

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

**March 21, 2018**

**Present:** Russell Buck, Marge Hutton, Mike Davidson, Greg Clary, Keith Ward, Bruce Butler

**Excused:** Chereese Stewart, Cathy Chambers, Tom Morris, Amy Pope-Wells

**Staff:** Josh Cockrell, April Scott, Counsel

**Guests:** Laura Pavlus, Roland Mastandrea, Zach Chalifour

**Call to Order:** **Russell Buck** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:01 PM.

**Invocation:** **Greg Clary** provided the invocation.

**Comments from the Public:** Roland Mastandrea, candidate for Orange Park Town Council, introduced himself and stated that he is attending the meeting to learn more about CCDA.

**Economic Development Report**

**Laura Pavlus** informed the Board of the status of EDC projects. She stated that the new EDC Director starts on April 2<sup>nd</sup> and that an investor reception will be held towards the end of April.

**Secretary's Report**

**Approval of January 17, 2018 Minutes:** **Greg Clary** presented the minutes. **Bruce Butler** made a motion to approve the minutes. Motion seconded and passed unanimously.

**Treasurer's Report**

**Mike Davidson** presented the February 2018 financials to the Board.

The FY 16-17 Audit was presented by Zach Chalifour of James Moore CPAs. **Bruce Butler** made a motion to approve the audit as presented. Motion seconded and passed unanimously.

**Committee Reports**

**Building Committee – Keith Ward** stated that there is nothing new to report from the committee. He stated that the holes on the fascia and soffit will be repaired in the upcoming weeks along with the removal of any varmint that may have gotten into the roof.

Josh Cockrell updated the board on the status of the ceiling repair and the claim filed with the insurance company.

**IRB & Project Development Committee – Greg Clary** informed the Board of the discussions that took place at the last committee meeting. He stated that the committee reviewed two project opportunities and will continue to conduct due diligence on them before presenting them to the Board.

### **Chair’s Report**

No report.

### **Executive Director’s Report**

**DIG/DTF Grants – Josh Cockrell** provided an update on the status of the grants. Prior to the CCDA Board meeting, he gave a presentation to the Florida Defense Alliance, per the FDA’s request, and provided grant recipients from around the state that were in attendance, some best practices for buffer land purchases.

**Building Update – Josh Cockrell** stated that the tenant has made the decision not to move forward with the purchase of the building. The tenant’s decision is due to their financial constraints. The tenant stated that he would like to continue leasing month-to-month and will provide a move-out date soon. The tenant would like to receive their deposit upon moving out; however, per the terms of the lease/purchase agreement, the tenant is entitled to the deposit. The Board discussed the terms of the agreement and expressed their concerns with how it was structured. The agreement failed to address and provide additional remedies should the buyer back out of purchasing and decide to lease. Leasing terms were minimal. **April Scott** suggested that an addendum be drafted to clarify the terms going forward and that the tenant releases the option to purchase. **Marge Hutton** made a motion that April Scott draft the leases and addendums going forward. Motion was seconded and passed unanimously.

**Russell Buck** stated that CCDA Counsel should direct the Board as to the course of action going forward as it pertains to GoToBrazil’s tenancy and what legal/financial options are available to CCDA. **Keith Ward** made a motion directing April Scott to identify the next course of action for the Board. Motion seconded and passed unanimously.

The Board discussed listing the building with a new real estate agent. **Greg Clary** made a motion for the Board to table the discussion on changing listing agents to allow staff time to review the terms of the current listing agreement. If the terms of the current engagement haven’t expired, then staff should move forward with listing the property per the current agreement. Motion seconded and passed unanimously.

### **Attorney’s Report**

No report.

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

No report.

**Adjourned: 5:15 PM**