

**MINUTES**  
**HARRISON COUNTY DEVELOPMENT COMMISSION**  
**February 18, 2020**

A regular scheduled meeting of the Harrison County Development Commission was called to order at 8:27 am on Tuesday, Feb. 18<sup>th</sup>, 2020 at Harrison County Development Commission, Gulfport, Mississippi.

The Commissioners present were: President Frankie Castiglia, Jimmy Levens, Mike Leonard, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, Rip Daniels, Windy Swetman and Mark Schloegel. Via phone conference: Brian Gollott, and Jennifer Burke.

Commissioners Absent: Frank Bordeaux.

The staff members present: Executive Director Bill Lavers, Marcia Crawford, Lori Frazier, Gia Blackwell and Michelle McGraw as recording secretary.

Consultants present: Legal Counsel Jim Simpson, Don Clark with DCC Consultants, and Ron Jenkins Engineering Consultant.

The media was notified of this meeting via the Sun Herald and our <http://mscoast.org> website.

**I. INVOCATION AND PLEDGE – OPEN MEETING & CALL TO ORDER**

After the Invocation and pledge, President Frankie Castiglia opened the meeting and called to order at this time, and acknowledged the public notice was given.

**II. AGENDA ADJUSTMENTS**

President Frankie Castiglia announced the following adjustments:

Request to go into an executive session was made for two items for the purpose of a prospective purchase, sale or leasing of lands and personnel.

The Motion was made by Commissioner Jimmy Levens to amend the agenda for an executive session and it was seconded by Commissioner Warren Conway. There was no discussion. The Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

**III. GUESTS / COMMENTS**

Cindy Lamb of Pickering Firm Inc., Tina Taylor with South MS Contract Procurement Center, and Steve Brooks with Seymour Engineering, Bob Escher with Overstreet & Associates, Dax Alexander with Brown, Mitchell & Alexander, Lance Foster with the Small Business Administration was present.

#### IV. MEETING MINUTES

The Motion was made by Commissioner Rip Daniels to approve the Jan 16<sup>th</sup> and 23<sup>rd</sup>, 2020 meeting minutes. Commissioner Jimmy Levens seconded the Motion. There was no discussion, and the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

#### INTRODUCTION OF GUESTS

Cindy Lamb of Pickering Firm Inc., Tina Taylor with South MS Contract Procurement Center, and Steve Brooks with Seymour Engineering, Bob Escher with Overstreet Engineering, Dax Alexander with Brown, Mitchell & Alexander, Lance Foster with the Small Business Administration were welcomed and introduced as our guests.

Discussion took place by Commissioner Mark Schloegel asking if notice was sent out for the last Engineering Committee Meeting. Jimmy Levens asked him if he was on the Engineering Committee and he replied no but he wanted it the invite to attend all Committee Meetings. Jimmy Levens stated usually and invite goes out to all Commissioners on all Committee Meetings but it got missed by the new President Frankie Castiglia in the process of changing positions. President Frankie Castiglia stated we would discuss in today's meeting what was discussed in the meeting he missed.

President Frankie Castiglia welcomed our new commissioner, Windy Swetman. Windy Swetman thanked everyone and gave a short speech regarding his experience and appreciation to be a part of the board.

#### V. *Vote Items*

- **Land Sale Project Batman** – 72 acres in the BBID to be used for the purpose of a Solar Farm. Legal Counsel Jim Simpson updated the board on the final changes to the agreement working out the language and warranty deed issues with the customer's attorney. One change made was our right to buy the land back within each year of the option agreement. They sent the final agreement with a March 1<sup>st</sup> effective date but this date will not work by the time the Board of Supervisors meets. He recommended the Commissioners to approve this agreement and leave the purchase date blank till it has been approved by the Board of Supervisors and update the Supervisors so they are aware of why this has a blank affective date. Bill Lavers reminded the Commissioners this has a 3-year nonrefundable earnest money option which breaks down to \$25,000.00 the 1<sup>st</sup> year then ups to \$30,000.00 the 2<sup>nd</sup> year and the 3<sup>rd</sup> year is \$75,000.00 paid to

us. The staff's recommendation is to approve this and try to help get this done and if it doesn't work we keep the earnest money.

The Motion was made by Commissioner Jimmy Levens to approve the staff recommendation of the land sale of 72 acres in the BBID for the purpose of a solar farm, and it was seconded by Commissioner Warren Conway. There was no discussion, and the Motion received the affirmative roll call vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

Discussion took place of our buyback option in general by Commissioner Mark Schloegel. He asked if we have always had that option and have, we ever used it. Jim Simpson replied with we have always had the buyback option but have not exercised it that he is aware of.

- **Painting of the water tanks bid award and recommendation by the committee.** President Frankie Castiglia stated we worked with our Engineering companies and they oversaw the bid process. Executive Director Bill Lavers stated we advertised the bid, they were due in by 10 am last Thursday, and we opened the bids at 10 am Friday. We went through the bid tabulation, Apple Construction was the low bid on the pump rehab, and on the tank side, Tank Pro was basically half the price of TMI Coatings. These are the stamped engineers' recommendations on accepting the bids. There are 2 alternate bid additives number 3 and 4, are painting the ground tanks for over \$700,000.00. Our recommendation is to keep additives 1 and 2 which cover the tank inspection and maintenance repairs needed and delete additive 3 and 4 and go out for bids separately on that. Commissioner Warren Conway said he recalled this would be the 3<sup>rd</sup> time the tanks have been painted and within the last few years. Consultant Don Clark stated they have not been painted within the last 5 years. Consultant Ron Jenkins stated we have 3 elevated tanks and 5 ground tanks and the above ground tanks include the maintenance of the interior which is vital to our drinking water. Commissioner Warren Conway asked if we had our new logo up on the tanks yet. Bill said no, and that is part of this painting process is to have our new logo on them. Dax Alexander clarified the tanks have not been painted since 2007 and it is routine to paint and maintenance the tanks every 10 to 12 years. Warren Conway was still not certain of the time frame between the painting of the tanks. Commissioner Sharon Bentz Mustered asked what is the purpose of painting the tanks. Consultant Ron Jenkins answered that it protects against corrosion and prevents catastrophic failure of the tanks. Commissioner Windy Swetman asked if there are inspections of the tanks to see if we are in need of this in regard to the routine maintenance to show the corrosion evaluation. Ron Jenkins answered yes that is part of the addendum 1 and 2 based on the tank inspections and identifies repairs needed in addition to coating. Windy asked who did the evaluation, and Ron answered the bid package was done by Overstreet. Jimmy Levens asked how immediate this needed to be done and Consultant Ron Jenkins said we are past due on the maintenance. Bill Lavers mentioned the tank on the east side of Seaway Road has some bolts about to break loose from rust along with welding to replace some of the safety rods on the tanks.

Windy Swetman appreciated clarifying the need and expense for this bid so he could explain if need be why we spent the money. Ron Jenkins stated Mississippi Rural Water Association would be here later to do a rate study and also see what the requirement is to maintain our system within the next 10 years. John Shorty Sneed asked what the bid recommendation was to approve. Jimmy Levens stated the recommendation from Overstreet and staff was to award the bid to Tank Pro with alternates 1 and 2.

The Motion was made by Commissioner Jimmy Levens to approve the bid award to Tank Pro alternates 1 and 2 for the painting of the tanks and it was seconded by Commissioner Mike Leonard. There was no further discussion, and the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

- **Bid award recommendation to the upgrade of Pump Station 4** – Bill Lavers said the staff, Engineering Committee, and Overstreet & Associates (engineering) recommended we accept the bid by Apple Construction based in Biloxi.

The Motion was made by Commissioner Jimmy Levens to approve the bid award to Apple Construction and it was seconded by Commissioner Rip Daniels. There being no discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

- **Executive Session.**

The Motion to go close the open meeting and go into executive session was made by Commissioner John Shorty Sneed and seconded by Commissioner Rip Daniels. All members present voted in favor of the executive session. The executive session began at 9:00 am and ended at 10:07 am. No action was taken. President Frankie Castiglia reopened the meeting at 10:07 am.

President Frankie Castiglia brought up the outstanding invoice from the Spanish Teacher and said he thinks they all agree to pay it.

Motion was made by Windy Swetman to pay the invoice and it was seconded by John Shorty Sneed. There being no discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

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

- **Financial Statements and Claims for January 2020 Exhibit E & F**  
Commissioner John Shorty Sneed reviewed the financials and Claims and did not see anything out of the ordinary.

Commissioner John Shorty Sneed made a Motion to approve Exhibits E and F and Commissioner Rip Daniels seconded the Motion. There being no discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

Bill Lavers announced the financial audit will be in May and the global appraisal on all assets should be completed in the next 2 to 3 weeks.

## COMMITTEE ACTIVITIES

A. **Marketing & Industrial**

- **Letter of commitment Procurement Technical Assistance Program (PTAP)** – Bill Lavers explained this is a letter of commitment for \$15,000.00 for this year's contribution to support the Small Business Procurement contracts which are a small division of MDA and also a tenant of the Innovation Center.

The Motion was made by Rip Daniels to approve the contribution and it was seconded by Jimmy Levens. Discussion requested by Windy Swetman asking what exactly are they doing for us in the \$15,000.00. Bill Lavers explained they assist the small business in obtaining government contracts and assist in getting registered in the Oracle system. They provide a service to the small business in the community and also the Innovation Center. There being no discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

- **MDA Past Due Invoice \$21,800.00** – This is our share of the Military Base Consulting Contract Services for FY2020. Bill explained this is for the Lobbyist and the Marketing Committee recommended we pay it.

The Motion was made by Rip Daniels to approve payment recommended by the committee and seconded by Warren Conway. There was no discussion, and the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 10 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Abstain: John Shorty Sneed

Nays: 0

- **Shuckers Tickets** - \$2,800.00 for the season to use as a marketing and economic development to help bring business in. This included 70 tickets with all-you-can-eat buffet and soft drinks till the 7<sup>th</sup> inning. These tickets can also be donated to our military and first responders.

The Motion was made by Rip Daniels to approve the committee recommendation to purchase the tickets and chose to abstain from the vote. Discussion took place by Windy Swetman asking what are the legalities on purchasing the tickets based on past experience. Legal Counsel Jim Simpson explained we can purchase the tickets and use them as economic development tools. Windy asked that we keep track of how the tickets are used and supported the idea of purchasing the tickets. The Motion was seconded by John Shorty Sneed. There being no further discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 10 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Abstain: Rip Daniels

Nays: 0

- **Reminded of the Groundbreaking Ceremony for Camp Bow Wow Feb 28<sup>th</sup> at 3 pm.** Bring your dog and we will be honoring our dogs in service.

## COMMITTEE ACTIVITIES

### B. Administrative, Engineering & Maintenance

**Bulkhead recommendation.** The subcommittee met and all RFQ's were scored privately and the recommendation based on the MDEQ score sheet the unanimous high score was to choose Machado. Based on their local expertise and expertise on bulkheads we are confident in making this recommendation.

Commissioners Mark Schloegel said we should choose the top 3 and conduct interviews if we are going to spend that kind of money. Bill made it clear this is

money provided by the grant we are not spending the money. Frankie Castiglia asked what kind of timeline we are operating on to do the engineering. Bill answered with 90 days to 6 months to have the engineering completed. Mark Schloegel stated he thinks we should interview before choosing. Windy Swetman said he is very aware of what they do and has all the confidence in the world on their abilities.

Jimmy Levens stated he has the scoring done by staff in order to keep the politics out of it and chose commissioners that do not have any ties to engineering firms do keep it very vanilla. Mark Schloegel asked for the process and how Machado has the experience and how they need to communicate that with us. Bill Lavers described the process of our scoring and how it was transparent. We opened the RFQ's, no discussion took place and scoring was done quietly for all the RFQ's we received. Bill then took the scores and added them up and the winner was the high score.

Windy Swetman made the Motion to accept the recommendation and have Machado do a presentation to answer any questions for the Commission in the upcoming March meeting. It was seconded by Jimmy Levens. There being no further discussion, the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 10 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, and Sharon Bentz Mustered.

Abstain: Mark Schloegel

Nays: 0

**Dredge rate for spoil area.** The committee recommends raising the spoil rate from \$4.00 to \$4.50. Bill Lavers presented a short video presentation of how we will track keeping the amounts accurate to the billing.

The Motion was made to approve the increase by Jimmy Levens and it was seconded by John Shorty Sneed. There was no discussion, and the Motion received the affirmative vote of the Commissioners as follows:

Yeas: 11 - Jimmy Levens, Brian Gollott, Mike Leonard, Frankie Castiglia, Jennifer Burke, Rip Daniels, Windy Swetman, John "Shorty" Sneed, Warren Conway, Sharon Bentz Mustered, and Mark Schloegel

Nays: 0

**Water and Sewer rate review.** Jimmy Levens stated we approved to raise the rates 2 years ago by 5% per year. He feels we need to look specifically at the sewer rate separate but for now its just discussion. We are waiting for the Mississippi Rural Water Association to complete the rate review and Ron Jenkins will be providing the recommendation.

**Median Cut** – In process.

**Roads deeded to the city.** Jim said he still needed to look at the plat and that he had not had a chance to do so yet.

**VI. Directors Report**

Brandi Hough reported we have 22 Interns enrolled in the SEA Force program. Meeting with USM on a project that will produce 38 new jobs to downtown Gulfport. Bill Lavers is proud to say we have created 26 jobs in the last 40 days.

Marcia Crawford stated we are working with Future Design Group for digital and social media marketing for the Development Commission and Coastal Partnership. Smart Asset mentioned the City of Gulfport as the top affordable beach towns in the country and Biloxi number 2 for the year 2020. And for the first time, we had The Honorable Billy Hewes, Mayor of Gulfport, here at the Coastal Partnership meeting. Also, our ambassadors are helping at the centers assisting with setting up for the Mardi Gras season.

**VII. Old/New Business**

Nothing at this time.

**VIII. Legal**

Nothing at this time.

**IX. Announcements/Notices**

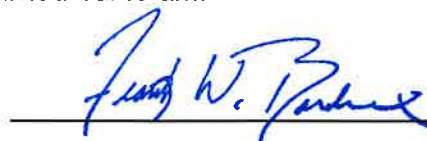
- **Camp Bow Wow Ground Breaking Ceremony Feb 28<sup>th</sup> 3 pm. Bring your dog!!**
- **Next Board of Commission Meeting: March 17, 2020 @ 8:15 a.m.**

**X. ADJOURN**

There being no further business to come before the Commission, Commissioner Frankie Castiglia made a Motion to adjourn and it was seconded by Commissioner Jimmy Levens. The meeting was adjourned 10:43 am.



Frankie Castiglia, President



Frank Bordeaux, Secretary