

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

**August 18, 2021**

**Present:** Keith Ward, Daniel Vallencourt, Chereese Stewart, Tina Clary, Joelle Marquis, Jim Horne, Amy Pope-Wells (teleconference), Bruce Butler (teleconference)

**Absent:** None.

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

**Guests:** JJ Harris of Clay County Economic Development

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

**Invocation:** **Josh Cockrell** provided the invocation and Pledge of Allegiance.

**Comments from the Public:** None.

**Secretary’s Report**

**Josh Cockrell** presented the meeting minutes from the July 21 meeting. **Daniel Vallencourt** motioned for approval. **Chereese Stewart** seconded the motion. Motion approved.

**Treasurer’s Report**

**Josh Cockrell** presented the July Financial Report. The account balance at the end of July was \$757,000. Land purchases were \$1,200,000. Received \$100,000 for repayment for the DTF buffer purchase grant. **Jim Horne** mentioned for approval of the July Financial Report. **Joelle Marquis** seconded the motion. Motion approved.

**Clay EDC Report**

**JJ Harris** presented the EDC Sponsorship Request for the 2021-2022 fiscal year. **JJ Harris** requested the CCDA to make a \$20,000 contribution to support economic development efforts which will promote high-wage job creation and economic vitality in Clay County.

**JJ Harris** discussed several projects the EDC is working on. Coastal Spine and Pain is finishing the construction of a \$6,000,000 surgery center and medical offices building which will yield 15 new high-wage jobs. Mobro Marine is completing a \$12,000,000 expansion that will create 12 new jobs. Orange Park Medical Center Tower is completing \$38,400,000, creating 80 permanent jobs. Orange Park Health Peak Office \$18,000,000 project, which brings 40 permanent jobs. The new Niagara Bottling site will bring over \$100,000,000 in capital expenditure to Clay County and create a minimum of 100 new high-wage jobs.

**Keith Ward** motioned for the approval of EDC's Sponsorship Request, committing to \$15,000 in the CCDA budget and tentatively pushing back the remaining \$5,000 for approval in January. Motion was seconded. Unanimously approved.

### **Chair's Report**

**Keith Ward** updated on the 411 College Drive property. The fire department could not assist in demolition due to COVID. **Keith Ward** stated the CCDA needs to figure out what they intend to do with the property, as the deadline is quickly approaching.

**Daniel Vallencourt** proposed putting out an RFP to assist in the cost of dumpsters and demolition for the three properties off College Drive. **Keith Ward** suggested waiting until the third College Drive property closes until putting a bid out. **Josh Cockrell** stated he preferred not to wait, suggesting it will expedite the timeline to write the RFP. **Bruce Butler** suggested getting quotes from several different local companies and allow them to place bids. **Josh Cockrell** explained that the CCDA does not have statutes that limit this option and suggests getting at least three local company bids. **April Scott** proposed if the CCDA chose to go the RFP route, the CCDA may be limited to reaching out to local businesses for bids. **Josh Cockrell** suggested not doing an RFP, finding three quotes, and revisiting this at the next board meeting.

**Keith Ward** reported **Tiffany Howard** has expressed that she has had to resign due to moving to Duval. **Josh Cockrell** announced as the fiscal year is ending, all four positions will be up for election: Chair, Vice-Chair, Treasurer, and Secretary.

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

**Josh Cockrell** reported that the DIG grant is \$366,666.66. The 2019 grant will be executed in September to resurface roads at Camp Blanding. There is still another \$380,000 the CCDA will have to spend by December to start closing on buffer properties. **Josh Cockrell** reported the CCDA will be applying for several grants.

**Josh Cockrell** updated on the College Drive properties. The final property was to be closed on by now; however, the owners contracted Covid which has prolonged the closing. **Josh Cockrell** anticipates having an update at the next board meeting.

### **Old/New Business**

**Keith Ward** presented the Coleman and Associates CPA Fiscal Year 2021-2022 Agreement. **Chereese Stewart** motioned for acceptance of the agreement. **Amy Pope-Wells** seconded the motion. Motion Approved.

### **Attorney's Report**

**April Scott** did not have anything to discuss.

**Adjourned: 5:45 PM**