

# Holmes County Development Commission

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

## Members in Attendance:

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

## Members Absent:

Kenneth Capps, Rhonda Sapp

## Others Present:

Raymon Thomas - Executive Director, Ashley Pettis - Administrative Assistant, Rebecca Prince - Chamber Director, 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:**

Vice-Chair Doyle Majors called the meeting to order at 6:30 p.m and stated that the By-Laws allow for opening Board meetings in prayer. Doyle asked if any members opposed starting each meeting off with prayer. With no opposition, George Robertson led the opening prayer. Doyle then began the meeting by welcoming new Board member, Rickey Callahan - District 3.

## **B. CONSENT AGENDA**

Doyle announced that the minutes for the January meeting were not available and will be provided at the next Board meeting. No motion was made regarding the consent agenda.

## **C. BOARD & COMMITTEE REPORTS:**

**Finance Report** – Joe reviewed the December investment portfolio with the Board and informed them of a \$14,631.79 increase for the month of December. He then presented the January financial report and investment portfolio and informed the Board of a \$10,208.24 loss in investments for the month of January. **George made a motion to accept the finance report and Rhonda Byrd-Lee seconded. Motion carried.**

## **D. OLD BUSINESS**

**Seat Vacancies/Nominations** – Raymon advised the Board that County Commissioner Mickey Locke recommended Jeremy Rollins for District 2 and presented him to the Board for nomination. Joe made a motion to accept Jeremy Rollins for nomination, and Leigh Ann seconded. Motion carried.

## E. NEW BUSINESS

**D&O Policy Renewal** - Ashley presented the Board with the quotes from the two local insurances agencies who had submitted quotes. **Joe made a motion not to renew the D & O policy with McLean Insurance and to open the OPTION 2 – 2,000,000.00 liability policy with Sims Insurance. Rickey Callahan seconded; motion carried.**

**HCDC Property List** – Ashley provided the Board with a current listing of all HCDC-owned property. The listing included address, adjusted value, sale date & sale price. The listing was provided for informational purposes.

**Printer Lease Agreement** – Ashley advised the Board that the current printer is outdated and too costly and that the Chamber has approached the Development Commission with a more cost-efficient lease agreement for a new SHARP printer. The proposed lease agreement is contracted for 2 years at \$129.50 a month and provides maintenance. If approved, the HCDC would be responsible for half of the lease payment, plus their copies. **Joe made a motion to enter into the lease agreement with the Chamber. Rhonda Byrd-Lee seconded; motion carried.**

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

- Raymon provided the Board with an invoice from Harvest, LLC regarding our 2016-17 audit and informed the Board that our audit contains securities that are privately traded for which market information is not available. Harvest will test & evaluate that inputs are transparent as required by law. Without this testing, the audit can't be certified as correct. **Joe made a motion to pay the \$724.00 to Harvest. Cindy seconded, motion carried.**
- Raymon informed the Board that he received a letter from Melvin stating that 4 test borings are needed to test the holding ponds at the Holmes Industrial Park – East site. Northwest Florida Water Management requires this to get a permit. Nova is who Melvin recommends. Joe questioned if the archeology study was still required at the site. Raymon advised that the archeology study has to be completed before moving forward with development on site. Joe suggested waiting until the study was completed before moving forward with Nova. Rickey recommended getting other test boring quotes while we wait for the study to be completed.
- Raymon informed the Board that Enterprise Florida has awarded them a \$5,000 grant for brochures and marketing material. He also stated that we are looking into applying for other various Rural Economic Development grants.
- Raymon met with David McQuary regarding the Ponce De Leon RV Park and reported that construction should begin within 30 days. He also met with Xtreme Boats but reported that a final decision has still not been made regarding whether they will remain in Holmes County or relocate to Geneva.
- Raymon read aloud a letter explaining the financial structure of the Holmes Industrial Park – East project and the proposed financial strategy. The letter also recommended that the Commission approve a fund administrator. **Cindy made a motion to accept the letter and move forward with the project contingent upon the Commission hiring a bond attorney to represent the Commission's best interest and providing a letter that states the Commission is not legally or financially responsible or liable for any specific bonds associated with the Holmes Industrial Park - East Development project. George seconded; motion carried. Cindy also motioned for Raymon to get proposals from bond attorneys who will see the full project through to completion; this would include reviewing contract and other documents before signing, providing information regarding the Board's liability and to serve as the project's fund administrator. George seconded; motion carried.**

- Lastly, Raymon asked the Board to approve a Project Manager for the development of the Holmes Industrial Park – East project. The Board spent some time discussing this before concluding that the Project Manager would oversee the development of the site and a Project Monitor/Project Committee would oversee the Project Manager on the Commission’s behalf. **George put into the form of a motion that the Board has no objection to allowing a Project Manager to oversee the development project and to avoid liability to the Holmes County Development Commission. Cindy seconded; motion carried.** It was also stated that the HCDC will hire a Project Monitor and/or appoint a Project Committee to work alongside and oversee the Project Manager on the Commission’s behalf during the development of the Holmes Industrial Park – East property. No final decision was made on who the Project Monitor will be or who would serve on the Committee.

**Paradigm Plastics Update** – Dr. Vadell of Paradigm Plastics spoke with the Board about their software development & tech-training programs and about their future plans for the company.

## **F. OTHER**

**IRS Form 1099** - Doyle informed the Board that they had received a letter from the IRS requesting 1099 forms for the years 2015-16. Raymon advised that when he was first contracted that he was told by the county finance clerk that the Board was not required to submit a 1099 form and that was the reason that it had not been submitted in the past. The Board discussed making the Director position a staff employee vs. remaining a contracted employee. Joe stated the he spoke with the Board’s auditor and that Mr. Galloway recommended that the Board make the Director a staff employee and submit withholdings. The Board agreed to write a letter to the HCBoCC to request that they add Raymon as an employee and to handle his payroll & withholdings. **George made a motion to accept, Cindy seconded. All in favor.**

**Chairman Vacancy** – Doyle brought forth the Chairman vacancy and announced that he would be happy to serve as the Chairman until the next annual election held in October. **George made a motion to elect Doyle as Board Chairman until the next annual election; Cindy seconded. The motion carried with one opposition.**

**George made a motion to adjourn the meeting. The meeting was adjourned at 8:23 p.m.**

