

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

**June 8, 2016**

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

**Absent:** Chereese Stewart

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

**Guests:** David King, David Howell, Brittany Holley, Maryann Magers, Ana Grogan

**Call to Order:** **Chip Dobson** called the Clay County Development Authority ("CCDA") Public Meeting to order at 8:30 AM.

**Invocation:** **William Randall** provided the invocation.

**Comments from the Public:** None

**Secretary's Report: Approval of May 18, 2016 Minutes:** **Cathy Chambers** motioned to accept the minutes. Motion seconded and passed unanimously.

**Treasurer's Report:** **Matt Carlton** presented the financial report for May 2016.

**Maryann Magers** presented the findings of the annual audit. **Matt Carlton** motioned to accept the audit results. Motion seconded and passed unanimously.

**Greg Clary** motioned to accept the financial report. Motion seconded and passed unanimously.

**Marge Hutton** made a motion to allow the executive director to use Magers and Associates as the CCDA's auditor. The motion was seconded and passed unanimously.

**Committee Reports:** None

**Chair's Report:** **Chip Dobson** stated the Supervisor of Elections sent out financial disclosure letters to all members of the Board. He reminded that Board members to complete these forms on time.

**Grady Williams** updated the Board on current status of DEVCOM sale agreement. **Josh Cockrell** stated there is a discrepancy on when the 60 day waiting period allotted for closing will begin; after the date of the last Board meeting or the date that the agreement is signed. David King informed the Board of the Chamber's status of RFP's for bank loans and

lenders. David King stated that he believed it should not take the full 60 days to close. **Mike Davidson** asked Grady Williams to calculate the total cost variance and the amount of net profit the CCDA will gain. **Grady Williams** agreed to calculate those amounts. **Grady Williams** also stated that Greg Clary would be donating the survey that the CCDA is responsible for completing.

**Marge Hutton** made a motion to adopt Resolution 2015/2016- 04. The motion was seconded and passed unanimously.

The Chair, Assistant Secretary, and Council signed all documents for the DEVCOM sale. **Matt Carlton** asked Josh Cockrell to meet with the CCDA's CPA to ensure that the profits from the DEVCOM sale are placed in a back account with the highest possible interest rate.

The Board discussed and agreed that it was not necessary to meet in July. The Board meeting and all committee meetings will be cancelled in July.

**Executive Director's Report: Josh Cockrell** introduced David Howell and Brittany Holley to the Board and summarized their efforts towards completing the CCDA's record compliance review and disposition. Dave Howell briefly explained the process of records retention and disposition. Brittney Holley explained how records will be organized moving forward. **Greg Clary** asked where and how the records will be stored in the future. **Josh Cockrell** stated that according to the DEVCOM sale agreement, the CCDA would be able to use the current storage space for up to one year after the date of the sale of the DEVCOM building. He also stated that the records that needed to be retained would be kept in filing cabinets and shelving units and then eventually converted into electronic files.

**Marge Hutton** made a motion to approve (up to) an additional 50 hours' worth of work for the records retention review and disposition. The motion was seconded and passed unanimously.

**Josh Cockrell** updated the Board on the current status of grants.

**Marge Hutton** made a motion to authorize the executive director to be the executor of the buffer land grant. The motion was seconded and passed unanimously.

**Matt Carlton** made a motion to authorize the executive director to submit two DIG (Defense Infrastructure Grant) proposals. Motion seconded and passed unanimously.

**Josh Cockrell** introduced Ana Grogan to the Board and explained the research she has done related to policies for similar small business/micro loans. **Mike Davidson** suggested that the CCDA print or purchase maps to help the Board visualize economic growth in Clay County and make informed decisions regarding projects. **Greg Clary** stated that there needs to be clearly defined criteria for the small business/micro loan pilot program. The Board continued to discuss options for investing in the county.

**Attorney's Report:** No report.

**Economic Development Report: Cathy Chambers** reminded the Board of the EDC luncheon and the First Coast Expressway Summit that are taking place during June.

**Old Business/New Business/ Board Comments: Josh Cockrell** reminded the Board of the Wawa Community Day Event on June 9, 2016.

**Adjourned: 9:50 AM**