**CLAY COUNTY DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**MINUTES**

**ORANGE PARK, FLORIDA**

**4:00 pm**

## **March 20, 2013**

**Present**: Matt Welch, Debbie Ricks, Greg Clary, Tom Morris, Rev. Randall, Virginia Hall, Jan Conrad, Grady Williams (Counsel/Interim Executive Director)

**Absent:** Paz Patel, Joe Mobley, Chip Dobson

**Staff:** Kellie Collins, Bill Garrison, Cam DiFrancesco

**Guest:** Stephanie Kopelousos, Ken Smallwood, Shannon Eller (IGS), Curtis Hart (IGS), Jim Catlett (IGS)

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

**Invocation:** Rev. Randall

**BLD Project Presentations:**

1. **Economic Development Market Study:** Shannon Eller with Infinity Global Solutions, LLC presented their latest update on the study. Shannon will be working with Grady Williams to begin meeting with county leaders and staff to discuss policy procedures as land-use/zoning approvals, ownership and lease arrangements and finance options. With her model they need to eliminate some options; we need to identity certain items to go forward with the study in order to get the most accurate analysis. Infinity Global is hoping to present at the next board meeting a preliminary finding, so the board can review, modify and understand the model before finalizing it.
2. **Ken Smallwood:** Ken Smallwood presented a slide show presentation on his recent visits to the Big League Dream parks and the board reviewed and discussed the slides.

**Big League Dreams:** Greg Clary reported to the board that the CCUA did vote on an additional investment to front the money when the project is approved to move forward on the construction to bring in water and sewer services to the site, and that has been approved by the CCUA board at around $200,000 investment. This investment will be paid back as development moves forward. He would like to get approval from the board to approve the new proposed 35 acre net site that sites on the back of the property, and the agreement was that this is the better location for the site and we discuss a road that will need to be built to get to the park. Greg Clary made a recommendation to the board to approve the new proposed 35 acre net site, to be located off the frontage road to allow for other economic development. Tom Morris seconded, and the motion carried unanimously.

**Approval of Minutes:** Virginia Hall moved to approve the minutes of the February 20th meeting. Debbie Ricks seconded, and the motion carried unanimously.

**Treasurer’s Report:** Grady Williams reported that we have received a draft balance sheet from our Auditor Mary Ann Magers, which was distributed to the board. She has requested a meeting with Grady and Tim Coleman to go over the adjusting journal entries to the assets. We need to update our Balance Sheet and make sure she has everything she needs to finish our annual audit; we are hoping to have an update at our next board meeting. Grady Williams requested a motion to tentatively approve the financial report and submit it. Chip Dobson our Treasurer is out on official business. The board accepted the motion without objection.

**Attorney’s Report:** Grady Williams asked Jan Conrad to report on the Small Business Development Center status.

1. **SBDC Program:** Jan Conrad reported they met with several bankers and asked them to make a financial commitment. She and Grady Williams felt like the meeting went well. They will follow up with them and have an update at the next board meeting.
2. **Other:** Grady Williams reported that he is meeting Shannon Eller and Stephanie Kopelousos in April to discuss the matters for the BLD project. We need to settle these matters in order to go forward with the letter of intent. Greg Clary asked Grady Williams to address issues related to conflicts of interest. We do not have a separate independent code of ethics; we follow the state guideline which means the Commission on Ethics. Grady will e-mail a copy of the Statewide Code of Ethics so each board member can review it. Grady Williams also reported that Betty Hicks will be picking up the responsibilities for staff. Kellie Collins will still be assisting as needed.
3. **Economic Sustainability:** Virginia Hall reported the committee was unable to meet due to a conflict with work. She would like to set the first committee meeting prior to our next CCDA board meeting; at 2:30 p.m. on Wednesday, April 17th before the BLD Project Committee at 3:00 p.m. Kellie Collins will send out a public meeting notice to the press.
4. **Economic Development Report:** Bill Garrison reportedthere is a lot of activity going on in the economic development side. Just last week he met with a group from Portugal which is looking at placing a manufacturing facility in Northeast Florida. He also met with a gentleman who is looking for 15 acres to build a 60,000 sq. ft. retail outlet. Bill sent him to Ken Smallwood and that would ultimately fit in with the Big League Dreams development. That same day Bill met with a company owner in Clay County who is leasing 3,000 sq. ft. and wants to own 6,000 sq. ft., so Bill will continue to try to find him a parcel. After the last luncheon we have picked up $25,000 dollars in investment. The Economic Development Council (“EDC”) also hired Mr. Camillo DiFrancesco to help our efforts. Cam and Bill have been working on the EDC’s new business plan to help fundraising plans. Cam will be an Executive Consultant for EDC; Cam introduced himself to the board and provided the board with his experience and knowledge. On April 4th ECD is hosting the first Economic Development Advisory Board meeting which is for $10,000 dollar and above investors. With their investment they are given a seat on the EDC advisory board and will be offering us advice, and EDC will present a draft of its business plan to them to get their thoughts. The CCDA board is given 3 seats to sit on this advisory board. With your investment, you are given 4 seats at our Quarterly luncheons. Our next quarterly luncheon will be on June 19th at the Thrasher-Horne Conference Center.

**Next Meeting:** Wednesday, April 17, 2013, at 4:00 p.m.

**Adjournment:** Meeting adjourned at 5:05 PM