



**Project Advisory Committee
MEETING MINUTES
Thursday, July 19, 2018**

Location: E.T. Woolfolk State Office Building
501 North West Street, Room 138
Jackson, Mississippi

Committee Members Present: Robert K. Miller
Bobby Morgan
Worth Thomas
Jonathan Wilson
Nathan Wells
Rebekah Staples
Mukesh Kumar
Chokwe A. Lumumba
Kirk Sims

Staff: Laura Jackson, DFA Executive Director
Romaine Richards, Assistant Attorney
Liz DeRouen, Recorder
Chuck McIntosh, Communications Director

Guests: Quincy Mukoro
Pete Perry
Saleem Baird
John Dennery
Anthony Warren
Mike Evans

I. Call to Order

The meeting was called to order by Laura Jackson.

II. Welcome from Executive Director of DFA

Ms. Jackson introduced herself, gave a brief history of her employment with the State of Mississippi, and discussed DFA's vision and expectations for the Capitol Complex Improvement District (CCID) Project Advisory Committee. She pointed out that the foundation and success of this venture depends on having respect for the process; and, a coordinated effort of everyone working collaboratively is the only way this committee will be effective, referencing the enabling legislation for the joint venture. (Miss.Code Ann. § 29-5-209).

III. Introduction of Members

A list of members of the CCID Project Advisory Committee (PAC) are attached to these Minutes as **Attachment A**.

IV. Review of Authorizing Legislation

Relevant sections of the Mississippi Code were distributed to the members and are attached to these Minutes as **Attachment B**.

V. Review Draft of By-Laws

CCID Project Advisory Committee Bylaws are attached to these Minutes as **Attachment C**. The committee made several suggested changes to the draft by-laws as discussed below.

VI. Election of Officers

Motion: A motion was made by Mr. Thomas to delay the selection of officers until the next regularly called CCID meeting, to give the committee members time to get to know each other. The motion was seconded by Mr. Sims and unanimously approved by all members present.

Motion: A motion was made by Mayor Lumumba to amend the bylaws to a one-year term limit on the Chair position in Article V, Section 1. The motion was seconded by Mr. Sims and unanimously approved by all members present.

Motion: A motion to amend the bylaws was made by Mr. Wells to eliminate the language for Secretary in Article V, Section 3. The motion was seconded by Mr. Thomas and unanimously approved by all members present.

Motion: A motion was made by Dr. Wilson to amend the bylaws to a one-year term limit on the Vice-Chair position in Article V, Section 2. The motion was seconded by Mr. Wells and unanimously approved by all members present.

Motion: A motion was made by Ms. Staples to amend Article III, Section 3 to revise the language to read "The Committee shall elect a Chairman, a Vice-Chairman, and such other officers as it considers necessary." The motion was seconded by Mayor Lumumba and unanimously approved by all members present.

Action: A motion was made by Mr. Wells to adopt the bylaws as amended. The motion was seconded by Ms. Staples and unanimously approved by all members present.

VII. Establish Future Meeting Dates – DFA proposed a set day and time each quarter (ex: third Thursday of July, October, January and April)

Action: A motion was made by Ms. Staples to adopt future meeting dates at 1:30 p.m. on the third Thursday of every month, except January when a lunch meeting will be held. If the meeting date falls in a year when the Legislative Session carries into April, the date will have to be adjusted for that meeting as well. The motion was seconded by Dr. Wilson and unanimously approved by all members present.

VIII. Update on Selection Process for Engineering Professional(s) to develop a Master Plan

The Request for Qualifications for Professional Services (RFQs), which was sent out to the engineering professionals, is attached to these Minutes as **Attachment D**.

A. Timeline

Ms. Jackson pointed out the RFQ states the interviews will be held on or before July 27, 2018. The goal is to have the contract executed by August 15, 2018. The winning contractor has a 180-day deadline for providing the master plan.

B. Distribution List (The RFQ was distributed as follows):

- Posted on the DFA website
- Sent to all the engineering firms on a working list provided by the Bureau of Building, Grounds and Real Property Management
- Sent to all firms that expressed an interest

C. Selection of Sub-Committee to Interview Candidates

The CCID Board Members selected as the Sub-Committee to participate in the interview for the Professional are:

- Bobby Morgan
- Rebekah Staples
- Chokwe Lumumba

IX. Expected Revenue Stream – Info provided by Department of Revenue

An email from Meg Bartlett, Department of Revenue (DOR), detailing the estimated diversion amount to the CCID fund is attached to these Minutes as **Attachment E**.

The DOR assumed a 1% growth rate in sales tax collections annually. The projected FY 2019 revenue is \$3,028,856.46, projected FY 2020 is \$6,118,290.04, and \$9,269,209.41 is projected for FY 2021 and after.

X. Short Term Borrowing Discussion

The primary reason DFA asked the legislature for the ability to borrow \$7,000,000, was to try to kick-start the CCID project. DFA will look to financial institutions within the Capitol Complex District that are very interested in the success of the CCID from which to borrow the funds. Before any borrowing can take place, the Bond Commission must first approve.

XI. Responsibilities of DFA

DFA's Legislative Responsibilities and Duties for the CCID were passed out and are attached to these Minutes as **Attachment F**.

XII. Discuss Method for How Committee Members Submit Ideas, Suggestions, and Preferences for Consideration in the Master Plan – Interview with engineering professional selected to help with the master plan?

In order to find out what the different entities are looking for, and what their needs and expectations are, Ms. Jackson suggested that the selected professional engineer(s) interview the committee members individually and/or collectively. Her suggestion was for the firm to use these interviews as the starting point for inclusion of projects into the master plan. Ms. Jackson reasoned the interviews to be the best way to collect that information, but is open to discussion of other ideas.

XIII. Adjourn

Action: A motion was made by Dr. Wilson to adjourn. The motion was seconded by Mr. Wells and unanimously approved by all members present.

These Minutes of the Capitol Complex Improvement District Project Advisory Committee were approved by the members on the 18th of October, 2018.



Laura D. Jackson, Executive Director

10/18/18

Date