

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

**February 17, 2016**

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

**Absent:** Chereese Stewart, Mike Davidson

**Guests:** Josh Cockrell, Grady Williams, Counsel, Taylor Mejia, Ana Grogan, Bill Garrison

**Call to Order: Chair Chip Dobson** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:07 PM.

**Invocation: Vice Chair Rev. William Randall** provided the invocation.

**Comments from the Public:** No comments were made from the public.

**Approval of December 16, 2015 Minutes: Greg Clary** motioned to accept the minutes. Motion seconded and passed unanimously.

**Josh Cockrell** distributed to the Board an audit engagement letter from Magers & Associates. **Marge Hutton** motioned to accept the audit proposal. Motion seconded and passed unanimously.

**Treasurer's Report: Treasurer Matt Carlton** presented the financial report from December 2015. **Russell Buck** made a motion to accept the treasure's report. Motion seconded and passed unanimously.

**Committee Reports:**

**DEVCOM Negotiations Committee: Committee Chair Chip Dobson** informed the Board of the latest updates of the DEVCOM Negotiations between the CCDA and the Chamber of Commerce. **Josh Cockrell** gave a brief summary of the most recent counter offers from the CCDA and the Chamber. He explained that the DEVCOM Negotiations Committee recommends that the Board make a final counter offer to the Chamber which included: an expiration date of 30 days, asking for \$315,000 (half of the appraisal value), half of the DEVCOM account funds, and the closing costs being paid from DEVCOM funds. **Russell Buck** made a motion to accept the recommendation from the committee. The motion was seconded and passed unanimously.

**IRB Project & Organization Finance Committee: Committee Chair William Randall** gave a brief summary of the IRB Project & Organization Finance Committee meeting. He stated that the committee anticipates receiving an IRB application from St. Johns Country

Day School. He also summarized the presentation made by Ken Smallwood regarding the prospective Challenger Center project.

**Organization Development & Marketing Committee: Committee Chair Marge Hutton** gave a brief overview of the most recent committee meeting. She stated that the committee recommends allowing IGS to amend the current contract to include the responsibility of upgrading the CCDA website. She also informed the Board that the committee was currently working on creating materials to leave behind with other community organizations. **Marge Hutton** explained that the new website and materials would help in rebuilding the CCDA. **Russell Buck** made a motion to approve the Organization Development & Marketing Committee's recommendation to amend the IGS contract. The motion was seconded and passed unanimously.

**Chair Chip Dobson** recessed the CCDA Board Meeting at 4:47 P.M. in order for the CCDA Public Policy Committee meeting to convene.

**Chair Chip Dobson** called the CCDA Public Meeting back to order at 4:55 P.M. promptly following the conclusion of the CCDA Public Policy Committee meeting.

**Chair's Report: Chair Chip Dobson** reported that the CCDA no longer had Public Employee Insurance. He suggested that the CCDA buy Director and Officer Insurance. **Greg Clary** made a motion to approve to execute the specific proposal for Director and Officer Insurance. Motion seconded and passed unanimously.

**Executive Director's Report: Josh Cockrell** presented a proposal for a compliance review of CCDA's public records. **Russell Buck** made a motion to approve the proposal. Motion was seconded and passed unanimously. **Josh Cockrell** also stated that he was in the process of coordinating an opportunity to have the April Board meeting at Camp Blanding.

**Economic Development Report: Bill Garrison** informed the Board that the Clay County Economic Development Corporation is having a meeting on February 18, 2016 to present the draft of the Clay County Strategic Plan.

#### **Old Business/New Business/ Board Comments:**

**Josh Cockrell** stated that there will be committee meetings scheduled in March and the next Board meeting will be in April.

**Adjourned: 5:29 PM.**

**Next CCDA Board Meeting**  
**April 20, 2016**