

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

August 9, 2017

Present: Rev. William Randall, Russell Buck, Mike Davidson, Matt Carlton, Marge Hutton, Paz Patel, Cathy Chambers, Chereese Stewart

Excused: Greg Clary, Chip Dobson

Staff: Josh Cockrell, Taylor Mejia, April Scott; Counsel

Guests: Annie Grogan, Doug Conkey, Blain Claypool, Stephen Nebrat, Amy Pope-Wells, Keith Ward, Bruce Butler, Edward Blocker, Mrs. Blocker

Call to Order: **Russell Buck** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:05 PM.

Invocation: **Rev. Bill Randall** provided the invocation.

Comments from the Public: Amy Pope-Wells introduced herself to the Board. Keith Ward introduced himself to the Board and stated that he had applied to be a member of the Board. Bruce Butler introduced himself to the Board and expressed his interest in joining the Board. All have applied with Governor's office to be a member of the CCDA Board.

Blain and Doug introduced themselves to the Board and explained that their new building will not be ready for the Chamber to move into by September. They asked if the lease in the CCDA building could be extended for one more month through September. **Rev. Randall** stated that the IRB committee discussed this request and recommends that the Board extend the Chamber lease for one month as well as increase the rent by \$1,000.

Annie Grogan gave a brief update on her work for the SBDC and shared the Clay County Impact Report with the Board.

Economic Development Report

None.

Secretary's Report

Approval of June 21, 2017 Minutes – Cathy Chambers made a motion to approve the minutes as presented. Motion was seconded and passed unanimously.

Treasurer's Report

Matt Carlton presented the 2017 financials for June and July to the Board. **Marge Hutton** made a motion to accept the Treasurer's Report. The motion was seconded and passed unanimously.

Committee Reports

IRB, Project & Organization Finance Committee:

FY 17-18 Service Agreement Recommended for Renewal- **Rev. Bill Randall** informed the Board of the committee's recommendation to accept the contract renewals as presented for IGS, Tolson & Associates, Coleman & Associates, and Landmark Commercial Realty Group. **Marge Hutton** made a motion accept the recommendation. Motion seconded and passed unanimously.

Building Lease/Purchase Agreement- **Mike Davidson** gave a brief overview of the discussion at the IRB and Finance Committee regarding the building lease/purchase agreement opportunity and informed the Board of the recommendation from the committee to accept the lease deal. Edward Blocker introduced himself and his partners to the Board. He explained the history of his business, GoToBrazils and his interest to move into the CCDA Building space for his corporate office needs. The Board continued to asked Mr. Blocker about his current locations and business model. The proposed agreement was shared with the Board for review. Including crediting 50% of rent if purchased in 1st year, crediting 40% if purchased in 2nd year and if purchased in the third year the price would be \$640,000. The Board discussed where mail would be sent, where files would be kept, and where meetings would be held if the building was to be leased and/or sold.

Rev. Randall made a motion to accept Chamber lease extension for one month and additional \$1,000 in rent for September. Motion seconded and passed unanimously.

Mike Davidson made a motion to accept the building lease agreement with option to purchase and also allowing Stephen Nebrat to discuss with the lessee the following: reviewing and possibly changing the balloon term, reviewing and possibly changing the financing terms and rate, and including disclosure requirements for the financial status of the business. Motion seconded and passed unanimously.

Auditor Selection Committee:

Auditing Firm Recommended for Contract Negotiations- **Marge Hutton** informed the Board of the discussion the committee had regarding the process for selection of an auditing firm. She stated that the committee recommended James Moore & Associates as the first preference for auditing services, followed by Mager's and Associates as the second preference, and Carr, Ingram, and Riggs as the third preference. The Board discussed the ranking criteria for the selection process. **Josh Cockrell** informed the Board that there will be startup costs associated with changing to a new auditing firm. **Paz Patel** made a motion to approve the recommendation and allow staff to begin contract negotiations with James Moore & Associates. Motion seconded and passed unanimously.

Organization Development & Marketing Committee:

Sponsorship Recommendations- **Marge Hutton** gave a brief overview of the committee meeting including the requests made by Clay EDC for a \$10,000 sponsorship as well as the already approved SBDC Sponsorship through 2018-2019. She informed the Board that the committee voted to deny the Town of Orange Park request for sponsorship for the Fall Festival. She also stated that the committee recommended to postpone discussion on the Green Cove Springs pool sponsorship request. **Cathy Chambers** made a motion to accept

the sponsorship opportunity for the Clay EDC for \$10,000 for FY 2018-2019. Motion seconded and passed unanimously.

Chair's Report

None.

Executive Director's Report

Update on Board Appointments – Josh Cockrell informed the Board that four applications have been submitted to the Governor's office for approval.

Report on Grants – Josh Cockrell gave a brief update on the status of the land purchase grant and roadway resurfacing grant as well as the task force grant that is now accepting applications. **Matt Carlton** made a motion to allow staff to move forward in applying for the task force grant. Motion seconded and passed unanimously.

September Board Meetings- Josh Cockrell informed the Board that the budget will be presented for approval at the next meeting as well as officer elections.

IRB Guidelines & Application Update – Josh Cockrell informed the Board of the IRB application that was received and then withdrawn. He explained that the County also offers bond financing at a rate that may be more competitive than CCDA. **April Scott** stated that she has questions regarding the legality of the review process the CCDA has to go through with the Governor's office, and that the CCDA could possibly be allowed to be reviewed and approved by the County instead. She stated that there is an unresolved legal opinion and she is interested in vetting that for the CCDA. **Josh Cockrell** stated that the applicant requested a refund of the \$1,000 application fee. **Chereese Stewart** made a motion to authorize staff to work with Peter Dame to review the IRB guidelines and application process for potential revision. Motion seconded and passed unanimously.

Attorney's Report

No report.

Old Business/New Business/ Board Comments

Community Auto Finance Partnership Program – Rev. Randall informed the Board of the status of the program, including an offer from the President of Manatee County to match the CCDA's amount.

Recognitions – Recognition awards were presented to Rev. Randall and Bill Garrison.

Josh Cockrell informed the Board that the CCDA did not file in time to be tax exempt for property taxes on the CCDA Building. He stated that with the new tenant coming in, the estimated property taxes are \$8,000. CCDA staff will continue to work with the County to come to a determination of the requirement to pay property taxes.

Adjourned: 5:42 PM