****

**REGULAR MEETING MINUTES**

**WWDA Board of Directors**

**February 7, 2024**

**9:00 A.M.**

**2855 Forest Drive**

**Waycross, Ga 31503**

**Board Members Present: Staff Present:**

James Willis Jason Rubenbauer

Candice Moody-Rice

Stephen Burse Rusty Hall **Board Members Absent:**

Dan Good

Thomas Wesley

Chris Kovacs **Guests:**

Mayor Michael-Angelo James Hillary Stringfellow

1. **Call to Order**

The regular meeting of the Waycross and Ware County Development Authority was called to order by Chairman James Willis at 9:03 AM.

1. **Invocation/Pledge of Allegiance**

Rusty Hall provided the invocation and led the Pledge of Allegiance.

1. **Approval of Agenda**

Mayor Michael-Angelo James made a motion to approve the agenda with the addition of a discussion and request to approve the stumping and grubbing of the property at the intersection of Fulford Road and Scapa Drive as recommended by Jason Rubenbauer. Stephen Burse seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.

1. **Approval of Minutes**

Mayor Michael-Angelo James made a motion to approve the minutes of the January 3, 2024, meeting as presented. Candice Moody-Rice seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.

1. **Approval of Financials**

Candice Moody-Rice made a motion to approve the December 2023 financials as presented. Mayor Michael-Angelo James seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.

1. **Community Reports**

No community partners were present to provide any updated information.

1. **Old Business**
* Discussion of the Industrial Investment and Jobs Creation Incentive Matrix
	+ Dan Good made a motion to approve the Industrial Investment and Jobs Creation Incentive Matrix. Rusty Hall seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.
1. **New Business**
* Presentation and discussion of the Transaction application
	+ Jason Rubenbauer and Hillary Stringfellow presented a proposed transaction application to the board. The board discussed setting the non-refundable minimum transaction fee at $2,500. The fee shall be used to cover expenses incurred by the Authority for appraisals, surveys, title work, legal fees, or other costs. Following the presentation, Mayor Michael-Angelo James made a motion to approve the Transaction application as modified. Dan Good seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.
* Presentation and discussion of the 2024 schedule of fees and charges
	+ Jason Rubenbauer and Hillary Stringfellow presented a proposed schedule of fees and charges for calendar year 2024. Following a brief discussion, the board tasked Hillary and Jason to work together to develop the fee schedule and present the final to the board for approval once complete.
* Presentation and discussion on the Georgia Certified Economic Development Board Member training
	+ Jason Rubenbauer shared the dates for the mandated basic board member training being provided by the Carl Vinson Institute of Government. All members are to set dates they are available to attend with Jason before February 29, 2024.
* Presentation and discussion of advertising, marketing, and other items to bring awareness to Waycross and Ware County
	+ Jason Rubenbauer presented several options to the board for marketing proposals. Candice Moody-Rice made a motion to have Jason employ a marketing agency to help see what other communities of similar size and make-up are spending. Mayor Michael-Angelo James seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.

*The Chairman had to step away from the meeting at 10:02 AM. Candice Moody-Rice assumed the duties as the Chairman during the absence.*

* Discussion and request for action for REBA bank account
	+ Jason Rubenbauer explained the need to establish a non-interest-bearing bank account for the Admares REBA Grant. He recommended using PrimeSouth Bank to ensure the authority was working to equally support all banks in the community. Thomas Wesley made a motion to assign PrimeSouth Bank as the account holder of the REBA funds. Stephen Burse seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 7-0.
* Discussion and request for action to change the March meeting from March 6th to March 13th at 9:00 AM
	+ Mayor Michael-Angelo James made a motion to change the date of the next regular meeting as presented. Stephen Burse seconded the morion. All members present voted aye. The motion was unanimously approved by a vote of 7-0.

*Chairman James Willis returned to the meeting at 10:06 AM and reassumed the duties of Chairman.*

* Discussion and request to approve the stumping and grubbing of the intersection of Fulford Road and Scapa Drive.
	+ Candice Moody-Rice made a motion to approve the proposal received from Okefenokee Land Management in an amount not to exceed $4,000. Dan Good seconded the motion. All members present voted aye. The motion was unanimously approved by a vote of 8-0.
1. **Attorney items**

Hillary Stringfellow brought the board up to date on the following items:

* The quiet title for the sliver of property recently purchase by GATX is nearing completion
* She is looking to find information on the Tsai family to obtain a quit claim deed for the ballfield property to clean-up the title issues that are still present
* She informed the board that Simmons has still not recorded the deed for the property which was released by the board under the company’s bankruptcy proceedings
1. **President’s report**

Jason Rubenbauer presented a report of the activities since the last meeting and informed the board of upcoming important events.

1. **Chairman’s report**

Due to another event quickly approaching which required the attendance of several board members, there was no Chairman’s report provided.

1. **Executive Session**

Candice Moody-Rice made a motion to enter executive session for the purpose of discussing land/lease acquisition matters. Rusty Hall seconded the motion. All members present votes aye. The motion to enter executive session was unanimously approved by a vote of 8-0.

At 10:17 A.M. the Board was in executive session.

Canidce Moody-Rice made a motion to re-enter the regular session. Mayor Michael-Angelo James seconded the motion. All members present voted aye. The motion to reenter the regular session was unanimously approved by a vote of 8-0.

Regular session was back open to the public at 10:39 A.M.

 **Adjournment**

Candice Moody-Rice made a motion to adjourn the regular meeting. Rusty Hall seconded the motion. All members present voted aye. The meeting was adjourned at 10:43 AM