

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

August 21, 2019

Present: Marge Hutton, Keith Ward, Bruce Butler, Amy Pope-Wells, Chereese Stewart

Excused: Cathy Chambers, Mike Davidson

Staff: Josh Cockrell, April Scott

Guests: Steve Barreira, Chris Abetz, Chip Dobson, JJ Harris

Call to Order: **Marge Hutton** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:17 PM.

Invocation: **Bruce Butler** provided the invocation.

Comments from the Public: None.

Secretary's Report

Approval of July 29, 2019 Minutes: **Josh Cockrell** presented the minutes. **Keith Ward** made a motion to approve the minutes. Motion was seconded and passed unanimously.

Treasurer's Report

Bruce Butler presented the July 2019 financials to the Board. **Chereese Stewart** made a motion to accept the Treasurer's report. Motion was seconded and passed unanimously.

Clay EDC Report

JJ Harris gave a presentation on the organization's vision, strategy and goals. He provided a summary of the 2018-2019 EDC activities and outcomes. He presented his request for \$20,000 from CCDA for FY 19-20 sponsorship.

SBDC Report

Chip Dobson, President of the Clay Chamber and **Chris Abetz**, Clay Small Business Development Center, provided a summary of the SBDC's 2018/2019 impact in Clay County as well as the services SBDC provides. Since the Clay SBDC was established 4 years ago, the Chamber has provided office space to the SBDC and the organization has been supported by sponsorships from businesses and organizations. The Clay Chamber and SBDC gave a presentation at the Clay County Commission and requested funding to sustain operations going forward. Due to a budget shortfall in the current fiscal year, the Clay Chamber is seeking additional financial support from businesses and organizations. The Clay Chamber is requesting the CCDA provide additional funding for the current fiscal year. **Josh Cockrell** asked if the Clay County Commission will be providing funding for the Clay SBDC. **Chip Dobson** stated that the Commission didn't take up for a vote the funding of the Clay SBDC;

however, it would be included in budgetary considerations for next year. Josh asked how the Clay SBDC will be supported next year if the Commission does not provide funding. Chip stated that the Clay SBDC may not continue forward. **Amy Pope-Wells** emphasized the heavy lift for the Chamber to seek financial support for the Chamber operations and Chamber Foundation, but also the Clay SBDC. Lifting the SBDC is a lot on the Chamber organization. Having an SBDC presence in Clay County is important; however, the Chamber must ensure that its core mission isn't lost. The Board discussed the need for greater collaboration among the economic development organizations. **Marge Hutton** asked Chip Dobson how much the Clay Chamber is asking the CCDA to fund the Clay SBDC. Chip stated that the request is for \$7,500 for the remainder of the current fiscal year. Amy stated that one of the conversations that we may need to have is regarding what the Clay County Commission decides to do regarding funding Clay SBDC. Marge made a motion to table the discussion on SBDC funding until the Board has learned of the Clay County Commission's decision on providing funding. Motion was seconded and was approved (4 yeas, 1 abstention due to conflict – Amy Pope-Wells).

Chair's Report

Board Member Recognition – Keith Ward recognized **Marge Hutton** for her service on the CCDA Board. Marge recognized **Russell Buck** for his service on the Board though he wasn't in attendance today.

FY 19-20 Contracts & Agreements –

Clay EDC Sponsorship Request: Marge Hutton entertained a motion to discuss the Clay EDC's sponsorship request. **Bruce Butler** made a motion. Motion was seconded. Discussion on previous year's funding of \$10,000 was stated. Bruce Butler recognized the increased activity the CCDA has seen from the EDC. The current request of \$20,000 is too great of an ask. **Keith Ward** agreed and stated that he could support an increase to \$15,000 though. Marge suggested an increase to \$12,500. **Amy Pope-Wells** suggested that the funding remain the same; however, provide an opportunity for it to increase depending on opportunities that CCDA has been given to expand its funding sources. **Josh Cockrell** stated that he has seen an increase in activity from EDC's promotion of CCDA and industrial revenue bonds. EDC reaches out to CCDA regularly regarding project opportunities. **Bruce Butler** made a motion for CCDA to fund Clay EDC at \$15,000. Motion was seconded and passed unanimously.

Coleman & Associates, CPA: Marge Hutton presented Coleman & Associates, CPA's contract renewal for FY 19-20. The contract has increased from \$400 per month to \$475 per month. **Keith Ward** made a motion to approve the contract renewal. Motion was seconded. There was discussion regarding the reason for the increase. **Josh Cockrell** stated that he was informed by Tim Coleman that the increase in the fee is due to the increase in their costs. The Board had further discussion regarding the costs of the services provided and whether there could be a savings if a different vendor was used. The Board determined that it wouldn't be best to put out an RFP at this time but there could be interest in the future. Motion was approved unanimously.

Tolson & Associates, PA: Marge Hutton presented Tolson & Associates, PA contract renewal for FY 19-20. The contract has increased from \$1,000 per month to \$1,140 per month. **Josh Cockrell** stated that the contract hasn't increased during the past 3 years. He stated that April Scott has provided outstanding service to the organization. **Keith Ward** made a motion to approve the contract renewal. Motion was seconded and was approved unanimously.

Executive Director's Report

DIG/DTF Grants – Josh Cockrell provided an update on the status of the grants. The CCDA has been awarded two new grants: \$500,000 for the purchase of buffer land and approximately \$367,000 for roadway resurfacing.

DTF Grant RFP – The Florida Defense Support Task Force has issued an RFP for grant funding in anticipation of the upcoming legislative session. **Josh Cockrell** has spoken to Camp Blanding and they are interested in CCDA using the funds to purchase additional buffer land around the base. Josh requested the Board approve a motion to allow him to submit an application in response to the RFP for \$500,000 to purchase buffer land. **Bruce Butler** made a motion to approve the application submission. Motion was seconded and was approved unanimously.

Comprehensive Banking Services – Josh Cockrell provided an updated on the previously posted informal RFP for Comprehensive Banking Services. During the transition of the CCDA's leadership, timelines passed for banks to ask questions and respond to the informal RFP. Josh informed the Board that he will be reposting the informal RFP to allow banks time to ask questions and submit responses. Responses that were submitted prior will not be opened or considered. **Keith Ward** made a motion to have staff repost the informal RFP for Comprehensive Banking Services. Motion was seconded and was approved unanimously. Josh stated that once the response period has ended, he will review the responses and make a recommendation to the Board for approval.

Attorney's Report

April Scott stated the recent transition identified an issue that the Board will need to address and plan accordingly if there is a transition in the executive director position in the future. She stated that Tolson & Associates will be hosting the CCDA files at their offices. April reminded the Board that they voted during the last meeting to issue an RFP for administrative services. She said the Board will need to discuss a timeline for issuing it; however, there are some issues currently regarding quorum and the new appointments to the Board.

Old Business/New Business/ Board Comments

PASS Loan Request – Josh Cockrell informed the Board that he and **Keith Ward** met with the City of Green Cove Springs regarding the electrical infrastructure costs that PASS will need to pay the City. Keith provided a summary of the electrical costs. The City of Green Cove Springs will split the \$60,000 costs that PASS would be required to pay the City and have PASS repay the expense through the monthly electrical bill. PASS is requesting the CCDA finance approximately \$115,000 in electrical infrastructure. Josh provided a draft

term sheet and amortization schedule for the Board to consider. PASS COO Chris Lapierre has offered to be a guarantor on the loan. The Board expressed their concerns with Chris's personal financial statement and the risks associated with lending the funds. Keith has requested that PASS come back to the CCDA with an update on the project and current financials. **Bruce Butler** made a motion to table any additional discussions pending updates from PASS. Motion was seconded and was approved unanimously.

Adjourned: 6:40 PM