

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
VALLENCOURT CONSTRUCTION, GREEN COVE SPRINGS  
June 17, 2020**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY**

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

- |  |                         |
|--|-------------------------|
| <b>1) Welcome/Call to Order 4:00 pm</b>  | <b>Keith Ward</b>       |
| <b>2) Roll Call</b>  | <b>Josh Cockrell</b>    |
| <b>3) Invocation</b>   | <b>Bruce Butler</b>     |
| <b>4) Comments from the Public</b>   | <b>Keith Ward</b>       |
| <b>5) Clay EDC Report</b>  | <b>JJ Harris</b>        |
| <b>6) Secretary's Report</b><br>Approval of May 20, 2020 Minutes                       | <b>Chereese Stewart</b> |
| <b>7) Treasurer's Report</b><br>May 2020 Financials                                    | <b>Alex Hill</b>        |
| <b>8) Chair's Report</b><br>Gubernatorial Appointments<br>Goals & Objectives Committee | <b>Keith Ward</b>       |
| <b>9) Executive Director's Report</b><br>Update on Grants                              | <b>Josh Cockrell</b>    |
| <b>10) Attorney's Report</b>   | <b>April Scott</b>      |
| <b>11) Old Business/New Business/Board Comments</b>                                    | <b>Keith Ward</b>       |
| <b>12) Adjournment</b>   | <b>Keith Ward</b>       |

**Dates of Upcoming CCDA Meetings:**

**July 15, 2020  
August 19, 2020  
September 16, 2020**

**TIME: 4:00 PM**

**LOCATION: Vallencourt Construction  
449 Center Street  
Green Cove Springs, FL 32043**

**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 (2020) [*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**

**May 20, 2020**

**Present:** Keith Ward, Bruce Butler, Chereese Stewart, Alex Hill, and Daniel Vallencourt

**Absent:** Amy Pope-Wells

**Staff:** Josh Cockrell, April Scott

**Guests:** Laura Pavlus

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:11 PM.

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

**Comments from the Public:** None.

**Clay EDC Report**

**Laura Pavlus** reported that CCEDC is continuing to work on their Board Governance, Incentives Policy Recommendations, and AEDO Certification projects.

**Secretary's Report**

**Approval of April 29 Minutes:** **Josh Cockrell** presented the minutes. **Bruce Butler** made a motion to approve the minutes. **Daniel Vallencourt** seconded the motion. Motion passed unanimously.

**Treasurer's Report**

**Alex Hill** presented the April 2020 financials to the Board. **Chereese Stewart** made a motion to accept the Treasurer's report. Daniel Vallencourt seconded. Motion passed unanimously.

**Chair's Report**

**Bylaws Committee** – **Keith Ward** stated that the Bylaws Committee met prior to the Board meeting to discuss revisions to the organization's Bylaws. He stated that the revised Bylaws as recommended by the Bylaws Committee for approval and adoption have been e-mailed to the full Board for consideration. **Keith Ward** stated that because of the COVID-19 meeting authorizations as stated in the Governor's Executive Order No. 20-69, the Bylaws are being considered via a webconference meeting instead of an in-person meeting. **Keith Ward** also stated that a quorum is present on May 20 and that it is difficult to obtain a quorum while awaiting the Governor's appointment of new CCDA Board members. **Josh Cockrell** gave an overview of the Bylaw revisions as prepared and submitted for approval in the 3PM meeting.

The group discussed the Citizen's Advisory Board structure as stipulated in the Bylaws. **Chereese Stewart** requested information on member qualifications and place of residence. She stated that if you only own land or conduct business in Clay County, but don't reside in Clay County, you're only interest in Clay County is for financial gains. **Keith Ward** stated that the Bylaws Committee had a lot of discussion on the Citizen's Advisory Board. **Josh Cockrell** gave examples of respected Clay County business leaders who reside in surrounding counties. **Chereese Stewart** asked if the Bylaws Committee had considered language requiring majority participation in the Citizen's Advisory Board by Clay County residents. **Keith Ward** suggested 75+% resident participation and no more than 25% non-resident business leader participation. **Alex Hill** suggested that the wording use 'electorates' of Clay County to define the residents.

**Daniel Vallencourt** motioned to approve the Bylaws as revised and presented. **Chereese Stewart** seconded. Unanimously approved.

**Keith Ward** thanked the Bylaws Committee for the work.

**Gubernatorial Appointments**-The letter regarding: *Urgent Request for Appointments for CCDA* was discussed. **Keith Ward** stated that 'First and foremost, we thank you for your service....' should be added to the greeting. **Josh Cockrell** asked if accommodations were necessary for **Amy Pope-Wells'** congressional campaign. The Board did not feel that any accommodations were necessary currently. **Daniel Vallencourt** recommended changing the request date to June 10. **Bruce Butler** offered the correct mailing address. **Alex Hill** and **April Scott** stated that they believed it is an overreach to recommend appointments in the letter. They suggested inclusion of language about the Board's willingness to help identify qualified appointments. **Keith Ward** recommended the wording be altered to '*you have the authority to fill these vacancies.*' **Chereese Stewart** recommend replacing key words. **Keith Ward** asked if anymore edits were necessary. Hearing no further comments, **Keith Ward** directed **Josh Cockrell** to send the letter to he and Chereese Stewart for signatures.

**Chereese Stewart** asked for a list of priorities for Board members to use in discussing the Governor's appointments to the CCDA Board. **Josh Cockrell** provided the potential candidates list as: Betsy Condon, Thomas Hackney, James Horne, Tina Clary, Nicole Sanders, Tony Gorla, Jack Haynes, Steve Barreira, Tiffany Howard, Steven Clark, and Scott Kornegay.

**New Committee**-**Keith Ward** stated that he would like to form a new Committee to recommend CCDA Goals and Objectives. **Bruce Butler, Daniel Vallencourt, Alex Hill, Chereese Stewart,** and **Keith Ward** agreed to be on the Committee. **Daniel Vallencourt** agreed to Chair the Committee. **Josh Cockrell** stated that he would like the Committee to work on a new 5-Year Strategic Plan. **Keith Ward** recommended a 3PM meeting and asked **Josh Cockrell** to notice the meeting accordingly.

### **Executive Director's Report**

**Update on Grants – Josh Cockrell** stated that a new application for a DIG grant was submitted to DEO for \$500,000 and the request is still pending. The \$367,000 request is still pending as well. The \$290,000 receivable was collected which includes \$270,000 reimbursement for project funding and \$20,000 administrative fees.

**Personal Protective Equipment-Josh Cockrell** stated that CCDA was able to purchase 932 cases of Goldshield disinfectant spray and \$14,136 was spent to purchase face masks. The products have been delivered. The masks were placed into bags in groups of 10. **Josh Cockrell** stated that he is working to obtain media coverage of the effort. **Chereese Stewart** updated the Board on the distribution of the PPE. Municipalities are being asked to record who picks up products and have the recipients provide proof of county status and employee counts. **Chereese Stewart** reported that all municipalities have picked up supplies and they are working to distribute the remainders. **Josh Cockrell** stated that he is looking into FEMA reimbursement for CCDA's contribution. The bottles of disinfectant spray will cover 3.7M square feet of surfaces. **Alex Hill** thanked **Josh Cockrell** for his exhaustive product research efforts. **Josh Cockrell** reported that St. Johns County's Industrial Revenue Bond Authority allocated \$250,000 to help small businesses with \$5,000 each. **Keith Ward** stated that he was pleased with CCDA's contributions.

### **Attorney's Report**

**April Scott** stated that she had nothing to add.

### **Old Business/New Business/ Board Comments**

**Next Meeting-Chereese Stewart** inquired about what meeting format will be used in June. **Josh Cockrell** recommended following Clay County procedures and return to in-person meetings beginning June 1. **Daniel Vallencourt** volunteered his office's Board room for use. The Board room is significantly large and will allow for proper social distancing. **Keith Ward** confirmed the location for the June 17 CCDA meeting at 3PM and 4PM to be: 449 Center Street, Green Cove Springs FL 32043.

**Adjourned: 5:37 PM**



COLEMAN & ASSOCIATES  
Certified Public Accounting Firm

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## 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 May 31, 2020 and 2019, and the related statements of revenues and expenses for the one month and eight 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 eight months ending May 31, 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*

June 10, 2020

# Clay County Development Authority

## GOVERNMENTWIDE BALANCE SHEET

As of May 31, 2020

	TOTAL	
	AS OF MAY 31, 2020	AS OF MAY 31, 2019 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100002 CenterState Bank Checking - 1484	57,932	17,403
100007 Investment - Florida Prime - A	162,656	159,678
100018 CenterState Bank MMKT -1493	1,842,733	1,521,800
<b>Total Bank Accounts</b>	<b>\$2,063,321</b>	<b>\$1,698,882</b>
Accounts Receivable		
115002 Revenue Receivable	0	499,959
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$499,959</b>
<b>Total Current Assets</b>	<b>\$2,063,321</b>	<b>\$2,198,841</b>
Fixed Assets		
167900 Accum Depreciation	0	0
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ASSETS</b>	<b>\$2,063,321</b>	<b>\$2,198,841</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	1,032	1,638
<b>Total Accounts Payable</b>	<b>\$1,032</b>	<b>\$1,638</b>
Other Current Liabilities		
Dept of Revenue Payable	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$1,032</b>	<b>\$1,638</b>
<b>Total Liabilities</b>	<b>\$1,032</b>	<b>\$1,638</b>
Equity		
272000 Net Asset Balance	2,160,197	2,212,475
320000 Retained Earnings	0	0
Net Income	(97,909)	(15,272)
<b>Total Equity</b>	<b>\$2,062,288</b>	<b>\$2,197,203</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,063,321</b>	<b>\$2,198,841</b>

# Clay County Development Authority

## STATEMENT OF REVENUES AND EXPENSES

May 2020

	TOTAL	
	MAY 2020	OCT 2019 - MAY 2020 (YTD)
Income		
331000 Grant Revenues		790,000
369000 Miscellaneous Revenues	2,290	15,477
<b>Total Income</b>	<b>\$2,290</b>	<b>\$805,477</b>
GROSS PROFIT	<b>\$2,290</b>	<b>\$805,477</b>
Expenses		
512200 Sponsorships	49,366	64,866
513300 Professional Fees	8,115	75,920
513510 Office and Operating Expenses	1,193	7,601
559000 Grant Expense		755,000
<b>Total Expenses</b>	<b>\$58,674</b>	<b>\$903,386</b>
NET OPERATING INCOME	<b>\$ (56,383)</b>	<b>\$ (97,909)</b>
NET INCOME	<b>\$ (56,383)</b>	<b>\$ (97,909)</b>



# Clay County Development Authority

## STATEMENT OF REVENUES AND EXPENSES

October 2019 - May 2020

	TOTAL		
	OCT 2019 - MAY 2020	OCT 2018 - MAY 2019 (PY)	CHANGE
Income			
331000 Grant Revenues	790,000	1,399,959	(609,959)
369000 Miscellaneous Revenues	15,477	17,981	(2,504)
<b>Total Income</b>	<b>\$805,477</b>	<b>\$1,417,940</b>	<b>\$ (612,463)</b>
GROSS PROFIT	<b>\$805,477</b>	<b>\$1,417,940</b>	<b>\$ (612,463)</b>
Expenses			
512200 Sponsorships	64,866	13,000	51,866
513300 Professional Fees	75,920	72,750	3,170
513468 Building Expenses - 1734 Kingsley Ave		3,418	(3,418)
513510 Office and Operating Expenses	7,601	4,085	3,515
559000 Grant Expense	755,000	1,339,959	(584,959)
<b>Total Expenses</b>	<b>\$903,386</b>	<b>\$1,433,212</b>	<b>\$ (529,825)</b>
NET OPERATING INCOME	<b>\$ (97,909)</b>	<b>\$ (15,272)</b>	<b>\$ (82,637)</b>
NET INCOME	<b>\$ (97,909)</b>	<b>\$ (15,272)</b>	<b>\$ (82,637)</b>

# Clay County Development Authority

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

May 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		6,975	(6,975)	
<b>Total 331000 Grant Revenues</b>		<b>6,975</b>	<b>(6,975)</b>	
369000 Miscellaneous Revenues				
361000 Investment Earnings	2,271	2,000	271	114.00 %
369005 Miscellaneous Revenue	19		19	
<b>Total 369000 Miscellaneous Revenues</b>	<b>2,290</b>	<b>2,000</b>	<b>290</b>	<b>115.00 %</b>
<b>Total Income</b>	<b>\$2,290</b>	<b>\$8,975</b>	<b>\$ (6,685)</b>	<b>26.00 %</b>
<b>GROSS PROFIT</b>	<b>\$2,290</b>	<b>\$8,975</b>	<b>\$ (6,685)</b>	<b>26.00 %</b>
<b>Expenses</b>				
512200 Sponsorships				
512700 Emergency PPE Support	49,366		49,366	
<b>Total 512200 Sponsorships</b>	<b>49,366</b>		<b>49,366</b>	
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)	
<b>Total 513300 Professional Fees</b>	<b>8,115</b>	<b>8,400</b>	<b>(285)</b>	<b>97.00 %</b>
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513512 Office Supplies		40	(40)	
513516 Telephone	91	80	11	113.00 %
513518 Website & IT expenses	960	0	960	
513519 Travel	72	100	(28)	72.00 %
513520 Conferences		300	(300)	
513521 Advertising & Marketing		30	(30)	
513522 Bank Service Charges	70		70	
<b>Total 513510 Office and Operating Expenses</b>	<b>1,193</b>	<b>575</b>	<b>618</b>	<b>207.00 %</b>
<b>Total Expenses</b>	<b>\$58,674</b>	<b>\$8,975</b>	<b>\$49,699</b>	<b>654.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ (56,383)</b>	<b>\$0</b>	<b>\$ (56,383)</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$ (56,383)</b>	<b>\$0</b>	<b>\$ (56,383)</b>	<b>0%</b>

# Clay County Development Authority

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

October 2019 - May 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		34,814	(34,814)	
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)	
<b>Total 331000 Grant Revenues</b>	<b>790,000</b>	<b>1,201,481</b>	<b>(411,481)</b>	<b>66.00 %</b>
369000 Miscellaneous Revenues				
361000 Investment Earnings	15,458	16,000	(542)	97.00 %
369005 Miscellaneous Revenue	19		19	
<b>Total 369000 Miscellaneous Revenues</b>	<b>15,477</b>	<b>16,000</b>	<b>(523)</b>	<b>97.00 %</b>
<b>Total Income</b>	<b>\$805,477</b>	<b>\$1,217,481</b>	<b>\$ (412,003)</b>	<b>66.00 %</b>
<b>GROSS PROFIT</b>	<b>\$805,477</b>	<b>\$1,217,481</b>	<b>\$ (412,003)</b>	<b>66.00 %</b>
<b>Expenses</b>				
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 %
512700 Emergency PPE Support	49,366		49,366	
<b>Total 512200 Sponsorships</b>	<b>64,866</b>	<b>18,000</b>	<b>46,866</b>	<b>360.00 %</b>
513300 Professional Fees				
513306 Admin Contract StellaRea Group	52,000	52,000	0	100.00 %
513310 Attorney Contract Tolson & Associates	9,120	9,120	0	100.00 %
513320 Auditor Contract James Moore CPAs	11,000	10,250	750	107.00 %
513321 Accounting Coleman & Associates	3,800	3,800	0	100.00 %
513335 Accounting Ancillary Charges		850	(850)	
513340 Attorney Ancillary Charges		2,280	(2,280)	
<b>Total 513300 Professional Fees</b>	<b>75,920</b>	<b>78,300</b>	<b>(2,380)</b>	<b>97.00 %</b>
513440 Insurance				
513444 Public Officials Liability		630	(630)	
<b>Total 513440 Insurance</b>		<b>630</b>	<b>(630)</b>	
513510 Office and Operating Expenses				
513490 Business Meeting	78	200	(122)	39.00 %
513494 Dues & Subscriptions	3,010	165	2,845	1,824.00 %
513512 Office Supplies	231	320	(89)	72.00 %
513516 Telephone	711	640	71	111.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses	1,393	900	493	155.00 %

# Clay County Development Authority

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

October 2019 - May 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513519 Travel	1,492	800	692	186.00 %
513520 Conferences	161	300	(139)	54.00 %
513521 Advertising & Marketing	146	240	(94)	61.00 %
513522 Bank Service Charges	105		105	
513524 Recognition	98	144	(46)	68.00 %
<b>Total 513510 Office and Operating Expenses</b>	<b>7,601</b>	<b>3,884</b>	<b>3,717</b>	<b>196.00 %</b>
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)	
<b>Total 559000 Grant Expense</b>	<b>755,000</b>	<b>1,116,667</b>	<b>(361,667)</b>	<b>68.00 %</b>
<b>Total Expenses</b>	<b>\$903,386</b>	<b>\$1,217,481</b>	<b>\$ (314,094)</b>	<b>74.00 %</b>
NET OPERATING INCOME	<b>\$ (97,909)</b>	<b>\$0</b>	<b>\$ (97,909)</b>	<b>0%</b>
NET INCOME	<b>\$ (97,909)</b>	<b>\$0</b>	<b>\$ (97,909)</b>	<b>0%</b>