

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
MINUTES**

January 16, 2019

Present: Keith Ward, Russell Buck, Marge Hutton, Tom Morris, Amy Pope Wells, Cathy Chambers, Chereese Stewart

Excused: Mike Davidson, Bruce Butler

Staff: Josh Cockrell, April Scott, Counsel

Guests: Laura Pavlus, Daniel Vallencourt

Call to Order: **Marge Hutton** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:03 PM.

Invocation: **Chereese Stewart** provided the invocation.

Comments from the Public: None.

Secretary's Report

Approval of December 12, 2018 Minutes: **Josh Cockrell** presented the minutes. **Tom Morris** made a motion to approve the minutes. Motion was seconded and passed unanimously.

Treasurer's Report

Josh Cockrell presented the December 2018 financials to the Board. **Russell Buck** made a motion to accept the Treasurer's report. Motion was seconded and passed unanimously.

Clay EDC Report

Laura Pavlus provided an overview of Clay EDC activities and projects. She stated that the EDC is developing a marketing package which includes new logos and branding. The website is getting an overhaul.

Chair's Report

Clarke's Creek Beltway Industrial Park – Daniel Vallencourt provided an overview of his project in south Green Cove Springs. He purchased approximately 42 acres which once served as Hall's Nursery. He is constructing a facility for his company Vallencourt Construction. There is approximately 25 acres available for development. Plans are for light industrial. There isn't any water and sewer utilities available in the area; however, there will be a pond available for fire services. A property owner's association will be formed for the site. There isn't an outfall on the site; however, a solution is in the works. Daniel hopes to have additional information on the status of the site within in the next six months. He

does not intend to sell any of the site at this time; however, there could be interest in the future.

Executive Director's Report

DIG/DTF Grants – Josh Cockrell provided an update on the status of the grants. Both DTF buffer land grants have been completed. Reimbursement for \$500k is pending and expected to be received in early February. The two DIG grants totaling \$800k are progressing slowly. DEO plans to release an RFP for DIG grant application in February. Josh has requested the CCDA Board approve staff to apply for the grant when the RFP is released. **Tom Morris** made a motion to approve. Motion was seconded and passed unanimously.

Economic Development Discussions – Josh Cockrell stated the Keystone Heights Airpark representatives were invited to attend the January Board meeting; however, they were unavailable. He isn't certain when the KHA representatives will be available to attend a future meeting.

Josh Cockrell requested that the Board continue to think of potential projects. that there is a vacancy on the CCDA due to Greg Clary's passing. He requested that the Board begin thinking of a potential replacement to apply for the gubernatorial appointment.

Josh Cockrell requested that Laura Pavlus provide an overview of Clay Day 2019. Laura provided an overview of the event, plans made thus far, and sponsorship levels that are being promoted. **Josh Cockrell** reminded the Board that \$500 was appropriated in the CCDA FY 18-19 Budget for sponsorship.

Amy Pope-Wells informed the Board on the direction the Clay Chamber is taking as it searches for a new President, increasing membership, and improving value proposition. She also shared information on the upcoming Clay Chamber State of Clay Luncheon. She also provided information for their Tech Con event.

Josh Cockrell requested that the Board continue providing recommendations for new Board members. He will be reaching out to the current Board members who are approaching the end of their first terms and learn if any plan to reapply for a second term.

Attorney's Report

April Scott stated that she is in the process of completing the auditor's response from counsel.

Old Business/New Business/ Board Comments

Josh Cockrell stated that the FY 17-18 financial audit will be presented at the February 20th Board meeting.

Adjourned: 5:00 PM