

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
ORANGE PARK, FLORIDA  
December 11, 2013**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY  
ASST. SECRETARY**

**DEBBIE RICKS  
CHIP DOBSON  
REV. RANDALL  
VACANT  
BETTY HICKS**

- |  |                       |
|--|-----------------------|
| <b>1. Welcome/Call to Order 4:00 pm</b>                              | <b>Debbie Ricks</b>   |
| <b>2. Roll Call</b>  | <b>Betty Hicks</b>    |
| <b>3. Invocation</b>   | <b>Pastor Randall</b> |
| <b>4. Approval of November 20, 2013 Minutes</b>                      | <b>Debbie Ricks</b>   |
| <b>5. Action taken at Committee Meetings</b>                         | <b>Debbie Ricks</b>   |
| <b>6. Comments from the Public</b>                                   | <b>Debbie Ricks</b>   |
| <b>7. Treasurer's Report<br/>November Financials - Not Available</b> | <b>Pastor Randall</b> |
| <b>8. Chair's Report</b>   | <b>Debbie Ricks</b>   |
| <b>9. Transition Report</b>  | <b>IGS</b>            |
| <b>10. BLD Project Update<br/>Extension of Due Diligence Period</b>  | <b>Greg Clary</b>     |
| <b>11. Attorney's Report</b>   | <b>Grady Williams</b> |
| <b>12. Economic Development Report</b>                               | <b>Bill Garrison</b>  |
| <b>13. Old Business/New Business/Board Comments</b>                  | <b>Debbie Ricks</b>   |
| <b>14. Adjournment</b>   | <b>Debbie Ricks</b>   |

**Dates of Upcoming CCDA Meetings:**

**January 15, 2014**  
**February 19, 2014**  
**March 19, 2014**  
**April 16, 2014**  
**May 21, 2014**  
**June 18, 2014**  
**July 16, 2014**  
**August 20, 2014**  
**September 17, 2014**

**NOTE: Items 4, 5 and 7 through 14, above, are subject to discussion, consideration, and action by the Board of the Clay County Development Authority.**

**PUBLIC COMMENTS: Pursuant to F.S. s. 286.0114 (2013) [, and Clay County Development Authority policy], speakers intending to offer public comment must complete a provided speaker's card, turn in the same to the recording secretary for the public meeting, and may address the Board when recognized by the Chair of the meeting with their public comments for a period of not more than three (3) minutes. The Chair of the meeting has the authority and discretion to make special provisions for a group or faction spokesperson. The Chair of the meeting has all requisite authority and discretion to maintain orderly conduct or proper decorum of the public meeting.**

**CLAY COUNTY DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES**

**November 20, 2013**

**Present:** Debbie Ricks, Greg Clary, William Randall, Jan Conrad, Tom Morris, Matt Welch, Joe Mobley, Virginia Hall, Grady Williams, Counsel

**Absent:** Chip Dobson, Paz Patel

**Guests:** James Perry, Governmental Management Services, LLC, Kerri Stewart, Infinity Global Solutions, LLC

**Staff:** Bill Garrison, Cam DiFrancesco, Betty Hicks

**Call to Order:** Chair, **Debbie Ricks** called the Clay County Development Authority (“CCDA”) Board meeting to order at 4:00 PM.

**Invocation:** William Randall

**Approval of October 16, 2013 Minutes**

**Treasurer’s Report:** **Cam DiFrancesco** reviewed and discussed the October 2013 financials.

Debbie Ricks, Chair presented Resolution No. 2013-2014/02 Amending YE2013 Budget to Actual. A motion was made by Tom Morris to ratify Resolution No. 2013-2014/02; motion seconded by William Randall and motion carried. Debbie Ricks, Chair presented Resolution No. 2013-2014/03 Formally Adopting Initial YE2014 Budget. A motion was made by Virginia Hall to ratify Resolution 2013-2014/03; motion seconded by Joe Mobley and motion carried.

**Chair’s Report:** **Debbie Ricks** advised two RFPs were received regarding the Executive Director and/or Administrative Office Services Function for CCDA.

Mr. James Perry with Governmental Management Services, LLC presented an overview of the administrative services that they could provide to the CCDA.

Ms. Kerri Stewart with Infinity Global Services, LLC presented an overview of the administrative services that they could provide to CCDA.

Discussion was held regarding the two proposals. Virginia Hall made a motion for CCDA to hire IGS, LLC to provide the administrative office services function; William Randall seconded the motion and motion carried. Ms. Stewart, IGS, LLC advised she would have a contract prepared for signatures to be effective December 1, 2013.

**Big League Dreams Project Update:** **Greg Clary** advised that the license agreement with BLD will be extended to March 31, 2014. Tom Morris made a motion to ratify the BLD

License Agreement extension to March 31, 2014; Matt Welch seconded the motion and motion carried.

**DevCom Committee Report:** The DevCom meeting was cancelled today due to not having a quorum. The meeting will be discussed at the next CCDA board meeting and will be rescheduled.

**Attorney's Report: Grady Williams** requested approval of his invoice for services rendered. A motion was made by Greg Clary to approve payment of the invoice; Joe Mobley seconded the motion and motion carried.

**Economic Development Council Report: Bill Garrison** advised the CCDA was awarded \$929,000 in state grants for improvement at Camp Blanding. Bill asked the board if they would like for him to submit a press release to the Clay Today, Florida TU, and Jacksonville Business Journal; the board agreed.

Bill provided a list of the FY2013 Accomplishments and Clay County Labor Demographic Information. There are three current projects in the works and a new name change and renovation for an office building on College Road.

According to the spokesperson at the governor's office, the two new board appointees should be official in January or February.

**New Business:** The next CCDA board meeting will be on December 11 due to Christmas holiday.

**Adjourned: 5:15PM**

**DATES OF UPCOMING CCDA MEETINGS:**

**December 11, 2013 (Note: Moved to 2<sup>nd</sup> Wednesday due to Christmas holiday)**

**January 15, 2014**

**February 19, 2014**

**March 19, 2014**

**April 16, 2014**

**May 21, 2014**

**June 18, 2014**

**July 16, 2014**

**August 20, 2014**

**September 17, 2014**

**CLAY COUNTY DEVELOPMENT AUTHORITY  
BIG LEAGUE DREAMS PROJECT  
SPECIAL MEETING MINUTES**

**November 15, 2013**

11:30 a.m.

**Present:** Greg Clary, Debbie Ricks, Attorney David Cohen, Attorney Grady Williams

**Roll Call**

**Invocation:** Greg Clary

**PURPOSE OF MEETING:** Greg Clary, BLD Project Chair, acting solely re Exercise of Delegated Authority from CCDA Board re BLD Project License Agreement Termination or Due Diligence Extension.

**Public Comment:** Joe Riley

Greg Clary recommended extension of the expiration date of the BLD License Agreement. Attorney David Cohen confirmed request of the extension and recommended that it be extended to March 31, 2014 at a minimum and Greg Clary agreed. Attorney Cohen will contact BLD to prepare and finalize the extension agreement for Greg Clary's signature.

Debbie Ricks will present the decision regarding the agreement back to the CCDA at the board meeting on November 20, 2013. Grady Williams suggested that the agreement be ratified at the board meeting.

Adjournment: 11:37 a.m.

**CLAY COUNTY DEVELOPMENT AUTHORITY**

**SPECIAL MEETING MINUTES**

**November 15, 2013**

12:00 Noon

**Present:** Debbie Ricks, Greg Clary, Attorney Grady Williams

**Roll Call**

**Invocation:** Debbie Ricks

**PURPOSE OF MEETING:** Debbie Ricks Chair, acting solely re Exercise of Delegated Authority from CCDA Board re Opening and Short Listing of Proposals Received to Provide Executive Director and/or Administrative Office Services for CCDA.

Debbie Ricks advised that only two (2) proposals have been received; Infinity Global Solutions, LLC and Governmental Management Services, LLC. It was determined that those two RFPs will be provided to the CCDA board in the board packet and e-mailed on Monday for the board members to review. The RFPs will be reviewed and discussed at the board meeting on November 20<sup>th</sup>.

Betty Hicks was asked to call both companies and request their presence at the CCDA board meeting on November 20<sup>th</sup> to provide an overview of the services they can provide for the CCDA.

Adjournment: 12:24 p.m.



December 1, 2013

Debbie Ricks, Chair  
Clay County Development Authority  
1734 Kingsley Avenue  
Orange Park, FL 32073

Dear Ms. Ricks:

I am pleased to provide this contract extension proposal for professional services to the Clay County Development Authority (CCDA). We believe we can assist the CCDA in accomplishing its goals.

**Professional Services**

Infinity Global Solutions, LLC (IGS) will provide the following services to assist the CCDA in achieving its economic development objectives:

- A. *Create & Manage a Targeted Business Outreach Program*
  - Industrial & Non-Profits Focused
  - Coordinate with Chamber & County
  - Commercial Developer Stakeholder Briefings
  
- B. *Manage & Implement an Annual Calendar of Events*
  - 2 Project Visits
  - 4-6 Speakers
  - 2-4 Education Programs
  - Annual FCMA Event
  - Annual MFA Event
  - Annual CDFA Conference
  
- C. *Manage & Implement a Speakers Series*
  - Targeted Industries
  - Finance Sector
  - State & Federal Legislators
  - Clay County Landowners

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**Infinity Global Solutions, LLC**

800 West Monroe Street ■ Jacksonville, FL 32202 ■ 904-396-9963 ■ FAX 904-396-9983

- D. *Manage & Implement Education Programs*
- Industrial & Manufacturing Hot Topics
  - Coordinate with Chamber & County Programs
- E. *Implement Goals of the Strategic Plan*
- Formalize & Implement Strategic Plan
  - Survey of CCDA Best Practices
  - Other Targeted Industry Research
- F. *Identify Legislative Agenda*
- Coordinate with Local Lobbying Efforts
- G. *Provide General Board Support*
- Agendas (Coordinate with County Staff)
  - Minutes
  - Public Records Requests
  - Tenant Affairs
  - Budget Preparation & Treasury Support
  - Correspondence
  - Conferences/Travel Arrangements
  - Website Monitoring & Updating
  - Individual Board Member Projects

**Agreement Term & Fee**

Term: December 1, 2013 – November 30, 2014

Fee: \$4500 per month

Any travel or other expenses, if incurred by IGS on behalf of the CCDA, will be pre-approved and reimbursed. IGS will bill CCDA separately for these expenses upon each occurrence.

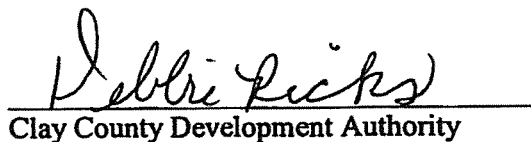
CCDA or IGS shall have the right to terminate the Agreement Term early upon thirty (30) days' advance written notice to the other. Any fees or expenses incurred are reimbursable through the early termination date shall be payable as provided in this proposal.

Sincerely,



Kerri Stewart  
Senior Vice President

Accepted By:



Clay County Development Authority

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