CLAY COUNTY DEVELOPMENT AUTHORITY REGULAR SCHEDULED PUBLIC MEETING 1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA December 16, 2020

AGENDA

KEITH WARD

DANIEL VALLENCOURT TIFFANY HOWARD

CHAIR

VICE-CHAIR

TREASURER

SECRETARY	CHEREESE 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) Secretary's Report Approval of October 21, 2020 Minutes	Chereese Stewart
6) Treasurer's Report October & November 2020 Financials	Josh Cockrell
7) Clay Chamber Report	Wendell Chindra
8) Clay EDC Report	JJ Harris
9) Chair's Report Board Development Joint CCDA/EDC Project	Keith Ward
10) Executive Director's Report Update on Grants	Josh Cockrell
11) Attorney's Report	April Scott
12) Old Business/New Business/Board Comments Orange Park Plaza	Keith Ward
13) Adjournment	Keith Ward

Dates of Upcoming CCDA Meetings:

January 20, 2021 February 17, 2021 March 17, 2021 April 21, 2021 May 19, 2021 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 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

October 21, 2020

Present: Keith Ward, Chereese Stewart, Daniel Vallencourt, Tina Clary, and Tiffany Howard

Absent: Amy Pope-Wells, Bruce Butler, and Tom Hackney

Staff: Josh Cockrell and April Scott (Legal Counsel)

Guests: Robert Jacobson and David Shoquist

Call to Order: Keith Ward called the Clay County Development Authority ("CCDA") Public

Meeting to order at 4:18 PM.

Invocation: Daniel Vallencourt provided the invocation and Pledge of Allegiance.

Swearing in of Officers: April Scott swore in the officers for Clay County Development Authority as follows: **Keith Ward**, Chairman; **Daniel Vallencourt**, Vice Chairman; **Tiffany Howard**, Treasurer; **Chereese Stewart**, Secretary.

Comments from the Public: None.

Secretary's Report

Approval of September 16 Minutes: Chereese Stewart presented the minutes. 'Tulsa' and Associates was amended to 'Tolson' and Associates. Josh Cockrell made the amendment. Daniel Vallencourt made a motion to approve the minutes as amended. Tiffany Howard seconded the motion. Unanimously approved.

<u>Treasurer's Report</u>

Josh Cockrell presented the September financials. **Josh Cockrell** discussed the end of the fiscal year report. Revenue was \$100k less than the previous year. \$49,366 Was reimbursed for personal protective equipment and will be reflected in the subsequent report. Net income was \$82k for the year and in-line with the budget. **Daniel Vallencourt** motioned approval of the financials. **Tina Clary** seconded. Unanimously approved.

Chair's Report

Keith Ward stated that he would like to see the CCDA Board develop a list of candidates for recommendation for Board appointment and present the list to the governor to proactively facilitate the appointment process. **Josh Cockrell** stated that **Keith Ward** and **Daniel Vallencourt's** terms start over in July of 2021 they will need to reapply for a second term. The Board briefly discussed other possible candidates. **Keith Ward** requested that **Josh Cockrell** call the governor's office and request Board appointments.

Executive Director's Report

Josh Cockrell reported that he presented to the Florida Defense Support Task Force. CCDA did not get a Defense Infrastructure Grant allocation this year. There was \$1.6M of funding available and \$4M in applications. **Josh Cockrell** stated that he did not believe that the submitted project is a high priority for the base. The absence of the DIG award will yield a \$15k to \$20k revenue shortfall this year.

Josh Cockrell stated that he met with **JJ Harris** of Clay EDC and **Ken Smallwood** of Challenger Center about setting up a TIF district at Challenger Center.

Chereese Stewart requested a map showing land buffer areas purchased by DIG awards.

Attorney's Report

April Scott reported that CCDA has been reregistered with DEO and she has been working on budget updates.

Old Business/New Business/ Board Comments

Orange Park Plaza Project - Robert Jacobson reported that he feels confident about the commercial element of the Orange Park Plaza project. They are in the process of looking at a variety of financial products to assist with the project costs. They are looking to close on the construction and permanent loans as soon as possible. **David Shoquist** overviewed the due diligence performed to-date. The private party that had secured the land lien would not agree to a second lien holder and then requested to exit the loan sooner, if possible. They are now talking to banks to try to secure a replacement land loan holder with the option of a second position lien holder. They would prefer to work with a local lending partner. April Scott requested clarification. **David Shoquist** stated that they are looking for \$2.6M to buy out the loan holder, plus fees. They are obtaining a property appraisal. Now that they are speaking to new lenders, they are stating the necessity of having a second lien holder. The developers are now requesting \$750,000. Daniel Vallencourt asked what could be done to help them, such as a letter of support from CCDA. Keith Ward requested the appraisal to be shared with the CCDA Board once available. **April Scott** clarified that they are looking for \$2.9M to pay back the original lien holder. **David Shoquist** feels that there will be enough security in the property. **Robert Jacobson** asked what loan to value ratio would make CCDA comfortable? Robert Jacobson and David **Shoquist** will present again at the next CCDA Board meeting. The Board discussed the opportunity after Robert Jacobson and David Shoquist exited the meeting. Tiffany **Howard** expressed her concerns. The Board discussed the opportunity and their concerns. **April Scott** discussed the statutory purposes of the CCDA. **Josh Cockrell** suggested inviting **Jerry Agresti** to a meeting to give a historical overview of previous successful lending projects. The Board discussed ownership and lending opportunities.

Josh Cockrell presented a map of the land buffer acquisition priority list for Camp Blanding Joint Training Center and discussed that CCDA has facilitated purchase agreements of land with over \$5M in grants. CCDA has helped Camp Blanding secure over 6,000 acres of buffer land.

Josh Cockrell presented the 2021 operating budget for approval. **Tina Clary** motioned for approval. **Chereese Stewart** seconded the motion. Unanimously approved.

Josh Cockrell asked the Board for direction in identifying projects. **Daniel Vallencourt** presented a desire to assist established businesses or an institution with a solid business plan for expansion. The Board discussed opportunities.

Josh Cockrell discussed the desire to offer support for public policy issues. **Chereese Stewart** discussed the mobility fee and implementation of the policy. Clay County is still offering the Qualified Targeted Industry incentive even after the state dropped the program.

Adjourned: 5:45 PM



ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of Clay County Development Authority Orange Park, FL

Management is responsible for the accompanying government-wide balance sheets of Clay County Development Authority (a governmental organization) as of October 31, 2020 and 2019, and the related statements of revenues and expenses for the one month 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 ending October 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.

November 19, 2020

Coleman & Associates Cpa firm

BALANCE SHEET

As of October 31, 2020

	TOTAL		
	AS OF OCT 31, 2020	AS OF OCT 31, 2019 (PY)	
ASSETS			
Current Assets			
Bank Accounts			
100002 CenterState Bank Checking - 1484	37,288	32,276	
100007 Investment - Florida Prime - A	162,931	161,26	
100018 CenterState Bank MMKT -1493	1,846,408	1,945,78 ⁻	
Total Bank Accounts	\$2,046,627	\$2,139,318	
Total Current Assets	\$2,046,627	\$2,139,318	
Fixed Assets			
167900 Accum Depreciation	0	(
Total Fixed Assets	\$ 0	\$0	
TOTAL ASSETS	\$2,046,627	\$2,139,318	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200000 Accounts Payable	(8,140)	1,12	
Total Accounts Payable	\$ (8,140)	\$1,126	
Other Current Liabilities			
Dept of Revenue Payable	0	(
Total Other Current Liabilities	\$0	\$0	
Total Current Liabilities	\$ (8,140)	\$1,126	
Total Liabilities	\$ (8,140)	\$1,120	
Equity			
272000 Net Asset Balance	2,077,961	2,160,197	
320000 Retained Earnings	0	(
Net Income	(23,194)	(22,006	
Total Equity	\$2,054,767	\$2,138,191	
TOTAL LIABILITIES AND EQUITY	\$2,046,627	\$2,139,318	

STATEMENT OF REVENUES AND EXPENSES

October 2020

	TOTA	L
	OCT 2020	OCT 2020 (YTD)
Income		
369000 Miscellaneous Revenues	443	443
Total Income	\$443	\$443
GROSS PROFIT	\$443	\$443
Expenses		
512200 Sponsorships	15,000	15,000
513300 Professional Fees	8,140	8,140
513510 Office and Operating Expenses	497	497
Total Expenses	\$23,637	\$23,637
NET OPERATING INCOME	\$ (23,194)	\$ (23,194)
NET INCOME	\$ (23,194)	\$ (23,194)

STATEMENT OF REVENUES AND EXPENSES

October 2020

	TOTAL			
	OCT 2020	OCT 2019 (PY)	CHANGE	
Income				
369000 Miscellaneous Revenues	443	1,939	(1,496)	
Total Income	\$443	\$1,939	\$ (1,496)	
GROSS PROFIT	\$443	\$1,939	\$ (1,496)	
Expenses				
512200 Sponsorships	15,000	15,000	0	
513300 Professional Fees	8,140	8,115	25	
513510 Office and Operating Expenses	497	830	(333)	
Total Expenses	\$23,637	\$23,945	\$ (308)	
NET OPERATING INCOME	\$ (23,194)	\$ (22,006)	\$ (1,188)	
NET INCOME	\$ (23,194)	\$ (22,006)	\$ (1,188)	

BUDGET VS. ACTUALS: FY 20/21 BUDGET - FY21 P&L October 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		22,290	(22,290)	
Total 331000 Grant Revenues		22,290	(22,290)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	443	2,000	(1,557)	22.00 %
Total 369000 Miscellaneous Revenues	443	2,000	(1,557)	22.00 %
Total Income	\$443	\$24,290	\$ (23,847)	2.00 %
GROSS PROFIT	\$443	\$24,290	\$ (23,847)	2.00 %
Expenses				
512200 Sponsorships				
512500 Funding to CEDC	15,000	15,000	0	100.00 %
Total 512200 Sponsorships	15,000	15,000	0	100.00 %
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	500	475	25	105.00 %
513340 Attorney Ancillary Charges		285	(285)	
Total 513300 Professional Fees	8,140	8,400	(260)	97.00 %
513440 Insurance				
513445 Commercial General Liability/Property		630	(630)	
Total 513440 Insurance		630	(630)	
513510 Office and Operating Expenses				
513490 Business Meeting	62	25	37	250.00 %
513512 Office Supplies		25	(25)	
513516 Telephone	91	80	11	114.00 %
513517 Licenses & Fees	175	0	175	
513519 Travel	97	100	(3)	97.00 %
513521 Advertising & Marketing	72	30	42	239.00 %
Total 513510 Office and Operating Expenses	497	260	237	191.00 %
Total Expenses	\$23,637	\$24,290	\$ (653)	97.00 %
NET OPERATING INCOME	\$ (23,194)	\$0	\$ (23,194)	0%
NET INCOME	\$ (23,194)	\$0	\$ (23,194)	0%



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 November 30, 2020 and 2019, and the related statements of revenues and expenses for the one month and two 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 two months ending November 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.

December 11, 2020

Coleman & Associates Cpa firm

GOVERNMENTWIDE BALANCE SHEET

As of November 30, 2020

	TOTAL		
	AS OF NOV 30, 2020	AS OF NOV 30, 2019 (PY)	
ASSETS			
Current Assets			
Bank Accounts			
100002 CenterState Bank Checking - 1484	37,198	37,820	
100007 Investment - Florida Prime - A	162,961	161,509	
100018 CenterState Bank MMKT -1493	1,846,641	1,446,868	
Total Bank Accounts	\$2,046,800	\$1,646,197	
Accounts Receivable			
115002 Revenue Receivable	0	500,000	
Total Accounts Receivable	\$0	\$500,000	
Total Current Assets	\$2,046,800	\$2,146,197	
Fixed Assets			
167900 Accum Depreciation	0	C	
Total Fixed Assets	\$ 0	\$0	
TOTAL ASSETS	\$2,046,800	\$2,146,197	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200000 Accounts Payable	184	215	
Total Accounts Payable	\$184	\$215	
Other Current Liabilities			
Dept of Revenue Payable	0	C	
Total Other Current Liabilities	\$0	\$0	
Total Current Liabilities	\$184	\$215	
Total Liabilities	\$184	\$215	
Equity			
272000 Net Asset Balance	2,077,961	2,160,197	
320000 Retained Earnings	(48)	(
Net Income	(31,297)	(14,215)	
Total Equity	\$2,046,616	\$2,145,983	
TOTAL LIABILITIES AND EQUITY	\$2,046,800	\$2,146,197	

STATEMENT OF REVENUES AND EXPENSES

November 2020

	Т	OTAL
	NOV 2020	OCT - NOV, 2020 (YTD)
Income		
369000 Miscellaneous Revenues	264	707
Total Income	\$264	\$707
GROSS PROFIT	\$264	\$707
Expenses		
512200 Sponsorships		15,000
513300 Professional Fees	8,140	16,280
513510 Office and Operating Expenses	227	724
Total Expenses	\$8,367	\$32,004
NET OPERATING INCOME	\$ (8,103)	\$ (31,297)
NET INCOME	\$ (8,103)	\$ (31,297)

STATEMENT OF REVENUES AND EXPENSES

October - November, 2020

	TOTAL		
	OCT - NOV, 2020	OCT - NOV, 2019 (PY)	CHANGE
Income			
331000 Grant Revenues		500,000	(500,000)
369000 Miscellaneous Revenues	707	3,317	(2,610)
Total Income	\$707	\$503,317	\$ (502,610)
GROSS PROFIT	\$707	\$503,317	\$ (502,610)
Expenses			
512200 Sponsorships	15,000	15,000	0
513300 Professional Fees	16,280	16,230	50
513510 Office and Operating Expenses	724	1,302	(578)
559000 Grant Expense		485,000	(485,000)
Total Expenses	\$32,004	\$517,532	\$ (485,528)
NET OPERATING INCOME	\$ (31,297)	\$ (14,215)	\$ (17,082)
NET INCOME	\$ (31,297)	\$ (14,215)	\$ (17,082)

BUDGET VS. ACTUALS: FY 20/21 BUDGET - FY21 P&L November 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		841,402	(841,402)	
Total 331000 Grant Revenues		841,402	(841,402)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	264	2,000	(1,736)	13.00 %
Total 369000 Miscellaneous Revenues	264	2,000	(1,736)	13.00 %
Total Income	\$264	\$843,402	\$ (843,137)	0.00 %
GROSS PROFIT	\$264	\$843,402	\$ (843,137)	0.00 %
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	500	475	25	105.00 %
513340 Attorney Ancillary Charges		285	(285)	
Total 513300 Professional Fees	8,140	8,400	(260)	97.00 %
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513494 Dues & Subscriptions		2,500	(2,500)	
513512 Office Supplies		25	(25)	
513516 Telephone	92	80	12	114.00 %
513517 Licenses & Fees		175	(175)	
513518 Website & IT expenses		300	(300)	
513519 Travel	136	100	36	136.00 %
513521 Advertising & Marketing		30	(30)	
513524 Recognition		100	(100)	
Total 513510 Office and Operating Expenses	227	3,335	(3,108)	7.00 %
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	\$8,367	\$843,402	\$ (835,034)	1.00 %
NET OPERATING INCOME	\$ (8,103)	\$0	\$ (8,103)	0%
NET INCOME	\$ (8,103)	\$0	\$ (8,103)	0%

BUDGET VS. ACTUALS: FY 20/21 BUDGET - FY21 P&L

October - November, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		863,692	(863,692)	
Total 331000 Grant Revenues		863,692	(863,692)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	707	4,000	(3,293)	18.00 %
Total 369000 Miscellaneous Revenues	707	4,000	(3,293)	18.00 %
Total Income	\$707	\$867,692	\$ (866,985)	0.00 %
GROSS PROFIT	\$707	\$867,692	\$ (866,985)	0.00 %
Expenses				
512200 Sponsorships				
512500 Funding to CEDC	15,000	15,000	0	100.00 %
Total 512200 Sponsorships	15,000	15,000	0	100.00 %
513300 Professional Fees				
513306 Admin Contract StellaRea Group	13,000	13,000	0	100.00 %
513310 Attorney Contract Tolson & Associates	2,280	2,280	0	100.00 %
513321 Accounting Coleman & Associates	1,000	950	50	105.00 %
513340 Attorney Ancillary Charges		570	(570)	
Total 513300 Professional Fees	16,280	16,800	(520)	97.00 %
513440 Insurance				
513445 Commercial General Liability/Property		630	(630)	
Total 513440 Insurance		630	(630)	
513510 Office and Operating Expenses				
513490 Business Meeting	62	50	12	125.00 %
513494 Dues & Subscriptions		2,500	(2,500)	
513512 Office Supplies		50	(50)	
513516 Telephone	183	160	23	114.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses		300	(300)	
513519 Travel	232	200	32	116.00 %
513521 Advertising & Marketing	72	60	12	119.00 %
513524 Recognition		100	(100)	
Total 513510 Office and Operating Expenses	724	3,595	(2,871)	20.00 %
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	\$32,004	\$867,692	\$ (835,687)	4.00 %
NET OPERATING INCOME	\$ (31,297)	\$0	\$ (31,297)	0%
NET INCOME	\$ (31,297)	\$0	\$ (31,297)	0%