

**CLAY COUNTY DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES
ORANGE PARK, FLORIDA
4:00 pm
May 16, 2012**

Present: Joe Mobley, Greg Clary, Jan Conrad, Tom Morris, Bill Randall, Debbie Ricks, Matt Welch and Grady Williams

Absent: Paz Patel, Chip Dobson, Virginia Hall,

Staff: Danita Andrews, George Egan, Kellie Collins, John Tabor

Guests: Mary Ann Magers, Magers and Associates, Audit Report

Call to Order: Mr. Joe Mobley called the Clay County Development Authority (CCDA) board meeting to order at 4:04 PM.

Invocation: Reverend Bill Randall

Approval of Minutes: Ms Debbie Ricks moved to approve the minutes of the April 18, 2012 meetings. Mr. Matt Welch seconded and the motion carried.

Treasurer's Report: Debbie Ricks indicated the Money Market accounts were closed and funds deposited into the Wells Fargo operating account. She is going to evaluate the threshold of this interest bearing account at Wells Fargo with offset of monthly fees. The Clay Electric and Green Cove Springs utility bills for Harbor Road have been set up as automatic debit. Ms. Ricks reiterated the finance committee recommendation for the Authority join the Council of Development Finance Agencies (CDFA), a \$750 annual membership. She asked if everyone had time to look at the report about this association and information about financing tools. Brief discussion followed. Mr. Joe Mobley noted this is good information and suggested review in one year to see what it has done for us. Mr. Matt Welch indicated his comments are the same as the previous month that he could not support expenditures that do not have an immediate return on investment. Ms. Debbie Ricks made a motion for the CCDA to adopt the Finance Committee recommendation to join CDFA. The motion carried and Mr. Matt Welch objection was noted for the record.

Audit Report: Ms. Mary Ann Magers presented a detailed overview of the 2011 Audit Report. There were no transactions entered into for which there was no authoritative literary guidance for recording that transaction. There were no difficulties encountered; although it was an unusual year with Mr. Grady Williams in two different roles. The financial statement is an unqualified opinion, Ms. Magers did not find anything that was not in accordance with the generally accepted accounting principles and no transactions inappropriate. She encouraged everyone to read the Management Discussion and Analysis (MD&A) in which Tim Coleman, Accountant, was very involved in assisting with preparation. The MD&A also provides what transpired in

the past year with side by side comparison of the prior year and current year such as the effect of the loss of tenant at the Harbor Road facility, decrease in rental income of \$32,000, subsequent repair costs of \$23,000 and the increase in the grant to the Chamber by \$25,000. She reviewed the balance sheet, revenue and expenses, qualified public deposits and verified public depository accounts, statement of government balance and activities and notes to the financial statements. Ms. Magers noted expenditures in excess of budget appropriation which is required by the auditor general as well as governmental standards. The original budget and the final budget compared to the actual budget shows the decreased rental income that was not anticipated. The State of Florida single audit was not required this year. All grants were found in compliance and federal awards were not enough to require a federal audit. Ms. Magers concluded that page 26 provides a very good overview of the audit; Mr. Matt Welch asked if the grant to the Clay County Chamber of Commerce should be included in the audit and if recommendation were warranted to approve or disapprove depending on where the CCDA is financially? Ms. Magers noted this is included in the audit procedure, but would not be in the audit report. Ms. Debbie Ricks made a motion to accept the annual external audit report. Jan Conrad seconded and the motion carried.

Attorney's Report:

- a. 1286 Harbor Road Building:** Mr. Matt Welch discussed the upgrade to the facility to Class A office space and conversion to meet the potential needs the County Manager inquired about county use. He indicated there was no estimate done, but Class A office would require gutting and starting over. In addition meeting the ADA compliance, would require new restrooms and entrance as well as upgrade of parking lot access. This could be done but the cost to build out would be substantial and the county does not need the entire facility, just a portion. Ms. Danita Andrews noted her current work with two potential manufacturing clients and facilitating site visits to the facility. As a result, she and Mr. Tyler Newman, Cushman & Wakefield, are working with these companies and she is optimistic that an offer come through.
- b. St. Johns Country Day School (SJCDS):** Mr. Grady Williams indicated the bond issuance debt note for SJCDS to be a reduction in principle and interest with the first payment due on July 1, 2012. This would be paid out in five (5) years and he handed the document over to Mr. John Tabor.
- c. Big League Dreams:** There are a few sites being looked at. One site in Fleming Island has been eliminated as it was too wet. One property in Fleming Island is still being considered, across from the Fleming Island Library. The possible locations in Green Cove Springs are Clay County Port and Mr. Ward Huntley's property. Another location is Armstrong Park off CR 220. We hope to hear more by July 1 and if anyone has questions regarding this, please call Rob Bradley. Mr. John Tabor noted the organization has received request from Commissioner Ronnie Robinson related to the decision by the CCDA board to support this project; he is not satisfied with the answers received, although we are not sure what he is looking for. Part of this process is the County Commission authorizing County Manager, Ms. Stephanie Kopelousos, to go forward. The School Board was supportive of the site across the street from Thunderbolt Elementary. Everything looked good except the western part of that property is very wet. Mr. Clary suggests they get a second opinion as there are

ways to fix that problem. Mr. Mobley suggested Mr. Clary reach out to the County Manager to follow up.

Economic Development Report: Ms. Danita Andrews gave her report remotely via telephone. She provided an overview of prospect activity and additional background on projects with review of the executive summary report. She noted additional work and highlighted grants activity:

- a. **Brownfield's Activity:** The National Association of Local Government Environmental Professionals (NALGEP) is having a workshop on June 4th in Alachua County and she has been invited to present the Green Cove Springs Brownfield's Initiative. We were able to assist Green Cove Springs with Phase I at Augusta Savage Community Center and continue to conduct outreach to other property owners.
- b. **Defense Grants:** Ms. Andrews has participated in the Enterprise Florida mission to Dallas last month and is currently at the Chicago event participating in the Team Florida meetings with site selection consultants. She has made additional appointments/visits with corporations scheduled for Friday regarding potential projects for Clay County.
- c. **Business Retention and Expansion:** The Economic Development Advisory board is assisting with wrap up of local company visits to complete the WorkSource grant.

New Business:

- a. **By Laws:** Mr. Joe Mobley thanked Mr. David King for the countless hours spent on our new by laws. There will be committee formed called Choose Clay and they will be responsible for all things Economic Development. It is a seven member board and includes one member from this board and one appointee from this board along with the county manager and an appointee from the BCC. Those four members will select the other two members from a list of investors in Clay County. The investor money will be switched over to the new Choose Clay entity. Mr. Joe Mobley nominated Mr. Ted McGowan with the Clay County Port. Mr. Greg Clary seconded and the motion carried. We will ask Mr. Ted McGowan to be our designated appointee from this board. Please also note the CCDA contribution that we currently make to the Chamber will now go to Choose Clay. We will have a Chamber Board and a Choose Clay Board and they will operate independently. They will come together twice a year to make bigger decisions. We will have a contractual agreement with Choose Clay from the CCDA and the Executive Director of Choose Clay will also serve as Executive Director for CCDA. Mr. Greg Clary nominated Mr. Joe Mobley as the member from the CCDA board. Ms. Jan Conrad seconded. Mr. Matt Welch as Vice Chair called the question and asked for any additional nominations. The motion was approved for Mr. Joe Mobley to sit on the Choose Clay Board. Mr. Joe Mobley also thanked Ms. Danita Andrews for the work she has done.

Comments from the Public: Mr. George Egan relayed that he is excited about our new structure and thinks this is great opportunity for the Chamber and Economic Development.

Next Meeting: Wednesday, June 20, 2012 at 4:00 PM.

Adjournment: Meeting adjourned at 5:00 PM