**CLAY COUNTY DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**MINUTES**

## **October 16, 2013**

**Present**: Debbie Ricks, Greg Clary, Chip Dobson, William Randall, Jan Conrad, Tom Morris, Matt Welch, Paz Patel, Joe Mobley, Grady Williams, Counsel

**Absent:**  Virginia Hall

**Guests:** Andy Chaff, Clay Electric, Jason Hausman, Integrity Consulting Group, Mark Carillon, WEB904

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

**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 September 18, 2013 Minutes:** Greg Clary made motion to accept; Matt Welch seconded and motion carried.

**Oath of Office of new officers for 2013 - 2014,** Debbie Ricks, Chair, Chip Dobson, Vice Chair and William Randall, Treasurer were sworn in by Counsel, Grady Williams.

Proposed Resolution No. 2013/2014-01 re Policy on Public Meetings pursuant to F.S. s. 286.0114 (2013) was discussed. Joe Mobley made a motion to adopt the Resolution; Greg Clary seconded and motion carried.

**Comment from the Public:**  Joe Riley commented that Bill Garrison and Betty Hicks had been very cooperative in providing assistance with his requested information regarding CCDA and Big League Dreams.

Ken Smallwood, Developer, advised that a direct contact with parties that may be interested in the purchase of the DevCom building could be made without having to list the property.

**Treasurer’s Report: Cam DiFrancesco** reviewed and discussed the September financials and the Budget for YE2013. A YE2013 Budget amendment will be made and approved at the next board meeting.

**Chair’s Report: Debbie Ricks** held discussion on the transition re Administrative Office Services for 2013/2014 and Organization Infrastructure and Facilities. The subject of selling the DEVCOM building and what options were available were discussed. Jason Hausman, Integrity Consulting Group and Mark Carillon, WEB904 provided information on the public e-mail assignments for the Board members and updating the website. Without objection, it was agreed that the CCDA Board members will utilize the newly assigned public e-mail addresses, which will ensure archiving and search feature advantages in the future.

The RFP for an Executive Director position was discussed and, without objection, it was agreed that the RFP will be posted on the website and published in the Florida Times Union and Clay Today. Joe Mobley made a motion that the candidates be narrowed down to three (3) for the Board to review and vote on the best candidate for the position at that time; Greg Clary seconded and motion carried. All information must be submitted with the Proposal that is due on Friday, November 15 at 12:00 noon.

The 2013/2014 Committee Assignments are as follows:

Choose Clay Board – Joe Mobley

Big League Dreams – Greg Clary

Finance – William Randall, Chip Dobson, Virginia Hall

DEVCOM – Debbie Ricks, Chip Dobson, Matt Welch

**Big League Dreams Project Update: Greg Clary** advised that negotiations are on-going, but requested a delegation of authority from the Board to extend the due diligence period or terminate big league dreams license agreement. Joe Mobley made motion to authorize Greg Clary to have authorization to extend or terminate the license agreement with BLD. Matt Welch seconded and motion carried.

**Attorney’s Report: Grady Williams** advised he will continue to assist in the transition from the Executive Director role and assist in any matter until that position is filled. A request was made to approve his invoice for services rendered. Motion made by Jan Conrad to approve payment of the invoice; Chip Dobson seconded and motion carried.

**Economic Development Council Report: Bill Garrison** advised the EDC will continue to assist in the transition of the administrative support, Public Record requests, Open Meetings, Website and E-mail updates. Bill has talked with the County Manager at the Admin Building in the event that CCDA would like to have the board meetings at their location including videotaping with a DVD copy provided for a fee. The CCDA could also tape their own board meetings as they currently do for no fee. Bill announced that a new business will be relocating in Green Cove Springs. It is an International Aviation and Space Company that will bring 15 jobs to start and plans to expand in the near future.

**New Business:** A meeting will be scheduled for DevCom at 3:00 p.m. on November 20 to Consider and Act on Ownership, Maintenance and Repair Issues Affecting the DevCom Building, 1734 Kingsley Ave., Orange Park, FL 32073.

A special meeting will be scheduled for the Big League Dreams Project at 3:45 p.m. on November 20 for the purpose: Exercise of Delegated Authority to Extend Due Diligence Period or Terminate Big League Dreams License Agreement.

Discussion on the DevCom building will be added to the Agenda for the next meeting.

Tom Morris has been appointed Chief Executive Officer for Clay County Utility Authority, replacing Ray Avery who is retiring in December.

**Adjourned: 5:00PM**

**DATES OF UPCOMING CCDA MEETINGS:**

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

**January 15, 2014**

**February 19, 2014**