

**CLAY COUNTY DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES  
ORANGE PARK, FLORIDA  
4:00 pm  
August 15, 2012**

**Present:** Greg Clary, Jan Conrad, Virginia Hall, Paz Patel, Rev. Bill Randall, Debbie Ricks, Grady Williams (Counsel/Interim Executive Director), Matt Welch (conf. phone), and Chip Dobson (conf. phone).

**Absent:** Job Mobley and Tom Morris.

**Staff:** Kellie Collins and John Tabor.

**Guests:** Wally Barrs, Mike Prentice, Chris McNees, Tyler Newman, David Meyer and Van Royal.

**Call to Order:** Ms. Debbie Ricks called the Clay County Development Authority (“CCDA”) Board meeting to order at 4:07 PM.

**Invocation:** Reverend Bill Randall.

**1286 Harbor Road Building:**

Grady Williams requested a motion to approve the proposed lease and sales transaction for 1286 Harbor Road with Guardian Cable Systems, LLC. Jan Conrad moved to approve, Greg Clary seconded, and the motion was carried unanimously.

**Presentations**

**a. Update-St. Vincent’s Clay Project**

David Meyer gave an update on their current Clay County project, and gave an overview of St. Vincent’s core values and strategic priorities. Go to [www.myclayhospital.com](http://www.myclayhospital.com) for more information on their new hospital.

**b. Brownfield Grant Presentation:** Chris McNees, Aerostar.

John Tabor asked Chris McNees to give an update on our current Brownfield Grant. The grant was a \$200,000 Petroleum Assessment Grant. To date there is \$165,000 left per the last report submitted in May. Currently there is a quarterly report due and John Tabor has asked Chris McNees to be the new Grant Administrator and to work on getting that report prepared and submitted. Projects status: Cardno TBE completed a Phase I in Green Cove and we are working with them. Van Royal has brought in two potential projects that will be two new Phase I projects. The grant does expire in June 2013. Debbie Ricks asked if there are any more grants that we can qualify for and would it be worth it? Chris McNees responded that the EPA has grants to offer, and CCDA should look at doing more. With the existing project there may be more phases that we need to do with that project. Danita Andrews asked Chris to speak to Ted McGowan with the Clay County Port, as it is possible that he may have some potential projects for the grant.

**Approval of Minutes:** Debbie Ricks moved to approve the minutes of the July 18, 2012 meeting. Jan Conrad seconded, and the motion carried unanimously.

**Treasurer's Report:** Debbie Ricks and the Finance Committee did have a budget workshop and will have a report for the Board at the next Board meeting. CCDA did close the Fifth-Third money market account and moved those funds to Wells Fargo to open a new money market account. The Finance Committee did vote to keep a CD at Compass bank till the end of the year at 1% and then take further action on it at the end of the year.

**Attorney's Report:**

**a. CDFFA Development Finance Summit:** Grady Williams gave a presentation on the Council of Development Finance Agencies ("CDFFA") summit. He sent the Board a link to the Chester County Economic Development Council's website. He feels that CCDA's website to be more like this. Go to [www.cceconomicdevelopment.com](http://www.cceconomicdevelopment.com) to view that website. CCDA needs to streamline its existing bond program, get it online and have applications available online. St. Johns Country Day School is willing to do a testimonial for our website. As an organization we need to think more about economic development finance projects and programs beyond basic tax exempt bond issues that we can do, not only to generate income, but also to sustain our community. He ordered each CCDA Board member the Practitioner's Guide to Economic Development Finance book from the CDFFA and asked each Board member to look over and review the CDFFA website as well. Grady Williams also discussed that the Board needs to look at the SBA small loan programs. CCDA needs to consider making small loans in the community, and is it an option for us to get set up to do smaller tax exempt mortgages versus larger tax exempt bond issues alone. Chip Dobson also made the comment that Chester County is a bedroom community; they have gone from a rural area to now developing new local businesses and are now attracting industries there.

**b. Big League Dreams:**

Greg Clary reported that he does not have a report; he is waiting from a call from Stephanie Kopelousos. We just need to make sure our investment is ok. Paz Patel will give her a call.

**Economic Development Report:**

John Tabor reported there is no progress on existing projects that are out there. We did receive an inquiry through Enterprise Florida and we responded and put together a packet to make sure we would be considered. He did sit down with an outside firm and worked with the county and did get an email back and congratulated us on how prepared we were and how enthusiastic we were. This is a very attractive project and there is a lot of competition. He will keep the Board informed on any new information.

**Old Business/New Business:**

**a. Green Cove Springs Economic Development Commercial:** Debbie Ricks gave a proposal to the Board to help fund the 5-minute Economic Development Commercial Green Cove Springs produced. John Tabor asked the Board to wait another month. He may have a potential possibility for some grants for the commercial.

- b. Slate of Officers:** Grady Williams, on behalf of the Chair, Joe Mobley, suggested the nominations of Mr. Matt Welch as Chair, Debbie Ricks as Vice Chair, Chip Dobson as Treasurer, and Pastor Bill Randall as Secretary, for coming fiscal year 2012-2013. Mr. Williams confirmed that each nominee was available to serve if so nominated. Greg Clary made a motion to nominate each member as indicated to the specified officer positions, Jan Conrad seconded the nominations, and the motion carried unanimously.

**Comments from the Public:** Danita Andrews came in to thank everyone for their service and working with her. Wally Barrs and Mike Prentice from FirstAtlantic Bank stopped in to introduce themselves and are interested in working with the Development Authority. If we need assistance in any banking services they reported that they can certainly help with investments, money market accounts and CDs.

**Next Meeting:** Wednesday, September 19, 2012 at 4:00 PM.

**Adjournment:** Meeting adjourned at 5:20 PM