

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

April 20, 2016

Present: Chip Dobson, Russell Buck, Matt Carlton, Cathy Chambers, Marge Hutton, Chereese Stewart

Absent: William Randall, Greg Clary, Paz Patel, Mike Davidson

Staff: Josh Cockrell, Executive Director; Grady Williams, Counsel

Guests: Bill Garrison, Peter Dame, Ed Ellison

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

Invocation: **Grady Williams** provided the invocation.

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

Secretary's Report: Approval of February 17, 2016 Minutes: **Matt Carlton** motioned to accept the minutes. Motion seconded and passed unanimously.

Treasurer's Report: **Josh Cockrell** presented the financial reports from February and March of 2016. **Russell Buck** made a motion to accept the treasure's report. Motion seconded and passed unanimously.

Committee Reports:

DEVCOM Negotiations Committee: **Chip Dobson** informed the Board of the latest updates of the DEVCOM Negotiations between the CCDA and the Chamber of Commerce ("Chamber"). **Josh Cockrell** stated that the committee recommends accepting the most recent offer, from January 22, 2016, from the Chamber. The Board discussed the benefits of all options including: accepting the Chamber's offer, buying the Chamber's portion of the building, and jointly selling the building. **Chip Dobson** made a motion to accept the Chamber's most recent counter-offer, which would expire sixty days after the Chamber's Board meeting on April 27, 2016. The motion was seconded and passed unanimously.

IRB Project & Organization Finance Committee: **Russell Buck** gave a brief overview of the most recent committee meeting. **Josh Cockrell** stated that the committee recommends that CCDA accept the St. Johns Country Day School IRB application and move forward with the bond issuance. Peter Dame and Ed Ellison, representing, the St. Johns Country Day School, presented two resolutions to the committee for review, Resolution 2015/2016-02 (SJCDS Authority Inducement Resolution) and Resolution 2015/2016-03 (SJCDS Authority

Authorizing Resolution). **Marge Hutton** made a motion that the Board accepts and adopts both resolutions as presented. The motion is seconded and passed unanimously. **Josh Cockrell** gave an update to the Board on the current tenant leases. **Marge Hutton** made a motion to make the new gross rate for the rental spaces \$15-17 per square foot and to allow Josh Cockrell to engage a broker in finding new tenants for the unoccupied rental space (contingent on the Chamber's decision to either accept or deny the CCDA's offer).

Organization Development & Marketing Committee: **Marge Hutton** stated that the committee is still in the process of compiling a list of local organizations that the CCDA can present to as well as creating collateral to leave behind after CCDA presentations. She also stated that the committee is still actively working towards updating the website.

Policy Committee: **Chereese Stewart** shared the proposed guidelines and procedures for CCDA sponsorship requests. **Russell Buck** made a motion to accept the sponsorship guidelines and procedures as presented.

Chair's Report: **Chip Dobson** stated that the Board will need to meet in May and expressed the need for a quorum at the next Board meeting. The Board will meet on May 18, 2016.

Executive Director's Report: **Josh Cockrell** updated Board of the status of the compliance review process. **Cathy Chambers** made a motion to amend the current contract to approve up to another 60 hours of work for compliance review. The motion was seconded and passed unanimously. **Josh Cockrell** also gave a brief summary of the current status of grants and new grants applications. **Matt Carlton** made a motion to approve the submission of the DTF 17 Buffer Land Grant application. The motion was seconded and passed unanimously.

Attorney's Report: **Grady Williams** stated the importance of being in compliance with the Florida State requirements for public records retention and compliance as well as the importance of having a reasonable rate for research and clerical work related to public record requests.

Economic Development Report: **Bill Garrison** informed the Board of the first implementation meeting for the Clay County Strategic Plan that occurred on April 13, 2016. He stated that he is hoping that the CCDA will be able to assist the CoWork effort in Clay County by subsidizing the rent for the space. He also stated that Commissioner Hutchings would be holding a Clay County Visioning meeting on April 25, 2016.

Adjourned: 5:38 PM.

Next CCDA Board Meeting
May 18, 2016