

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA  
May 18, 2022**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY**

**KEITH WARD  
DANIEL VALLENCOURT  
TINA CLARY  
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 &amp; Pledge</b>   | <b>Bruce Butler</b>     |
| <b>4) Comments from the Public</b>  | <b>Keith Ward</b>       |
| <b>5) Secretary's Report</b><br>Approval of April 20, 2022 Minutes            | <b>Chereese Stewart</b> |
| <b>6) Treasurer's Report</b><br>April 2022 Financials                         | <b>Tina Clary</b>       |
| <b>7) Clay EDC Report</b>   | <b>Crawford Powell</b>  |
| <b>8) Chair's Report</b>  | <b>Keith Ward</b>       |
| <b>9) Executive Director's Report</b><br>Grants Update                        | <b>Josh Cockrell</b>    |
| <b>10) Attorney's Report</b>  | <b>April Scott</b>      |
| <b>11) Old Business/New Business/Board Comments</b><br>College Drive Property | <b>Keith Ward</b>       |
| <b>12) Adjournment</b>  | <b>Keith Ward</b>       |

**Dates of Upcoming CCDA Meetings:**

**June 15, 2022**

**July 20, 2022**

**August 17, 2022**

**September 21, 2022**

**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 (2021) [*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 20, 2022**

**Present:** Keith Ward, Jim Horne, Joelle Marquis, Chereese Stewart (telephone), Tina Clary, Amy Pope Wells, and Bruce Butler.

**Absent:** Daniel Vallencourt

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

**Guests:** Amy Miller (Clay Chamber), Randy Bowman (Clay Chamber), Crawford Powell (EDC), and Stephen Nebrat (telephone).

**Call to Order:** **Keith Ward** called the Clay County Development Authority (“CCDA”) Public Meeting to order at 4:05 PM.

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

**Comments from the Public:** None.

**Secretary’s Report**

**Chereese Steward** provided the secretary’s report. **Bruce Butler** motioned for approval. **Jim Horne** seconded the motion. Motion approved.

**Treasurer’s Report**

**Tina Clary** provided the Treasurer’s report. **Joelle Marquis** motioned to approve. **Bruce Butler** seconded the motion. Motion approved.

**EDC Update**

**Crawford Powell** introduced himself as the new President of the EDC. **Crawford Powell** presented the new partnership between the CCDA and EDC, where the CCDA will start meeting at the EDC office since the Clay Chamber will be relocating soon.

**Chamber Update**

**Randy Bowman**, Clay Chamber Chairman, shared an update the Chamber is currently seeking a President. **Randy Bowman** added the Chamber is in the process of relocating to Orange Park, as the County purchased the building. **Amy Miller** emphasized the Chamber is focused on serving Clay County, building lasting partnerships and serving its members and community.

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

**Josh Cockrell** reported on the Taskforce and DIG grants. **Josh Cockrell** added he's presenting an RFP for an additional Task Force grant in May.

### **Chair's Report**

**Keith Ward** requested a vote on the CCDA relocating to meet at the EDC building. **Bruce Butler** questioned the financial commitment between the CCDA and EDC. **Josh Cockrell** requested a formal proposal from the EDC which indicates the financial commitment and contract between the CCDA and EDC to gauge activity, site visits, etc. **Jim Horne** motioned for CCDA staff to proceed with the transition process from the Clay Chamber to the EDC. **Tina Clary** seconded the motion. Motion approved.

### **New Business**

**Josh Cockrell** provided an update on the College Drive properties. **Josh Cockrell** presented the signed agreement, selling at \$4.67M. **Josh Cockrell** added the buyer is interested in building a climate-controlled storage facility; however, there has been a similar Fleming Island business proposal presented in which the community wasn't in favor of. **Josh Cockrell** included that CCDA needs to reassess the land development code.

**Jim Horne** questioned if the issue is unique to this situation or more broad as a county? **Stephen Nebrat** explained the company may have gotten ahead of themselves by mixing the changing of development codes, and proposing putting a site into Fleming Island Plantation, which the community disapproved of. **Chereese Stewart** emphasized the issue is the site changing the entire code for the county.

**Josh Cockrell** linked this proposal back to the College Drive properties. Discussion on reassessing the College Drive zoning codes relating to the Fleming Island property. **Keith Ward** requested **Stephen Nebrat** to pull elevations of other similar projects to help guide the buyer. **Josh Cockrell** presented to ratify the College Drive agreement.

### **Attorney's Report**

**April Scott** requested the Board to ratify the College Drive agreement. **Amy Pope Wells** motioned for approval. **Jim Horne** seconded the motion. Motion approved.

**Adjourned: 5:50PM**



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 April 30, 2022 and 2021, 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, 2022 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 8, 2022

# Clay County Development Authority

## Governmentwide Balance Sheet

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100002 SouthState Bank Checking - 1484	32,504	10,105
100007 Investment - Florida Prime - A	163,329	163,063
100018 SouthState Bank MMKT -1493	434,651	1,184,344
<b>Total Bank Accounts</b>	<b>\$630,485</b>	<b>\$1,357,511</b>
Other Current Assets		
120001 Investments - Real property	1,198,195	
<b>Total Other Current Assets</b>	<b>\$1,198,195</b>	<b>\$0</b>
<b>Total Current Assets</b>	<b>\$1,828,680</b>	<b>\$1,357,511</b>
Fixed Assets		
167900 Accum Depreciation	0	0
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ASSETS</b>	<b>\$1,828,680</b>	<b>\$1,357,511</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	1,600	(8,140)
<b>Total Accounts Payable</b>	<b>\$1,600</b>	<b>\$ (8,140)</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>\$1,600</b>	<b>\$ (8,140)</b>
<b>Total Liabilities</b>	<b>\$1,600</b>	<b>\$ (8,140)</b>
Equity		
272000 Net Asset Balance	1,967,096	2,077,913
320000 Retained Earnings	0	0
Net Income	(140,017)	(712,262)
<b>Total Equity</b>	<b>\$1,827,080</b>	<b>\$1,365,651</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,828,680</b>	<b>\$1,357,511</b>

# Clay County Development Authority

## Statement of Revenues and Expenses

April 2022

	TOTAL	
	APR 2022	OCT 2021 - APR 2022 (YTD)
Income		
331000 Grant Revenues		400,000
369000 Miscellaneous Revenues	78	1,103
<b>Total Income</b>	<b>\$78</b>	<b>\$401,103</b>
GROSS PROFIT	<b>\$78</b>	<b>\$401,103</b>
Expenses		
512200 Sponsorships		15,500
513300 Professional Fees	8,400	68,325
513440 Insurance		945
513463 Property expenses and fees		64,911
513510 Office and Operating Expenses	1,185	6,439
559000 Grant Expense		385,000
<b>Total Expenses</b>	<b>\$9,585</b>	<b>\$541,120</b>
NET OPERATING INCOME	<b>\$ (9,506)</b>	<b>\$ (140,017)</b>
NET INCOME	<b>\$ (9,506)</b>	<b>\$ (140,017)</b>

# Clay County Development Authority

## Statement of Revenues and Expenses

October 2021 - April 2022

		TOTAL	
	OCT 2021 - APR 2022	OCT 2020 - APR 2021 (PY)	CHANGE
Income			
331000 Grant Revenues	400,000		400,000
369000 Miscellaneous Revenues	1,103	1,713	(610)
<b>Total Income</b>	<b>\$401,103</b>	<b>\$1,713</b>	<b>\$399,390</b>
GROSS PROFIT	<b>\$401,103</b>	<b>\$1,713</b>	<b>\$399,390</b>
Expenses			
512200 Sponsorships	15,500	15,000	500
513300 Professional Fees	68,325	64,980	3,345
513440 Insurance	945		945
513460 Property binders / purchase deposits		628,154	(628,154)
513463 Property expenses and fees	64,911		64,911
513510 Office and Operating Expenses	6,439	5,841	598
559000 Grant Expense	385,000		385,000
<b>Total Expenses</b>	<b>\$541,120</b>	<b>\$713,975</b>	<b>\$ (172,855)</b>
NET OPERATING INCOME	<b>\$ (140,017)</b>	<b>\$ (712,262)</b>	<b>\$572,245</b>
NET INCOME	<b>\$ (140,017)</b>	<b>\$ (712,262)</b>	<b>\$572,245</b>



# Clay County Development Authority

Budget vs. Actuals: FY 21-22 Budget - FY22 P&L

April 2022

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
242000 Fund Balance - PY Carryforward		9,445	(9,445)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	78	500	(422)	16.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>78</b>	<b>500</b>	<b>(422)</b>	<b>16.00 %</b>
<b>Total Income</b>	<b>\$78</b>	<b>\$9,945</b>	<b>\$ (9,867)</b>	<b>1.00 %</b>
<b>GROSS PROFIT</b>	<b>\$78</b>	<b>\$9,945</b>	<b>\$ (9,867)</b>	<b>1.00 %</b>
<b>Expenses</b>				
513300 Professional Fees				
513306 Admin Contract StellaRea Group	6,500	6,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	1,400	1,400	0	100.00 %
513321 Accounting Coleman & Associates	500	500	0	100.00 %
513340 Attorney Ancillary Charges		285	(285)	
<b>Total 513300 Professional Fees</b>	<b>8,400</b>	<b>8,685</b>	<b>(285)</b>	<b>97.00 %</b>
513463 Property expenses and fees				
513463b Maintenance		1,000	(1,000)	
<b>Total 513463 Property expenses and fees</b>		<b>1,000</b>	<b>(1,000)</b>	
513510 Office and Operating Expenses				
513480 Special Promotions/Events Sponsorship	60		60	
513490 Business Meeting		25	(25)	
513512 Office Supplies		25	(25)	
513516 Telephone	72	80	(8)	90.00 %
513518 Website & IT expenses	960	0	960	
513519 Travel	93	100	(7)	93.00 %
513521 Advertising & Marketing		30	(30)	
<b>Total 513510 Office and Operating Expenses</b>	<b>1,185</b>	<b>260</b>	<b>925</b>	<b>456.00 %</b>
<b>Total Expenses</b>	<b>\$9,585</b>	<b>\$9,945</b>	<b>\$ (360)</b>	<b>96.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ (9,506)</b>	<b>\$0</b>	<b>\$ (9,506)</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$ (9,506)</b>	<b>\$0</b>	<b>\$ (9,506)</b>	<b>0%</b>

# Clay County Development Authority

Budget vs. Actuals: FY 21-22 Budget - FY22 P&L

October 2021 - April 2022

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
242000 Fund Balance - PY Carryforward		151,935	(151,935)	
331000 Grant Revenues				
330118 CON 20-101 Buffer Land Purchase	385,000	385,000	0	100.00 %
330119 CON 20-101 Buffer Land Purchase Admin Fees	15,000	15,000	0	100.00 %
<b>Total 331000 Grant Revenues</b>	<b>400,000</b>	<b>400,000</b>	<b>0</b>	<b>100.00 %</b>
369000 Miscellaneous Revenues				
361000 Investment Earnings	1,103	3,500	(2,397)	32.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>1,103</b>	<b>3,500</b>	<b>(2,397)</b>	<b>32.00 %</b>
<b>Total Income</b>	<b>\$401,103</b>	<b>\$555,435</b>	<b>\$ (154,332)</b>	<b>72.00 %</b>
<b>GROSS PROFIT</b>	<b>\$401,103</b>	<b>\$555,435</b>	<b>\$ (154,332)</b>	<b>72.00 %</b>
<b>Expenses</b>				
512200 Sponsorships				
512500 Funding to CEDC	15,000	15,000	0	100.00 %
512600 Clay Day Event Sponsor	500	500	0	100.00 %
<b>Total 512200 Sponsorships</b>	<b>15,500</b>	<b>15,500</b>	<b>0</b>	<b>100.00 %</b>
513300 Professional Fees				
513306 Admin Contract StellaRea Group	45,500	45,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	9,800	9,800	0	100.00 %
513320 Auditor Contract James Moore CPAs	9,000	10,500	(1,500)	86.00 %
513321 Accounting Coleman & Associates	3,500	3,500	0	100.00 %
513335 Accounting Ancillary Charges	525	700	(175)	75.00 %
513340 Attorney Ancillary Charges		1,995	(1,995)	
<b>Total 513300 Professional Fees</b>	<b>68,325</b>	<b>71,995</b>	<b>(3,670)</b>	<b>95.00 %</b>
513440 Insurance				
513443 General Liability Coverage	945	945	0	100.00 %
<b>Total 513440 Insurance</b>	<b>945</b>	<b>945</b>	<b>0</b>	<b>100.00 %</b>
513463 Property expenses and fees				
513463a Demolition	56,750	60,000	(3,250)	95.00 %
513463b Maintenance	584	7,000	(6,416)	8.00 %
513463c Rezoning	2,798	7,000	(4,202)	40.00 %
513463d Ad Valorem Taxes	4,779	2,500	2,279	191.00 %
<b>Total 513463 Property expenses and fees</b>	<b>64,911</b>	<b>76,500</b>	<b>(11,589)</b>	<b>85.00 %</b>
513510 Office and Operating Expenses				
513480 Special Promotions/Events Sponsorship	60		60	
513490 Business Meeting		175	(175)	
513494 Dues & Subscriptions	3,070	2,500	570	123.00 %
513512 Office Supplies		175	(175)	
513514 Misc Office Expense		100	(100)	
513516 Telephone	484	560	(76)	86.00 %
513517 Licenses & Fees	225	175	50	129.00 %

# Clay County Development Authority

Budget vs. Actuals: FY 21-22 Budget - FY22 P&L

October 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513518 Website & IT expenses	1,393	900	493	155.00 %
513519 Travel	1,171	700	471	167.00 %
513521 Advertising & Marketing		210	(210)	
513522 Bank Service Charges	36		36	
<b>Total 513510 Office and Operating Expenses</b>	<b>6,439</b>	<b>5,495</b>	<b>944</b>	<b>117.00 %</b>
559000 Grant Expense				
559012 DIG# S0086 Force Security Structure	385,000		385,000	
559015 CON 20-01 Buffer Land Purchase		385,000	(385,000)	
<b>Total 559000 Grant Expense</b>	<b>385,000</b>	<b>385,000</b>	<b>0</b>	<b>100.00 %</b>
<b>Total Expenses</b>	<b>\$541,120</b>	<b>\$555,435</b>	<b>\$ (14,315)</b>	<b>97.00 %</b>
NET OPERATING INCOME	<b>\$ (140,017)</b>	<b>\$0</b>	<b>\$ (140,017)</b>	<b>0%</b>
NET INCOME	<b>\$ (140,017)</b>	<b>\$0</b>	<b>\$ (140,017)</b>	<b>0%</b>