

**St. Tammany Parish Development District
Board of Commissioners Meeting
Minutes | June 20, 2024 | St. Tammany Parish Hospital Board Room**

Present: Joan Coffman, Mimi G. Dossett, Mike Gambrell, Albert M. Hamauei, Ross Lagarde, Louis Ochoa, Eric Schouest, Dr. William Wainwright

Absent: Elder Brown, III, Bruce Javery, Paul Myers, IV

Staff: Chris Masingill, Timothy Billiot, Kyle Buckley, Vincenzo Caronna, Sharon DeLong, Keith Espadron, Ashley Llewellyn, Kate Moore, Todd Whalley, Gabbi Brown-Fellow, Ben Seiden-Grad Fellow, D Polk-ERC Fellow

Counsel: Mark Balkin | Hardy Carey Chautin & Balkin

Guests: Kathleen Wilkins, Chris Abadie | Colliers

President Wainwright called the meeting to order at 3:05 p.m. and expressed his appreciation to Commissioner Coffman and the St. Tammany Parish Hospital for hosting the meeting. Commissioners present established quorum.

PUBLIC COMMENT PERIOD

No public comment on any agenda item.

CONSENT AGENDA

With no modifications, the Consent Agenda, which consisted of the April & June Finance Committee Meeting Minutes, April BOC Meeting Minutes, Financial Statements-all accounts, and the Updated Disaster Recovery & Resiliency Plan, was approved. *Eric Schouest, seconded by Mike Gambrell, motioned to approve the consent agenda as presented. All were in favor. Motion passed.*

PRESENTATION

Kyle Buckley gave a thorough presentation on PILOT compliance, noting that all ongoing projects are compliant for 2023. Masingill noted how the program management and model has become more sophisticated since 2019. Buckley added that the current program model is able to both support existing companies in their expansion and serve as a recruiting tool for new investment, while ensuring that local taxing bodies receive revenue throughout the duration of the program. The 2023 PILOT compliance report showed significant economic growth. Historic agreements helped attract \$1.22 billion in capital investments and supported companies to create 953 jobs, resulting in a total payroll of over \$52 million. Despite higher wage requirements under the new PILOT program, the new PILOTs secured \$40.3 million in investments for the parish, creating 510 new jobs with a payroll of \$37.7 million.

NEW BUSINESS

New Office Space Lease

Progress continues on the future STC facility. Masingill introduced Chris Abadie, who has led the facility search process. Abadie provided an update on the lease negotiations and detailed the key areas of the lease. He commended STC Counsel, Mark Balkin, for his assistance and guidance in the lease development process. Masingill noted that additional engagement is taking place with the landlord regarding items outlined in the letter of intent. Balkin commented that he has reviewed the lease, is comfortable with the terms, and recommends moving forward with executing the lease. Masingill requested approval of the lease. Schouest suggested inviting the facility owner to a future board meeting. Wainwright thanked all involved for their efforts. *Al Hamauei, seconded by Mike Gambrell, motioned to grant approval for the execution of the finalized lease. All were in favor. Motion passed.*

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FY 23/24 Budget Amendments – All Accounts

As the Executive Summary and the proposed amendments were included in the board packet, Masingill noted elements in revenues and expenses that impacted the amendment. Chairman of the Finance Committee, Gambrell stated the Finance Committee recommended approval at its June 5 meeting. With no questions from Commissioners, *Joan Coffman, seconded by Louis Ochoa, motioned to approve the amended budget. All were in favor. Motion passed.*

FY 24/25 Proposed Budgets – All Accounts

Masingill stated the proposed budget for the District accounted for the anticipated income and expenses for the 24-25 budget cycle. He also noted this budget reflects the budget authorization increase in HB 1. He further noted several aspects of the budget, including the development of a comprehensive business marketing and attraction plan, a complete retooling of the organization’s website products, and the next iteration of the strategic plan. *Mike Gambrell, seconded by Joan Coffman, motioned to approve the proposed budget. All were in favor. Motion passed.*

EDA Grant Letter of Support

STC is submitting a new grant application through the Economic Development Administration. This 3-year grant focuses on sustaining our entrepreneurship initiative. The letter of support outlines the commitment of the 20% local match required for this grant. *After a brief discussion, Albert Hamauei, seconded by Louis Ochoa, motioned to approve the letter of agreement. All were in favor. Motion passed.*

Updated Succession Plan

Masingill detailed items to be updated in the current Succession Plan, which is part of the Organizational Policies and Procedures manual. Wainwright requested the word ‘shall,’ located on page five of the updated plan, be changed to the word ‘may.’ *With the amendment included, Joan Coffman, seconded by Eric Schouest, motioned to adopt the resolution for the updated Succession Plan. All were in favor. A roll call vote was taken. All Commissioners present voted in favor of the resolution. Motion passed.*

OLD BUSINESS – None

EXECUTIVE UPDATE

Staff Updates

With no questions on the activity report, Masingill remarked on Kate Moore’s return from Parental Leave. He also congratulated Keith Espadron, who was recognized in Southern Business & Development’s 50 Under 50. He noted that a review of staff titles and responsibilities was forthcoming and introduced Ashley Llewellyn as the organization’s Vice President.

Strategic Initiatives

Masingill noted the board engagement session with Vision First Advisors will immediately follow today’s meeting. He also informed the board, due to scheduling changes, the date change for the Tammany Thrives event from July 18 to the fall of 2024.

Governmental Partners Update

Masingill reminded Commissioners of the Parish Council’s establishment of an economic development committee. St. Tammany Corporation will provide the professional staff support in coordination with Parish Council leadership and staff. The committee is outreaching to stakeholders, and the District will have a seat as

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an advisor to the group. Commissioner Hamauei volunteered to be the District's board representative on the stakeholder committee. The first meeting will be held later this summer.

Masingill noted that Governor Landry and Secretary Bourgeois have championed a major restructuring of LED with plans to compose a private board that will modernize the organization and strengthen Louisiana's positioning within the national economic development landscape. With no additional questions, Masingill concluded his CEO report.

Executive Session

On a motion by Joan Coffman, seconded by Eric Schouest, Commissioners entered into Executive Session at 5:29 pm.

On a motion by Ross Lagarde, seconded by Mike Gambrell, Commissioners exited the Executive Session at 6:23 pm.

Action taken:

On a motion by Joan Coffman, seconded by Ross Lagarde, Commissioners approved the annual performance compensation for the contract year ending June 30, 2024 and the Commissioners approved the contract as presented with a 5% salary increase. All were in favor. Motion passed.

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 6:24 pm on a motion by Mike Gabrell, seconded by Louis Ochoa. All were in favor. Motion passed.

Minutes reviewed and submitted by the STC Staff.