**CLAY COUNTY DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**MINUTES**

**ORANGE PARK, FLORIDA**

**4:00 pm**

## **April 17, 2013**

**Present**: Matt Welch, Greg Clary, Paz Patel, Rev. Randall, Virginia Hall, Chip Dobson, Grady Williams (Counsel/Interim Executive Director)

**Absent:** Debbie Ricks, Tom Morris, Joe Mobley, Jan Conrad

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

**Guest:** Holly Parrish, Ken Smallwood, Shannon Eller (IGS), Curtis Hart (IGS), Jim Catlett (IGS), William Schaet (Barton Malow), Jerry Agresti (EDC)

**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 Report:**

**Economic Development Market Study:** Shannon Eller with Infinity Global Solutions, LLC presented their latest update on the study. Shannon has met with Grady Williams and county leaders and staff to discuss policy procedures such as land-use/zoning approvals, ownership and lease arrangements and finance options. Shannon provided a copy of the tracking report on the development site and the roadmap issues that will need to be resolved by the government decision-making entity. A request has been made to BLD for a copy of the financials and operating costs to include in the study.

**Big League Dreams:** Greg Clary reported to the board that a decision needs to be made regarding making a commitment to BLD to assure that they will be the facilitator of the project and assure that a RFP will not be issued. There are numerous negotiating items that need to be resolved and handled by the committee before a letter of intent can be presented to BLD.

**Approval of Minutes:** Virginia Hall made a motion to approve the March 20, 2013 minutes; Greg Clary seconded and motion carried.

**Treasurer’s Report:** Chip Dobsonreviewed the CCDA Balance Sheet, Revenue and Expenses monthly/YTD and Revenues and Expenses Budget to Actual a/o March 31, 2013.

**Attorney’s Report:** Grady Williams and Tim Coleman met with CCDA’s auditor, Mary Ann Magers to review adjustment entries to the FYE 2012 Financial statements. Two of the current board members, Tom Morris and Jan Conrad will be completing their combined 8-year terms at the end of June. Chip Dobson and Pastor Randall will each be completing their first 4-year term, and are eligible for reappointment. The board will need to find qualified candidates to apply for the two upcoming vacancies. Virginia Hall recommended that an orientation be given to the board (existing and future) members to provide them the purpose of the Clay County Development Authority and their responsibilities as a board member. Grady’s Interim Executive Director position will be ending on September 30. Cam DiFrancesco will assume some of the CCDA Executive Director administrative duties. Grady recommended that the Small Business Development Center (SBDC) continue to be funded by Clay County.

**Economic Sustainability:** Virginia Hall reported the committee plans to take an active role in providing existing businesses, as well as businesses out of the county, a list of incentives, past five years’ accomplishments and industrial revenue bond financing information for employers.

**Economic Development Report:** Bill Garrison provided a copy of EDC’s second half fiscal year Business Operating Plan and an overview of the EDC list of current projects. EDC website is still in progress; a site inventory database is one of the critical and necessary tools that will be available on the website. Bill is continuing to work with existing and potential investors. He met with BCC on the county’s investment of $25,000, which is a dollar to dollar match for new investors for FY 2013. The next EDC Quarterly luncheon will be on June 19th at the Thrasher-Horne Conference Center.

**Next Meeting:** Wednesday, May 15, 2013, at 4:00 p.m.

**Adjourned:** 5:00 PM