

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

**February 17, 2021**

**Present:** Keith Ward, Bruce Butler, Amy Pope-Wells, Daniel Vallencourt, Tina Clary, and Tiffany Howard

**Absent:** Chereese Stewart

**Staff:** Josh Cockrell and April Scott (Legal Counsel)

**Guests:** Wendell Chindra, Zach Chalifour, Laura Pavlus

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:15 PM.

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

**Comments from the Public:** None.

**Secretary's Report**

**Approval of December 16 Minutes:** **Josh Cockrell** presented the minutes. **Bruce Butler** made a motion to approve the minutes as amended. **Daniel Vallencourt** seconded the motion. Unanimously approved.

**Treasurer's Report**

**Tiffany Howard** presented the December 2020 and January 2021 financials. Assets total \$2,030,000. **Josh Cockrell** made note that operating expenses changed to reflect Chamber of Commerce sponsorship. **Daniel Vallencourt** motioned approval of the financials. **Bruce Butler** seconded the motion. Unanimously approved.

**Clay EDC Report**

**Laura Pavlus** reported on project opportunities throughout the county including Greentech's expansion and Keystone Heights Airport hangar creation. CCUA and Reinhold Corporation have pledged matching support for the Site Selectors Guild Forum project at \$5,000 each. VisionFirst Advisors has been hired by Clay EDC to complete a new 5-year Strategic Plan.

**Chamber of Commerce Report**

**Wendell Chindra** announced the launch of the Chamber Connect website which includes a business to business portal for member deals. Community 1<sup>st</sup> has given the Chamber access to their Ever-fi subscription to assist business owners. **Tiffany Howard** has a show called "Around Time" and the Chamber will be hosting business owners on the show. The Chamber will be hosting a candidate forum for the Town of Orange Park on March 23. The

Chamber will be announcing a partnership with the Florida Institute of Political Leadership which is a 3-day class for public policy training. The Chamber of Commerce will be moving at the end of their lease in December of 2022. They are exploring the opportunity to create a business incubator (Innovation Center) at the old VyStar building (now owned by Baptist Health). **Amy Pope-Wells** discussed that the intent is not to have a co-workspace, but rather a true incubation space.

### **Auditors Report**

**Zach Chalifour** presented the annual audit for the fiscal year. There were no issues to report. **Daniel Vallencourt** asked if CCDA controls are satisfactory and **Zach Chalifour** stated that there are no issues. **Josh Cockrell** thanked and commended **Zach Chalifour** for his service to CCDA. **Bruce Butler** motioned to approve the audit report. **Amy Pope-Wells** seconded the motion. Unanimously approved.

### **Chair's Report**

**Keith Ward** stated that Tom Hackney resigned and there are three open seats on the CCDA Board. **Josh Cockrell** stated that he continues to pursue applicants to fill the seats with new appointments.

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

**Josh Cockrell** reported that he is still awaiting a decision on the land purchase choice of Camp Blanding to move forward on the purchase facilitated by grant funds. The resurfacing work facilitated by the grant will occur in the spring. **Josh Cockrell** and **JJ Harris** spent the day at Camp Blanding to discuss any opportunities. There is a development proposed for the land northwest of the base with 11,000 proposed houses and Camp Blanding is opposed to the development. **Josh Cockrell** invited the Board to have the opportunity to tour and see the operations of the base.

### **Attorney's Report**

**April Scott** reported that she has been working on the Orange Park Plaza project and audit support.

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

**Orange Park Plaza Project -Keith Ward** reported that the major equity partner for the land would like to take over the project. The project is going to be in a legal battle for the foreseeable future. CCDA now has funding available for other projects.

**Tiffany Howard** asked what projects the Board is interested in pursuing? **Josh Cockrell** discussed the Harbor Road Industrial Park project. **Josh Cockrell** discussed the lack of interest in industrial revenue bonds while interest rates remain low. **Bruce Butler** expressed interest in affordable housing projects. The group discussed various investment opportunities including two residential units zoned commercial off College Drive.

**Bruce Butler** motioned to draft a Letter of Intent to purchase the property on 407 College Drive for \$160,000 and **Josh Cockrell** has the authority to offer up to \$175,000. The

motion includes authorization for **Keith Ward** to sign a contract for the property within 30 days of the accepted offer. **Amy Pope-Wells** seconded the motion.

The Board will continue to explore further investment options.

The next Board meeting is scheduled for March 10 at 4PM.

**Adjourned: 6:15 PM**