

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
ZOOM VIRTUAL MEETING
May 20, 2020**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**KEITH WARD
BRUCE BUTLER
ALEX HILL
CHERESE STEWART**

- | | |
|--|-------------------------|
| 1) Welcome/Call to Order 4:00 pm | Keith Ward |
| 2) Roll Call | Josh Cockrell |
| 3) Invocation | Bruce Butler |
| 4) Comments from the Public | Keith Ward |
| 5) Clay EDC Report | JJ Harris |
| 6) Secretary's Report
Approval of April 29, 2020 Minutes | Chereese Stewart |
| 7) Treasurer's Report
April 2020 Financials | Alex Hill |
| 8) Chair's Report
Bylaws Committee
Gubernatorial Appointments | Keith Ward |
| 9) Executive Director's Report
Update on Grants
Update on PPE Gear for Small Businesses | Josh Cockrell |
| 10) Attorney's Report | April Scott |
| 11) Old Business/New Business/Board Comments
Establishing Goals and Objectives | Keith Ward |
| 12) Adjournment | Keith Ward |

Dates of Upcoming CCDA Meetings:

June 17, 2020

July 15, 2020

August 19, 2020
September 16, 2020

TIME: 4:00 PM

LOCATION: Zoom Virtual Meeting
www.zoom.us
Meeting ID: 559-978-1196
Password: 4fccu9

OR

Conference Call: (646) 558-8656
Meeting ID: 559-978-1196#
Password: 422513#

NOTE: Items 6 through 11 above, are subject to discussion, consideration, and action by the Board of the Clay County Development Authority.

PUBLIC COMMENTS: Pursuant to F.S. s. 286.0114 (2019) [, and Clay County Development Authority policy], speakers intending to offer public comment must complete a provided speaker's card, turn in the same to the recording secretary for the public meeting, and may address the Board when recognized by the Chair of the meeting with their public comments for a period of not more than three (3) minutes. The Chair of the meeting has the authority and discretion to make special provisions for a group or faction spokesperson. The Chair of the meeting has all requisite authority and discretion to maintain orderly conduct or proper decorum of the public meeting.

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
MINUTES**

April 29, 2020

Present: Keith Ward, Bruce Butler, Chereese Stewart, Alex Hill, Daniel Vallencourt, Amy Pope-Wells

Absent: n/a

Staff: Josh Cockrell, April Scott

Guests: JJ Harris

Call to Order: **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:07 PM.

Invocation: **Bruce Butler** provided the invocation.

Comments from the Public: None.

Clay EDC Report

JJ Harris provided an update on EDC projects. The EDC has been working on drafting a governance report and economic development policy with a consultant. The EDC has submitted a DRG application to assist with quarterly events, advertising, and other items. On behalf of PASS, EDC applied for and was awarded an infrastructure grant by DEO. He stated that Roller Die has acquired property adjacent to their current site. The company will be expanding its facilities. JJ stated that this area is ideal for CCDA to seek property for developing a building. He stated that MOBRO has submitted an incentive request for their expansion.

Secretary's Report

Approval of February 26, Minutes: **Josh Cockrell** presented the minutes. **Bruce Butler** made a motion to approve the minutes. Motion was seconded and passed unanimously.

Treasurer's Report

Alex Hill presented the February 2020 and March 2020 financials to the Board. **Bruce Butler** made a motion to accept the Treasurer's report. Motion was seconded and passed unanimously.

Chair's Report

Bylaws Committee – **Keith Ward** stated that the committee met prior to the Board meeting to discuss updating the organization's bylaws. He stated that the committee has made progress on drafting a new set of Bylaws. Another meeting will be held to continue the committee's work.

Executive Director's Report

Update on Grants – Josh Cockrell provided an update on the status of the grants. He stated that the DIG canopy grant has been completed and reimbursed. The DIG road resurfacing grant is on hold possibly until 2021. A new application for a DIG grant was submitted to DEO for \$500,000 to make security improvements to Avenue D Gate at Camp Blanding. Josh stated that he will be presenting to the FDSTF for \$500,000 grant request for purchasing buffer land.

IRB Opportunities – Josh Cockrell stated that MOBRO is not moving forward with an IRB. The fertilizer plant is on hold. Roller Die is not moving forward with an IRB since they are able to get low-interest financing without the help of an IRB. He stated that bonds will likely not be a viable option for many companies/organizations due to banks' low interest rates.

Orange Park Plaza – Josh Cockrell stated that a developer has proposed to build the county's first mixed use project and the first set of multifamily units in 37 years in the town of Orange Park on approximately 10 acres of land on Kingsley Avenue. Josh provided an overview of the project, site plan, and renderings. The project is approximately \$65M in capital improvements. Overall, the community's support for the project has been resounding. **Keith Ward** stated that this is an attractive project for the county. Josh requested the Board's support for the project. **Bruce Butler** stated that a project of this magnitude is exactly what the Board should support. **Daniel Vallencourt** and **Amy Pope Wells** both agreed. **Alex Hill** made a motion for the CCDA to support the Orange Park Plaza project. Motion was seconded and passed unanimously. Staff has been directed to draft and send a letter of support to the Town of Orange Park city council.

Emergency Appropriation for PPE Gear – Josh Cockrell shared with the Board that the county manager, Chereese Stewart, JJ Harris, and Wendell Chindra meet regularly to discuss economic development. Recently, the CCDA was requested to provide support to small businesses that are impacted by COVID-19. Josh requested that the Board appropriates \$50,000 for the purchase of PPE gear. The gear will consist of medical masks and disinfectant solution, Goldshield, which once applied to surfaces, will continue to kill the coronavirus for up to 90 days. 1 gallon of Goldshield will cover 4,000sqft. **Amy Pope Wells** introduced the Goldshield supplier to Josh and highly recommended the disinfectant. She stated that the Clay EOC, JTA, and other agencies have purchased Goldshield. She stated that the federal government is in discussions in regard to procuring the product as well. Josh stated that he would like for the Board to look into getting FEMA reimbursement. Josh asked if CCDA could buy Goldshield and resell the product. **Daniel Vallencourt** stated that he believes CCDA should resell the product and recoup costs. **Chereese Stewart** stated that the Board should base its decision on recommendations from the Governor. She does not believe that the CCDA should require businesses to purchase the product. **Keith Ward** supports the contribution of funds to help small businesses acquire PPE. **Chereese Stewart** made a motion to appropriate \$50,000 to purchase PPE to help Clay County small businesses. Motion was seconded. **Chereese** stated that there are local businesses that are able to assist us in procuring masks. **Bruce Butler** stated that the CCDA should establish

parameters that will define who qualifies for a small business. **Amy Pope Wells** stated that the Clay Chamber could help with identifying small businesses who need assistance. Josh stated that the local municipalities have business licenses which can be cross-referenced to ensure Clay County businesses are receiving the products. In addition, the unincorporated areas of the county can provide a copy of their Sunbiz registration and a copy of a bill. He recommended that businesses be limited to a maximum of disinfectant that will cover 4,000sqft. **Chereese Stewart** made a motion to purchase \$50,000 of PPE products to help Clay County small businesses. The products that the CCDA will purchase are contingent upon state requirements. If the Governor does not provide direction by April 30 on the requirements to reopen, then the CCDA should move forward with procuring Goldshield. Motion was seconded. **Keith Ward** requested that **Josh** and **Alex Hill** coordinate efforts to purchase PPE. The motion passed 5-1 (Daniel Vallencourt was the only dissent).

Josh Cockrell stated that he continues to follow up with the Governor's office regarding CCDA appointments. He has been informed that the Governor has the appointments on his desk and that due to COVID-19, he is not making appointments. It has been 1.5 years since applications for appointment were submitted. He is concerned that as summer approaches and Alex Hill moves to Nashville and Amy Pope Wells gets busier running for Congress, the CCDA will no longer be able to make quorum. He would like for the Board to submit a letter to the Governor stating their concerns with quorum and the slow-moving appointment process. **Keith Ward** stated that he, too, has made several requests to have this issue resolved. **Amy Pope Wells** stated that the Board should send a letter to the Governor requesting action. **April Scott** stated that she has reached out to her contact in the Governor's office to request assistance with the appointments. **Chereese Stewart** recommended that all board members make an effort to encourage the Governor's office act on the appointments. Josh stated that if no movement has been made by the Governor on the appointments by the May board meeting, then the Board will send a letter to the Governor outline quorum issues and requesting action on the appointments.

Attorney's Report

April Scott stated that she will continue drafting the bylaws.

Old Business/New Business/ Board Comments

Establishing Goals and Objectives - **Keith Ward** stated that the board will table the discussion until next meeting.

Adjourned: 5:50 PM



COLEMAN & ASSOCIATES
Certified Public Accounting Firm

ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of
Clay County Development Authority
Fleming Island, FL

Management is responsible for the accompanying government-wide balance sheets of Clay County Development Authority (a governmental organization) as of April 30, 2020 and 2019, and the related statements of revenues and expenses for the one month and seven months then ended which collectively comprise the Authority's financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the management discussion and analysis, the governmental fund financial statements and substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the management discussion and analysis and governmental fund financial statements and omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Accounting principles generally accepted in the United States of America require that budget to actual statements for the one month and seven months ending April 30, 2020 be presented to supplement the financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. This information is the representation of management. This information was subject to our compilation engagement, however, we have not audited or reviewed the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such information.

We are not independent with respect to the Clay County Development Authority.

Coleman & Associates Cpa firm

May 15, 2020

Clay County Development Authority

GOVERNMENTWIDE BALANCE SHEET

As of April 30, 2020

	TOTAL	
	AS OF APR 30, 2020	AS OF APR 30, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100002 CenterState Bank Checking - 1484	25,567	25,462
100007 Investment - Florida Prime - A	162,550	159,329
100018 CenterState Bank MMKT -1493	1,640,652	1,520,081
Total Bank Accounts	\$1,828,768	\$1,704,872
Accounts Receivable		
115002 Revenue Receivable	290,000	469,959
Total Accounts Receivable	\$290,000	\$469,959
Total Current Assets	\$2,118,768	\$2,174,831
Fixed Assets		
167900 Accum Depreciation	0	0
Total Fixed Assets	\$0	\$0
TOTAL ASSETS	\$2,118,768	\$2,174,831
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	97	505
Total Accounts Payable	\$97	\$505
Other Current Liabilities		
Dept of Revenue Payable	0	0
Total Other Current Liabilities	\$0	\$0
Total Current Liabilities	\$97	\$505
Total Liabilities	\$97	\$505
Equity		
272000 Net Asset Balance	2,160,197	2,212,475
320000 Retained Earnings	0	0
Net Income	(41,526)	(38,148)
Total Equity	\$2,118,672	\$2,174,326
TOTAL LIABILITIES AND EQUITY	\$2,118,768	\$2,174,831

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

April 2020

		TOTAL
	APR 2020	OCT 2019 - APR 2020 (YTD)
Income		
331000 Grant Revenues		790,000
369000 Miscellaneous Revenues	2,036	13,187
Total Income	\$2,036	\$803,187
GROSS PROFIT	\$2,036	\$803,187
Expenses		
512200 Sponsorships		15,500
513300 Professional Fees	8,115	67,805
513510 Office and Operating Expenses	187	6,408
559000 Grant Expense		755,000
Total Expenses	\$8,302	\$844,713
NET OPERATING INCOME	\$ (6,266)	\$ (41,526)
NET INCOME	\$ (6,266)	\$ (41,526)

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

October 2019 - April 2020

	TOTAL		
	OCT 2019 - APR 2020	OCT 2018 - APR 2019 (PY)	CHANGE
Income			
331000 Grant Revenues	790,000	1,369,959	(579,959)
369000 Miscellaneous Revenues	13,187	15,882	(2,695)
Total Income	\$803,187	\$1,385,841	\$ (582,654)
GROSS PROFIT	\$803,187	\$1,385,841	\$ (582,654)
Expenses			
512200 Sponsorships	15,500	13,000	2,500
513300 Professional Fees	67,805	64,850	2,955
513468 Building Expenses - 1734 Kingsley Ave		3,418	(3,418)
513510 Office and Operating Expenses	6,408	2,763	3,644
559000 Grant Expense	755,000	1,339,959	(584,959)
Total Expenses	\$844,713	\$1,423,990	\$ (579,277)
NET OPERATING INCOME	\$ (41,526)	\$ (38,148)	\$ (3,377)
NET INCOME	\$ (41,526)	\$ (38,148)	\$ (3,377)

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

April 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		6,840	(6,840)	
Total 331000 Grant Revenues		6,840	(6,840)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	2,036	2,000	36	102.00 %
Total 369000 Miscellaneous Revenues	2,036	2,000	36	102.00 %
Total Income	\$2,036	\$8,840	\$ (6,804)	23.00 %
GROSS PROFIT	\$2,036	\$8,840	\$ (6,804)	23.00 %
Expenses				
513300 Professional Fees				
513306 Admin Contract StellaRea Group	6,500	6,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	1,140	1,140	0	100.00 %
513321 Accounting Coleman & Associates	475	475	0	100.00 %
513340 Attorney Ancillary Charges		285	(285)	
Total 513300 Professional Fees	8,115	8,400	(285)	97.00 %
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513494 Dues & Subscriptions		165	(165)	
513512 Office Supplies		40	(40)	
513516 Telephone	91	80	11	113.00 %
513519 Travel	97	100	(3)	97.00 %
513521 Advertising & Marketing		30	(30)	
Total 513510 Office and Operating Expenses	187	440	(253)	43.00 %
Total Expenses	\$8,302	\$8,840	\$ (538)	94.00 %
NET OPERATING INCOME	\$ (6,266)	\$0	\$ (6,266)	0%
NET INCOME	\$ (6,266)	\$0	\$ (6,266)	0%

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

October 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		27,839	(27,839)	
330112 DIG# S0086 Force Security Structure	270,000	285,000	(15,000)	95.00 %
330113 DIG# S0086 Force Security Structure Admin Fees	20,000	15,000	5,000	133.00 %
330118 CON 20-101 Buffer Land Purchase	485,000	485,000	0	100.00 %
330119 CON 20-101 Buffer Land Purchase Admin Fees	15,000	15,000	0	100.00 %
330120 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
330121 DIG #S0136 Roadway Resurfacing Admin Fees		20,000	(20,000)	
Total 331000 Grant Revenues	790,000	1,194,506	(404,506)	66.00 %
369000 Miscellaneous Revenues				
361000 Investment Earnings	13,187	14,000	(813)	94.00 %
Total 369000 Miscellaneous Revenues	13,187	14,000	(813)	94.00 %
Total Income	\$803,187	\$1,208,506	\$ (405,319)	66.00 %
GROSS PROFIT	\$803,187	\$1,208,506	\$ (405,319)	66.00 %
Expenses				
512200 Sponsorships				
512250 Funding to SBDC		2,500	(2,500)	
512500 Funding to CEDC	15,000	15,000	0	100.00 %
512600 Clay Day Event Sponsor	500	500	0	100.00 %
Total 512200 Sponsorships	15,500	18,000	(2,500)	86.00 %
513300 Professional Fees				
513306 Admin Contract StellaRea Group	45,500	45,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	7,980	7,980	0	100.00 %
513320 Auditor Contract James Moore CPAs	11,000	10,250	750	107.00 %
513321 Accounting Coleman & Associates	3,325	3,325	0	100.00 %
513335 Accounting Ancillary Charges		850	(850)	
513340 Attorney Ancillary Charges		1,995	(1,995)	
Total 513300 Professional Fees	67,805	69,900	(2,095)	97.00 %
513440 Insurance				
513444 Public Officials Liability		630	(630)	
Total 513440 Insurance		630	(630)	
513510 Office and Operating Expenses				
513490 Business Meeting	78	175	(97)	44.00 %
513494 Dues & Subscriptions	3,010	165	2,845	1,824.00 %
513512 Office Supplies	231	280	(49)	83.00 %
513516 Telephone	621	560	61	111.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses	433	900	(467)	48.00 %
513519 Travel	1,419	700	719	203.00 %
513520 Conferences	161	0	161	

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

October 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513521 Advertising & Marketing	146	210	(64)	69.00 %
513522 Bank Service Charges	35		35	
513524 Recognition	98	144	(46)	68.00 %
Total 513510 Office and Operating Expenses	6,408	3,309	3,099	194.00 %
559000 Grant Expense				
559012 DIG# S0086 Force Security Structure	270,000	285,000	(15,000)	95.00 %
559015 CON 20-01 Buffer Land Purchase	485,000	485,000	0	100.00 %
559016 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
Total 559000 Grant Expense	755,000	1,116,667	(361,667)	68.00 %
Total Expenses	\$844,713	\$1,208,506	\$ (363,793)	70.00 %
NET OPERATING INCOME	\$ (41,526)	\$0	\$ (41,526)	0%
NET INCOME	\$ (41,526)	\$0	\$ (41,526)	0%