33 | 0.00 | 583.31 | 583.31 | 1,000.00 | 0.00% |
| | | (66,895.94) | 958.33 | 67,954.27 | 0.00 | 6,708.31 | 6,708.31 | 11,500.00 | |
| Bond Payments: | | | | | | | | | |
| Biloxi Commerce Park | 6780 100 | 5,545.94 | 5,550.00 | 4.06 | 38,821.58 | 38,850.00 | 28.42 | 66,600.00 | 58.29% |
| Innovation Center Expansion | 6785 100 | 0.00 | 2,800.00 | 2,800.00 | 33,607.86 | 19,600.00 | (14,007.86) | 33,600.00 | 100.02% |
| | | 5,545.94 | 8,350.00 | 2,804.06 | 72,429.44 | 58,450.00 | (13,979.44) | 100,200.00 | |
| Capital Purchases/Projects: | | | | | | | | | |
| Park Equipment | 6790 100 | 2,520.00 | 5,950.00 | 3,430.00 | 32,858.88 | 41,650.00 | 8,791.12 | 71,400.00 | 46.02% |
| | | 2,520.00 | 5,950.00 | 3,430.00 | 32,858.88 | 41,650.00 | 8,791.12 | 71,400.00 | |
| Capital/Special Projects: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expenses | | 34,362.07 | 144,970.15 | 110,608.08 | 816,622.76 | 1,014,791.05 | 198,168.29 | 1,739,642.00 | |
| Net Income/ Loss | | (1,046.67) | 339,437.51 | (340,484.18) | (402,344.79) | 2,376,062.57 | (3,174,743.94) | 4,073,250.00 | |

Harrison County Development Commission

Statement of Earnings

4/30/2019

Innovation Center Fund-200

| | | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|--|----------|------------------|-------------------|---------------------|--------------------|--------------------|--------------------|--------------------|------------|
| Income: | | | | | | | | | |
| Rental Income | 7120 200 | 19,889.51 | 20,833.33 | (943.82) | 150,128.03 | 145,833.31 | 4,294.72 | 250,000.00 | 60.05% |
| Interest | 7130 200 | 0.00 | 25.00 | (25.00) | 159.83 | 175.00 | (15.17) | 300.00 | 53.28% |
| Refunds/Reimbursables/Misc. | 7150 200 | 0.00 | 183.33 | (183.33) | 1,700.02 | 1,283.31 | 416.71 | 2,200.00 | 77.27% |
| Total Income: | | 19,889.51 | 21,041.66 | (1,152.15) | 151,987.88 | 147,291.62 | 4,696.26 | 252,500.00 | |
| Staff Expenses: | | | | | | | | | |
| Dues & Memberships | 4600 200 | 150.00 | 1,666.67 | 1,516.67 | 1,380.00 | 11,666.69 | 10,286.69 | 20,000.00 | 6.90% |
| Management Fee | 4700 200 | 6,666.66 | 6,750.00 | 83.34 | 46,666.62 | 47,250.00 | 583.38 | 81,000.00 | 57.61% |
| | | 6,816.66 | 8,416.67 | 1,600.01 | 48,046.62 | 58,916.69 | 10,870.07 | 101,000.00 | |
| Commissioner Expenses: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Professional Services: | | | | | | | | | |
| Legal | 5000 200 | 0.00 | 0.00 | 0.00 | 840.00 | 0.00 | (840.00) | 0.00 | 0.00% |
| | | 0.00 | 0.00 | 0.00 | 840.00 | 0.00 | (840.00) | 0.00 | |
| Building Maintenance: | | | | | | | | | |
| Building Repairs Maintenance | 5200 200 | 1,245.81 | 5,000.00 | 3,754.19 | 14,471.59 | 35,000.00 | 20,528.41 | 60,000.00 | 24.12% |
| Pest Control | 5250 200 | 0.00 | 208.33 | 208.33 | 1,072.74 | 1,458.31 | 385.57 | 2,500.00 | 42.91% |
| Garbage Collection | 5300 200 | 786.78 | 466.67 | (320.11) | 5,136.52 | 3,266.69 | (1,869.83) | 5,600.00 | 91.72% |
| Lawn Care/Landscaping | 5350 200 | 0.00 | 125.00 | 125.00 | 2,100.00 | 875.00 | (1,225.00) | 1,500.00 | 140.00% |
| Cleaning Services | 5400 200 | 1,764.78 | 1,833.33 | 68.55 | 12,353.46 | 12,833.31 | 479.85 | 22,000.00 | 56.15% |
| | | 3,797.37 | 7,633.33 | 3,835.96 | 35,134.31 | 53,433.31 | 18,299.00 | 91,600.00 | |
| General Insurance: | | | | | | | | | |
| Insurance | 5450 200 | 1,564.03 | 1,666.67 | 102.64 | 9,479.13 | 11,666.69 | 2,187.56 | 20,000.00 | 47.40% |
| | | 1,564.03 | 1,666.67 | 102.64 | 9,479.13 | 11,666.69 | 2,187.56 | 20,000.00 | |
| Utilities: | | | | | | | | | |
| Electric | 5500 200 | 0.00 | 5,666.67 | 5,666.67 | 57,090.58 | 39,666.69 | (17,423.89) | 68,000.00 | 83.96% |
| Gas | 5550 200 | 614.81 | 200.00 | (414.81) | 5,751.49 | 1,400.00 | (4,351.49) | 2,400.00 | 239.65% |
| Water/Sewer | 5600 200 | 149.36 | 166.67 | 17.31 | 1,317.37 | 1,166.69 | (150.68) | 2,000.00 | 65.87% |
| Telephone/Internet/Cell Phone | 5650 200 | 1,537.20 | 708.33 | (828.87) | 4,383.19 | 4,958.31 | 575.12 | 8,500.00 | 51.57% |
| | | 2,301.37 | 6,741.67 | 4,440.30 | 68,542.63 | 47,191.69 | (21,350.94) | 80,900.00 | |
| Office Administration/Management: | | | | | | | | | |
| Postage/Shipping | 5750 200 | 0.00 | 41.67 | 41.67 | 304.42 | 291.69 | (12.73) | 500.00 | 60.88% |
| Office Supplies | 5800 200 | 127.40 | 333.33 | 205.93 | 3,291.33 | 2,333.31 | (958.02) | 4,000.00 | 82.28% |
| Contract/Office Equipment | 5850 200 | 199.47 | 333.33 | 133.86 | 2,182.98 | 2,333.31 | 150.33 | 4,000.00 | 54.57% |
| | | 326.87 | 708.33 | 381.46 | 5,778.73 | 4,958.31 | (820.42) | 8,500.00 | |
| Promotional Expenses: | | | | | | | | | |
| Marketing | 6350 200 | 500.00 | 41.67 | (458.33) | 4,506.24 | 291.69 | (4,214.55) | 500.00 | 901.25% |
| Special Projects | 6400 200 | 0.00 | 20.83 | 20.83 | 0.00 | 145.81 | 145.81 | 250.00 | 0.00% |
| Travel Expenses | 6650 200 | 0.00 | 333.33 | 333.33 | 304.02 | 2,333.31 | 2,029.29 | 4,000.00 | 7.60% |
| | | 500.00 | 395.83 | (104.17) | 4,810.26 | 2,770.81 | (2,039.45) | 4,750.00 | |
| Industrial Park Maintenance: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Engineering Services: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bond Payments: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital Purchases/Projects: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital/Special Projects: | | | | | | | | | |
| Chiller Innovation Center | 6893 200 | 0.00 | 0.00 | 0.00 | 1,205.60 | 0.00 | (1,205.60) | 0.00 | 0.00% |
| | | 0.00 | 0.00 | 0.00 | 1,205.60 | 0.00 | (1,205.60) | 0.00 | |
| Total Expenses | | 15,306.30 | 25,562.50 | 10,256.20 | 173,837.28 | 178,937.50 | 5,100.22 | 306,750.00 | |
| Net Income/ Loss | | 4,583.21 | (4,520.84) | 9,104.05 | (21,849.40) | (31,645.88) | (403.96) | (54,250.00) | |

Harrison County Development Commission

Statement of Earnings
4/30/2019
Capital Projects Fund-300

| | | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|--|----------|--------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------|
| Income: | | | | | | | | | |
| Grants Rail | 7160 300 | 0.00 | 458,916.67 | (458,916.67) | 0.00 | 3,212,416.69 | (3,212,416.69) | 5,507,000.00 | 0.00% |
| Seawall Tax/Ad Valorem Tax | 7200 300 | 0.00 | 0.00 | 0.00 | 807,397.67 | 0.00 | 807,397.67 | 0.00 | 0.00% |
| FEMA Reimbursements | 7250 300 | 0.00 | 0.00 | 0.00 | (807,397.67) | 0.00 | (807,397.67) | 0.00 | 0.00% |
| Total Income: | | 0.00 | 458,916.67 | (458,916.67) | 0.00 | 3,212,416.69 | (3,212,416.69) | 5,507,000.00 | |
| Staff Expenses: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Commissioner Expenses: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Professional Services: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Building Maintenance: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| General Insurance: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Utilities: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Office Administration/Management: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Promotional Expenses: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Industrial Park Maintenance: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Engineering Services: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bond Payments: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital Purchases/Projects: | | | | | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital/Special Projects: | | | | | | | | | |
| BBID Road Paving | 6871 300 | 0.00 | 4,166.67 | 4,166.67 | 0.00 | 29,166.69 | 29,166.69 | 50,000.00 | 0.00% |
| Rail | 6872 300 | 16,707.34 | 521,416.67 | 504,709.33 | 25,758.09 | 3,649,916.69 | 3,624,158.60 | 6,257,000.00 | 0.41% |
| Raise C1 Levee | 6873 300 | 0.00 | 22,916.67 | 22,916.67 | 0.00 | 160,416.69 | 160,416.69 | 275,000.00 | 0.00% |
| BBID Park Improvements | 6875 300 | 2,600.00 | 12,500.00 | 9,900.00 | 32,530.00 | 87,500.00 | 54,970.00 | 150,000.00 | 21.69% |
| BBID Access/Mitigation | 6876 300 | 0.00 | 18,750.00 | 18,750.00 | 933,510.00 | 131,250.00 | (802,260.00) | 225,000.00 | 414.89% |
| West Dredge DMR 180247 | 6886 300 | 792.00 | 23,333.33 | 22,541.33 | 214,684.73 | 163,333.31 | (51,351.42) | 280,000.00 | 76.67% |
| G'port Park Mitigation/Phase 4 | 6893 300 | 46,896.60 | 125,750.00 | 78,853.40 | 128,185.63 | 880,250.00 | 752,064.37 | 1,509,000.00 | 8.49% |
| | | 66,995.94 | 728,833.34 | 661,837.40 | 1,334,668.45 | 5,101,833.38 | 3,767,164.93 | 8,746,000.00 | |
| Total Expenses | | 66,995.94 | 728,833.34 | 661,837.40 | 1,334,668.45 | 5,101,833.38 | 3,767,164.93 | 8,746,000.00 | |
| Net Income/ Loss | | (66,995.94) | (269,916.67) | 202,920.73 | (1,334,668.45) | (1,889,416.69) | (6,979,581.62) | (3,239,000.00) | |

Harrison County Development Commission

Statement of Earnings
4/30/2019
NHCIC FUND-325

| | | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|-----------------------------------|----------|---------------|----------------|------------------|-----------|--------------|--------------|---------------|---------|
| Income: | | | | | | | | | |
| Total Income: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Staff Expenses: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Commissioner Expenses: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Professional Services: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Building Maintenance: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| General Insurance: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Utilities: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Office Administration/Management: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Promotional Expenses: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Industrial Park Maintenance: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Engineering Services: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bond Payments: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital Purchases/Projects: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital/Special Projects: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| NHCIP Roads/Bridge Repair | 6851 325 | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 175,000.00 | 175,000.00 | 300,000.00 | 0.00% |
| NHCIP Land Swap | 6856 325 | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 280,000.00 | 280,000.00 | 480,000.00 | 0.00% |
| | | 0.00 | 65,000.00 | 65,000.00 | 0.00 | 455,000.00 | 455,000.00 | 780,000.00 | |
| Total Expenses | | 0.00 | 65,000.00 | 65,000.00 | 0.00 | 455,000.00 | 455,000.00 | 780,000.00 | |
| Net Income/ Loss | | 0.00 | (65,000.00) | 65,000.00 | 0.00 | (455,000.00) | (455,000.00) | (780,000.00) | |

HCDC Water/Sewer**Balance Sheet**

As Of April 30, 2019

Unaudited**ASSETS**

Current assets:

| | |
|----------------------------|---------------------|
| Charter Bank CD 2235 | 295,015.89 |
| Cash Checking | 992,772.31 |
| Accounts Receivable Billed | 89,551.12 |
| Allowance for Bad Debts | (5,364.04) |
| Due to Operations | (7,700.00) |
| LBIP STP | 1,743,874.58 |
| A/D LBIP STP | (869,793.74) |
| Property & Equipment | 39,308.95 |
| Prepaid Insurance | 52,799.78 |
| Total current assets | <u>2,330,464.85</u> |

Fixed assets:

0.00

Other assets:

0.002,330,464.85**LIABILITIES AND CAPITAL**

Current liabilities:

| | |
|---------------------------|------------------|
| Accounts Payable Claims | <u>64,307.60</u> |
| Total current liabilities | <u>64,307.60</u> |

Long term liabilities:

0.00

Capital:

| | |
|----------------------------|----------------------------|
| Fund Balance | 2,172,705.47 |
| Net Income/ (loss) for YTD | <u>93,451.78</u> |
| Total Capital | <u>2,266,157.25</u> |
| | <u><u>2,330,464.85</u></u> |

HCDC Water/Sewer
Statement of Earnings
4/30/2019
Consolidated

| | | Current Month | Monthly Budget | Monthly Variance | YTD Total | YTD Budget | YTD Variance | Annual Budget | Total % |
|------------------------------------|----------|------------------|-------------------|---------------------|-------------------|-------------------|---------------------|---------------------|------------|
| Income: | | | | | | | | | |
| Water | 7100 400 | 26,280.11 | 22,083.33 | 4,196.78 | 160,769.75 | 154,583.31 | 6,186.44 | 265,000.00 | 60.67% |
| Sewer | 7105 400 | 26,065.92 | 21,666.67 | 4,399.25 | 163,862.96 | 151,666.69 | 12,196.27 | 260,000.00 | 63.02% |
| Fire Protection | 7110 400 | 3,096.00 | 3,000.00 | 96.00 | 21,833.00 | 21,000.00 | 833.00 | 36,000.00 | 60.65% |
| Admin Fee | 7115 400 | 8,015.00 | 8,083.33 | (68.33) | 56,190.59 | 56,583.31 | (392.72) | 97,000.00 | 57.93% |
| Sales Tax | 7120 400 | 2,105.26 | 1,750.00 | 355.26 | 12,551.90 | 12,250.00 | 301.90 | 21,000.00 | 59.77% |
| Connection Fees | 7200 400 | 0.00 | 833.33 | (833.33) | 1,350.00 | 5,833.31 | (4,483.31) | 10,000.00 | 13.50% |
| Interest Earnings | 7300 400 | 0.00 | 416.67 | (416.67) | 700.13 | 2,916.69 | (2,216.56) | 5,000.00 | 14.00% |
| Refunds/Miscellaneous/Jail Repairs | 7305 400 | 0.00 | 6,250.00 | (6,250.00) | 0.00 | 43,750.00 | (43,750.00) | 75,000.00 | 0.00% |
| Cash from Reserves | 7310 400 | 0.00 | 37,921.17 | (37,921.17) | 0.00 | 265,448.19 | (265,448.19) | 455,054.00 | 0.00% |
| Total Income: | | 65,562.29 | 102,004.50 | (36,442.21) | 417,258.33 | 714,031.50 | (296,773.17) | 1,224,054.00 | |
| Staff Expenses: | | | | | | | | | |
| Payroll | 4000 400 | 6,427.12 | 6,500.00 | 72.88 | 44,750.34 | 45,500.00 | 749.66 | 78,000.00 | 57.37% |
| Employee Benefits | 4300 400 | 1,300.37 | 1,416.67 | 116.30 | 13,435.45 | 9,916.69 | (3,518.76) | 17,000.00 | 79.03% |
| Payroll Taxes/PERS | 4350 400 | 1,567.93 | 1,500.00 | (67.93) | 10,729.66 | 10,500.00 | (229.66) | 18,000.00 | 59.61% |
| | | 9,295.42 | 9,416.67 | 121.25 | 68,915.45 | 65,916.69 | (2,998.76) | 113,000.00 | |
| Expenses: | | | | | | | | | |
| Legal | 5000 400 | 4,132.50 | 83.33 | (4,049.17) | 4,132.50 | 583.31 | (3,549.19) | 1,000.00 | 413.25% |
| Engineer/Services | 5100 400 | 0.00 | 1,250.00 | 1,250.00 | 0.00 | 8,750.00 | 8,750.00 | 15,000.00 | 0.00% |
| Sewage Plant Maintenance Contract | 5200 400 | 0.00 | 1,500.00 | 1,500.00 | 1,576.00 | 10,500.00 | 8,924.00 | 18,000.00 | 8.76% |
| General Contract Services | 5300 400 | 9,904.37 | 8,667.00 | (1,237.37) | 70,068.32 | 60,669.00 | (9,399.32) | 104,004.00 | 67.37% |
| Operator | 5350 400 | 2,200.00 | 0.00 | (2,200.00) | 14,405.90 | 0.00 | (14,405.90) | 0.00 | 0.00% |
| Insurance | 5400 400 | 2,539.45 | 3,750.00 | 1,210.55 | 12,676.30 | 26,250.00 | 13,573.70 | 45,000.00 | 28.17% |
| Contract Labor | 6040 400 | 2,880.00 | 7,500.00 | 4,620.00 | 14,907.66 | 52,500.00 | 37,592.34 | 90,000.00 | 16.56% |
| Fuel | 6060 400 | 0.00 | 333.33 | 333.33 | 1,487.88 | 2,333.31 | 845.43 | 4,000.00 | 37.20% |
| Truck | 6070 400 | 551.51 | 208.33 | (343.18) | 1,062.39 | 1,458.31 | 395.92 | 2,500.00 | 42.50% |
| | | 22,207.83 | 23,291.99 | 1,084.16 | 120,316.95 | 163,043.93 | 42,726.98 | 279,504.00 | |
| Utilities: | | | | | | | | | |
| Telephone | 5500 400 | 230.00 | 83.33 | (146.67) | 1,055.00 | 583.31 | (471.69) | 1,000.00 | 105.50% |
| Electricity | 5550 400 | 8,873.15 | 10,000.00 | 1,126.85 | 57,710.35 | 70,000.00 | 12,289.65 | 120,000.00 | 48.09% |
| | | 9,103.15 | 10,083.33 | 980.18 | 58,765.35 | 70,583.31 | 11,817.96 | 121,000.00 | |
| Maintenance & Repairs | | | | | | | | | |
| Tap Expense | 5600 400 | 0.00 | 833.33 | 833.33 | 2,556.16 | 5,833.31 | 3,277.15 | 10,000.00 | 25.56% |
| Testing | 6000 400 | 852.00 | 833.33 | (18.67) | 5,926.00 | 5,833.31 | (92.69) | 10,000.00 | 59.26% |
| Parts/Supplies/Chemicals | 6050 400 | 5,976.81 | 5,000.00 | (976.81) | 38,997.11 | 35,000.00 | (3,997.11) | 60,000.00 | 65.00% |
| LBIP Maint & Repairs | 6075 400 | 1,576.00 | 3,000.00 | 1,424.00 | 1,576.00 | 21,000.00 | 19,424.00 | 36,000.00 | 4.38% |
| Sales Tax Payments | 6150 400 | 2,420.61 | 1,666.67 | (753.94) | 12,818.80 | 11,666.69 | (1,152.11) | 20,000.00 | 64.09% |
| BBID Maint & Repair | 6175 400 | 4,938.21 | 2,458.33 | (2,479.88) | 13,694.73 | 17,208.31 | 3,513.58 | 29,500.00 | 46.42% |
| Bank Charges | 6200 400 | 0.00 | 4.17 | 4.17 | 0.00 | 29.19 | 29.19 | 50.00 | 0.00% |
| | | 15,763.63 | 13,795.83 | (1,967.80) | 75,568.80 | 96,570.81 | 21,002.01 | 165,550.00 | |
| Capital/Special Projects: | | | | | | | | | |
| Jail Skimmer | 6475 400 | 0.00 | 10,416.67 | 10,416.67 | 0.00 | 72,916.69 | 72,916.69 | 125,000.00 | 0.00% |
| Upgrade New Water Meters | 6476 400 | 0.00 | 7,916.67 | 7,916.67 | 0.00 | 55,416.69 | 55,416.69 | 95,000.00 | 0.00% |
| Pump Station #4 BBID | 6575 400 | 0.00 | 16,666.67 | 16,666.67 | 240.00 | 116,666.69 | 116,426.69 | 200,000.00 | 0.12% |
| Paint Elevated Tank | 6775 400 | 0.00 | 10,416.67 | 10,416.67 | 0.00 | 72,916.69 | 72,916.69 | 125,000.00 | 0.00% |
| | | 0.00 | 45,416.68 | 45,416.68 | 240.00 | 317,916.76 | 317,676.76 | 545,000.00 | |
| Total Expenses | | 56,370.03 | 102,004.50 | 45,634.47 | 323,806.55 | 714,031.50 | 390,224.95 | 1,224,054.00 | |
| Net Income/Loss | | 9,192.26 | 0.00 | 9,192.26 | 93,451.78 | 0.00 | (686,998.12) | 0.00 | |

Bill Lavers April 2019 Executive Directors Report

Met Tut Kinney to discuss HCDC policies etc.

Tour with Preston with Colliers International Memphis branch client for warehouse.

Conference call with accounting firm for restore act funds

Conference call with Doug Watt consultant for ABC.

Spoke at USM to 15 students about ED 2 of 15 staying in MS???

Met with Garlon and Warren and Brandi about flex site Seaway Rd

Several calls and emails about the June 2-8 Colombian delegation visit

Lunch with Tim Mcghee to discuss pp spec warehouse.

MDA site visit with Brandi on Seabee base for solar grant.

Met with Jeff about retail development off 49 and access over rail.

Conference call with Israeli company to discuss Hacker U.

Meeting with Commissioner Levens and GBEDF board to discuss by laws.

Attended Consolidated Pipe Crawfish boil.

Conference call with Strategic Rail and MSE about KCS MOU.

Site visit with Consolidated pipe.

BOS meeting 4 agenda items approved / water tank dropped due to Shannon attending the pre conference, we are statistically eliminated.

Engineering Committee meeting

Attended Chamber legislative debrief and celebration of Senator Gollott.

Met with Atty negotiating ABC.

Attended KCS customer golf tournament Jackson

Attended farewell reception for Colonel Lovette.

Aeromart Montreal Summary

Monday.

9am rci meeting not confirmed w logistics company cancelled.

Meeting with Tootsi set by RCI. No real plans for anything in southeast. Currently Montreal and NJ. Supply chain and customers it will be a long time till south.

Dinner with commerce dept. , reps from Boeing Connecticut co. Vt company, tx. Major discussion workforce.

Tuesday

Meetings with bci about ai. Takeaway people are still the most important factor even with ai.

Canada Government investing 1 billion in super cluster ai centers.

Several technology presentations nothing new or worth follow up.

Wednesday

Met with trsi set by rci. Patented tire patch system and toolkit for large industrial tires. Smallest tire semi. Largest 17'. 72000 replacement can be 5000 patch. On site equipment back to work quickly. Expansion plans 4 q 19. Want to be in south. Want to expand customer base. Want to expand into chemical for their products. Met with ceo and development guy. Possible ms visit 8/19. 7 -10k sq ft warehouse.

Met with Normrock CEO founder and 2 sons. Set by rci. Everything manufactured on site. Insanely cool dredges 1.5 to 6 million us. Have to be in us jones act. Been to ms. Like ms. Want to visit. 20000 sq ft to start w water access. Welders fabricating builders needed. 40,000 cy per minute. Efficient and precise. Complete detail about material removed. Completely portable on low boy. Walks itself into water low draw fast mobilization. Much better than current dredge processes. Would allow for more regular / consistent dredging due to reduced cost and faster turn.

Met with Joe from airbus gave us lead for Gardner aero.

Cascades set by rci Met w container board division cfo. Majority of product made w recycling. Finishing Nj and another plant close to \$600 million. Interested in acquisition and existing facilities. Could collocate near steam source. No immediate plans for expansion. Tissue paper and tree stock possibility. 3-5 year realistic timeline. Cfo very knowledgeable and honest.

Thursday

Show all day. Lots of tire kicker time killers. No real prospects. Most want to pick customer list and or have us assist with target acquisition.

Met with Gardner after Joe referred. Looking for 5-10 million acquisition with book of business. To my knowledge no customer like that exists in area.

Venture capital and Chinese ownership. Most original board members are leaving at end of terms. Looking for group to introduce them to customers and business. 60/40 acquisition vs greenfield new build. Need machinists cc auto cad robotics.

Personal opinion BCI is not a target rich environment. We did not pay a booth fee but still think it was not a good use of time and resources. 0/17 results. Lots of cards nothing realistic to follow up on.

RCI. Solid interest and expansion plans. 75% have the chance of visit. 50% have possibilities in 1 year or less. Quality companies very candid discussions not time wasters.

Brandi Hough, Director's Report for: April 16th- May 14th, 2019

4/16-18/19- Attended the ACT Work Ready Community Workshop in Omaha, Nebraska on behalf of HCDC. Team members that attended the training were Mel Arsenault, with the Port of Gulfport and Sandy Commer-East from Gulfport High. We have formed a leadership team that will take over the project of getting Harrison County certified as an ACT Work Ready Community.

4/16/19:

- Worked on Purchase Contract for 2.4 acres of land for sale to Vision First Properties, LLC.
- Worked with MGCCC on data for Work Ready Community Profile for Harrison County
- Worked with each school in Harrison County on data for Work Ready Community Profile for Harrison County

4/23/19- Recognized at the One Coast Award as a nominee for the Top 10 under 40 through the Gulf Coast Chamber of Commerce.

4/24/19- Marcia and I worked with the Chancery Clerk's Office to get the NHCIC Plat filed.

4/25/19- Worked with Dr. Kelly and David Parker on getting DCS Cold Storage on the City Councils agenda in May.

4/25/19- Coordinated Bulldozer Day with Gulfport High, Biloxi High, D 'Iberville High, and Pass Christian on Land Shaper's Property on May 9th.

4/29/-4/3/19- Worked with Michelle McGraw on HCDC Resolutions and Orders for the Board of Commissioners Meeting and Board of Supervisors.

4/30/19:

- Meeting with Vision First Properties on land sale. Agreement signed on
- Meeting with the Port and GHS on schedules, to-do-list, goals, etc. for the certification process for ACT.

5/1/19- Site visit with MDA, HCDC, and The SeaBees Base on the MDA Military Grant request.

5/2/19:

- Conference call with MDA on incentives for Bait Company that Bill is working on. Waiting on additional information for the complete package from MDA. According to MDA contacts, they are willing to assist in the project once we provide the pertinent information for the project.
- Meeting with Lori & Shannon to discuss grant writing policy and procedures.

5/3/19- Conference call with Local 463 Pipefitters and Plumbers on purchasing property in BBID Park.

5/6/19- Working with Knight Abbey on ACE Application to submit to MDA for \$50,000 in grant funding.

5/7/19:

- Meeting with SMPDD on workforce money for ACT Testing for each school in Harrison County.
- Meeting with Jackson County Business Development Manager at HCDC.
- Leido's expansion

5/8/19- Conference call with Chemours on ACT Work Ready Community and update on company.

5/10/19- Meeting with Jackson County Economic Development Foundation on best practices for ACT Work Ready Community.

5/14/19- Business Partner Year End recap and Celebration at Gulfport High School.

Activity Report: April 15 through May 13, 2019 HIGHLIGHTS

Marcia A. Crawford

| | |
|----------------------------|--|
| Marketing | <ul style="list-style-type: none">• Branding, website, marketing ongoing including<ul style="list-style-type: none">○ Logo umbrellas reordered○ Researched Shutterstock image plans• Constant Contact email marketing: Ongoing<ul style="list-style-type: none">○ Input of additional contact names ongoing○ Small Business Resource Conference, 4/16○ SBDC May Business 101 Series, 4/23 |
| MCFTZ | Mississippi Coast Foreign Trade Zone <ul style="list-style-type: none">• Ongoing administrative |
| Miscellaneous | <ul style="list-style-type: none">• Community/Association Functions & Conferences/Seminars<ul style="list-style-type: none">○ One Coast Awards 2019, 4/23○ Gulf Coast Community Foundation HUB ribbon-cutting, 4/30○ Mental Health Assoc. of South Mississippi event, 5/1○ Post Legislative Briefing, 5/7• RFI: Zoning information for residence• RFI: Land zoned for multi-family (passed to Brandi)• RFI: Major Employers list• RFI: Where to find Bids on website• Harrison County 2019 Business Climate to K. McGandy on behalf of B. Lavers• Created Bulldozer Day flyers and yard signs• Contacted Kelly Griffin, HC Beautification Director, re award from Keep MS Beautiful, 4/29• Blank checks (Operations) to accounting, 4/24• Notary: NHIC plat, 4/24 |
| Coastal Partnership | <ul style="list-style-type: none">• 7 Relocation Packets (4 digital; 3 mail)• 25 Leads (advertising; chamber; visitors centers)<ul style="list-style-type: none">○ Rack cards or digital packets sent• 1 Relocation<ul style="list-style-type: none">○ Hills from CA (husband has new job at MS Aquarium; wife working on Masters in Psychology)• Coastal Partnership monthly meeting (April): Speaker Jack Schornick, Ukulele player and co-owner Magnolia Antiques<ul style="list-style-type: none">○ Meeting notes compiled & sent, 4/22• Coastal Partnership monthly meeting (May): Notice and agenda sent, 5/6<ul style="list-style-type: none">○ Speaker Hurricane Hunter |



- **Special Project: Coastal Partnership branding, website, marketing ongoing including**
 - New Shipping Labels, business cards, table signage created in-house
 - Logo polo shirts ordered, distributed to Ambassadors
 - Meeting with Shannon to discuss website additions, 4/20
 - Contacted AARC and MTA organizations with website URL change

- **Marketing & Publicity:**
 - **Biloxi Visitors Center, 4/20 (Olague, Varnado)**
 - Photo with caption sent to South MS Living & Biloxi-D'Iberville Press
 - *USA Today* article featuring fastest growing cities per state: Gulfport, 4/22
 - Meeting with Mississippi Tour Guide, 4/23
 - **Coastal Mississippi Board Meeting: Introduced board members to Coastal Partnership rebranded program, 4/25**
 - *Realty Times* "The 10 Most Affordable Beach Towns" featuring Gulfport #1 and Biloxi #3, 5/1
 - *South Mississippi Living* May issue featuring "St. Patrick's Day with Coastal Partnership Ambassadors"
 - *The Discoverer Blog* "8 Underrated U.S. Beach Towns" featuring Biloxi, 5/1
 - *Biloxi-D'Iberville Press* "Coastal Partnership Ambassadors Celebrate Spring," 5/2
 - *LinkedIn:* Added National Travel & Tourism Week post about Coastal Partnership, 5/6
 - **National Travel & Tourism Week Visits to Welcome Centers:** Supplies prepared for Coastal Partnership Ambassador 7 visits as follows:
 - Sun. May 5, State Welcome Center Hancock
 - Tue. May 7, State Welcome Center Jackson
 - Tue. May 7, Biloxi Visitors Center
 - Wed. May 8, Biloxi Visitors Center
 - Fri. May 10, State Welcome Center Hancock
 - Sat. May 11, Biloxi Visitors Center
 - Sat. May 11, State Welcome Center Hancock

Monthly Status Report For April/May 2019

Shannon Haynes

Completed Items

| Project | Task | Date Completed | Notes |
|------------------------------------|---|----------------|--|
| NCHIC Map (Edits) | Edited NCHIC Map to match changes in requirements. | 2019.04.09 | Team Member(s): Don Clark Program(s) Used: ArcGIS, ArcMap |
| Proposed BBID Road Map | Created a map showing a proposed roadway along the western edge of the Bernard Bayou Industrial Park | 2019.04.10 | |
| Bulldozer Day Map | Created a wayfinding map to be used by guests on Bulldozer Day. | 2019.04.15 | Team Member(s): Marcia Crawford Program(s) Used: ArcGIS, ArcMap |
| Land Sale Maps | Completed the creation of parcel maps of land for sale to be placed on the mscoast.org website as part of our expanding business operations | 2019.04.15 | Program(s) Used: ArcGIS, ArcMap |
| One Coast Awards 2019 | Attended and documented the One Coast 2019 Awards. | 2019.04.23 | Team Member(s): Brandi Hough, Marcia Crawford Program(s) Used: Instagram Media Suite |
| State Revolving Loan Fund Workshop | Attended workshop in Madison, MS on the application procedure and requirements for the State Revolving Loan Fund. | 2019.04.30 | |
| RESTORE Grant Documentation | Compiled a Sub-Award Agreement Document, among other required documents to be used as part of the RESTORE Grant moderation process | 2019.05.06 | Team Member(s): Brandi Hough, Lori Frazier Program(s) Used: Microsoft Office Suite |

In Progress

| Project | Task | Estimated Completion Date | Notes |
|--|---|---------------------------|---|
| Coastal Partnership Website Updates | Fleshing out of information, materials and presentation of the Coastal Partnership website with intern team | n/a | Team Member: Marcia Crawford, Jayden Magee, Jacoby Broadnax, Helena Fabacher, Ellie Herdon Program(s) used: Photoshoph, Google DevTools, Squarespace |
| ACT Work Ready Communities Certification | Prepare Harrison County for the ACT Work Ready Communities Certification Exam, which will provide the county with a quantifiable and comparable metric that shows that we have a robust workforce development effort aligned to their economic development needs. | n/a | Team Member: Brandi Hough |
| Drupal 8 Training | Complete Acquia Course on Drupal 8 (Building, Coding, Layout, Module Development, etc.) | Ongoing | 30% Complete |
| Industrial Park Data Consolidation/Layer Map | Collection and organization of all relevant information of the industrial parks under our management in a format that is useful and easily accessible | Ongoing | 45% Complete |
| Social Media Expansion Initiative | Promote awareness and brand recognition of the Innovation Center, the Coastal Partnership and the Harrison County Development Commission. Follow us on Facebook at Harrison County Development Commission and at Re-imagine Living Life on the Gulf Coast of Mississippi or on Instagram at @harrisoncounttydc and | Ongoing | Team Member: Michelle McGraw, Marcia Crawford, Jayden Magee Program(s) used: Facebook, Instagram, VSCO, Canva, Later, Instagram Media Suite |

| | | | | |
|--|---------------------------------------|--|-----|---|
| | @mscoastalpartnership | <p>Ongoing moderation and appropriate follow-ups conducted for the RESTORE Act Grant, MDA Rail Grant, Military Base Enhancement Grant, SWIB Grant, DWSIRLF Grant and CRISI Grants.</p> | n/a | <p>Project is ongoing with several components</p> |
|--|---------------------------------------|--|-----|---|

Assigned but Not Started

| Project | Task | Estimated Start Date | Notes |
|---|--|----------------------|-------|
| FEMA Incident Database/Layer Map | Creation of a database that will be used to record past incidents, track progress of current incidents and help predict future vulnerabilities and/or incident hotspots | TBD | |
| Spatialization of Relocation Database/Layer Map | Transfer of the existing Coastal Partnership database (excel document) into an ArcGIS layer file, to be used as a recording platform and resource to support ongoing outreach efforts, divine trends in relocation interest and inform targeted advertising. | TBD | |
| Harrison County Opportunities Storymap | Creation of an informational presentation (storymap) to be embedded in the website as an engaging and concise description of opportunities and benefits of working and living in Harrison County. | TBD | |
| Event/Festival Storymap | Creation of an informational presentation to be embedded in the appropriate websites of interesting events, locales and experiences to support the Coastal Partnership in its mission to promote the MS Gulf Coast as premier relocation destination. | TBD | |
| COLI Database/Layer Map | Collation and organization of cost of living data for the county at a more granular level to be used to analyze, support and further economic development and relocation efforts down to the neighborhood level | TBD | |

HCDC Report for April 2019

(May 2019 FULL COMMISSION MEETING)

April 2019 Occupancy 98% (2 offices) Main Building
99% Modular Annex (1 office)

April Activity

- April 4 **Starting a Business-First Steps” Business 101 Series**
- April 16 **HCDC BOD**
- April 16 **”Starting a Business-First Steps” Business 101 Series**
- April 18 **”How to Develop a Business Plan” Business 101 Series**
- April 23 **”How to Develop a Business Plan” Business 101 Series**
- April 25 **”How to Develop a Business Plan” Business 101 Series**
- April 25 **”Cash Flow Projections Business Plan” Business 101 Series**
- April 30 **”Cash Flow Projections Business Plan” Business 101 Series**

Upcoming Activity

- May 2 **”Think Like an Entrepreneur” Business 101 Series**
- May 7 **”Think Like an Entrepreneur” Business 101 Series**
- May 9 **Starting a Business-First Steps” Business 101 Series**
- May 14 **Starting a Business-First Steps” Business 101 Series**
- May 17 **Small Business Resource Conference**
- May 21 **”How to Develop a Business Plan” Business 101 Series**
- May 23 **”How to Develop a Business Plan” Business 101 Series**
- May 28 **”Cash Flow Projections Business Plan” Business 101 Series**
- May 30 **”How to Develop a Business Plan” Business 101 Series**
- May 30 **”Cash Flow Projections Business Plan” Business 101 Series**
- July 24 **Doing Business with the American Red Cross Event**

Offered at the Trent Lott Center, USM Main Campus, Hattiesburg

MATRIX OF POSSIBLE RENTS

| | <u>100%</u> | <u>65%</u> |
|--|--------------------|-------------------|
| 10225sf office (44 offices) (\$16.99sf) (APR\$15) | 173723 | 112920** |
| 4032sf modular addition (12 offices) (\$16.99sf) (APR\$15) | 26148 | 23085** |
| 18752sf warehouse* (15 warehouses) (\$5.00sf) (APR\$4) | <u>93760</u> | <u>60944***</u> |
| Total possible rents (year) | 267483 | 173864 |
| (year) | 293631 | 196949**** |
| (month) | 22291 | 14489 |
| (month) | 24470 | 16413**** |

*less dead space 20286-1534= 18752 - final 4 spaces not readily adaptable for one overhead and one walk through door per unit

** 13% premium to appraised rates

*** 25% premium to appraised rates

**** does not include co-working rental

New residents get 35% discount to market

Tenant Sources: startups; acceleration clients; econ dev at market; resource providers

**AMENDED BYLAWS OF THE
HARRISON COUNTY ECONOMIC DEVELOPMENT FOUNDATION, INC.**

**ARTICLE I
GENERAL**

Section 1. Name. This organization is incorporated under the laws of the State of Mississippi and in accordance with Section 501(c)(3) of the Internal Revenue Code and shall hereafter be known as The Harrison County Economic Development Foundation, Inc. (the “Foundation”).

Section 2. Purpose. The purposes for which the Foundation is created are to encourage, foster and advance economic growth through industrial, commercial, and tourism development, to promote civic pride and awareness of Harrison County and to provide facilities to promote the same, and such other purposes, in connection therewith, as provided for in the Articles of Incorporation.

Section 3. Limitations of Methods. The Foundation is organized and incorporated as a non-profit organization as defined in Section 501(c)(3) of the Internal Revenue Code and shall observe all local, state and Federal laws which apply to thereto.

**ARTICLE II
MEMBERSHIP**

Section 1. Eligibility. Membership in the Foundation shall be open to persons who are interested in the economic development of Harrison County.

Section 2. Meetings. The Foundation will hold not less than annual meetings to develop strategies and programs for the enrichment of the Harrison County.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. Composition. Control of the affairs and property of the Foundation shall be vested in a Board of Directors consisting of seven (7) members, three (3) of which shall be appointed by the Board of Commissioners of the HCDC and four of which shall be elected by the membership of the Foundation at its annual meeting. Should the term of a Commissioner of the HCDC expire or otherwise become vacated, such action shall also automatically vacate his position as a Director of the Foundation.

Section 2. Election of Directors and Term. Those initial directors chosen by the Membership shall initially serve a one year term for one director and a two year term for the second director, and a three year term for two directors. Thereafter, such directors shall serve for three year terms. Directors initially appointed by the HCDC shall serve one for three years, one for two years, and one for one year. Thereafter, each HCDC appointed Director shall serve for two years.

Section 3. Authority. The Board of Directors of the Foundation shall have final, conclusive and non-reviewable authority to exercise all rights, powers, authorities and purposes granted by the Articles or otherwise conferred by law upon the Foundation, including but not limited to, the right and power to invest and reinvest funds of the Foundation or any part thereof, in such property, real, personal and mixed, as they may determine proper; and the right and power to lease, sell, encumber, dispose of and otherwise manage and deal with the same upon such terms and conditions and for such consideration, or without any consideration, as said Board of Directors, in their discretion, may determine. The Board of Directors shall have the right and power to borrow upon such terms and conditions as they may determine and to execute and deliver promissory notes, bond, debentures, contracts, deeds, deeds of trust and other instruments for and on behalf of the Foundation. The rights and powers exercised by the Board of Directors shall be done by any Officer, Officers or agents who may be designated by the Board of Directors so to do.

Section 4. Management. The Board of Directors of the Foundation shall employ an Executive Director and shall fix the salary and other consideration of employment. The Executive Director shall employ other personnel and fix salary and other considerations within the parameters of the budget, subject to review by the Board of Directors.

Section 5. Vacancies. In the event a vacancy should occur during a Foundation appointed Director's term, the remaining members of the Board of Directors selected by the membership of the Foundation may select a new Director to fill the unexpired term. In the event a vacancy should occur during a HCDC appointed Director's term, the Board of Commissioners of the HCDC may select a new Director to fill the unexpired term.

ARTICLE IV
MEETINGS OF DIRECTORS

Section 1. Meetings. Meetings of the Board of Directors may be held at the principal office of the HCDC, or at such other place(s) as shall be designated by the Board. Special meetings of the Directors may be called at any time by the President or the Executive Director upon request of the President and written notice of such special meetings shall be given at least twenty-four (24) hours in advance of each meeting.

Section 2. Quorums. Any four (4) Directors shall constitute a quorum at any meeting; provided however, at least one member appointed by the HCDC must be in attendance to establish a quorum. The vote of a majority of those present shall constitute the legal, valid, and binding act of the Foundation in all matters.

Section 3. Open meetings. All meetings of the Board of Directors shall be open to the public at all times unless declared an executive session as hereinafter provided. The Board of Directors may enter into executive session for the transaction of business; provided, however, all meetings shall commence as open meetings and an affirmative vote of two-thirds (2/3) of all members present shall be required to declare an executive session. Any Director shall have a right to request by motion a closed determination upon the issue of whether or not to declare an executive session. Such motion, by a majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring executive session have been completed and a vote, as required above, has been taken on the issue. The reason for holding such an executive session shall be stated in an open meeting and the reason so stated shall be limited to one or more of the following purposes: (a) transaction of business and discussion of personnel matters or the character, professional competence, or physical or mental health of any such person; (b) strategy sessions or negotiations with respect to prospective litigation when an open meeting would have a detrimental effect on the litigating position of the Foundation; (c) transaction of business and discussion regarding the report, development or cause of action regarding security personnel, plans or devices; (d) investigative proceedings of the Foundation regarding allegations of misconduct or violation of law; (e) cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons or property under control of the Foundation; (f) transaction of business and discussion regarding the

prospective purchase, sale or leasing of lands; (g) transaction of business and discussion regarding the location, relocation or expansion of a business or an industry; and (h) transaction of business and discussion regarding employment and termination of employees. The total vote on the question of entering into an executive decision shall be recorded and spread upon the minutes of the Foundation. Any vote whereby executive session is declared shall be applicable only to that particular meeting on that particular day. The Board of Directors may make and enforce reasonable rules and regulations for the conduct of persons attending the meetings.

Section 4. Minutes. Minutes shall be kept of all meetings of the Board of Directors whether in open or executive session, showing the members present and absent; the time, date and place of the meeting; an accurate recording of any actions taken at such meetings; a record, by individual member, or any votes taken; and any other information that the Board of Directors request be included or reflected in their respective minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

ARTICLE V OFFICERS

Section 1. Selection of Officers. The Officers of the Foundation shall be a President, Vice-President and Secretary-Treasurer selected by The Board of Directors from their own number, to serve for a period of one (1) year beginning each January. No Officer or Director of the Foundation shall receive any salary whatever for services rendered as such Officer or Director.

Section 2. Terms of Office. The Officers of the Foundation shall hold office during their term and until their successors are elected. Any Officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a majority of the Board of Directors.

Section 3. Duties.

President. The President shall preside at all meetings of the Board of Directors; he shall have general management of the business of the Foundation and shall see that all orders and resolutions of the Board are carried into effect. The President, as directed by the Board, shall execute bonds, mortgages, deeds of trust and other contracts requiring the seal, under the seal of the Foundation.

Vice-President. The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President, and shall perform each other duties as the Board of Directors may prescribe.

Secretary-Treasurer. The Secretary-Treasurer shall, in the absence of the President and Vice-President, perform the duties and exercise the powers of the President. The Secretary-Treasurer shall monitor the maintenance of official records and the safe-guarding of all funds of the Foundation. The Secretary-Treasurer shall have authority to affix the Seal and attest to all instruments requiring attestation.

Executive Director. The Executive Director shall see that the minutes are kept of all meetings of the Board of Directors; shall have charge of all records of the Foundation together with the Seal and Charter, and when the Secretary-Treasurer is unavailable, shall have authority to affix the seal and attest all instruments requiring attestation. The Executive Director shall give any notice required of meetings herein provided and shall perform such other duties as may be determined by the Board of Directors. The Executive Director shall keep full and accurate accounts of receipts and disbursements and shall deposit all money and other valuable effects in the name and to the credit of the Foundation, in such depositories as may be designated by the Board of Directors. The Officers shall disburse the funds of the Foundation as may be ordered by the Board of Directors, and shall render to the Board of Directors at the regular meetings thereof, and whenever in addition they may require it, an account of all transactions of the Foundation and of the financial condition of the Foundation. The Executive Director shall give the Foundation a bond in a sum as required by the Board of Directors, and with one or more sureties satisfactory to the Board of Directors, for the faithful performance of the duties of said office.

Section 4. Vacancies. If the office of any Officer becomes vacant by any reason n the Board of Directors shall choose a successor, or successors from among its members once such vacancy has been filled and the new Director can participate is said selection. The person thus elected shall hold office for the unexpired term in respect of which such vacancy occurred.

ARTICLE VI
DISSOLUTION

Section 1. Procedure. If the Foundation is dissolved in accordance with the laws of the State of Mississippi or finally liquidated, the Board of Directors shall, after paying or making provisions for the payments of all of the lawful debts and liabilities of the Foundation, distribute all of the assets of the Foundation to one or more of the following categories of recipients as the Board of Directors shall determine: A non-profit organization or organizations having similar aims and objectives as the Foundation and which way be selected as an appropriate recipients of such assets, as long as such organization or each of such organizations shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to the State of Mississippi or the county or local government(s) located within the area then comprising the Foundation, exclusively for public uses or purposes.

ARTICLE VII
AMENDMENTS

Section 1. Revisions. The Board of Directors of the Foundation shall have the power to make, amend and repeal by-laws of the Foundation at any regular or special meeting of the Board by a majority vote thereof, provided specific notice of any proposed by-laws changes, including the text of each change to be proposed be given to all members at least ten (10) days in advance of any meeting in which a vote is to be taken by such amendment.

SUBJECT: ATTENDANCE AND PUNCTUALITY

APPLIES TO: ALL EMPLOYEES

Policy: It is the policy of Harrison County Development Commission to establish reasonable and necessary controls to ensure adequate attendance to meet business needs.

Procedure:

1. Working schedules and starting times are established by the Executive Director based on business needs.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence/tardiness to the Executive Director. When reporting absence/tardiness, the employee must communicate absence/tardiness to Executive Director or other designated individual as specified by management. In the event the employee cannot reach the Executive Director, the absence/tardy should be reported to the Director of Finance. It is important for the employee to communicate the absence within one hour of scheduled start time.
4. The company reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for medical reasons or in the event of medical absences exceeding two days.
5. Excessive absenteeism is defined as 8 or more instances of absence in a rolling 12-month period. Such excessive absenteeism is subject to corrective discipline. Management may elect to forego corrective discipline and move directly to termination.
6. Excessive tardiness is defined as 12 or more instances of being tardy in a rolling 12-month period. Such excessive tardiness is subject to corrective discipline. Management may elect to forego corrective discipline and move directly to termination.
6. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.
7. The Director of Finance is responsible for maintaining attendance records and for advising the Executive Director if an employee's absence or lateness exceeds the guidelines of this policy.



STATE OF MISSISSIPPI
PHIL BRYANT, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
GLENN MCCULLOUGH, JR.
EXECUTIVE DIRECTOR

March 22, 2019

Ms. Tonya Spiers
President/Owner
Knight Abbey
315 Caillavet Street
Biloxi, MS 39530

Dear Ms. Spiers,

The Mississippi Development Authority (MDA) would like to convey its sincere gratitude to Knight Abbey for our longstanding relationship and the opportunity to continue to do business and expand in Mississippi. Projects like this are extremely important to the continued growth and prosperity of our state. As a result, MDA will provide the following to assist with your project:

ACE Grant – A grant of up to \$50,000 will be made available to the local economic development authority to assist with the relocation of equipment and related eligible expenses that adhere to MDA guidelines. The company will have three years to create 25 new, full-time jobs and must maintain the new employment level for a two-year maintenance period.

These monies are being made available based upon the commitment that your investment will be at least \$5,238,663 and Knight Abbey will create at least 25 new, full-time positions in Harrison County. This financial offer is contingent upon MDA's satisfactory financial and project due diligence review. It is also understood that the local entity and the business must meet minimum requirements set forth in state statutes and the rules and regulations of this program. If the number of jobs or costs of the infrastructure improvements change, MDA will want to discuss the new proposal before there is a final commitment of funds. In compliance with MDA's policy, we will hold the funds for 90 days. The deadline will be June 18, 2019.

We look forward to working with you in support of this expansion project. If you have any questions, please contact our Project Manager Gabriella Nuzzo. Gabriella can be reached at 601-359-6645 or at guzzo@mississippi.org.

Very truly yours,


Michael J. McGrevey
Deputy Director

MJM:gn

cc: Brandy Hough, Director of Business Development, Harrison County Development Commission



STATE OF MISSISSIPPI
PHIL BRYANT, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
GLENN MCCULLOUGH, JR.
EXECUTIVE DIRECTOR

April 4, 2019

Mr. Bill Lavers
Executive Director
Harrison County Development Commission
12281 Intraplex Parkway
Gulfport, Mississippi 39503

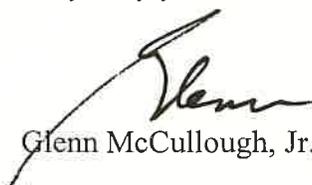
Dear Bill:

It is a pleasure to inform you that the Mississippi Development Authority has approved the Harrison County Development Commission's application for a Ready Site Grant of up to \$50,000.00 through the Site Development Grant Program.

The site development work proposed in your application with the funds you are investing in your site demonstrates the commission's commitment to developing available sites that meet the needs of prospective businesses. With this grant, we are pleased to support the important work you are doing to further prepare your site for industrial development, enhancing the competitiveness of the site, your community, and the state of Mississippi.

We will be sending you a grant agreement for signature under separate cover. Until then, if you have any questions regarding this award, please contact Sally Williams in our Financial Resources Division at 601.359.5052 or by email at sawilliams@mississippi.org.

Very truly yours,



Glenn McCullough, Jr.

GM:sw



STATE OF MISSISSIPPI
PHIL BRYANT, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
GLENN MCCULLOUGH, JR.
EXECUTIVE DIRECTOR

March 22, 2019

Ms. Tonya Spiers
President/Owner
Knight Abbey
315 Caillavet Street
Biloxi, MS 39530

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Very truly yours,


Michael J. McGrevey
Deputy Director

MJM:gn

cc: Brandy Hough, Director of Business Development, Harrison County Development Commission



Date: 2-14-19

Current KA Staff:

62 full-time employees
Average Salary is \$42,000

Current KA New Hires (Training and preparing for new work):

We have currently hired 8 new full-time employees (on job training)
Average Salary of the 8 is \$28,000

Proposed Additional KA New Hires:

17 more full time employees (Customer Service, Sales, Production)
Average Salary is \$30,000 (plus commissions for sales/CSR)
Note: Sales person averages approximately \$65,000 per year
CSR averages approximalty \$40,000 per year

Proposed new business for 2019:

Stanley Steemer (Ohio): \$600K to \$1.2M per year
Laundrylux (New York): \$150K to \$200K per year
Firzgeralds Casino (MS): \$200K to \$300K per year
2019 projected new business: \$950K to \$1.7M
Note: All proposed new business is in final stages of onboarding.

Capital Investment:

- Construction: \$910,223 (additional alarm to come-cameras/badge security, building signage) slab (275K), Offices,
- Communication: \$61,430 (additional to come) access points, BCI, switches
- Engineering: \$145,000
- Equipment: \$1,950,000
- Relocation cost: \$72,000-just equipment with add'l relocation cost to be added.
- Total Capital Investment: \$3,138,653.00**