

**CLAY COUNTY DEVELOPMENT AUTHORITY
DEVCOM COMMITTEE MEETING
MINUTES**

January 21, 2015

Present: CCDA (Chip Dobson, Matt Carlton, Russell Buck); **Chamber** (Jan Conrad)

Absent: **Chamber** (Leslie Dougher, Blaine Claypool)

Guests: Charlie Shephard

Staff: **Chamber** (Doug Conkey); **CCDA** (Josh Cockrell)

Call to Order: **Doug Conkey** called the Clay County Development Authority (“CCDA”) DEVCOM meeting to order at 3:00PM.

Approval of November 12, 2014 Minutes: **Jan Conrad** made a motion to approve the minutes. Seconded and passed unanimously.

Public Comment: None

Old Business/New Business: Charlie Shephard of Community Advisors, LLC, presented the reserve study that he completed for DEVCOM. The report did not include the tenant spaces, only the common areas thought measurements were taken. The reserve study examines the remaining life of assets and functions of the DEVCOM building as well as projected costs to replace them. He stated that \$116,742 would need to be put into the reserve fund for it to be fully funded in addition to another \$66,624 this year. While the study recognized the age of the building, it recognizes the “good bones” of the building. It was determined that an update to the reserve study is important to provide a thorough analysis. Therefore, all areas of the building will be included as well as actual numbers reflective of the approximation of costs to repave the parking lot.

A civil engineer’s perspective as to the requirements that will satisfy SJWMD is needed to determine next steps for addressing the parking lot issue. John Mahoney of TOCOI could provide this perspective. Once we have a better understanding of the projected costs for the parking lot, then a more accurate reserve study can be presented. From there, DEVCOM can determine the future of the building.

Jan Conrad recommended that any appraisal conducted on the building be ordered through a bank. Doug Conkey stated that he will get the Chamber’s legal counsel to issue an opinion regarding the liability of parking lot. Also, CCDA general counsel Grady Williams will be requested to issue an opinion as well.

A tenant of DEVCOM, Florida Fire, has requested that the cabinets in his office be removed or repaired. Matt Carlton stated that he would take a look at them to determine what can be done. Also, there are fireproof cabinets in their office that are owned by CCDA in which the tenant would like to have removed in order to maximize the office space available. Staff will explore the best option for removing them.

Adjourned: 3:51 P.M.