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**REGULAR MEETING MINUTES**

**WWDA Board of Directors**

**December 4, 2024**

**9:00 A.M.**

**2855 Forest Drive**

**Waycross, Ga 31503**

**Board Members Present: Board Members Present via Telephone:**

James Willis Rusty Hall (until 10:04)

Candice Moody-Rice

Stephen Burse **Guests Present:**

Brian Jackson Hilary Stringfellow

**Staff Present: Board Members Absent:**

Jason Rubenbauer Dan Good

Chase McDonald Michael Angelo-James

1. **Call to Order**

Chairman James Willis called the December 4, 2024, board meeting to order at 9:09 AM.

1. **Invocation/Pledge of Allegiance**

Stephen Burse led the invocation and pledge of allegiance.

1. **Approval of Agenda**

Candice Moody-Rice motioned to approve the agenda as presented. Stephen Burse seconded the motion. All present members voted aye and the vote passed unanimously.

1. **Approval of Minutes**

Candice Moody-Rice motioned to approve the November 6, 2024, board meeting minutes as presented. Stephen Burse seconded the motion. All present members voted aye and the vote passed unanimously.

* November 6, 2024

1. **Approval of Financial Reports**

Stephen Burse motioned to approve the October financial report as presented. Candice Moody-Rice seconded the motion. All present members voted aye and the vote passed unanimously.

* + October 31, 2024

1. **Community Reports**

* Waycross-Ware County Chamber of Commerce
* Downtown Waycross Development Authority
* Waycross Convention & Visitors Bureau
* Coastal Pines Technical College

Pete Snell reiterated his point from the November meeting about CPTC celebrating a gradual slowing of enrollment growth, which is the ideal way to cap several consecutive semesters of substantial growth.

* South Ga. State College

Jason Rubenbauer communicated a message from Taylor Hereford, announcing SGSC’s Christmas break and Mr. Hereford’s desire to continue to help the Authority in any possible way after they return to the office in 2025.

* Ware County Board of Education

Candice Moody-Rice informed the board of Dr. Lynn Barber’s assignment as superintendent of Ware County School System. Jason Rubenbauer takes the opportunity to congratulate the Ware County School System on their recent Economic Development Partnership designation.

1. **Old Business**

* Presentation of FY 2023 Audit

Trey Scott, a representative from Mauldin and Jenkins, LLC. presented the 2023 audit report for the Waycross-Ware County Development Authority. Mr. Scott informed the board that there were zero findings in this year's audit report, a first in Mauldin and Jenkins’ time performing such reports for the authority.

1. **New Business**

* Presentation, discussion, and request for action on the 2025 Meeting Schedule

The board will further discuss and take official action regarding the 2025 meeting schedule in the January 8th, 2025 meeting to afford the board the opportunity to identify an ideal schedule.

* Presentation, discussion, and request for action on the 2025 Holiday Schedule

Jason Rubenbauer presents various holiday schedule options for the WWDA to adopt for 2025. After discussion, the board decides to adopt the same holiday schedule currently in use by the County government. Candice Moody-Rice motions to adjust next year’s holiday schedule accordingly. Brian Jackson seconds the motion. All present members voted aye and the vote passed unanimously.

* Presentation, discussion, and request for action on the 2025 Budget Proposal

Jason Rubenbauer presents his proposal for the 2025 budget, highlighting various increases and decreases to certain line items based on 2024 usage. Mr. Rubenbauer also highlights where additional funding is coming from, and how it will be utilized. Candice Moody-Rice motions to accept the proposed 2025 budget. Brian Jackson seconds the motion. All present members voted aye and the vote passed unanimously.

* Review, discuss, and readopt the Employee Handbook for FY 2025

Jason Rubenbauer informs the board that with the adoption of the County holiday schedule, the employee handbook would require an official update to reflect the new holidays. As this is the only change being made, Candice Moody-Rice motions to accept the change. Brian Jackson seconded the motion. All present members voted aye and the vote was passed unanimously.

* Review, discuss, and readopt the Fraud Prevention Policy and Awareness Policy for FY 2025

Jason Rubenbauer discusses the Fraud Prevention Policy and Awareness Policy for the upcoming year. No changes are made to the current policies. Candice Moody-Rice motions to accept the current policies for the upcoming year. Brian Jackson seconds the motion. All present members voted aye and the vote was passed unanimously.

* Discussion and request for action for the 2025 Eggs & Issues

Jason Rubenbauer discusses the 2025 Eggs & Issues being hosted in Atlanta in January. Mr. Rubenbauer reminds the board of the plan to have a joint event with Douglas-Coffee County Chamber and the Development Authority at Max Lagers. Candice Moody-Rice motions to approve the WWDA’s participation. Brian Jackson seconds the motion. All present members voted aye and the motion was passed unanimously.

* Presentation, discussion, and request for action on a Credit Rating Review by Moody’s

The meeting fell out of quorum following Rusty Hall’s departure from telephone attendance at 10:04 AM. The board was unable to take a vote regarding action for the credit rating review.

1. **Attorney’s Items**

* Hillary Stringfellow – Gilbert, Harrell, Sumerford & Martin, P.C.

Attorney Hillary Stringfellow provides a brief update on the lease for Project Black Gold being signed, and the contract for Scapa Road being executed.

1. **President’s Report – Jason Rubenbauer**

President Jason Rubenbauer afforded this time to introduce the board to Melinda Brooks, Ware County Clerk and interim City Manager. Melina Brooks detailed her job duties, both in her interim role of City Manager and her full-time role as County Clerk. She and the board members exchanged pleasantries, congratulating one another on their respective successes in their roles.

1. **Chairman’s Report – James Willis**

No report was made available by Chairman James Willis.

1. **Executive Session**

* For discussion of land/lease and acquisition matters pursuant to O.C.G.A. 50-14-3(b)(1)(B)

There was no executive session for the December 4th, 2024, meeting.

1. **Adjournment**

Candice Moody-Rice motioned to adjourn the meeting. Stephen Burse seconded the motion. All present members voted aye and the December 4th, 2024 board meeting was adjourned at 10:15 AM.