

Holmes County Development Commission

Meeting Minutes
Regular Board Meeting
Tuesday, June 5, 2018, 6:30 P.M.
@ "The Log Cabin"

Members in Attendance:

Doyle Majors – Chair, Joe Rone – Vice Chair, Rickey Callahan, Rhonda Sapp, Rhonda Bryd-Lee, George Robertson, Cindy Anderson, Leigh Ann Sharon, Lance Medley, Judy Powell **Ex-Officio:** Danny Powell

Members Absent:

Jeremy Rolling, Kenneth Capps

Others Present:

Raymon Thomas - Executive Director, Ashley Pettis - Administrative Assistant, Rebecca Prince - Chamber Director, Jackie Bostick – Newspaper & Public Guest

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotape. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the Holmes County Development Commission's Chairman and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER:

Chairman Doyle Majors called the meeting to order at 6:30 p.m. and welcomed everyone. Rickey opened the meeting in prayer.

B. CONSENT AGENDA

George made a motion to accept the consent agenda along with the April minutes; Rickey seconded. Motion carried.

C. BOARD & COMMITTEE REPORTS:

Finance Report – Joe presented the March, April & May financial summary reports and investment portfolios. He informed the Board of a \$4,747.80 gain in investments for the month of March, a loss of \$17,859.25 in April and a gain of \$20,915.33 in May. Joe also suggested calling a finance committee meeting to look over the subaccounts and see if certain funds needs to be redirected to other subaccounts. **George made a motion to accept the finance report and Rhonda Byrd-Lee seconded. Motion carried.**

FY 2017-18 Audit Report – The full Board was given a hard copy of the 2016-17 fiscal year audit report to review. Joe discussed the highlights of the audit report and informed the Board that the report came back clear and that internal controls were satisfactory. He noted that new changes would be implemented for the 2017-18 fiscal year and recommended the Board to read over the full report. He explained that there were two items for correction:

- 1) Password Security
- 2) Not having the ability to prepare financial statements monthly (but we are within policy to have an accountant prepare a financial summary report annually).

George made a motion to accept the 2016-17 audit report; Cindy seconded. Motion carried.

D. OLD BUSINESS

Rickey asked what the result of the Archeological Survey was and Raymon advised that there were no findings and that the Board can precede with development.

E. NEW BUSINESS

Business Prospects Guidelines - Joe handed out a draft copy of guidelines for business prospects for the Board to review and informed the Board that himself, Rhonda Sapp and George met to discuss a minimum set of standards for staff to review when new businesses seek financial assistance from the Development Commission. Joe reviewed each of the questions and the Board spent some time discussing the proposed guidelines. Joe asked the Board to look over the list, write down suggestions, and bring back for review at the next meeting to create a finalized checklist of guidelines. Rhonda added that she would volunteer to share an industry history report with the Board for review when new industries are interested in Holmes County.

FY 2018-19 Budget – Cindy opened discussion for a 10% raise for Raymon/Executive Director for the upcoming 2018-19 budget year. **Cindy put that in the form of a motion; George seconded.** The motion was open for discussion and it was asked when the Executive Director's contract ended. Ashley advised that Raymon's contract was extended for two years at the August 2017 meeting and was voted on by the Board to be extended until October 2019. It was stated that if the Board was going to discuss any pay raises the Board should go into Executive Session and have an evaluation on the position and at that point decide then if a raise should be given. **Board agreed and the motion and second were rescinded.** Doyle requested that an Executive Session be put on the agenda for the next meeting for review of contracts and staff evaluation.

Ashley reviewed the proposed 2018-19 budget and the changes made in comparison to the 2017-18 budget. Joe made a recommendation that the Finance Committee begin reviewing the budget in February, with a reminder in January. Ashley will send out the proposed budget submitted to the County and the Board will review and discuss at the next meeting.

Executive Director Report – Raymon gave the Board a brief overview and update on prospective and current projects:

- **TransCore Lease** - Raymon shared that TransCore has extended their lease to include the extra 3,000 square foot space. A signed lease, with an increase in rent by \$300 per month, has been received and Raymon has been working to get the space ready for them to occupy.
- **Extreme Boats** - Raymon shared that Mr. John Downs, owner of Covenant Steel, has tentatively agreed to finance and construct a building for Extreme Boats to be constructed on the Development Commission's Industrial Park site located in Ponce De Leon. Estimated cost are:

Building Cost to Deliver and Construct:	\$239,533
Foundation:	\$200,000
Office Space:	\$25,000
Land Sale (4 acres & 1 wetland)	\$48,000

Raymon requested permission from the Board to continue finalizing cost and interest rate. **George made a motion for Raymon to continue acquiring funding data for the building and to report back to the Board at the next meeting. Cindy seconded; motion carried.** Rhonda Sapp suggested bidding out financing to see what the banks may offer. Joe also suggested looking into the Rural Loan Fund available through WFECA.

- **ASI Tea** – The Board was given a sample of unsweetened Yaupon Tea to taste as Raymon gave an overview of the company. He stated it was one of the fastest growing natural food items and ASI Tea was currently being marketed and sold on Amazon. Raymon informed the Board that the tea was already being harvested in Holmes County and partially manufactured in the current Paradigm warehouse.
- **Paradigm Plastics** – Raymon informed the Board that Dr. Vadell will not open a plastic manufacturer as originally intended in the warehouse space but would like to remain in the office space as he is currently working on federal contracts in software programming. Raymon mentioned to the Board that he has a blind manufacturing company that wants to lease the current Paradigm Plastic building, but the only way to do that is to build a manufacturing & office space for ASI Tea/Dr. Vadell. The blind manufacturing company is ready to lease the Paradigm Plastic building in as soon as 4 months and would start with 25 employees and expand to 100 within 3 years.

Raymon proposed constructing a 5,500 square foot building with an estimated cost of \$125,000; ASI Tea & Dr. Vadell would then lease the new building and the blind manufacturing company would move into the Paradigm Plastics building. The Board went into discussion and expressed their concerns regarding not having any financial review or signed contracts from the new companies. After much discussion, the Board agreed to allow Raymon to move forward with this projects, contingent upon the following stipulations:

- 1) Lease the Paradigm Plastic building
- 2) Review the financials and business plan of ASI Tea

Ricky made a motion to approve constructing a 5,500 square foot building subject to 1) leasing the existing building and 2) reviewing the financials and business plan of ASI Tea. Cindy seconded; motion carried. Ricky suggested the Finance Committee work alongside with Raymon to review financials.

- Raymon announced the possibility of two new tourism venues coming to Holmes County, which could potentially bring in over 200,000 visitors per year between the two venues. Raymon will update as he knows more.

Joe made a motion to adjourn the meeting. The meeting was adjourned at 8:20 p.m.

Doyle Majors, Chair Date of approval
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