

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA
July 15, 2020**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**KEITH WARD
BRUCE BUTLER
VACANT
CHERESE 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) Clay EDC Report | JJ Harris |
| 6) Secretary's Report
Approval of June 17, 2020 Minutes | Chereese Stewart |
| 7) Treasurer's Report
June 2020 Financials | Josh Cockrell |
| 8) Chair's Report
Gubernatorial Appointments
Goals & Objectives Committee | Keith Ward |
| 9) Executive Director's Report
Update on Grants | Josh Cockrell |
| 10) Attorney's Report | April Scott |
| 11) Old Business/New Business/Board Comments
Clay County Schools Career & Technical Education Program – Kelly Mosley
Project Nitro – Joel Lamp | Keith Ward |
| 12) Adjournment | Keith Ward |

Dates of Upcoming CCDA Meetings:

August 19, 2020

September 16, 2020

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**

June 17, 2020

Present: Keith Ward, Bruce Butler, Chereese Stewart, Alex Hill, Amy Pope-Wells and Daniel Vallencourt

Absent: Amy Pope-Wells

Staff: Josh Cockrell, Ashton Scott on behalf of April Scott

Guests: Laura Pavlus, JJ Harris, Mike Vallencourt Sr.

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.

Comments from the Public: None.

Clay EDC Report

JJ Harris discussed the First Coast Expressway Summit on June 25. **JJ Harris** discussed the Board Governance project EDC is completing to expand the Board. **JJ Harris** discussed the Incentive Policy Recommendations report prepared by Crowe. **JJ Harris** discussed ongoing projects and the implementation of the shovel ready sites program. **Daniel Vallencourt** asked for more information regarding Mobro Marine. **JJ Harris** discussed the budget and award allocations. **JJ Harris** discussed the Mobro Marine expansion in further detail.

Secretary's Report

Approval of May 20 Minutes: **Chereese Stewart** presented the minutes. **Bruce Butler** made a motion to approve the minutes. **Daniel Vallencourt** seconded the motion. Motion passed unanimously.

Treasurer's Report

Alex Hill presented the May 2020 financials to the Board. CCDA has approximately \$2M. **Josh Cockrell** asked about reimbursement for the \$50,000 spent on PPE. **Chereese Stewart** said that Troy Nagel would need to be consulted. **Alex Hill** stated that the bank called about the remote deposit scanner. **Josh Cockrell** stated that it can be returned. **Daniel Vallencourt** made a motion to accept the Treasurer's report. **Amy Pope-Wells** seconded. Motion passed unanimously.

Chair's Report

Gubernatorial Appointees-Josh Cockrell stated that a letter was sent on June 12 with no response. **Josh Cockrell** sent an e-mail to Stephanie Kopelousos and Senator Bradley requesting assistance.

Goals and Objectives Committee-Daniel Vallencourt discussed the first meeting of the Committee. **Alex Hill** explained that the organization needs to retain its funds to float the grant funds until reimbursement occurs. **Alex Hill** stated that the organization has approximately \$111,000 in annual expenses. **Chereese Stewart** asked if the allocation would affect bonding capacity? **Josh Cockrell** explained that it would not have an impact. **Amy Pope-Wells** requested buy-in from all interested groups. **Alex Hill** motioned that the Board approve the allocation of \$1 Million for the purpose of a site readiness project/plan, grant match, loan, or a partnership/arrangement with an entity. Keith Ward seconded. The motion was unanimously approved.

Keith Ward presented **Alex Hill** with a plaque thanking her for her service to CCDA.

Executive Director's Report

Update on Grants - Josh Cockrell stated that he typically presents to the Task Force in May and the grants are currently delayed awaiting budget approval. The state budget is estimated for approval on Friday.

Josh Cockrell requested that the group fill out and submit their financial disclosure forms for the Supervisor of Elections.

Josh Cockrell thanked the group for their support of the Orange Park Plaza project. Josh Cockrell expressed his disappointment in the Clay County Chamber of Commerce for their lack of support of the project. Josh Cockrell praised JJ Harris and EDC for their support of the project. Daniel Vallencourt expressed interest in the CCDA Board advocating for projects. Amy Pope Wells expressed that changing the conversation in this community is difficult and requires having preliminary conversations to educate the decision makers.

Josh Cockrell brought up the issue of the need for the half cent sales tax to benefit the school district. **JJ Harris** discussed that school funding is a critical economic development issue. **Mike Vallencourt** and **Keith Ward** expressed the need for the sales tax to pass. Daniel Vallencourt discussed that property assessments are low and that raising them could be another revenue source. **JJ Harris** discussed the need for all economic agencies to unite on economic development issues. **Alex Hill** discussed the need she sees in the school district. **Keith Ward** discussed that the school Board is actually saving money by privatizing their police force. However, the public doesn't understand that fact. **Amy Pope-Wells** discussed engaging the youth to voice their support of the initiative. **JJ Harris** likes the idea of having a campaign where community groups unite to do a campaign in support of the ½ cent sales tax. **Josh Cockrell** stated that he would like to support the vocational programs with the messaging. **Keith Ward** stated that he runs the apprenticeship program through NEFBA and supports the vocational programs. **Josh**

Cockrell stated that he would invite Kelly Mosley to attend the next meeting to discuss CTE. **Keith Ward** expressed his agreement.

Josh Cockrell discussed the need to advocate for economic development on the legislative level as stated in the 5-Year Strategic Plan. The group discussed the need to advocate in greater capacities. **Amy Pope-Wells** discussed what actions are necessary to create the right conditions for change.

Attorney's Report

Ashton Scott stated that he had nothing new to add.

Old Business/New Business/ Board Comments

There was no old or new business to discuss.

Alex Hill thanked the group for the opportunity to serve.

Adjourned: 5:37 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 June 30, 2020 and 2019, and the related statements of revenues and expenses for the one month and nine 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. 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 and nine months ending June 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.

Coleman & Associates Cpa firm

July 10, 2020

Clay County Development Authority

BALANCE SHEET

As of June 30, 2020

	TOTAL	
	AS OF JUN 30, 2020	AS OF JUN 30, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100002 CenterState Bank Checking - 1484	46,283	25,998
100007 Investment - Florida Prime - A	162,732	160,013
100018 CenterState Bank MMKT -1493	1,844,853	1,503,241
Total Bank Accounts	\$2,053,868	\$1,689,252
Accounts Receivable		
115002 Revenue Receivable	0	499,959
Total Accounts Receivable	\$0	\$499,959
Total Current Assets	\$2,053,868	\$2,189,211
Fixed Assets		
167900 Accum Depreciation	0	0
Total Fixed Assets	\$0	\$0
TOTAL ASSETS	\$2,053,868	\$2,189,211
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	148	443
Total Accounts Payable	\$148	\$443
Other Current Liabilities		
Dept of Revenue Payable	0	0
Total Other Current Liabilities	\$0	\$0
Total Current Liabilities	\$148	\$443
Total Liabilities	\$148	\$443
Equity		
272000 Net Asset Balance	2,160,197	2,212,475
320000 Retained Earnings	0	0
Net Income	(106,477)	(23,706)
Total Equity	\$2,053,720	\$2,188,769
TOTAL LIABILITIES AND EQUITY	\$2,053,868	\$2,189,211

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

June 2020

	TOTAL	
	JUN 2020	OCT 2019 - JUN 2020 (YTD)
Income		
331000 Grant Revenues		790,000
369000 Miscellaneous Revenues	2,217	17,694
Total Income	\$2,217	\$807,694
GROSS PROFIT	\$2,217	\$807,694
Expenses		
512200 Sponsorships		64,866
513300 Professional Fees	8,115	84,035
513440 Insurance	2,330	2,330
513510 Office and Operating Expenses	266	7,941
559000 Grant Expense		755,000
Total Expenses	\$10,711	\$914,172
NET OPERATING INCOME	\$ (8,494)	\$ (106,477)
NET INCOME	\$ (8,494)	\$ (106,477)

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

October 2019 - June 2020

	TOTAL		
	OCT 2019 - JUN 2020	OCT 2018 - JUN 2019 (PY)	CHANGE
Income			
331000 Grant Revenues	790,000	1,399,959	(609,959)
369000 Miscellaneous Revenues	17,694	19,762	(2,068)
Total Income	\$807,694	\$1,419,721	\$ (612,027)
GROSS PROFIT	\$807,694	\$1,419,721	\$ (612,027)
Expenses			
512200 Sponsorships	64,866	13,000	51,866
513300 Professional Fees	84,035	80,650	3,385
513440 Insurance	2,330	2,166	164
513468 Building Expenses - 1734 Kingsley Ave		3,418	(3,418)
513510 Office and Operating Expenses	7,941	4,235	3,706
559000 Grant Expense	755,000	1,339,959	(584,959)
Total Expenses	\$914,172	\$1,443,427	\$ (529,256)
NET OPERATING INCOME	\$ (106,477)	\$ (23,706)	\$ (82,771)
NET INCOME	\$ (106,477)	\$ (23,706)	\$ (82,771)

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

June 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		9,835	(9,835)	
Total 331000 Grant Revenues		9,835	(9,835)	
369000 Miscellaneous Revenues				
361000 Investment Earnings	2,217	2,000	217	111.00 %
Total 369000 Miscellaneous Revenues	2,217	2,000	217	111.00 %
Total Income	\$2,217	\$11,835	\$ (9,618)	19.00 %
GROSS PROFIT	\$2,217	\$11,835	\$ (9,618)	19.00 %
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	475	475	0	100.00 %
513340 Attorney Ancillary Charges		285	(285)	
Total 513300 Professional Fees	8,115	8,400	(285)	97.00 %
513440 Insurance				
513444 Public Officials Liability	2,330	2,200	130	106.00 %
Total 513440 Insurance	2,330	2,200	130	106.00 %
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513512 Office Supplies	27	40	(13)	68.00 %
513516 Telephone	91	80	11	113.00 %
513518 Website & IT expenses		960	(960)	
513519 Travel	148	100	48	148.00 %
513521 Advertising & Marketing		30	(30)	
Total 513510 Office and Operating Expenses	266	1,235	(969)	22.00 %
Total Expenses	\$10,711	\$11,835	\$ (1,124)	91.00 %
NET OPERATING INCOME	\$ (8,494)	\$0	\$ (8,494)	0%
NET INCOME	\$ (8,494)	\$0	\$ (8,494)	0%

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

October 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		44,649	(44,649)	
330112 DIG# S0086 Force Security Structure	270,000	285,000	(15,000)	95.00 %
330113 DIG# S0086 Force Security Structure Admin Fees	20,000	15,000	5,000	133.00 %
330118 CON 20-101 Buffer Land Purchase	485,000	485,000	0	100.00 %
330119 CON 20-101 Buffer Land Purchase Admin Fees	15,000	15,000	0	100.00 %
330120 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
330121 DIG #S0136 Roadway Resurfacing Admin Fees		20,000	(20,000)	
Total 331000 Grant Revenues	790,000	1,211,316	(421,316)	65.00 %
369000 Miscellaneous Revenues				
361000 Investment Earnings	17,675	18,000	(325)	98.00 %
369005 Miscellaneous Revenue	19		19	
Total 369000 Miscellaneous Revenues	17,694	18,000	(306)	98.00 %
Total Income	\$807,694	\$1,229,316	\$ (421,621)	66.00 %
GROSS PROFIT	\$807,694	\$1,229,316	\$ (421,621)	66.00 %
Expenses				
512200 Sponsorships				
512250 Funding to SBDC		2,500	(2,500)	
512500 Funding to CEDC	15,000	15,000	0	100.00 %
512600 Clay Day Event Sponsor	500	500	0	100.00 %
512700 Emergency PPE Support	49,366		49,366	
Total 512200 Sponsorships	64,866	18,000	46,866	360.00 %
513300 Professional Fees				
513306 Admin Contract StellaRea Group	58,500	58,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	10,260	10,260	0	100.00 %
513320 Auditor Contract James Moore CPAs	11,000	10,250	750	107.00 %
513321 Accounting Coleman & Associates	4,275	4,275	0	100.00 %
513335 Accounting Ancillary Charges		850	(850)	
513340 Attorney Ancillary Charges		2,565	(2,565)	
Total 513300 Professional Fees	84,035	86,700	(2,665)	97.00 %
513440 Insurance				
513444 Public Officials Liability	2,330	2,830	(500)	82.00 %
Total 513440 Insurance	2,330	2,830	(500)	82.00 %
513510 Office and Operating Expenses				
513490 Business Meeting	78	225	(147)	35.00 %
513494 Dues & Subscriptions	3,010	165	2,845	1,824.00 %
513512 Office Supplies	258	360	(102)	72.00 %
513516 Telephone	802	720	82	111.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses	1,393	1,860	(467)	75.00 %

Clay County Development Authority

BUDGET VS. ACTUALS: FY 19-20 BUDGET - FY20 P&L

October 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513519 Travel	1,640	900	740	182.00 %
513520 Conferences	161	300	(139)	54.00 %
513521 Advertising & Marketing	220	270	(50)	82.00 %
513522 Bank Service Charges	105		105	
513524 Recognition	98	144	(46)	68.00 %
Total 513510 Office and Operating Expenses	7,941	5,119	2,822	155.00 %
559000 Grant Expense				
559012 DIG# S0086 Force Security Structure	270,000	285,000	(15,000)	95.00 %
559015 CON 20-01 Buffer Land Purchase	485,000	485,000	0	100.00 %
559016 DIG #S0136 Roadway Resurfacing		346,667	(346,667)	
Total 559000 Grant Expense	755,000	1,116,667	(361,667)	68.00 %
Total Expenses	\$914,172	\$1,229,316	\$ (315,144)	74.00 %
NET OPERATING INCOME	\$ (106,477)	\$0	\$ (106,477)	0%
NET INCOME	\$ (106,477)	\$0	\$ (106,477)	0%