

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA
May 19, 2021**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**KEITH WARD
DANIEL VALLENCOURT
TIFFANY HOWARD
CHERESE STEWART**

- | | |
|--|-------------------------|
| 1) Welcome/Call to Order 4:00 pm | Keith Ward |
| 2) Roll Call | Josh Cockrell |
| 3) Invocation & Pledge | Bruce Butler |
| 4) Comments from the Public | Keith Ward |
| 5) Secretary's Report
Approval of April 21, 2021 Minutes | Chereese Stewart |
| 6) Treasurer's Report
April 2021 Financials | Tiffany Howard |
| 7) Clay EDC Report | JJ Harris |
| 8) Chair's Report
College Drive MOU – Jeremy Johnson, Executive Director, CCUA
Green Cove Springs Update – Steve Kennedy, City Manager, GCS | Keith Ward |
| 9) Executive Director's Report
Grants Update
Update on College Drive Properties | Josh Cockrell |
| 10) Attorney's Report | April Scott |
| 11) Old Business/New Business/Board Comments
College Drive Next Steps
Additional College Drive Parcel(s) | Keith Ward |
| 12) Adjournment | Keith Ward |

**Dates of Upcoming CCDA Meetings:
June 16, 2021**

July 21, 2021
August 18, 2021
September 15, 2021

TIME: 4:00 PM

LOCATION: Clay County Chamber of Commerce
Board Room
1845 Town Center Blvd
STE 410
Fleming Island, FL 32003

NOTE: Items 5 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**

April 21, 2021

Present: Keith Ward, Bruce Butler, Daniel Vallencourt, Tina Clary, and Jim Horne

Absent: Amy Pope-Wells, Chereese Stewart, Tiffany Howard, Joelle Marquis

Staff: Josh Cockrell and April Scott (Legal Counsel)

Guests: Ken Willey (general public)

Call to Order: **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:18 PM.

Invocation: **Bruce Butler** provided the invocation and Pledge of Allegiance.

Comments from the Public: None.

Secretary's Report

Josh Cockrell presented the meeting minutes from the March 10 meeting. There was a misspelling as '*Tulsa & Associates*' on page 2 (correct to Tolson & Associates). **Bruce Butler** motioned for approval of minutes with the correction. **Daniel Vallencourt** seconded the motion. Unanimously approved.

Treasurer's Report

Josh Cockrell presented the February and March financial reports. The reports do not reflect the recent College Drive property acquisitions. **Bruce Butler** motioned for acceptance of the Treasurer's Report. **Daniel Vallencourt** seconded the motion. Unanimously approved.

Economic Development Report

Josh Cockrell presented the Clay County Economic Development Summary report as provided by **JJ Harris** of Clay EDC. **Keith Ward** and the Board discussed the status of the residential real estate market. The Board discussed a desire to have greater stakeholder representation on the CCDA Board and at CCDA meetings. **Josh Cockrell** stated that there are other times when stakeholders gather. **Bruce Butler** stated that redundancy of information sharing and strategic messaging is not harmful. **Josh Cockrell** discussed having stakeholders visit CCDA meetings to report throughout the year. The Board decided to invite **Steve Kennedy, City Manager of Green Cove Springs**, to attend the next meeting.

Chairman's Report

Keith Ward introduced and welcomed **Jim Horne** to the CCDA Board. **Keith Ward** also reported that **Joelle Marquis** has joined the Board. **Josh Cockrell** discussed the strong aptitude and capacity represented in the current Board composition. The Board discussed the roles of CCDA, EDC, and the Chamber in the community.

Executive Director's Report

Josh Cockrell reported on the DEO Defense Infrastructure Grants and the infrastructure improvement projects it enables to be completed at Camp Blanding Joint Training Center. The Defense Task Force Grants are used to acquire buffer land around the base. Currently, CCDA has two outstanding grants with \$867k in funds pending.

Josh Cockrell reported on the CCDA property purchases at 407 and 411 College Drive that have occurred. CCDA has acquired approximately 3 acres of land. The Board discussed the remaining parcels which they are working to acquire.

Josh Cockrell discussed a website refresh for CCDA. He has a quote for \$10,000 with a 7 to 8 week development timeline. The Board discussed the need to put the project out for RFP when the time is right to do the project. The Board tabled the project for now.

Attorney's Report

April Scott reported that she has been working on the CCDA College Drive real estate purchases. CCDA is holding the escrow deposit for the 411 College Drive property with a 60 day intent to vacate. The Board discussed that the seller was happy with the transaction. Keith Ward thanked April Scott's team for their efficiency in the closing transactions and commended them for their professionalism.

New/Old Business

Keith Ward discussed that the next steps for the College Drive properties is to achieve the necessary property rezoning. **Josh Cockrell** stated that he will propose BB-3 rezoning for the 411 parcel. **Bruce Butler** motioned for **Josh Cockrell** to begin the process of getting the parcel rezoned to BB-3. **Tina Clary** seconded the motion. Unanimously approved.

Josh Cockrell discussed the development of a Memorandum of Understanding between CCDA and Clay County Utility Authority to extend the water/sewer lines to the College Drive properties.

Josh Cockrell discussed another adjoining .766 acres parcel being offered for \$162k that is zoned AR and could potentially be used for a retention pond. **Daniel Vallencourt** motioned to offer up to \$162k, starting at \$150k, for 419D College Drive with 30-day due diligence. **Tina Clary** seconded the motion. Unanimously approved. If the buyer accepts the offer, the sale will be approved at the next Board meeting. **Jim Horne** asked about potential site uses for the College Drive properties.

The Board discussed the recent elections in the Town of Orange Park and City of Green Cove Springs.

Josh Cockrell discussed a desire to reduce the minimum acreage required for planned urban developments.

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, 2021 and 2020, 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. 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, 2021 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 7, 2021

Clay County Development Authority

Governmentwide Balance Sheet

As of April 30, 2021

	TOTAL	
	AS OF APR 30, 2021	AS OF APR 30, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100002 CenterState Bank Checking - 1484	10,036	25,567
100007 Investment - Florida Prime - A	163,063	162,550
100018 CenterState Bank MMKT -1493	1,184,344	1,640,652
Total Bank Accounts	\$1,357,442	\$1,828,768
Accounts Receivable		
115002 Revenue Receivable	0	290,000
Total Accounts Receivable	\$0	\$290,000
Total Current Assets	\$1,357,442	\$2,118,768
Fixed Assets		
167900 Accum Depreciation	0	0
Total Fixed Assets	\$0	\$0
TOTAL ASSETS	\$1,357,442	\$2,118,768
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	(8,140)	97
Total Accounts Payable	\$ (8,140)	\$97
Other Current Liabilities		
Dept of Revenue Payable	0	0
Total Other Current Liabilities	\$0	\$0
Total Current Liabilities	\$ (8,140)	\$97
Total Liabilities	\$ (8,140)	\$97
Equity		
272000 Net Asset Balance	2,077,913	2,160,197
320000 Retained Earnings	0	0
Net Income	(712,331)	(41,526)
Total Equity	\$1,365,582	\$2,118,672
TOTAL LIABILITIES AND EQUITY	\$1,357,442	\$2,118,768

Clay County Development Authority

Statement of Revenues and Expenses

April 2021

		TOTAL
	APR 2021	OCT 2020 - APR 2021 (YTD)
Income		
369000 Miscellaneous Revenues	123	1,713
Total Income	\$123	\$1,713
GROSS PROFIT	\$123	\$1,713
Expenses		
512200 Sponsorships		15,000
513300 Professional Fees	16,140	64,980
513460 Property binders / purchase deposits	578,154	628,154
513510 Office and Operating Expenses	1,146	5,910
Total Expenses	\$595,439	\$714,044
NET OPERATING INCOME	\$ (595,317)	\$ (712,331)
NET INCOME	\$ (595,317)	\$ (712,331)

Clay County Development Authority

Statement of Revenues and Expenses

October 2020 - April 2021

	TOTAL		
	OCT 2020 - APR 2021	OCT 2019 - APR 2020 (PY)	CHANGE
Income			
331000 Grant Revenues		790,000	(790,000)
369000 Miscellaneous Revenues	1,713	13,187	(11,474)
Total Income	\$1,713	\$803,187	\$ (801,474)
GROSS PROFIT	\$1,713	\$803,187	\$ (801,474)
Expenses			
512200 Sponsorships	15,000	15,500	(500)
513300 Professional Fees	64,980	67,805	(2,825)
513460 Property binders / purchase deposits	628,154		628,154
513510 Office and Operating Expenses	5,910	6,408	(498)
559000 Grant Expense		755,000	(755,000)
Total Expenses	\$714,044	\$844,713	\$ (130,669)
NET OPERATING INCOME	\$ (712,331)	\$ (41,526)	\$ (670,805)
NET INCOME	\$ (712,331)	\$ (41,526)	\$ (670,805)

Clay County Development Authority

Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		(360,007)	360,007	
330120 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
330121 DIG #S0136 Roadway Resurfacing Admin Fees		20,000	(20,000)	
Total 331000 Grant Revenues		6,660	(6,660)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	123	2,000	(1,877)	6.00 %
Total 369000 Miscellaneous Revenues	123	2,000	(1,877)	6.00 %
Total Income	\$123	\$8,660	\$ (8,537)	1.00 %
GROSS PROFIT	\$123	\$8,660	\$ (8,537)	1.00 %
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 %
513320 Auditor Contract James Moore CPAs	8,000	0	8,000	
513321 Accounting Coleman & Associates	500	475	25	105.00 %
513340 Attorney Ancillary Charges		285	(285)	
Total 513300 Professional Fees	16,140	8,400	7,740	192.00 %
513460 Property binders / purchase deposits	578,154		578,154	
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513512 Office Supplies		25	(25)	
513516 Telephone	63	80	(17)	79.00 %
513518 Website & IT expenses	960	0	960	
513519 Travel	113	100	13	113.00 %
513521 Advertising & Marketing		30	(30)	
513522 Bank Service Charges	10		10	
Total 513510 Office and Operating Expenses	1,146	260	886	441.00 %
Total Expenses	\$595,439	\$8,660	\$586,779	6,876.00 %
NET OPERATING INCOME	\$ (595,317)	\$0	\$ (595,317)	0%
NET INCOME	\$ (595,317)	\$0	\$ (595,317)	0%

Clay County Development Authority

Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

October 2020 - April 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		42,775	(42,775)	
330120 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
330121 DIG #S0136 Roadway Resurfacing Admin Fees		20,000	(20,000)	
330122 CON 21-101 Buffer Land Purchase		485,000	(485,000)	
330123 CON 21-101 Buffer Land Purchase Admin Fees		15,000	(15,000)	
Total 331000 Grant Revenues		909,442	(909,442)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	1,682	14,000	(12,318)	12.00 %
369005 Miscellaneous Revenue	31		31	
Total 369000 Miscellaneous Revenues	1,713	14,000	(12,287)	12.00 %
Total Income	\$1,713	\$923,442	\$ (921,729)	0.00 %
GROSS PROFIT	\$1,713	\$923,442	\$ (921,729)	0.00 %
Expenses				
512200 Sponsorships				
512500 Funding to CEDC	15,000	15,000	0	100.00 %
512600 Clay Day Event Sponsor		500	(500)	
Total 512200 Sponsorships	15,000	15,500	(500)	97.00 %
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	8,000	10,500	(2,500)	76.00 %
513321 Accounting Coleman & Associates	3,500	3,325	175	105.00 %
513335 Accounting Ancillary Charges		850	(850)	
513340 Attorney Ancillary Charges		1,995	(1,995)	
Total 513300 Professional Fees	64,980	70,150	(5,170)	93.00 %
513440 Insurance				
513445 Commercial General Liability/Property		630	(630)	
Total 513440 Insurance		630	(630)	
513460 Property binders / purchase deposits	628,154		628,154	
513510 Office and Operating Expenses				
513490 Business Meeting	62	175	(113)	36.00 %
513494 Dues & Subscriptions	2,905	2,500	405	116.00 %
513512 Office Supplies		175	(175)	
513516 Telephone	559	560	(1)	100.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses	1,080	900	180	120.00 %
513519 Travel	979	700	279	140.00 %
513521 Advertising & Marketing	140	210	(70)	67.00 %
513522 Bank Service Charges	10		10	

Clay County Development Authority

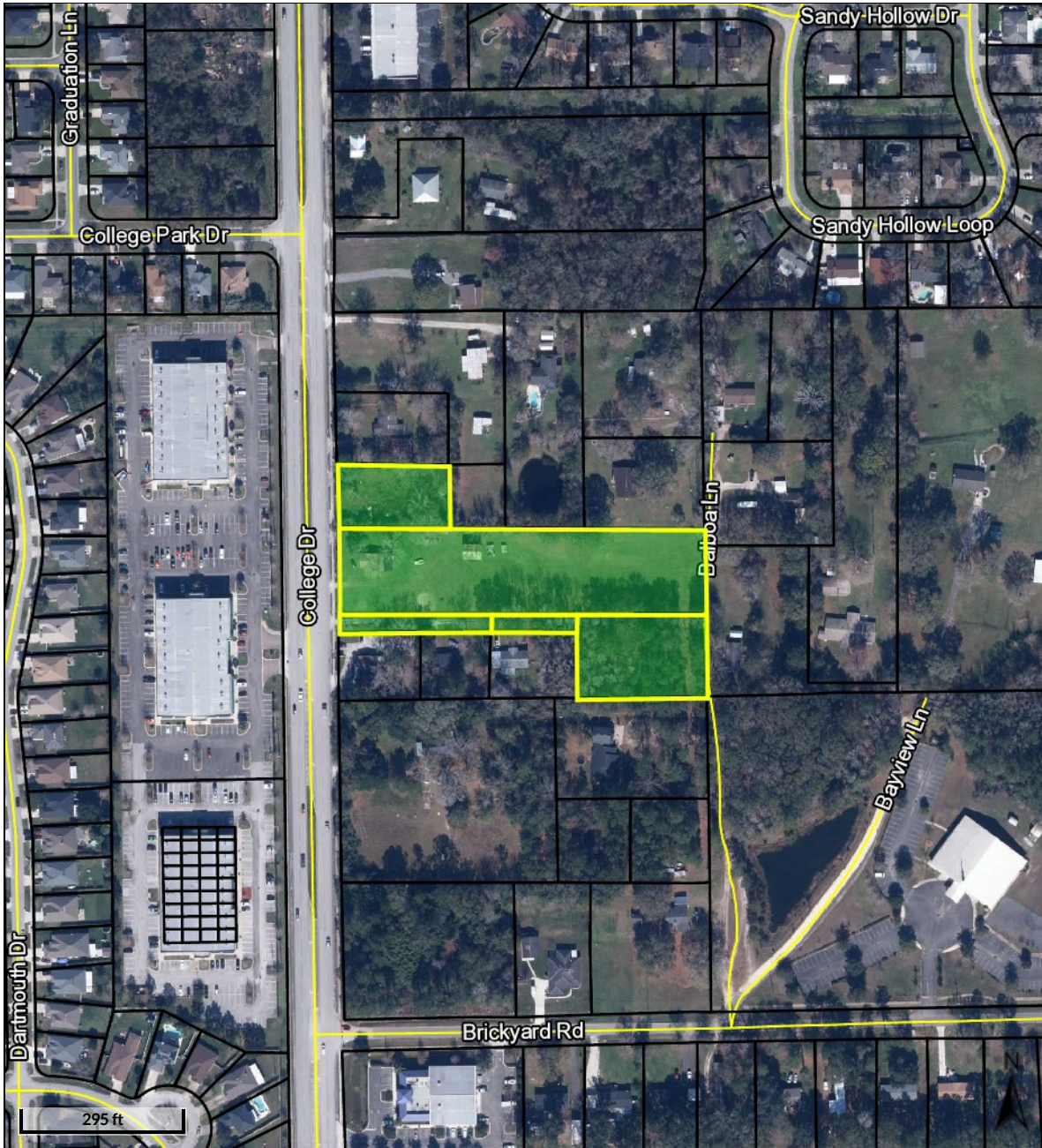
Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

October 2020 - April 2021

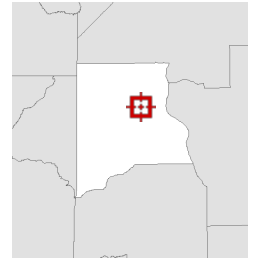
			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513524 Recognition		100	(100)	
Total 513510 Office and Operating Expenses	5,910	5,495	415	108.00 %
559000 Grant Expense				
559015 CON 20-01 Buffer Land Purchase		485,000	(485,000)	
559016 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
Total 559000 Grant Expense		831,667	(831,667)	
Total Expenses	\$714,044	\$923,442	\$ (209,398)	77.00 %
NET OPERATING INCOME	\$ (712,331)	\$0	\$ (712,331)	0%
NET INCOME	\$ (712,331)	\$0	\$ (712,331)	0%



Clay County Property Appraiser's Office



Overview



Legend

- Parcels
- Roads
- Conservation Easements

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