**CLAY COUNTY DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**MINUTES**

## **May 15, 2013**

**Present**: Matt Welch, Greg Clary, Paz Patel, Virginia Hall, Chip Dobson, Debbie Ricks, Tom Morris, Grady Williams (Counsel/Interim Executive Director), Joe Mobley (via phone)

**Absent:**  Jan Conrad, Rev. Bill Randall

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

**Guests:** Holly Parrish (BCC), Ken Smallwood (BFC Partnership), Jim Horn (BFC Partnership), Shannon Eller (IGS), Jim Catlett (IGS), Willie Lees (YMCA), Robert Meyer (UNF), Matt Carlton (Carlton Construction), Mary Ann Magers (Magers and Associates, CPA)

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

**Invocation:** Greg Clary

**CCDA FY 2012 Audit:** Mary Ann Magers provided copies of the FY 2012 audit. It was addressed that the CCDA budget was overspent and advised an amendment to the budget would be required.

Virginia Hall made a motion to approve the FY2012 Audit; Paz Patel seconded and motion carried.

**Approval of Minutes:** Virginia Hall made a motion to approve the April 17, 2013 minutes; Tom Morris seconded and motion carried.

**Economic Development Market Study:** Shannon Eller with Infinity Global Solutions, LLC presented the Draft Financial Proposal. Discussion was held and the final report is to be ready by May 31. A draft will be e-mailed to the committee and a Special Meeting will be publicized and held on June 5 from 3:00 p.m. to 5:00 p.m. in the Devcom building, 1734 Kingsley Ave., Orange Park.

**Big League Dreams:** Greg Clary stated that the plan going forward is:

• Present the report/plan to the County

• Procure the name of the proposed Construction Manager

• Procure the name of the Construction Ownership

• The time limit requirement for the change in the land use property

• Prepare agreement with BLD

Sam Garrison, attorney for BLD, advised that BLD in the process of putting together a high level team to assist in the Marketing & PR progress of the project.

**Treasurer’s Report:** Chip Dobsonpresented the CCDA Balance Sheet, Revenue and Expenses monthly/YTD and Revenues and Expenses Budget to Actual a/o April 30, 2013.

**Economic Sustainability:** Virginia Hall reported the Committee continues to discuss options on creating revenue for CCDA. Discussion was held on CCDA funding the Small Business Development Center and the rental of the vacant office upstairs. It was determined that CCDA would not contribute to the funding of the SBDC at this time and would pursue the leasing of the vacant office.

**Attorney’s Report:** Grady Williams reported that a CCDA Budget for FY 2013-2014 will need to be prepared. It was requested that Cam DiFrancesco take on that responsibility in addition to providing an amendment to the FY2012 budget in connection with the auditor’s requirement.

**Economic Development Report:** Bill Garrison provided an overview of his ED Investors and ED projects that are on-going. The next EDC Quarterly luncheon will be on June 19th at the Thrasher-Horne Conference Center with Chad Johnson, Senior VP of Sales for the Jacksonville Jaguars.

**Next Meeting:** Wednesday, June 19, 2013, at 4:00 p.m.

**Adjourned:** 5:45 PM