

**NORTH BREVARD ECONOMIC DEVELOPMENT ZONE (NBEDZ)
SPECIAL DISTRICT BOARD, GOVERNING BODY OF THE SPACEPORT
COMMERCE PARK AUTHORITY MINUTES**

November 14, 2014 @ 8:30 a.m.
Parrish Health Village West/Heritage Hall
931 N. Washington Avenue
Titusville, Florida 32780

Board Members:

In Attendance: Dan Aton, Paula Cardwell, Brenda Fettrow, Robert Jordan, Micah Loyd, Donn Mount, Stan Retz, and Louis Sanders

Telephone: George Mikitarian

Call to Order: Meeting was called to order at 8:30 a.m. by Brenda Fettrow, Vice Chair

Pledge of Allegiance: Robert Jordan, Secretary/Treasurer, led the assembly in the Pledge of Allegiance

III. Financial Report – Fiscal Year 2013-2014 Summary:

Troy Post, CEcD, NBEDZ Executive Director, stated the financial report for Fiscal Year 2013-2014 will have a breakout distinguishing program changes, because this is the year that the Zone has forecasted revenue that it did not have last year; and an expanded list of new line items in the next financial statement is coming at the end of the first quarter of this Fiscal Year.

IV. Executive Director's Report:

Troy Post, CEcD, NBEDZ Executive Director, provided the Zone board with a calendar listing of all meeting dates for 2015; stated he would like to receive feedback from the Zone board about considering to have a couple of meetings in the upcoming year at different locations; he made preliminary contacts with Space Florida about meeting at Exploration Park, which is located within the Zone even though it is located on Merritt Island; later on in the upcoming year having a meeting at the Port; all Zone meetings are open to the public; and wherever a Zone meetings is held, it would still have to be publicly noticed. He stated an opportunity has been presented to the Zone to participate in a grant application for grant funds from the Environmental Protection Agency (EPA); he introduced Kathy Musselman, Executive Director of Greater Titusville Renaissance; and he stated he is working with Ms. Musselman and Ernie Brown, Natural Resources Director, on the project. He advised he is continuing the association with Wild Ocean Seafood Market with interesting things planned to be done with its property on South Street; they invited him to attend its Seafood Symposium at the Port; it was a lot of fun with about 150 different people from restaurants and suppliers in attendance; and it was a good networking event. He met with a group that is trying to set up an EB-5 Regional Center; it is an opportunity for people outside of the country to come in and make an investment in a domestic company; in exchange they get a Green Card to stay for a

certain period of time; and the group is looking for building sites and land where they can induce some companies to come in, make an investment, and locate projects here in the southern portion of the Zone, located outside of the City of Cocoa on land that is zoned for industrial space. He stated the co-workspace project is moving forward; the focus is now on the building that is next to Caffé Chocolate; there is talk about the lease terms, what kind of improvements would be necessary for the building, and the program of services; and in the next couple of months there will be some things brought to the Zone board to consider making a decision on. He went on to say this is a project wanted to be initiated in 2015; the Gantt charts are showing the spring time of the year to launch that; the project is on track; and he hopes to have more details next month. He stated prospect tracking has some projects going cold right now; there is one prospect project out of Rockledge that has importance to the Economic Development Commission (EDC) and is a lead EDC generated; they are focusing on the 38-acre spec-building site; and Rodney Honeycutt was able to provide a preliminary grating plan to them, that was something he was already working on in connection with the spec-building, and that got them interested in the lot. He added, Manufacturers Association of Central Florida, is an association of manufacturers; there are some non-profit economic development groups that have connected with that; it could be something for the Zone to participate in; a membership level for the Zone would be a little bit more than what the Zone typically enrolls in; the fee for membership is approximately \$3,000 annually and that does not include fees to access its events; but it does buy access to manufacturers. He added, it may be put on a future Agenda, under Discussion and Direction, for Zone board feedback; and he will be providing more information about the association.

V. Discussion and Direction:

Troy Post, CEcD, NBEDZ Executive Director, stated there is a proposed memorandum of understanding between the Zone, Greater Titusville Renaissance (GTR), and Brevard County on filing an application for \$750,000 grant from the Environmental Protection Agency (EPA) for conducting site or environmental assessments on Brownfield site; and the grant would be managed by the County's Natural Resources Management Department, because in the Economic Development Plan (EDP) it has a strategic initiative for the Zone to work in the Brownfield redevelopment marketing of those sites.

Brenda Fettrow, Vice Chair, clarified this grant is for the phase one, which identifies the Brownfield areas which need cleaning; there is a second grant submission where those funds do the cleanup, which are much harder to get; she is supportive of it; and once those properties are identified, if the grant is not acquired, the cleanup would then fall on the landowner to clean up the land.

Mr. Post stated if the Zone board wants to approve the memorandum of understanding, the grant process requires that there be at least two public hearings before the submission of grant to get into the minutia of the grant; that would be a good time to air that and would not change the Zone's decision to participate and questions can be answered; and it is a given according to the EDP, that if the Zone did not try and take the lead and address these things and sit back and let things stay like they have been, does not sound like a good option to him.

Scott Knox, County Attorney, suggested for Mr. Post to invite Ernie Brown, Natural Resources Management Director, to the next meeting for further clarification of grant submission to EPA.

Motion by Robert Jordan, Secretary/Treasurer, seconded by Micah Loyd, to approve the Zone's participation of the grant submission process to the EPA for Brownfield sites with the GTR and Brevard County. Motion carried and ordered unanimously.

V. Business Items:

New Business:

Old Business:

Troy Post, CEcD, NBEDZ Executive Director, stated the agreement for services by and between the Zone and the Greater Titusville Renaissance, Inc. (GTR) has been changed, by taking the old 'Exhibit A' Scope of Work and the old 'Exhibit B' Metrics, and putting those into the body of the agreement; in section 2, by using performance metrics to determine jointly by GTR and Zone staff, GTR will prepare and present quarterly reports on its activities to the Zone board; GTR staff is required to regularly attend meetings of the Zone, and shall be prepared to provide interim reports on its activities; and there is ability to amend the agreement that shall be formally ratified and approved by written amendment to the agreement by both the Zone and the GTR.

Brenda Fettrow, Vice Chair, stated if approved the \$35,000 would come out of the Zones Fiscal Year fund into GTR's 2015 calendar year budget; and for the Zone to get an annual update on GTR's finances, it would not come until early 2016 while the Zone would not have an advance of its budget for Fiscal Year 2015-2016.

Paula Cardwell stated the agreement states GTR will be providing quarterly reports. Vice Chair Fettrow replied it does, but those quarterly reports do not necessarily assume finances usually. Ms. Cardwell inquired if GTR could provide a quarterly balance sheet. Vice Chair Fettrow responded she is looking for feedback from the Zone board to ensure the information needed is in advance of the Zone making budget decisions.

Stan Retz suggested changing reporting requirements to include an income statement and balance sheet for statement of activities and expenses for the not for profit GTR to produce quarterly statement of financial position; and stated if GTR's calendar year is December 31st, the financial statement presented could be used to prepare for the next year's Zone budget.

Ms. Cardwell inquired if GTR sunsets; and inquired if it is subject to Sunshine laws. Mr. Post responded GTR exists in perpetuity.

Scott Knox, County Attorney, advised if GTR provided advice, it would be subject to Sunshine laws; but funding does not make it Sunshine affected.

George Mikitarian, Chairman, proposed to add providing the requirement of financial documents appropriate to a public sector entity.

Motion by Stan Retz, seconded by Robert Jordan, Secretary/Treasurer, to approve amending page three of section two reporting requirements to remove Income Statement and add Statement of Activity and Statement of Functional Expenses, with providing requirement of financial documents appropriate to a public sector entity; approved replacing Balance Sheet with Statement of Financial Position; and approved

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changing annual reporting to semi-annual reporting by the GTR after the first and third quarters of the prior year. Motion carried and ordered, and Dan Aton abstained from the vote.

Mr. Post provided the Zone with two sign quotes from Kendal Signs for a new sign at the entrance of Spaceport Commerce Park (SCP) on Grissom Parkway.

The Zone directed Troy Post, CEcD, NBEDZ Executive Director, to provide the Zone with an interested sign company, preferably one located within the Zone, for quotes to repair the old sign, construct a new sign, and construct a new electronic sign at a future meeting for discussion.

Vice Chair Fettrow suggested Mr. Post consult with Commissioner Fisher to meet with new Commissioner Jim Barfield and Commissioner Curt Smith, for education about the Zone, and insuring they have all the information needed about the Zone.

Public Comments:

Upon consensus, the meeting adjourned at 10:00 a.m.

A handwritten signature in black ink, appearing to read "Robert Jordan", written over a horizontal line.

Robert Jordan, CM, Secretary

Approved by the Board on January 9, 2015