

**CLAY COUNTY DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

August 20, 2014

Present: Debbie Ricks, Greg Clary, William Randall, Matt Welch, Joe Mobley, Matt Carlton, Russell Buck, Chip Dobson, Virginia Hall, Grady Williams, Counsel

Absent: Paz Patel

Guests: Ken Smallwood, Bill Garrison, Van Royal

Staff: Josh Cockrell

Call to Order: **Chair Debbie Ricks** called the Clay County Development Authority ("CCDA") Board meeting to order at 4:00 PM.

Invocation: William Randall provided the invocation.

Approval of June 18, 2014 Minutes

Action taken at Committee Meetings: William Randall discussed the actions that took place at the Small Business Microloan Committee meetings held in July and August. He stated that business could not be conducted due to not having enough board members assigned or present to constitute a quorum. He stated that committee is reviewing opportunities to become involved with the Chamber's initiative to establish a small business development center. For the CCDA to establish a microloan program, it would prove to be too costly and not cost-effective.

Public Comment: None

Treasurer's Report: **William Randall** reviewed the financial reports for June and July. Motion to approve both reports accepted unanimously.

Chair's Report: **Debbie Ricks** welcomed new board member Russell Buck and appointed him to the small business microloan committee. The schedule for upcoming board members was discussed as well. Following the September meeting, the board will meet bi-monthly. Joe Mobley made a motion to approve the meeting schedule. Motion seconded and passed unanimously.

Staff Report: **Josh Cockrell** gave an update on the current grants that have been issued that total \$889,000. Reimbursements of the grants have not been received yet and staff has submitted an amendment to these grants to receive administrative fees of up to \$40,000. Currently, Camp Blanding has submitted 2 infrastructure

grants and is waiting awarding. In addition, they are applying for a defense grant. Total grants applied would be \$540,000 and admin fees are being applied for as well. Matt Carlton asked about costs to CCDA to administer grants. Josh Cockrell answered that the grants administration is part of the staff contract.

Josh Cockrell also discussed the promissory note amendment presented by the Chamber of Commerce. He stated that the Chamber has been offered to extend the note to 2019 but with an interest of 5% rather than the current rate of 3.25%. The Chamber is reviewing this option to make a final determination. Virginia Hall made a motion to allow Counsel Grady Williams and CCDA staff to negotiate new loan documents based on a 5% interest over 5 years with the Chamber of Commerce. Motion was seconded and passed unanimously.

In the process of preparing for the upcoming budget, the DEVCOM account is being analyzed to find opportunities to cut expenses thus reduce the monthly expense to CCDA. Prospective opportunities may exist in landscaping and janitorial costs.

Staff has met with Tocoli, a tenant of the CCDA, to discuss lease renewal. Tocoli will be making a decision within the next 30 days whether or not they will be renewing their lease.

Staff recommended that business cards should be ordered for the board members. However, the board decided that it would not be of best value to have them due to the expense and slim likelihood of their usage. The board will continue to use personal business cards. In addition, the board would like for staff to explore creating a one-pager card that will provide information about the CCDA in addition to contact information rather than creating and ordering brochures similar to those that were introduced at June's board meeting.

Josh Cockrell passed out to the board a sample SWOT analysis for the board to review in preparation for a 2hr workshop in November. The workshop in November will be held a week earlier on the 12th at 3pm. As part of looking at the future of CCDA, he encouraged the board to think about building an enterprise park as recommended in the 2006 economic development study that Clay County completed or to potentially lend small business loans to businesses vetted through Innovation Studios.

Big League Dreams Project Update: Greg Clary stated that he has been in conversation with several of the Jacksonville City Council members in regards to BLD and opportunity to have Jacksonville to include the purchase of the license agreement in their upcoming budget. Josh Cockrell shared with the board that staff recommends the pursuit of the reimbursement of the \$400,000 from BLD. The board decided to continue waiting to see if Jacksonville will include this project in their budget.

Attorney's Report: No report.

Economic Development Report: Bill Garrison provided information regarding the upcoming EDC luncheon. He informed the board that the EDC has hired a new employee to assist their efforts. He also provided some updates on a few prospects that he is working with.

Old Business: None

New Business: Chair Ricks recognized Ken Smallwood who provided a presentation to the CCDA to request that the CCDA encourage the County to support utilizing the \$19+ million in capital improvement funds for infrastructure and roads in commercially and industrially zoned areas to promote economic development. The board requested that staff provide a statement on behalf of the CCDA at the upcoming CIP meeting the county is hosting.

Sponsorship of the Clay Economic Development Council for the 2014-2015 year discussed. Van Royal was recognized and provided information regarding the sponsorship and its benefits to Clay County. Greg Clary made a motion to provide sponsorship for \$10k. Motion was seconded and passed unanimously.

The next CCDA Board meeting will be on September 17, 2014.

Adjourned: 5:41P.M.

DATES OF UPCOMING CCDA MEETINGS:

November 12, 2014 at 3:00pm (NOTE: Meeting starts an hour early)

January 21, 2015 at 4:00pm

March 18, 2015 at 4:00pm

May 20, 2015 at 4:00pm

July 15, 2015 at 4:00pm

September 16, 2015 at 4:00pm