

**Charleston Naval Complex Redevelopment Authority/Naval Base Museum
Authority**

June 22, 2021
12:30 PM
RDA Board Room
1096 Navy Way
North Charleston, South Carolina

MINUTES

Present: RADM William Schachte, Jr. (Ret), Chairman
 Randy Burbage, Secretary/Treasurer
 Chris Sullivan, Vice Chairman
 Ronnie Givens
 Gene Hogan
 Fred Kemmerlin
 Mrs. Deborah Crosby-Summey
 Ron Anderson
 Alan Coker
 Glenn McConnell
 Spencer Pryor

Staff: Robert Ryan Executive Director
 Sean McDonell Operations Director
 Jessica Hartzog Business Manager

Advisors: Wilbur Johnson, Esquire Young Clement Rivers, LLP

Others: Dr. Tonya Matthews IAAM
 Mayor Joseph Riley, Jr.
 David Adams

1. Call to Order/Determine Quorum. The meeting was called to order at 12:30 PM by the Chairman, RADM Schachte, with a Quorum present.


2. Approval of Minutes. RADM Schachte asked if there were any corrections/additions to the April 13, 2021 Board meeting minutes. There being none, a motion was made to approve the minutes and they were approved and seconded unanimously.
3. Approval of Agenda. RADM Schachte asked if there were any objections to the agenda. There being none, a motion to approve the agenda as written was made by Mr. Givens and seconded by Mr. Pryor and approved unanimously.
4. Old Business/New Business.
 1. Financial Status Report. Mr. Ryan states that the financial status report shows where the RDA stands vs. the budget. RADM Schachte asked if there were any questions regarding the financial status report. There being none, a motion was made to approve and seconded and approved unanimously.
 2. Annual Audit Agreement. Mr. Ryan states that McCay Kiddy (now known as Veris CPA) will provide annual audit services to the Authority in an amount not to exceed \$22,500. Mr. Ryan adds that under the direction of Mr. Burbage and Mr. Givens, staff received the lower quote of a range of \$21,500 to \$22,500. A copy of the email exchange was provided and Mr. Ryan let the Authority know that the staff was still working through the final document. RADM Schachte asked if there were any questions regarding the auditor's report. There being none, a motion was made to approve by Mr. Givens and seconded by Mr. Burbage and approved unanimously.
 3. Financial Policies and Procedures. Mr. Ryan states that enclosed was a document the Authority was provided governing the review and establishment of the Authority's Financial Policies and Procedures. Mr. Ryan adds that the procedures that we follow were reduced into this format in concert with direction from the accounting firm of Plante & Moran and with reference to any and all laws and recorded votes governing the Authority. RADM Schachte asked if there were any objections to the Financial Policies and Procedures. There being none, a motion was made to approve by Mr. Givens and seconded by Mr. Pryor and approved unanimously.
 4. 2021-2022 Budget. Mr. Ryan states that revenue from the S.C. DOR is on par with the capped amount instituted by legislation a couple of years ago, but the DOR still owes the Authority about \$2M that will get picked up in the Audit for this fiscal year. Mr. Ryan adds that the next fiscal year budget will see a large outgoing of funds because of the agreement with the IAAM. He states that the IAAM could have previously drawn down funds per our agreement, but have waited until now to ask for the agreed to funds of \$11M. Mr. Ryan states that under Capital Improvement Projects we have allocated \$6M to account for remaining work under our agreement with the City of North Charleston and in

order to proceed with the design work for the Museum Project if given that approval at a subsequent meeting during the year. Mr. Ryan adds that the budget is nearly the same as last year with the exception of interest income and the payment for the IAAM. RADM Schachte asked if there was any further discussion regarding the budget. Mr. Pryor stated that salary increases should be considered. There being no further discussion, a motion was made to approve by Mrs. Summey and seconded by Mr. Givens and approved unanimously.

5. Redevelopment Partners. Mr. Ryan states that for the last few years, the Authority has given funds to the Regional Development Alliance and to the area Chambers of Commerce and that enclosed was a letter from the Dorchester Chamber requesting funding in the amount they received in previous years with is \$50k. Mr. Ryan adds that the Authority has also provided the Chambers with an additional \$50k each, in support of educational school opportunities if they wished to participate. Mr. Ryan states that the staff recommendation is to approve an across-the-board investment of \$25k each for a total of \$100k and that they be instructed that the Board does not anticipate further investment until the Museum Project is accomplished. There was general discussion with Mr. McConnell, Mr. Hogan and Mrs. Summey. The Authority members indicated that a presentation should be made by the Chambers before any further requests. RADM Schachte asked if there was any further discussion. There being none, a motion was made to approve by Mrs. Summey and seconded by Mr. Hogan and approved unanimously.
6. S.C. Railways request for Authority Membership. Mr. Ryan informs the Board that enclosed is a portion of a request from S.C. Public Railways for the Authority to become a party to the Charleston Naval Base Historical Trust. Mr. Ryan states that he doesn't believe it will do the Authority any good to join a trust only to send a resignation letter at the same time. Ms. Summey asked what was the intent of the request. Mr. Ryan states the intent is to obligate us and to fulfill their obligation of their permit. A motion was made by Mr. McConnell that the Authority decline the invitation and was seconded by Mrs. Summey and approved unanimously.
7. Resolution for Museum Project. Mr. Ryan states that enclosed is a resolution for reimbursement of funds through public finance by the Authority. He adds that the action requested is to approve the proposed Resolution, and authorize the Chairman or other appropriate officers to execute all necessary and satisfactory documents and amendments. After some discussion clarifying the proposed resolution, a motion was made to approve by Mr. Givens and seconded by Mrs. Summey and was approved with the exception of a no vote by Mr. Sullivan.

8. IAAM Contribution. Mr. Ryan states that enclosed is a request from the IAAM Finance Committee Chairman regarding their confirmation of meeting the requirements of our agreement and their desire to have the full \$11M transferred to them as such. Mr. Ryan reminds the Authority that this process has already been agreed to by the Authority, but since they have waited to request the full amount of funds, staff wanted the Authority to know that the full amount will be processed. Mayor Riley and Dr. Tonya Matthews with the IAAM thanked the Authority for this opportunity to add this asset to Charleston. RADM Schachte asked if there was anything further to discuss. Having previously been agreed to by the Authority, the item was accepted for information.
5. Executive Session. RADM Schachte asked if there was anything further to discuss on the given agenda items before moving into Executive Session. There being none, a motion was made to approve by Mr. McConnell and seconded by Mrs. Summey and approved unanimously.
6. Date, Time, Location of the next meeting. Wednesday, September 22, 2021 at 12:30 PM in the RDA Board Room.
7. Adjournment. There being no further business to discuss, a motion to approve was made and was seconded and approved unanimously. The meeting was adjourned.

RECORDED BY:



APPROVED:

3/16/22