

**CLAY COUNTY DEVELOPMENT AUTHORITY**

**REGULAR SCHEDULED PUBLIC MEETING**

**MINUTES**

**September 16, 2015**

**Present:** Chip Dobson, Matt Carlton, Greg Clary, Russell Buck, Paz Patel, Marge Hutton, Chereese Stewart, Cathy Chambers, Mike Davidson

**Absent:** Bill Randall

**Guests:** Commissioner Wayne Bolla, Bill Garrison, Bob Hawkinson, Allison Hickman

**Staff:** Josh Cockrell, Grady Williams, Counsel

**Call to Order:** **Chair Chip Dobson** called the Clay County Development Authority (“CCDA”) Public Meeting to order at 4:05 PM.

**Invocation:** **Greg Clary** provided the invocation.

**Approval of August 19, 2015 Minutes:** **Matt Carlton** motioned to accept the minutes. Motion seconded and passed unanimously.

**Action Taken at Committee Meetings:** DEVCOM Negotiation Committee Meeting was held prior to the Board meeting. A draft term sheet was presented and approved by the Committee for final approval by the Board prior to it being sent to the Chamber. The Board discussed the term sheet. Grady Williams stated that negotiations should be in the Sunshine if we get into negotiation sessions. **Russell Buck** made a motion to approve the term sheet as presented and to include the breakdown of the “math” and financing options to be presented along with it to the Chamber. Motion seconded and passed unanimously.

**Public Comment:** Clay County Commissioner Wayne Bolla gave a brief presentation and update on the business registration license that is being discussed by the BCC. He offered for CCDA to be helpful in conducting a study and collecting data for this ordinance. **Chip Dobson** informed the board members to email Josh Cockrell if they had any interest or input regarding this topic.

**Treasurer’s Report:** **Matt Carlton** gave a report on the finances. **Greg Clary** made a motion to accept the treasurer’s report. Motion seconded and passed unanimously.

**Chair’s Report:** **Chip Dobson** expressed that the CCDA should be more knowledgeable and proactive about revenue bonding. Chip Dobson and Josh Cockrell gave a brief explanation of Industrial Development Revenue Bonds (“IDRB”) and how the board members should try and find prospective IDRB’s within the community.

**Executive Director's Report:** Josh Cockrell provided an update on the grants that CCDA is administering. Also, he gave a report on the activities that have taken place since the last Board meeting which include drafting the term sheet for the sale of CCDA's interest in DEVCOM, attending the Army Community Partnership Program at Camp Blanding, drafting an IDR one-pager, and preparing the 2015-2016 budget for approval. He also presented a staff expense report for board approval. **Matt Carlton** made a motion to approve the expense report. Motion seconded and passed unanimously.

**Attorney's Report:** **Grady Williams** state that a resolution will be introduced later in the meeting regarding expense reimbursement for staff & Board.

**Economic Development Report:** **Bill Garrison** informed the board of the Clay County, Florida EDC meeting that will take place on 10/29 at 1PM in the CCUA meeting room. He also stated that CCDA could have one board member and one staff member on the CEDC Strategic Plan Committee.

**Old Business/ New Business/ Board Comments:** **Greg Clary** made a motion to approve the Resolution 2014/2015-03 as presented by Grady Williams adopting alternative reimbursable per diem rate, reimbursable mileage rate, and reimbursable subsistence rate as authorized via FL Statute. Motion seconded and passed unanimously.

**Josh Cockrell** presented two versions of the 2015/2016 CCDA Budget; one including DEVCOM and one excluding DEVCOM. **Russell Buck** made a motion to approve the 2015/2016 CCDA Budget that included DEVCOM. Motion seconded and passed unanimously.

**Chip Dobson** proposed that the 2015/2016 Meeting Schedule would include monthly CCDA meetings. **Greg Clary** made a motion to adopt new Meeting Schedule. Motion was seconded and passed unanimously.

Board elections for the 2015/2016 year were held. **Russell Buck** nominated Chip Dobson for CCDA Chair. Nomination was seconded and passed unanimously. **Paresh Patel** nominated Bill Randall for CCDA Vice Chair. Nomination was seconded and passed unanimously. **Chip Dobson** nominated Matt Carlton for CCDA Treasurer. Nomination was seconded and passed unanimously. **Greg Clary** nominated Russell Buck for CCDA Secretary. Nomination was seconded and passed unanimously. **Grady Williams** nominated Josh Cockrell for CCDA Assistant Secretary. Nomination was seconded and passed unanimously.

**Grady Williams** led the Installation of the New Officers.

Bob Hawkinson gave a brief presentation on the North Florida Inventors/Innovators Group. He asked for support from the board members to create more interest in and encouragement for inventors in Clay County.

Josh Cockrell spoke about creating a Sustainability Committee within CCDA.

**Adjourned: 5:29 PM.**

