

Holmes County Development Commission

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

Members in Attendance:

Rickey Callahan, Kenneth Capps, Lance Medley, Joe Rone – Vice Chair, Jeremy Rolling, Rhonda Sapp, Leigh Ann Sharon, Judy Powell

Ex-Officio:

Members Absent:

Doyle Majors - Chair, Cindy Anderson, Rhonda Byrd-Lee, George Robertson

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:

In Chairman Doyle Majors' absence, Raymon Thomas called the meeting to order at 6:30 p.m. and opened the Board meeting in prayer. Raymon mentioned the Vice-Chairman position was vacant and asked the Board if they would like to elect anyone tonight since the Chairman was unable to attend and there was no elected officer to preside over the meeting. Joe recommended moving forward on electing a Vice-Chairman. **Rickey nominated Joe Rone to serve as Board Vice-Chair. Rhonda Sapp seconded. All in favor, motion carried.** Vice-Chair Joe Rone began presiding over the meeting and welcomed new member, Jeremy Rolling.

Ashley handed out an updated Board Member Listing with the full Board's contact information along with Seats, Terms, etc.

B. CONSENT AGENDA

Rickey made a motion to accept the consent agenda as written; Kenneth seconded. Motion carried. Joe gave the Board time to look over the January and February minutes and **Rickey made a motion to accept the minutes noting the misspelling of Jeremy Rolling's name to be corrected. Rhonda Sapp seconded; motion carried.**

C. BOARD & COMMITTEE REPORTS:

Finance Report – Joe presented the February financial report and investment portfolio to the Board. He informed the Board of a \$53,039.72 loss in investments, which was an unusually high loss. Joe suggested reaching out to the Board's Investment advisor to see what caused the increase in loss of investments. **Kenneth made a motion to accept the February financial report; Leigh Ann seconded. Motion carried.** Joe then requested approval to transfer \$50,000.00 from the Investment account into the Money Market account to be used for operating funds. **Leigh Ann made a motion to transfer the \$50,000.00 from Investments to be placed into the Money Market account. Lance seconded; motion carried.**

D. OLD BUSINESS

E. NEW BUSINESS

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

- Raymon provided each member with a Memorandum Letter from JoLinda Herring regarding the conduit bonds. The letter was provided for informational purposes only. In the previous Board meeting, the Board voted to seek out proposals to hire a bond attorney to represent the Board and see the full Industrial Park - East development project through to completion. This includes reviewing contracts and other documents before signing and providing information regarding the Board's liability.
- Raymon informed the Board of a potential manufacturing prospect interested in the unused space of the Paradigm Plastics building at the Industrial Park - East site. The building would need renovations, such as adding a food-grade room, and would need to purchase new machinery to accommodate the interested prospect. Raymon noted that the Board could apply for a USDA grant to fund the renovations and new equipment purchases and suggested hiring local grant writer, Bob Jones. The equipment purchased through the grant would be leased to back to the prospect and This prospect is expected to bring 12-15 new jobs. **Rickey made a motion to hire Bob Jones to potentially write a USDA grant (for undecided amount up to \$199,000.00) based on getting a deadline extension for filling. Jeremy seconded, motion carried.**
- The Board asked Ashley to set up visits with Dr. Vadell so that they could meet with him and see the Paradigm Plastics operation firsthand and discuss how the Board can better assist Dr. Vadell with his endeavors in Holmes County.
- Raymon announced that planning for the Mezzaluna Springs development is still underway.
- He notified the Board that he was able to get another quote regarding the boring for the holding ponds at the Industrial Park - East site. This quote came in at \$900, which was a third of the original suggested company's price. He also updated the Board on the Archeological Study that is required at the site – Raymon has received one quote at \$3,500 to complete the Historical Site Study but will continue to seek out other quotes.
- The City of Esto asked if the Commission would like to partner with them in purchasing a 4.3-acre site in Esto. After much discussion, the Board agreed they would like to meet with the city council for more information and would like a completed Environmental Assessment Study on the property before deciding.
- The Board discussed purchasing a 4-acre site in Bonifay, which included a warehouse and office space. Due to unfavorable conditions the Board decided not to purchase the property.

Rickey made a motion to adjourn the meeting. The meeting was adjourned at 7:41 p.m.