Waycross and Ware County Development Authority

Board of Directors Meeting Minutes

February 15, 2018 at 10:00 A.M.

Members Present: Jimmy Brown, Dr. William Clark, Alex Cornelius, Pam Hart, John Knox, Daniel Morris, James Willis

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Members Absent: Dr. Yolanda Rivers

Staff: Jana Dyke, Janet Wood

Guests: Raphel Maddox, Sloan Cason, Peggy Grady, Hillary Stringfellow, Trinija Martin, Larry Gattis

1. **Call to Order**

The Waycross and Ware County Development Authority Board of Directors met at City Hall in Waycross on February 15, 2018. Dr. William Clark called the meeting to order at 10:01 A.M. A quorum was present, and the meeting was held after proper notice was given to the public.

1. **Invocation**

Jimmy Brown gave the invocation.

1. **Approval of Agenda**

The February 15, 2018 agenda was approved. Jimmy Brown made the motion to approve; second by James Willis; unanimous vote 7-0.

1. **Approval of Minutes**

The minutes from the January 15, 2018 meeting were approved with the following amendments: WWDA Board Members will remain consistent for the remainder of the year. The City will make appointments in November 2018. WWDA will send the city notification in October 2018 as to the appointments that will expire. Pam Hart is now Assistant Secretary. These changes have been made to the January 2018 minutes. John Knox made motion to approve; second by Pam Hart; unanimous vote 7-0.

1. **Chairman’s Report**

Dr. Clark stated that he had attended a meeting at WWDA headquarters to discuss possible land acquisition. This information will be discussed further in Executive Session. He noted that exciting things are happening very early in the year. He commended the WWDA team.

1. **Executive Director’s Report**

Jana Dyke reported that she had met with CSX representative Aubrey Brown several times recently to discuss different properties in our Industrial Park and to examine possible rail easements on some of the restrictive properties.

Jana said that she has been to the Capitol several times this month.

Jana stated she has been participating in the Chamber Governmental Affairs meetings and has been assigned to several committees.

Jana reported there is a new phone system being put into the WWDA office. This update will be more efficient and provide better internet services and newer technology.

Jana announced that she has been working with Williams and Associates on the new sign design for Industrial Park entrances. She met with the county manager and discussed new signage for the airport that will duplicate the look of the new Industrial Park signs.

Jana reported the signs for Corporate Park had been ordered and will be completed within a month.

Jana stated that the website punch list is being worked on and is near completion. We are still in need of photographs of the community. Poor weather has been the holdup on the photos.

Jana announced that Janet Wood had attended the Rise and Shine Meeting at the Laura Walker Park. Janet is also a member of the 2018 Waycross Leadership class and is attending those outings.

Jana said the 2016 Audit is nearing completion.

Jana announced the WWDA 2018 annual budget has been prepared. It will be presented by the Treasurer later in the meeting.

Jana reported that WWDA hosted the county at our office.

Jana stated that we have been working with the Georgia Department of Economic Development on potential prospects.

Fortune 500: The project is moving forward and is in process of deciding on developers.

Baily’s International: Baily’s International owners have opted not to have a ribbon cutting, but they are in full operation.

**VII. Finance Report**

Daniel Morris led the review of the financials and went over the balances in each WWDA account. He went over SPLOST fund availability and said that it would be updated every month. He went over the Financial Statement of the last quarter of 2017. He went over 2018 budget and made comparisons to 2017 budget. He noted the recent GATX bond deposit.

Dr. Clark called attention to the compensation package of the Executive Director and remarked that all goals that had been set for her in 2017 had been accomplished. The income increase as prescribed in her package would be effective as of January 2018. He stated that the budget included an increase for Janet Wood to include a cell phone allowance. Dental and vision insurance was discussed for Janet and quotes for it will be accepted. Daniel Morris made motion to approve the budget and other financials; Pam Hart second; unanimous vote 7-0.

Daniel reiterated the 2016 Audit should be available soon and then the 2017 audit would begin.

Daniel stated that in the last meeting, the Board of Directors had agreed to revisit the accounting services that we receive for monthly compilation reports. This review is due to ongoing issues that are unacceptable with the current accounting services. Bid letters have been sent out to Accounting Services that are members of the Chamber of Commerce. The only response we received was from BYRT Accounting Services. After some discussion of the services that BYRT would provide, Daniel Morris made motion to accept their bid and proceed with them as our accountant; Alex Cornelius second; unanimous vote 7-0.

1. **Pending Business**

Larry Gattis gave the Waycross Chamber of Commerce Report that included Director of the Chamber, Rene Bolden had given notice and will be leaving that position. He reminded everyone of Business After Hours later in the day. Larry announced the upcoming Chamber Annual Banquet in March.

There was no report from DWDA.

Dr. Clark said that he wanted to give DWDA a two week notice of our meetings in the future.

Mainstreet Director, Peggy Grady announced that several current businesses were moving into downtown buildings and several new businesses had opened their doors downtown. She reported talking with the owner of the Bunn Building and some developers. The owner is reportedly meeting with developers and contractors to bring the Bunn Building up to code. She recently met with an interested party concerning the Lott & Hitch Building located at 410 Plant Avenue. Peggy reported working on the upcoming Swamp Fest.

Jana announced that NextSite has been marketing our community. A franchise is needed for our downtown area. Jimmy Johns has shown interest and a franchisee is needed. She has reached out to several banks and other parties that might be interested.

Mayor Knox reported discussions with HUD about the Bunn Building. Sloan Cason added that plans were in progress to make some improvements to the outside of the building so that it would comply with city codes.

Sloan Cason gave the Tourism report for Elizabeth Hill. She reminded everyone of the upcoming Tourism meeting at the City Auditorium with Cheryl Hargroves, the Tourism Project Manager with the Georgia Department of Tourism.

Sloan stated the Tourism Department meets the first Tuesday of each month at noon in the Commissioners Chambers at City Hall and all are welcome.

Jana stated that WWDA needed to make the Coastal Plains Coalition investment decision. She recommended a smaller donation than last year of $5,000. Dr. Clark questioned the amount budgeted for this and approved the $5,000 donation. Daniel Morris made the motion to donate $5,000; Alex Cornelius second; unanimous vote 7-0.

1. **New Business**

Hillary Stringfellow stated that she has received easement requests from Georgia Power concerning moving power lines in Industrial Park on two WWDA owned parcels. Hillary recommended that WWDA allow the easement and authorize the Chairman and Assistant Secretary to sign the documents today. Alex Cornelius made motion to approve; Jimmy Brown second; unanimous decision 7-0.

1. **Executive Session**

Daniel Morris made the motion to go into Executive Session at 11:02 A.M.; second by James Willis; unanimous decision 7-0; for:

1. For discussion of land lease and acquisition pursuant to 50-14-3(b)(1)(B)

The open meeting resumed at 11:47 A.M. following a motion from Alex Cornelius to exit Executive Session; second by Jimmy Brown; unanimous vote7-0.

1. **Adjournment**

The meeting was adjourned at 11:50 A.M.

Submitted By: Janet Wood, Executive Assistant