

AGENDA

**Camden County Joint Development Authority
Thursday, February 8, 2018 at 5:30 p.m.
Kingsland North Center Conference Room
531 N. Lee Street
Kingsland, Georgia**

- 1. Call to Order – Chairman Jeff Barker**
- 2. Invocation and Pledge**
- 3. Public Welcome and Introduction**
- ★ **4. Amendments to and Adoption of Agenda**
- ★ **5. Approval of the Minutes of the January 19th Meeting**
- ★ **6. Treasurer's Report**
- 7. Appoint Business Plan Committee**
- 8. Executive Director's Report**
- ★ **9. Adjourn Meeting**

Please be advised that this agenda is subject to amendments.

★ *Items requiring a vote.*

As set forth in the American with Disabilities Act of 1992, Camden County does not discriminate, on the basis of disability, and will assist citizens with special needs, given proper notice. Please contact the Camden County Joint Development Authority office by 5:00 PM the day before the scheduled meeting for assistance. We can be reached at (912) 729-7201.

**Minutes of the Regular Meeting of the
Board of Directors of the Camden County
Joint Development Authority
February 8, 2018**

The Board of Directors of the Camden County Joint Development Authority held a regular meeting in the Kingsland North Center conference room in Kingsland, Georgia, on February 8, 2018. There were present and participating at the meeting the following board members: Jeff Barker, Rachel Baldwin, Alex Blount, Stan Fowler, Louise Mitchell, Tanya Glazebrook, and Sheila Sapp. Board members Burford Clark and Farran Fullilove were absent. Also in attendance were James Coughlin, Darren Harper, and members of the public.

The meeting was called to order by the chairman at 5:30 p.m.

Amendments to and adoption of agenda: A motion was made by Ms. Baldwin, seconded by Ms. Sapp, to adopt the agenda. The board voted unanimously to approve the motion.

Approval of the minutes of the January 19th Meeting: A motion was made by Mr. Blount, seconded by Ms. Mitchell, to approve the minutes of the January 19, 2018 meeting. The board voted to unanimously to approve the motion; a copy of the minutes is attached.

Treasurer's report: Mr. Fowler reported on the year to date financials. A motion was made by Ms. Glazebrook, seconded by Ms. Mitchell, to accept the treasurer's report. The board voted unanimously to approve the motion.

Appoint Business Plan Committee: The chairman appointed a business plan committee to be chaired by Mr. Fowler, with Mr. Fullilove and Ms. Sapp as committee members.

Executive Director's Report: Mr. Coughlin gave a detailed verbal and written report on his activities during the past month, along with current initiatives and projects. A copy of the written report is attached.

Adjourn:

A motion was made by Mr. Blount, seconded by Ms. Baldwin, and approved unanimously to adjourn the meeting at 5:54 p.m., at which time the meeting was adjourned.

CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY

By: Jeff Barker
Chairman

Date: 4/12/18

By: Stan Fowler
Secretary/Treasurer

Date: 4/12/18

**Minutes of the Regular Meeting of the
Board of Directors of the Camden County
Joint Development Authority
January 19, 2018**

The Board of Directors of the Camden County Joint Development Authority held a regular meeting in the Kingsland North Center conference room in Kingsland, Georgia, on January 19, 2018. There were present and participating at the meeting the following board members: Jeff Barker, Rachel Baldwin, Burford Clark, Louise Mitchell, Tanya Glazebrook, Sheila Sapp and Farran Fullilove. Board members Stan Fowler and Alex Blount were absent. Also in attendance were James Coughlin, Teira Cole, Darren Harper, Cody Smith, and members of the public.

The meeting was called to order by the chairman at 9:00 a.m.

Elect Board Officers for CY2018: A motion was made by Ms. Glazebrook, seconded by Mr. Clark, to reelect the officers for another term, Mr. Barker as Chairman, Mr. Blount as Vice-Chairman, and Mr. Fowler as Secretary-Treasurer. The board voted to unanimously to approve the motion.

Amendments to and adoption of agenda: A motion was made by Ms. Mitchell, seconded by Mr. Fullilove, to adopt the agenda. The board voted unanimously to approve the motion.

Review and Approve CY2018 Meeting Schedule: A motion was made by Mr. Fullilove, seconded by Mr. Clark, to approve the meeting schedule as presented with a meeting time of 5:30 p.m. The board voted to unanimously to approve the motion; a copy of the schedule is attached.

Approval of the minutes of the December 15, 2017 Meeting: A motion was made by Mr. Clark, seconded by Ms. Mitchell, to approve the minutes of the December 15, 2017 meeting. The board voted to unanimously to approve the motion; a copy of the minutes is attached.

Treasurer's report: Ms. Cole reported on the year to date financials. A motion was made by Mr. Fullilove, seconded by Ms. Sapp, to accept the treasurer's report. The board voted unanimously to approve the motion; a copy of the report is attached. A motion was made by Ms. Glazebrook, seconded by Mr. Clark to accept the FY17 Financial Audit report. The board voted unanimously to approve the motion.

Review and Approve Executive Director Compensation: The chairman indicated the evaluation committee had completed their review and discussed a salary adjustment. A motion was made by Ms. Glazebrook, seconded by Mr. Fullilove, to increase the executive director's salary by 2.5%. The board voted unanimously to approve the motion.

Approval 2018 Atlanta Fly-in Expenses: A motion was made by Mr. Fullilove, seconded by Ms. Mitchell, to approve Atlanta Fly-in expenses for Ms. Baldwin not to exceed \$600.00. The board voted unanimously to approve the motion. Ms. Baldwin abstained from the vote.

LaunchCamden.com New Website: Mr. Coughlin discussed some of the new features on the converted Word Press version of LaunchCamden.com.

Executive Director's Report: Mr. Coughlin gave a detailed verbal and written report on his activities during the past month, along with current initiatives and projects. A copy of the written report is attached.

Adjourn:

A motion was made by Mr. Clark, seconded by Ms. Glazebrook, and approved unanimously to adjourn the meeting at 9:37 a.m., at which time the meeting was adjourned.

CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY

By: _____
Chairman

Date: _____

By: _____
Secretary/Treasurer

Date: _____

Camden County Joint Development Authority

Balance Sheet

As of January 31, 2018

	Jan 31, 18
ASSETS	
Current Assets	
Checking/Savings	
11.2290 · Ameris-9690-MM-Incentive Funds	219,545.52
11.2280 · Citizens/Pineland Incentive Fun	453,934.71
11.2250 · Synovus-Land Acq/Product Dev	218,177.63
11.2200 · Ameris-0158MM-Land Acq/Prod Dev	278,442.77
11.2000 · SE Bank-Checking-Operating Fund	558,541.78
11.1010 · JDA Office Petty Cash	11.04
Total Checking/Savings	1,728,653.45
Other Current Assets	
11.1350 · Note Receivable Foodie'J-CP	3,662.16
11.1935 · Property Tax-Allowables	-1,066.90
11.1905 · Property Tax-Receivables	4,548.45
11.1303 · Note Receivable- 1495 So 50TH	10,851.98
Total Other Current Assets	17,995.69
Total Current Assets	1,746,649.14
Fixed Assets	
54.1110 · Land Improvements	32,526.00
54.1100 · Land	482,279.00
24.2500 · Capital Assets	244,285.14
Total Fixed Assets	759,090.14
Other Assets	
11.5000 · Note Receivable Foodie'J	33,607.21
Total Other Assets	33,607.21
TOTAL ASSETS	<u>2,539,346.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	2,625.64
Other Current Liabilities	
12.2500 · Deferred Revenue-Property Taxes	9,602.05
Total Other Current Liabilities	9,602.05
Total Current Liabilities	12,227.69
Total Liabilities	12,227.69
Equity	
13.2050 · Rest. Fund Bal- Fixed Assets	759,090.14
13.1000 · Fund Balance	1,118,387.34
13.3000 · Retained Earnings	537,329.63
Net Income	112,311.69
Total Equity	2,527,118.80
TOTAL LIABILITIES & EQUITY	<u>2,539,346.49</u>

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02/08/18

Accrual Basis

Camden County Joint Development Authority
Profit & Loss YTD Comparison
January 2018

	Jan 18	Jul '17 - Jan 18
Ordinary Income/Expense		
Income		
38.1500 · Donations	0.00	7,500.00
39.0005 · CAM Fee Income	1,222.21	1,222.21
39.0003 · Landlease Income	1,500.00	10,500.00
33.1000 · Camden County Budget Dist	60,000.00	420,000.00
36.1000 · Interest Income	321.83	1,980.60
Total Income	63,044.04	441,202.81
Gross Profit	63,044.04	441,202.81
Expense		
51.1414 · Loan Principal	305.43	2,127.35
53.2102 · Land Acquisition/Prod. Developm	5,000.00	36,250.00
51.1415 · Loan Interest	62.62	449.00
52.3701 · Cont. Education & Development	-205.00	1,070.00
52.3601 · Professional Dues/Registrations	240.00	1,515.00
53.1301 · Board & Office Meetings	66.19	225.98
52.1231 · Camden County Industrial Park	322.19	8,856.00
52.1201 · Accounting	0.00	3,000.00
52.3300 · Advertising/Promo/Marketing	3,104.53	6,365.42
53.1300 · Business Meals	326.60	912.22
52.1500 · Contingency	250.00	1,750.00
52.1203 · Eng., Enviro. & Prof. Services	6,058.00	116,741.62
52.1202 · Legal & Insurance	50.00	330.00
54.2500 · Office Equipment/Computers	81.32	2,736.27
53.1100 · Office Supplies	251.14	945.16
53.1101 · Postage	0.00	35.84
51.1100 · Payroll, Taxes & Benefits	23,044.86	162,927.86
53.1540 · Telephone	345.50	2,428.57
52.3500 · Vehicle and Travel	1,010.59	3,444.05
Total Expense	40,313.97	352,110.34
Net Ordinary Income	22,730.07	89,092.47
Net Income	22,730.07	89,092.47

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02/08/18

Accrual Basis

Camden County Joint Development Authority

Profit & Loss Budget vs. Actual

July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
38.1500 · Donations	7,500.00	583.35	6,916.65
39.0005 · CAM Fee Income	1,222.21	1,000.00	222.21
39.0003 · Landlease Income	10,500.00	7,500.00	3,000.00
33.1000 · Camden County Budget Dist	420,000.00	420,000.00	0.00
36.1000 · Interest Income	1,980.60	1,606.78	373.82
Total Income	441,202.81	430,690.13	10,512.68
Gross Profit	441,202.81	430,690.13	10,512.68
Expense			
51.1414 · Loan Principal	2,127.35		
53.2102 · Land Acquisition/Prod. Developm	36,250.00	87,500.00	-51,250.00
51.1415 · Loan Interest	449.00	449.01	-0.01
52.3701 · Cont. Education & Development	1,070.00	2,916.68	-1,846.68
52.3601 · Professional Dues/Registrations	1,515.00	4,083.35	-2,568.35
53.1400 · Bank Service Charge	0.00	58.35	-58.35
53.1301 · Board & Office Meetings	225.98	233.35	-7.37
52.1231 · Camden County Industrial Park	8,856.00	14,583.35	-5,727.35
52.1201 · Accounting	3,000.00	3,500.00	-500.00
52.3300 · Advertising/Promo/Marketing	6,365.42	11,666.70	-5,301.28
53.1300 · Business Meals	912.22	3,500.00	-2,587.78
52.1500 · Contingency	1,750.00	18,958.35	-17,208.35
52.1203 · Eng., Enviro. & Prof. Services	116,741.62	84,583.35	32,158.27
52.1202 · Legal & Insurance	330.00	6,442.20	-6,112.20
54.2500 · Office Equipment/Computers	2,736.27	3,500.00	-763.73
53.1100 · Office Supplies	945.16	875.00	70.16
53.1101 · Postage	35.84	291.70	-255.86
51.1100 · Payroll, Taxes & Benefits	162,927.86	172,083.31	-9,155.45
53.1540 · Telephone	2,428.57	3,208.35	-779.78
52.3500 · Vehicle and Travel	3,444.05	11,666.70	-8,222.65
Total Expense	352,110.34	430,099.75	-77,989.41
Net Ordinary Income	89,092.47	590.38	88,502.09
Net Income	89,092.47	590.38	88,502.09

Camden County Joint Development Authority
Project Manager's Report
8 February 2018

St. Marys Marine Center (SMMC)

Mr. Harper assisted Mr. Dan McRae in making revisions to the St. Marys Marine Center CID legislation. Mr. Coughlin and Mr. Harper presented the revised Act to the St. Marys City Council for review and approval. Mr. Harper then transmitted this revised copy to Mr. Spencer for introduction into the state legislative cycle for review and approval.

Mr. Harper and Mr. Coughlin have participated in conference calls with Mr. Dan McRae and his associates on revisions to the SMMC development agreement as well as the potential application of EB-5 investments into the SMMC project.

Mr. Harper provided access assistance to the Marine Center site for Mr. Benton and a marina contractor. This effort was in relation to gaining a better understanding of the north river bank and the site and the potential site work related to the marina project.

Project Homecoming

Mr. Harper, Mr. Coughlin, and Mr. Benton continue to communicate with Project Homecoming as the CEO continues to collect data for his project and funding agency.

Project Black

Mr. Harper and Mr. Coughlin continue to submit site related data to the leadership team with Project Black. This project has been assigned a new state project manager, Mr. Mike Grundmann. Mr. Coughlin and Mr. Harper have communicated with Mr. Grundmann and made him aware of all of the site related data that has been shared with the prospect. The prospect indicated that he would attempt to schedule site visits in Georgia in March or April.

Project Mey

Mr. Harper continues to stay in contact with the company and the funding partner as all company financial information continues to progress through the lenders review and approval process.

Kingsland Opportunity Zone

Mr. Harper completed and submitted the annual Kingsland Opportunity Zone report on behalf of the City of Kingsland to the Georgia Department of Community Affairs.

Other projects

Mr. Harper provided assistance with reports on state and national rural development, rural poverty, rural education, non-profit organization, and potential funding strategies for Dr. Sapp.

Mr. Harper attended the Georgia Aquaculture Summit in Macon, Georgia along with members of the St. Marys City Council, Development Authority of St. Marys and St. Marys DDA to research application of aquaculture at locations in St. Marys, Georgia.

Mr. Harper attended a Georgia Brownfield Program meeting in Brunswick to gain a better understanding of this program as well as gaining knowledge of EPA Brownfield grant programs. Mr. Harper spoke with EPA in Atlanta in greater detail on exactly how to apply EPA funds to the SMMC project as well as other community related brownfield projects.

Mr. Harper met with Mr. Bobby Marr to gain infrastructure information for the St. Marys Innovation and Commerce Center site for inclusion in the Authority and State sites database files.

Mr. Harper provided an overview of economic incentive zones during the Leadership Camden Economic Development Day program hosted by the Chamber of Commerce.

Camden County Joint Development Authority

Board of Directors Meeting

Thursday, February 8, 2018

Kingsland North Center Conference Room

Attendee Sign-In Sheet

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