

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA  
January 19, 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 December 15, 2021 Minutes | <b>Chereese Stewart</b> |
| <b>6) Treasurer's Report</b><br>December 2021 Financials              | <b>Tina Clary</b>       |
| <b>7) Clay EDC Report</b>   | <b>Laura Pavlus</b>     |
| <b>8) Chair's Report</b>  | <b>Keith Ward</b>       |
| <b>9) Executive Director's Report</b><br>College Drive Properties     | <b>Josh Cockrell</b>    |
| <b>10) Attorney's Report</b>  | <b>April Scott</b>      |
| <b>11) Old Business/New Business/Board Comments</b>                   | <b>Keith Ward</b>       |
| <b>12) Adjournment</b>  | <b>Keith Ward</b>       |

**Dates of Upcoming CCDA Meetings:**

**February 16, 2022**

**March 16, 2022**

**April 20, 2022**

**May 18, 2022**

**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**

**December 15, 2021**

**Present:** Keith Ward, Daniel Vallencourt, Amy Pope-Wells, Tina Clary, Chereese Stewart and Bruce Butler.

**Absent:** Joelle Marquis and Jim Horne.

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

**Guests:** Brittyn Perkins, Laura Pavlus

**Call to Order:** **Keith Ward** called the Clay County Development Authority (“CCDA”) Public Meeting to order at 4:20 PM.

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

**Comments from the Public:** None.

**Secretary’s Report**

**Chereese Stewart** presented the meeting minutes from the October meeting. **Keith Ward** motioned for approval. **Daniel Vallencourt** seconded the motion. Motion approved.

**Treasurer’s Report**

**Tina Clary** presented the November Financial Report. **Daniel Vallencourt** motioned for approval. **Amy Pope Wells** seconded the motion.

**EDC’s Report**

**Laura Pavlus** provided an update on project Gator. The EDC is still waiting on an update and hopes to have more information at the next meeting. **Laura Pavlus** added a goal for the EDC is to work on the work force and CTE with local colleges.

**Chair’s Report**

No report.

**Executive Director’s Report**

**Josh Cockrell** provided an update on the DIG and Blanding grants. **Josh Cockrell** provided an update on the College Drive properties and suspects the JIMCO contractor will be finished by the end of January 2022.

**Old/New Business/Board Comments**

**Keith Ward** announced that **Josh Cockrell’s** contract is up. **Keith Ward** reported if the Board wishes to keep **Josh Cockrell**, the CCDA can add 3 more years to his term.

**Bruce Butler** questioned at what point does the CCDA put the contract out to bid to ensure the CCDA is transparent and continues a competitive process? **Bruce Butler** added this could also ensure the Board doesn't show favoritism. **Bruce Butler** explained he is exceptionally happy with **Josh Cockrell's** work. **Chereese Stewart** added if the Board wants to open an RFP, it needs to state it in the contract. **April Scott** explained if the CCDA wishes to offer a renewal, the contract can be amended to add the RFP prior to the new contract ending.

**Daniel Vallencourt** suggested extending **Josh Cockrell's** contract based on current terms of agreement plus adding language that eight months prior to contract ending, the CCDA will send out an RFP. **Keith Ward** motioned for approval. Unanimously approved.

**Attorney's Report**

No report.

**Adjourned: 5:08 PM**



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 December 31, 2021 and 2020, and the related statements of revenues and expenses for the one month and three 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 three months ending December 31, 2021 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*

January 15, 2022

# Clay County Development Authority

## Governmentwide Balance Sheet

As of December 31, 2021

	TOTAL	
	AS OF DEC 31, 2021	AS OF DEC 31, 2020 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100002 SouthState Bank Checking - 1484	6,237	20,139
100007 Investment - Florida Prime - A	163,188	162,985
100018 SouthState Bank MMKT -1493	184,615	1,846,876
<b>Total Bank Accounts</b>	<b>\$354,041</b>	<b>\$2,030,000</b>
Other Current Assets		
120001 Investments - Real property	1,198,195	
1499 Undeposited Funds	366,650	0
<b>Total Other Current Assets</b>	<b>\$1,564,845</b>	<b>\$0</b>
<b>Total Current Assets</b>	<b>\$1,918,886</b>	<b>\$2,030,000</b>
Fixed Assets		
167900 Accum Depreciation	0	0
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ASSETS</b>	<b>\$1,918,886</b>	<b>\$2,030,000</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	387,667	(8,140)
<b>Total Accounts Payable</b>	<b>\$387,667</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>\$387,667</b>	<b>\$ (8,140)</b>
<b>Total Liabilities</b>	<b>\$387,667</b>	<b>\$ (8,140)</b>
Equity		
272000 Net Asset Balance	2,077,913	2,077,913
320000 Retained Earnings	(110,817)	0
Net Income	(435,877)	(39,773)
<b>Total Equity</b>	<b>\$1,531,219</b>	<b>\$2,038,140</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,918,886</b>	<b>\$2,030,000</b>

# Clay County Development Authority

## Statement of Revenues and Expenses

December 2021

	TOTAL	
	DEC 2021	OCT - DEC, 2021 (YTD)
Income		
369000 Miscellaneous Revenues	26	69
<b>Total Income</b>	<b>\$26</b>	<b>\$69</b>
GROSS PROFIT	<b>\$26</b>	<b>\$69</b>
Expenses		
512200 Sponsorships		15,500
513300 Professional Fees	8,920	25,200
513440 Insurance		945
513463 Property expenses and fees	1,614	7,647
513510 Office and Operating Expenses	266	1,654
559000 Grant Expense	385,000	385,000
<b>Total Expenses</b>	<b>\$395,800</b>	<b>\$435,946</b>
NET OPERATING INCOME	<b>\$ (395,774)</b>	<b>\$ (435,877)</b>
NET INCOME	<b>\$ (395,774)</b>	<b>\$ (435,877)</b>

# Clay County Development Authority

## Statement of Revenues and Expenses

October - December, 2021

	TOTAL		
	OCT - DEC, 2021	OCT - DEC, 2020 (PY)	CHANGE
Income			
369000 Miscellaneous Revenues	69	968	(899)
<b>Total Income</b>	<b>\$69</b>	<b>\$968</b>	<b>\$ (899)</b>
GROSS PROFIT	<b>\$69</b>	<b>\$968</b>	<b>\$ (899)</b>
Expenses			
512200 Sponsorships	15,500	15,000	500
513300 Professional Fees	25,200	24,420	780
513440 Insurance	945		945
513463 Property expenses and fees	7,647		7,647
513510 Office and Operating Expenses	1,654	1,321	334
559000 Grant Expense	385,000		385,000
<b>Total Expenses</b>	<b>\$435,946</b>	<b>\$40,741</b>	<b>\$395,205</b>
NET OPERATING INCOME	<b>\$ (435,877)</b>	<b>\$ (39,773)</b>	<b>\$ (396,105)</b>
NET INCOME	<b>\$ (435,877)</b>	<b>\$ (39,773)</b>	<b>\$ (396,105)</b>



# Clay County Development Authority

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

October - December, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
242000 Fund Balance - PY Carryforward		102,355	(102,355)	
331000 Grant Revenues				
330118 CON 20-101 Buffer Land Purchase		385,000	(385,000)	
330119 CON 20-101 Buffer Land Purchase Admin Fees		15,000	(15,000)	
<b>Total 331000 Grant Revenues</b>		<b>400,000</b>	<b>(400,000)</b>	
369000 Miscellaneous Revenues				
361000 Investment Earnings	69	1,500	(1,431)	5.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>69</b>	<b>1,500</b>	<b>(1,431)</b>	<b>5.00 %</b>
<b>Total Income</b>	<b>\$69</b>	<b>\$503,855</b>	<b>\$ (503,786)</b>	<b>0.00 %</b>
<b>GROSS PROFIT</b>	<b>\$69</b>	<b>\$503,855</b>	<b>\$ (503,786)</b>	<b>0.00 %</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	19,500	19,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	4,200	4,200	0	100.00 %
513321 Accounting Coleman & Associates	1,500	1,500	0	100.00 %
513340 Attorney Ancillary Charges		855	(855)	
<b>Total 513300 Professional Fees</b>	<b>25,200</b>	<b>26,055</b>	<b>(855)</b>	<b>97.00 %</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		60,000	(60,000)	
513463b Maintenance	584	3,000	(2,416)	19.00 %
513463c Rezoning	2,798	7,000	(4,202)	40.00 %
513463d Ad Valorem Taxes	4,265	2,500	1,765	171.00 %
<b>Total 513463 Property expenses and fees</b>	<b>7,647</b>	<b>72,500</b>	<b>(64,853)</b>	<b>11.00 %</b>
513510 Office and Operating Expenses				
513490 Business Meeting		75	(75)	
513494 Dues & Subscriptions	570	2,500	(1,930)	23.00 %
513512 Office Supplies		75	(75)	
513514 Misc Office Expense		100	(100)	
513516 Telephone	203	240	(37)	85.00 %
513517 Licenses & Fees		175	(175)	
513518 Website & IT expenses	313	300	13	104.00 %
513519 Travel	568	300	268	189.00 %
513521 Advertising & Marketing		90	(90)	

# Clay County Development Authority

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

October - December, 2021

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 513510 Office and Operating Expenses</b>	<b>1,654</b>	<b>3,855</b>	<b>(2,201)</b>	<b>43.00 %</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>\$435,946</b>	<b>\$503,855</b>	<b>\$ (67,909)</b>	<b>87.00 %</b>
NET OPERATING INCOME	<b>\$ (435,877)</b>	<b>\$0</b>	<b>\$ (435,877)</b>	<b>0%</b>
NET INCOME	<b>\$ (435,877)</b>	<b>\$0</b>	<b>\$ (435,877)</b>	<b>0%</b>

# Clay County Development Authority

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

December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
242000 Fund Balance - PY Carryforward		1,945	(1,945)	
331000 Grant Revenues				
330118 CON 20-101 Buffer Land Purchase		385,000	(385,000)	
330119 CON 20-101 Buffer Land Purchase Admin Fees		15,000	(15,000)	
<b>Total 331000 Grant Revenues</b>		<b>400,000</b>	<b>(400,000)</b>	
369000 Miscellaneous Revenues				
361000 Investment Earnings	26	500	(474)	5.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>26</b>	<b>500</b>	<b>(474)</b>	<b>5.00 %</b>
<b>Total Income</b>	<b>\$26</b>	<b>\$402,445</b>	<b>\$ (402,419)</b>	<b>0.00 %</b>
<b>GROSS PROFIT</b>	<b>\$26</b>	<b>\$402,445</b>	<b>\$ (402,419)</b>	<b>0.00 %</b>
<b>Expenses</b>				
512200 Sponsorships				
512600 Clay Day Event Sponsor		500	(500)	
<b>Total 512200 Sponsorships</b>		<b>500</b>	<b>(500)</b>	
513300 Professional Fees				
513306 Admin Contract StellaRea Group	6,500	6,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	1,920	1,400	520	137.00 %
513321 Accounting Coleman & Associates	500	500	0	100.00 %
513340 Attorney Ancillary Charges		285	(285)	
<b>Total 513300 Professional Fees</b>	<b>8,920</b>	<b>8,685</b>	<b>235</b>	<b>103.00 %</b>
513463 Property expenses and fees				
513463b Maintenance	289	1,000	(711)	29.00 %
513463c Rezoning	258	7,000	(6,742)	4.00 %
513463d Ad Valorem Taxes	1,067	0	1,067	
<b>Total 513463 Property expenses and fees</b>	<b>1,614</b>	<b>8,000</b>	<b>(6,386)</b>	<b>20.00 %</b>
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513512 Office Supplies		25	(25)	
513516 Telephone	68	80	(12)	85.00 %
513519 Travel	198	100	98	198.00 %
513521 Advertising & Marketing		30	(30)	
<b>Total 513510 Office and Operating Expenses</b>	<b>266</b>	<b>260</b>	<b>6</b>	<b>102.00 %</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>\$395,800</b>	<b>\$402,445</b>	<b>\$ (6,645)</b>	<b>98.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ (395,774)</b>	<b>\$0</b>	<b>\$ (395,774)</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$ (395,774)</b>	<b>\$0</b>	<b>\$ (395,774)</b>	<b>0%</b>