

Revised 4/2/12

**NSA New Orleans Advisory Task Force  
Delegates Meeting  
May 11, 2011  
Minutes**

**Delegates in Attendance:** Maj. Gen. David Mize, Ben Johnson, Joe Cocchaira, Kara Renne, and John Guarnieri.

**Other Attendees:** Belinda Little-Wood, Executive Director; Nora Ann Winbush, Program Assistant; Capt. Bill Garrett, Program Manager NSA BRAC; Capt. Harrison; Kim Friloux, Fiscal Office Representative.

**Call to Order:** A quorum was present and the meeting was called to order at 2:10 p.m. by Belinda Little-Wood, Executive Director.

**Approval of Minutes of Previous Meetings:** The minutes of the meeting of July 28, 2010 were presented for adoption. A motion was made by Ben Johnson to adopt the minutes as presented. The motion was seconded by Gen. Mize and was approved unanimously.

**Recap of Progress:**

Ms. Little-Wood provided a summary of activities to date. The NEPA process is well underway with a draft of the report expected by June 15, 2011. The final report is expected to be available August 15, 2011. The Marines will be moving out of the East Bank facility in June. The East Bank site will be shuttered by September 15, 2011. A Caretaker Agreement with the Navy will be put in place to outline the nature and operation of the facility once the military has vacated.

**Planning Charrette**

Ms. Little-Wood reported on the planning charrette conducted by baca architects of London. The flyer announcing the event and the participants was provided to the Task Force along with a list of attendees. The firm believes this project may be eligible for funding from the World Bank. Baca currently has contracts with the World Bank on projects in Europe. The Task Force staff will continue to communicate with them and gather additional expertise regarding this unique funding opportunity.

**Request for Proposal**

A copy of the Scope of Work for the Request for Proposal(RFP) advertised to solicit firms to assist the Task Force with the Economic Development Conveyance was provided to the Task Force for review. Ms. Little-Wood reported the RFP had been advertised for two weeks. It was advertised in the local paper, on the Association of Defense Communities website, and the International Economic Development Council website. There were 3 respondents. In compliance with the new City procurement policies, a review committee meeting was held on May 6. The committee included a representative for the Chief Administrative Officer, the Chief Financial Officer, the Manager of Supplier Diversity, a member of the NSA New Orleans Advisory Task Force, and Task Force staff member. The contract was awarded to Weston Solutions.

**Timeline**

Ms. Little-Wood presented the members with an updated timeline for the project. Gen. Mize questioned the ability to select a developer in the timeframe outlined. Ms. Little-Wood indicated the timeline was a guide and, of course, could and would be modified if unforeseen challenges arise. She indicated the timeline was developed with input from the Office of Economic Adjustment (OEA). Based on advice received from OEA and other Local Redevelopment Authorities across the country, having a developer selected as the Task Force works on the Business and Operations Plan is highly recommended.

Gen. Mize questioned the ability to choose a developer based on a Request for Qualifications rather than a Request for Proposal. Ms. Little-Wood explained the Business and Operations Plan would, in fact, be the development plan. The point was to select the developer and have the developer work in tandem with Weston Solutions to create a Business and Operations Plan that would be sound and implementable. In this case, the developer would not have to prepare the development plan. Instead, the developer would be a participant in the process as Weston Solutions prepared the plan. One of the key qualifications needed in selecting the developer would be the developer's financial capacity. Financing for this project would be a shared risk.

**Funding**

Ms. Little-Wood reported that funding for staff and operating expenses had been approved by OEA through September 30, 2011. A critical component for further consideration for funding would be completed the Economic Development Conveyance Application by September 30, 2011.

**NSA New Orleans Advisory Task Force  
Delegates Meeting Minutes  
May 11, 2011  
Page 3 of 4**

Gen. Mize asked what would be the consequences if the Economic Development Conveyance was not completed or was not successful. Ms. Little-Wood suggested the worst case scenario might be the City, as the recognized Local Redevelopment Authority, would notify the Navy the EDC would not be pursued and, therefore, the Navy would sell the property in the open market.

Gen. Mize asked what would occur if funding from OEA for operations of this project ceased. Ms. Little-Wood indicated that funding could come from other sources; however, with the constraints on the City's budget at this time, funding from the City's General Fund would be problematic. In a worst case scenario, the City would notify the Navy that moving forward would not be possible and instruct the Navy to sell the property on the open market.

**Conference**

Ms. Little-Wood reported that she had been invited to attend a Sustainable Operations Summit in California May 15-17. This conference will allow her to have face-to-face meetings with key companies that manufacture or provide sustainable products and services nationwide. Ms. Little-Wood offered to prepare a report on the success of the conference.

**Personal Property Inventory:** Capt. Bill Garrett presented an overview of the personal property the Marines will leave behind. This includes primarily furniture (desks, credenzas, chairs, bookcases, etc.) in approximated two and a half floors of Building 603 and three floors of Building 601 (approximately 382,500 sq. ft). Ms. Little-Wood reported she had inspected the equipment and thought it would be useful to future tenants. Gen. Mize asked if the equipment could be selected on a case by case basis. Capt. Garrett outlined that option would be problematic for the Marines because it could potentially drive up the cost of removal.

Ms. Little-Wood indicated there had been interest in some of the space at the facility by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Additionally, the Police Department, Fire Department, Coroner's Office and other criminal justice or public safety agencies had expressed interest in the facility. A local healthcare provider had also toured the facility and expressed interest in approximately 250,000 sq. ft. fully furnished. After some discussion, Joe Cocchaira made a motion to have Weston Solutions, the contractor selected to assist with the Economic Development Conveyance, to evaluate the personal property and make a recommendation regarding disposal. Weston is scheduled to meet with the Task Force Director next week. A letter outlining the

**NSA New Orleans Advisory Task Force  
Delegates Meeting Minutes  
May 11, 2011  
Page 4 of 4**

proposed disposition would be sent to Capt. Harrison after Weston's review and recommendation was completed by May 20. The motion was seconded by Gen. Mize and was passed unanimously.

**Adjournment:** Ms. Little-Wood thanked the Board and all the audience for their participation. With no more business to discuss the meeting was adjourned at 3:45 p.m.

Respectfully Submitted,

Belinda Little-Wood  
Executive Director  
NSA New Orleans Advisory Task Force