

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

**December 12, 2018**

**Present:** Keith Ward, Russell Buck, Marge Hutton, Bruce Butler, Tom Morris, Amy Pope Wells

**Excused:** Mike Davidson, Cathy Chambers, Chereese Stewart

**Staff:** Josh Cockrell, April Scott, Counsel

**Guests:** JJ Harris, Chris Abetz

**Call to Order:** **Marge Hutton** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:15 PM.

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

**Comments from the Public:** None.

**Secretary's Report**

**Approval of October 17, 2018 Minutes:** **Josh Cockrell** presented the minutes. **Tom Morris** made a motion to approve the minutes. Motion was seconded and passed unanimously.

**Treasurer's Report**

**Bruce Butler** presented the October and November 2018 financials to the Board. **Tom Morris** made a motion to accept the Treasurer's report. Motion was seconded and passed unanimously.

**Clay EDC Report**

JJ Harris provided an overview of projects he is working on. He stated that FDOT has let the contracts for the next segment of the First Coast Expressway. Construction is tentatively scheduled to start in February 2019. He reported that the EDC requested that Clay Commission approve legislation that if a company comes to the EDC and requests a Tax Increment Grant or Tangible Personal Property Grant and receives it, the EDC would be provided 5% of the company's grant request. The Commission approved their request. He stated that the Clay County Fairgrounds have completed a master plan. There could be opportunities for CCDA to assist with economic development at the fairgrounds.

**Clay SBDC Report**

Chris Abetz introduced himself as the new SBDC Clay Representative and provided a summary of his background. He provided an update on SBDC activity since he started in the position in October 2018.

### **Chair's Report**

**No report.**

### **Executive Director's Report**

**DIG/DTF Grants – Josh Cockrell** provided an update on the status of the grants. He has completed one of the DTF grants and has submitted a final report along with a request for reimbursement to Enterprise Florida for \$400,000. The grants has been reimbursed. He also stated that the he is expecting to complete and submit a final report for another DTF grant in January 2019. The two DIG grants are slowly progressing and aren't expected to be completed until late spring/early summer 2019.

**Economic Development Discussions – Josh Cockrell** stated he has invited Keystone Heights Airpark representatives to attend the January CCDA board meeting and give a presentation on the economic development activity taking place at the airpark.

**Josh Cockrell** reminded the Board that there is a vacancy on the CCDA due to Greg Clary's passing. He requested that the Board begin thinking of a potential replacement to apply for the gubernatorial appointment.

### **Attorney's Report**

**No report.**

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

**Property Taxes – 1734 Kingsley Avenue – Josh Cockrell** stated that the CCDA owes property taxes on the building and will need to reimburse the buyer in January 2019. CCDA paid a prorated portion of the taxes when the building was sold; however, the tax assessment was higher than anticipated at closing. Additional funds were not planned in the budget and will require Board approval. **Marge Hutton** made a motion to approve to reimburse the buyer. Motion seconded and approved unanimously.

**Russell Buck** recommended that the Board learn more about the industrial site that Mike Vallencourt is planning south of Green Cove Springs. The Board will invite Mike to the January 2019 meeting to share more information about his project.

**Adjourned: 5:00 PM**