

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

February 25, 2015

Present: Greg Clary, Virginia Hall, Matt Carlton, , Russell Buck, Chip Dobson, Grady Williams, Counsel

Absent: Joe Mobley, William Randall, Matt Welch, Debbie Ricks, Paz Patel

Guests: Bill Garrison, Brian Knight

Staff: Josh Cockrell

Call to Order: **Chair Chip Dobson** called the Clay County Development Authority ("CCDA") Board meeting to order at 4:00 PM.

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

Approval of January 21, 2015 Minutes: **Virginia Hall** motioned to accept the minutes. Motion seconded, and passed unanimously.

Action taken at Committee Meetings: DEVCOM Committee held prior to CCDA Board meeting. Josh Cockrell shared with the board that TOCOI provided an estimated cost to repair the parking lot and it is expected to cost \$80K - \$100K. Also, Grady Williams provided an opinion on any potential liability issues. The DEVCOM Committee authorized staff to seek a bank-ordered appraisal and make a selection to have the appraisal conducted prior to the next DEVCOM Committee meeting.

Public Comment: None

Treasurer's Report: **Matt Carlton** reviewed the financial reports for January 2015. Matt has requested that staff have the CPA book an entry into the treasurer's report to have line item 163000 BLD agreement costs moved off assets and into expenses to accurately reflect on the report. Virginia Hall motioned to accept the report. Motion seconded, and passed unanimously.

Chair's Report: **Chip Dobson** stated that the regularly scheduled March meeting falls on the week of spring break for Clay County schools. Russell Buck motioned to move the March meeting to March 25, 2015.

An update on applications that have been submitted to the Governor's office for appointment to the board was provided. Josh Cockrell stated that several applications have been submitted and applications are still being accepted.

Staff Report: Josh Cockrell provided an update on the grants for Camp Blanding. A new grant cycle is approaching in which staff will be working with Camp Blanding in responding to RFPs. Josh stated that the Clay Today wrote a great piece on economic development in Clay County and the strong partnership between the public and private sector. Next month, the SWOT analysis discussion will continue as the board focuses on setting goals.

Josh also provided staff recommendation on the responses to the coworking market feasibility study RFP. Though staff recommended that the board select Place Dynamics to conduct the study, the board was requested to put this study on hold. Reasoning provided was that there have been multiple projects presented to CCDA that would require financial support and while a coworking study is an opportunity to identify a viable project, it is of greater importance that the CCDA complete its strategic vision plan before making further commitments to any projects. In addition, staff sees an even larger opportunity for CCDA to use any funds that would have been otherwise used for the coworking study go toward updating the 10-year old county economic development plan. That plan can include an analysis on the feasibility of coworking spaces along with incubators and accelerators. An economic development plan will likely cost \$50k-100k. Greg Clary stated that he supports the CCDA conducting an economic development study in which the board can proudly hang their hat on. Russell Buck stated that he would like to make a motion to table the coworking market feasibility study. Chip Dobson added that the board should direct staff to conduct further research on conducting an economic development plan that can be authorized at the next meeting. Greg Clay emphasized that the CCDA board authorizes this study so that politics with the county is removed from the discussion and so that there will be greater efficiency in getting it completed in regards to timing. Bill Garrison stated that he supports getting this study completed and reiterated that his contracted duties depend on implementing an economic development plan. He has been pushing this study for over a year and a half. Russell Buck restated his motion to table the coworking study recommendation and authorize staff to explore possibilities, issues and opportunities of a larger scope economic development study that may possibly be funded by a grant or other entities/organizations. Then CCDA can later make a decision whether to move forward on the study. The motion was seconded. Matt Carlton motioned to amend the motion to include a draft scope of services for the RFP. The motion was seconded and passed unanimously. Russell Buck's amended motion was passed unanimously.

Attorney's Report: None

Economic Development Report: Bill Garrison stated that he fully supports the efforts of the CCDA to conduct the economic development plan. He provided an overview of the projects that he is working on. Bill provided insight on a south FL county that received a \$2M+ grant from the state for a culinary incubator and technology incubator that required local government/private sector match.

Partnering with Brian Knight, Bill was working on a presentation for the current legislative session to seek a similar grant; however due to timing, they will be working on it for next year's session. Brian stated that they will have a presentation together before the fall of this year.

Virginia Hall stated that CCDA would like an opportunity to tell attendees of the economic development luncheons about CCDA and what we do.

Matt Carlton asked if the presentation to the legislature that includes the one-stop-shop concept of having a facility that has both incubators/accelerators and SBDC, Chamber, CCDA, EDC would have size specifications for a facility. Bill Garrison stated that they have not discussed the size but would assume it would be similar to the current size of the DEVCOM building.

Bill Garrison shared with the board that Clay County Commissioner Wayne Bolla is exploring the implementation of a local business tax to license businesses in Clay County. Greg Clary made a motion to support licensing businesses in Clay County. Motion seconded and passed unanimously.

Old Business: The board tabled further discussion on Northeast Florida Community Action Agency presented by William Randall at last month's meeting due to his absence.

New Business: None

The next CCDA Board meeting will be on March 25, 2015 at 4:00P.M.

Adjourned: 5:30 P.M.

DATES OF UPCOMING CCDA MEETINGS:

March 18, 2015 at 4:00pm – RESCHEDULED FOR MARCH 25, 2015

March 25, 2015 at 4:00pm

May 20, 2015 at 4:00pm

July 15, 2015 at 4:00pm

September 16, 2015 at 4:00pm