

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

**November 20, 2019**

**Present:** Keith Ward, Bruce Butler, Amy Pope-Wells, Chereese Stewart, Alex Hill, Daniel Vallencourt,

**Absent:** Mike Davidson

**Staff:** Josh Cockrell, April Scott

**Guests:** JJ Harris, Wendell Chindra

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:02 PM.

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

**Comments from the Public:** None.

**Installation of 2019-2020 Board Officers**

**April Scott** swore-in the newly elected board officers.

**Clay EDC Report**

**JJ Harris** provided an update on EDC projects. He mentioned the infrastructure and improvements underway and planned for Keystone Heights Airport. He mentioned that he is referring two companies to CCDA for potential IRBs: Mobro Marine and Green Technologies. He also mentioned that he, Chereese Stewart, and Josh Cockrell tour JaxPort and discussed with JaxPort staff opportunities to partner.

**Secretary's Report**

**Approval of September 11, 2019 Minutes:** **Chereese Stewart** presented the minutes. **Bruce Butler** made a motion to approve the minutes. Motion was seconded and passed unanimously.

**Treasurer's Report**

**Josh Cockrell** presented the September 2019 and October 2019 financials to the Board. **Daniel Vallencourt** made a motion to accept the Treasurer's report. Motion was seconded and passed unanimously.

**Chair's Report**

**Appointment of CCDA Treasurer – Keith Ward** stated that there is a vacancy for Treasurer. **Daniel Vallencourt** made a motion to nominate **Alex Hill**. Motion was seconded and passed unanimously.

**RFP Committee Recommendation for Administrative Services Contract – Keith Ward** stated that the committee interviewed several candidates. The committee recommended that The StellaRea Group be selected and that at an upcoming meeting, the committee meets to discuss tying incentives to the salary. **Alex Hill** made a motion to approve the committee’s recommendation to select The StellaRea Group to provide the administrative services. Motion was seconded and passed unanimously. **Keith Ward** asked if there are any other board members that would like to join the committee to discuss at a future meeting the performance objectives of the contract, salary and incentives.

### **Executive Director’s Report**

**Update on Grants – Josh Cockrell** provided an update on the status of the grants. He stated that \$485,000 will be spent on land to prevent incompatible development encroachment. The funds will be reimbursed a few months later. The other grants are progressing, and he expects funds to be executed in the spring of 2020.

**Clay Day Sponsorship – Chereese Stewart** stated that Clay Day will be held on February 20, 2020 and a reception the evening prior on February 19 in Tallahassee. **Bruce Butler** made a motion to approve the \$500 sponsorship for Clay Day. Motion was seconded and passed. **Chereese Stewart** and **Alex Hill** abstained from voting since they serve on the Clay Day Planning Committee

**Comprehensive Banking Services Recommendation – Josh Cockrell** stated that he reviewed responses to the RFP that were sent by several banks. Overall, all services provided by the banks were similar with exception to the interest rates offered. The top 2 choices are Ameris Bank and CenterState Bank. Josh recommended Ameris Bank be selected. **Keith Ward** asked if it is wise to change banks while grant funds are being disbursed. Josh stated that it would create challenge to do so. The Board discussed staying with the current bank, CenterState Bank. The Board asked if staff would reach out to CenterState Bank to see if they would at least increase the interest rate to match Ameris Bank. **Bruce Butler** made a motion to award CenterState Bank the comprehensive banking services contract and for staff to inquire if the bank will provide 1.5% interest. Motion was seconded and passed unanimously.

### **Attorney’s Report**

**April Scott** swore-in **Alex Hill** as Treasurer.

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

**SBDC Sponsorship – Keith Ward** reminded the Board that \$2,500 was placed into the budget to sponsor the SBDC. At the September board meeting, CCDA tabled the discussion. **Wendell Chindra** stated that the Clay Chamber Board voted not to renew the MOU with the SBDC due to lack of funding sources. If the Chamber can raise money to support the SBDC for this year, then they will reach out to the CCDA regarding the sponsorship request. At this time, the Chamber will not be requesting the funds for SBDC sponsorship. The Chamber is hopeful that the County will assist in funding the SBDC next year and following years. The CCDA Board decided to table the discussion regarding SBDC sponsorship.

**Review & Update Organizational Documents: Bylaws, Strategic Plan – Keith Ward** stated that he would like to form a committee to review and update the CCDA's organization documents i.e. Bylaws and Strategic Plan. **Josh Cockrell** stated that the only copy of the Bylaws that he has found that are signed are from 1977. He did find an unsigned electronic draft of updated bylaws dated 1992 that has edits from 1994. The Strategic Plan is approaching the end of its 5<sup>th</sup> year, 2020 and needs updating.

A copy of the IRB Guidelines was provided to the Board. **Josh Cockrell** stated that Peter Dame, attorney with Akerman, will come to an upcoming meeting to provide information on IRBs. He also provided a copy of the CCDA's enabling legislation for the Board to review.

**Keith Ward** requested that everyone review these documents and to consider serving on the committee. **Bruce Butler** asked if the Board could review the use of teleconference for meetings. **April Scott** stated that it will be ideal for this to be flushed out in the bylaws as well.

**Future Investments – Keith Ward** stated that he is relying on the board to identify and investigate investment opportunities that will generate revenue for the organization into the future. He looks forward to having the contributions of the newly appointed members. **Josh Cockrell** stated that there are several IRB opportunities that are coming forth. In addition, he stated that he recently met with Jim Horne and Ken Smallwood regarding Challenge Center and their interest in having CCDA participate in the development of several acres. Josh also stated that JP Hall Industrial Site has an opportunity for CCDA to invest in the site. Keith stated that the Board will discuss this further at upcoming meetings.

**Adjourned: 5:20 PM**