

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

October 19, 2016

Present: Chip Dobson, William Randall, Russell Buck, Greg Clary, Paz Patel, Cathy Chambers, Mike Davidson, Marge Hutton, Cheerese Stewart

Excused: Matt Carlton

Staff: April Scott, Josh Cockrell, Taylor Mejia

Guests: Judge Kristina Mobley, Stephen Nebrat, Valerie Green, Trisha Thomas, Cheryl Hutchinson, Bishop William Andrews, Sheriff-elect Darryl Daniels, Alvin Brittin

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

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

Board officers sworn in by Judge Kristina Mobley.

Comments from the Public

- Valerie Green and Trisha Thomas from 5/3 Bank introduced themselves to the Board. They discussed their wellness program and empowerment sessions that they offer related to credit/financial wellness information. **Rev. Bill Randall** stated that Valerie and Trisha would be assisting with the auto finance program.
- The Clay County Sheriff-elect, Darryl Daniels, introduced himself to the Board.

Secretary's Report

Approval of September 21, 2016 Minutes: **Chip Dobson** made a motion to approve the minutes. Motion was seconded and passed unanimously.

Treasurer's Report

Josh Cockrell presented the September 2016 financials to the Board, including the recent purchase of the CCDA building as well as the grant reimbursement for administration fees. **Marge Hutton** made a motion to accept the report as submitted. The motion was seconded and passed unanimously.

Committee Reports

IRB, Project, and Organization Finance Committee - William Randall informed the Board that the IRB committee met earlier that day. He asked the Board to continue to think of prospects for IRB's and share their ideas with Josh Cockrell. He also stated that the committee agreed to postpone further conversation regarding the auto finance program.

Chair's Report

DEVCOM Sale – Josh Cockrell stated that the building is now owned by the CCDA. **Chip Dobson** stated that the next step moving forward would be to discuss whether to sell or lease the building.

Executive Director's Report

Report on Grants – Josh Cockrell informed the Board of the status of grants, including the defense infrastructure grant and task force grant applications. He stated that Enterprise Florida requested an early submission for grant applications. **Cheerese Stewart** made a motion to approve moving forward with applying for a \$400K defense task force grant. Motion seconded and approved.

Coleman & Associates Contract Amendment – Josh Cockrell gave a brief overview of the Board's discussion from the previous meeting. **April Scott** stated that the agreement voted on during the last meeting did not need to be voided and that the Board just needed to approve the new agreement. **Paz Patel** made a motion to approve the new agreement with Coleman & Associates including the price increase. Motion seconded and passed unanimously.

Property Management Presentation & Agreement– Josh Cockrell introduced Steven Nebrat to the Board. **Josh Cockrell** briefly explained the current fees associated with owning the building including dumpster fees, landscaping fees, and utilities. He informed the Board of the work Steven Nebrat has done to renegotiate some of these fees. Steven Nebrat distributed a report of comparable leases in the surrounding area to the Board. He explained the different options the Board has, either to sell the building or to lease to a single tenant. He suggested to list the building for sale at \$675K or to lease the building at a monthly rate of \$13 per sq foot. The Board continued to discuss the improvements that would need to be done to the property. **Greg Clary** made a motion to approve the proposed property management agreement. Motion seconded and passed unanimously. **Paz Patel** made a motion to list the property for sale at \$675K and/or for lease for \$13 per sq foot, triple net lease. Motion seconded and passed unanimously.

Josh Cockrell explained to the Board that there is a small parcel available to the right of the CCDA building and that owning it would clean up the boundary of CCDA's property line. He stated that the owner of the parcel would be willing to deed the land to the CCDA, as long as the current owner could place signs/advertisements on the property. The Board discussed and asked **Josh Cockrell** and **April Scott** to further investigate the option of purchasing the small parcel.

Josh Cockrell shared a potential location for a co-work space and offices for the CCDA, Chamber, and EDC. **Cathy Chambers** stated that it appears the private sector is covering the need for a co-work space. **Russell Buck** stated that even if a co-work space is not needed, then the Board should still investigate the possibility of bringing all agencies including the CCDA, the Chamber, and the EDC together in one building. The Board discussed and agreed that this particular location is not desirable.

Attorney's Report

April Scott deferred to Old Business for the Board to adopt the FY 2016-2017 Budget and FY 2015-2016 Amended Budget to Actual.

Old Business/New Business/ Board Comments

Formal Adoption of FY 2016-17 Budget – Josh Cockrell provided the Profit Loss Budget Overview to the Board for October 2016 – September 2017. **Russell Buck** made a motion to accept the proposed budget. Motion seconded and passed unanimously.

Formal Adoption of FY 2015-16 Amended Budget to Actual – Marge Hutton made a motion to accept the amended budget. Motion seconded and passed unanimously.

Board Comments: **Greg Clary** commended the staff and encouraged Josh Cockrell to continue to look for a co-location.

Adjourned: 5:23 PM