

## **AGENDA**

**Camden County Joint Development Authority  
Thursday, October 4th, 2018 at 5:30 p.m.  
The 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 August 9th Meeting**
- ★ **6. Treasurer’s Report**
- ★ **7. Approve Purchasing Policy and Internal Control Guide**
- 8. Appoint Executive Director Evaluation Committee**
- ★ **9. Retail Consulting Agreement**
- 10. Executive Director’s Report**
- ★ **11. Executive Session- property acquisition**
- 12. 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  
October 4, 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 October 4, 2018. There were present and participating at the meeting the following board members: Jeff Barker, Rachel Baldwin, Alex Blount, Burford Clark, Tanya Glazebrook, Sheila Sapp, Farran Fullilove and Stan Fowler. Board member Louise Mitchell was absent. Also in attendance were James Coughlin, Teira Cole, Darren Harper, Stephanie Loveland, Cody Smith 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 Mr. Clark, seconded by Mr. Fullilove, to amend the agenda to modify the capital asset audit discussion to \*6a. The board voted unanimously to approve the motion. A motion was made by Mr. Fullilove, seconded by Rachel Baldwin to adopt the agenda as amended. The board voted unanimously to approve the motion.

**Approval of the minutes of the August 9th Meeting:** A motion was made by Mr. Clark, seconded by Mr. Fullilove, to approve the minutes of the August 9th, 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 Mr. Fullilove, seconded by Ms. Sapp, to accept the treasurer's report. The board voted unanimously to approve the motion; copies of the financials are attached.

**Approval of modifying capital asset minimum from \$500 to \$5,000:** Mr. Fowler stated a recommendation had been made from Clifton, Lipford, Hardison & Parker, LLC to increase the minimum amount at which we capitalize assets from present amount of \$500 to \$5,000. A motion was made by Mr. Clark, seconded by Ms. Baldwin, to modify the capital asset minimum from \$500 to \$5,000. The board voted unanimously to approve the motion.

**Approval Purchasing Policy and Internal Control Guide:** The chairman discussed the purchasing policy. A motion was made by Mr. Blount, seconded by Mr. Fullilove, to approve the purchasing policy. The board voted to unanimously to approve the motion; a copy of the bylaws is attached. The chairman tabled approving the internal control guide.

**Appoint Executive Director Evaluation Committee:** The chairman appointed a committee to evaluate and make a proposal to the full board regarding the annual performance evaluation for the executive director. Mr. Blount will serve as committee chair, and Mr. Fullilove, Ms. Sapp and Ms. Glazebrook as committee members.

**Retail Consulting Agreement:** Following general discussion, the Chairman tasked staff to provide additional information to be reviewed at a future meeting.

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


**Executive Session:** The chairman announced the purpose of the executive session on the agenda was to discuss property acquisition. A motion was made by Mr. Fullilove, seconded by Ms. Baldwin, to go into executive session to discuss property acquisition at 6:47 p.m. The board voted to unanimously to approve the motion.

A motion was made by Ms. Baldwin, seconded by Mr. Blount, to come out of executive session at 7:30 p.m. The board voted to unanimously to approve the motion

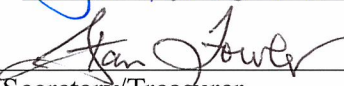
**Adjourn:**

A motion was made by Mr. Burford, seconded by Mr. Fullilove, and approved unanimously to adjourn the meeting at 7:31 p.m., at which time the meeting was adjourned.

**CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY**

By:   
Chairman

Date: 12-13-18

By:   
Secretary/Treasurer

Date: 12-13-18

## Camden County Joint Development Authority

## Balance Sheet

As of September 30, 2018

	Sep 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
11.2290 · Ameris-9690-MM-Incentive Funds	219,661.04
11.2280 · Citizens/Pineland Incentive Fun	454,386.35
11.2250 · Synovus-Land Acq/Product Dev	229,068.19
11.2200 · Ameris-0158MM-Land Acq/Prod Dev	278,589.27
11.2000 · SE Bank-Checking-Operating Fund	490,356.87
11.1010 · JDA Office Petty Cash	11.04
Total Checking/Savings	1,672,072.76
Other Current Assets	
11.1350 · Note Receivable Foodie'J-CP	3,736.08
11.1935 · Property Tax-Allowables	-1,066.90
11.1905 · Property Tax-Receiveables	4,548.45
Total Other Current Assets	7,217.63
Total Current Assets	1,679,290.39
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	31,071.45
Total Other Assets	31,071.45
<b>TOTAL ASSETS</b>	<b><u>2,469,451.98</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
12.1001 · Accounts Payable	14,022.65
Total Accounts Payable	14,022.65
Credit Cards	1,667.75
Other Current Liabilities	
12.2500 · Deferred Revenue-Property Taxes	9,602.05
Total Other Current Liabilities	9,602.05
Total Current Liabilities	25,292.45
Total Liabilities	25,292.45
Equity	
13.2050 · Rest. Fund Bal- Fixed Assets	759,090.14
13.1000 · Fund Balance	1,118,387.34
13.3000 · Retained Earnings	555,424.81
Net Income	11,257.24
Total Equity	2,444,159.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,469,451.98</u></b>

**Camden County Joint Development Authority**  
**Profit & Loss Budget vs. Actual**  
 July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
38.1500 · Donations	0.00	250.03	-250.03
39.0003 · Landlease Income	4,500.00		
33.1000 · Camden County Budget Dist	180,000.00	180,000.00	0.00
36.1000 · Interest Income	645.07	596.99	48.08
<b>Total Income</b>	<b>185,145.07</b>	<b>180,847.02</b>	<b>4,298.05</b>
<b>Gross Profit</b>	<b>185,145.07</b>	<b>180,847.02</b>	<b>4,298.05</b>
<b>Expense</b>			
51.1414 · Loan Principal	927.04	927.04	0.00
53.2102 · Land Acquisition/Prod. Developm	150.00	37,500.00	-37,350.00
51.1415 · Loan Interest	177.11	0.00	177.11
52.3701 · Cont. Education & Development	890.00	1,250.06	-360.06
53.1400 · Bank Service Charge	0.00	100.00	-100.00
53.1301 · Board & Office Meetings	168.45	100.03	68.42
52.1231 · Camden County Industrial Park	4,227.73	6,250.03	-2,022.30
52.3300 · Advertising/Promo/Marketing	6,030.90	5,750.06	280.84
53.1300 · Business Meals	804.44	1,500.00	-695.56
52.1500 · Contingency	0.00	6,250.03	-6,250.03
52.1203 · Eng., Enviro. & Prof. Services	76,444.84	31,250.06	45,194.78
52.1202 · Legal & Insurance	205.00	5,818.19	-5,613.19
54.2500 · Office Equipment/Computers	160.86	1,500.00	-1,339.14
53.1100 · Office Supplies	466.61	750.00	-283.39
53.1101 · Postage	35.33	124.97	-89.64
52.3700 · Professional Development	0.00	1,750.03	-1,750.03
51.1100 · Payroll, Taxes & Benefits	80,690.10	76,750.03	3,940.07
53.1540 · Telephone	1,187.72	1,405.98	-218.26
52.3500 · Vehicle and Travel	1,321.70	5,000.06	-3,678.36
<b>Total Expense</b>	<b>173,887.83</b>	<b>183,976.57</b>	<b>-10,088.74</b>
<b>Net Ordinary Income</b>	<b>11,257.24</b>	<b>-3,129.55</b>	<b>14,386.79</b>
<b>Net Income</b>	<b>11,257.24</b>	<b>-3,129.55</b>	<b>14,386.79</b>

9:54 AM

10/04/18

Accrual Basis

**Camden County Joint Development Authority**  
**Profit & Loss YTD Comparison**  
**September 2018**

	Sep 18	Jul - Sep 18
Ordinary Income/Expense		
Income		
39.0003 · Landlease Income	0.00	4,500.00
33.1000 · Camden County Budget Dist	60,000.00	180,000.00
36.1000 · Interest Income	220.89	645.07
Total Income	60,220.89	185,145.07
Gross Profit	60,220.89	185,145.07
Expense		
51.1414 · Loan Principal	309.53	927.04
53.2102 · Land Acquisition/Prod. Developm	150.00	150.00
51.1415 · Loan Interest	58.52	177.11
52.3701 · Cont. Education & Development	0.00	890.00
53.1301 · Board & Office Meetings	35.65	168.45
52.1231 · Camden County Industrial Park	2,068.00	4,227.73
52.3300 · Advertising/Promo/Marketing	1,598.76	6,030.90
53.1300 · Business Meals	645.96	804.44
52.1203 · Eng., Enviro. & Prof. Services	8,795.31	76,444.84
52.1202 · Legal & Insurance	0.00	205.00
54.2500 · Office Equipment/Computers	0.00	160.86
53.1100 · Office Supplies	277.60	466.61
53.1101 · Postage	32.23	35.33
51.1100 · Payroll, Taxes & Benefits	27,955.58	80,690.10
53.1540 · Telephone	585.47	1,187.72
52.3500 · Vehicle and Travel	877.31	1,321.70
Total Expense	43,389.92	173,887.83
Net Ordinary Income	16,830.97	11,257.24
Net Income	<u>16,830.97</u>	<u>11,257.24</u>

# Internal Control Guide

## Separation of Duties Form

Updated 6/1 /2018

TRANSACTION TYPE	WHO INITIATES	WHO AUTHORIZES	WHO PROCESSES	WHO EXECUTES PAYMENT	WHO RECONCILES BOOKS TO BANKS	CONTROLS (CUSTODY)
Purchase of Goods*	STAFF requisition stamps received invoices	DIRECTOR approval of requisition	STAFF: date/ stamps invoices, provides to Director for payment approval. Upon approval, enter transaction in QuickBooks. Prepare check for payment.	DIRECTOR and/or Board Officer executes check	STAFF DIRECTOR reviews/approves OUTSIDE ACCOUNTANT reviews prior to each regular Board meeting	SECRETARY- TREASURER
Purchase of Services*	STAFF requisition stamps received invoices	DIRECTOR approval of requisition	STAFF: date/ stamps invoices, provides to Director for payment approval. Upon approval, enter transaction in QuickBooks. Prepare check for payment.	DIRECTOR and/or Board Officer executes check	STAFF DIRECTOR reviews/approves OUTSIDE ACCOUNTANT reviews prior to each regular Board meeting	SECRETARY- TREASURER
Cash Receipts/Deposits	STAFF opens mail, stamps received, prepares deposit slips	DIRECTOR approval of deposit	STAFF Deposits funds at bank, files deposit receipt, enter transaction in QuickBooks	N/A	STAFF DIRECTOR reviews/approves OUTSIDE ACCOUNTANT reviews prior to each regular Board meeting	SECRETARY- TREASURER
Payroll	STAFF prepares time sheet	DIRECTOR approves time sheet	STAFF Submits to County	County (Finance Department)	STAFF DIRECTOR reviews/approves OUTSIDE ACCOUNTANT reviews prior to each regular Board meeting	SECRETARY- TREASURER

\*The purchase of goods and services is subject to Purchasing Policy and Procedures.

+Staff is the same as the Joint Development Authority staff

#Director is the same as Executive Director

# Purchasing Policy

## **I. Purpose**

This policy establishes uniform guidelines for the requisition, procurement, and receipt of all supplies, materials, equipment and professional services utilized by the Authority to conduct its daily business. The procedures are intended to insure consistency in all purchasing activities and to insure that public funds are appropriately expended in a fair and appropriate manner. Purchasing policies shall incorporate the following principles:

- A. Centralization of Authority over purchases, excess, obsolete, and salvage goods.
- B. Collaboration in public purchasing.
- C. Conducting purchasing in businesslike, professional, and objective manner.
- D. Use of local vendors when they are competitive.
- E. Due consideration of value, estimated life, and service factors.
- F. Consolidation of requirements into bulk purchases to obtain best quantity prices.
- G. Inspection and testing of good delivered to enforce compliance with specifications and terms of contracts.
- H. Prompt payment of all bills in order to take advantage of any discounts.
- I. Elimination of unnecessary paper work and purchases.

## **II. Authority**

No person shall make any commitment for supplies, materials, equipment, or services of any kind on behalf of the Authority except in accordance with this Policy. Should any commitment(s) be made outside of the established Purchasing Policies/Procedures, payments for those commitments may be considered the individual liability for the person(s) responsible for making the commitment(s). The Authority will have full authority to use any means available for remuneration in such cases. All budgeted items are approved by the Board of Directors in the annual budget and subsequent



# Purchasing Policy

amendments. The Executive Director may proceed with purchases, without further authorization, by using the purchasing procedures attached. Board action is required for amounts exceeding the line item budget limits.

**THIS POLICY IS EFFECTIVE AS OF JUNE 1, 2018 AND SUPERSEDES ALL OTHER PURCHASING POLICIES.**

## **PURCHASING PROCEDURES CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY**

### **I. Authority**

The Executive Director ("Director") is authorized to purchase goods and services, without further authorization from the Board of Directors ("Board"), as long as the purchases are consistent with the approved budget. Any expenses exceeding the line item budget limits require Board approval.

- A. The Office Manager is authorized to purchase routine office supplies necessary for conducting daily business as long as the expense does not exceed the budgeted amount for such supplies. It is expected that the Office Manager will regularly check her sources for these supplies to insure that they cannot be obtained at a lower cost.

### **II. Competitive Purchasing**

#### *A. Professional Services:*

Bids for professional services (engineering, architectural, etc.) shall be managed by the Director.

#### *B. Vendors:*

1. The Authority seeks to partner with reliable vendors who follow through on their commitments. Any vendor or contractor that defaults on their quoted price (sealed, written, or oral) without just cause shall be considered an irresponsible bidder and may be disqualified from doing business with the Authority.

# Purchasing Policy

2. A poor vendor or contractor performance record may cause a vendor/contractor to be banned from doing business with the Authority for indefinite period of time.
3. To stimulate business and economic activity within the county area as well as for convenience, purchases may be made from local county vendors whenever their quotes are comparable with other quotes received. Travel, time, shipping charges, etc. may be taken into account in determining the lowest cost. The chosen local vendor qualifications and requirements of the contract must be the same as other vendors, unless otherwise deemed advantageous by the Director.
4. The Authority shall not engage in purchasing from any vendor(s)/contractor(s) that have failed to secure, renew, or pay any fees required to conduct business in Camden County.

## *C. State Contracts:*

When available, the use of State purchasing contracts is encouraged in situations where they provide a substantial (greater than 10%) savings beyond those available through local vendors.

## *D. Conflict of Interest:*

Any elected official, appointed official, employee, or relative of any of these, who is in a position to influence the procurement phase, whether directly or indirectly, shall not do any business with the Authority except in accordance with Georgia Code Section 16-10-6 and any other Georgia law(s) that may apply now, or in the future. Any such transaction(s) that is in violation, unless approved in advanced by the Board, shall make any contract or other transaction(s) void. No violation exists if the sale/purchase of personal property is less than \$200 per calendar quarter.

# Purchasing Policy

## **III. Receipt of Materials, Supplies, or Equipment**

All goods received by or on behalf of Camden County must be acknowledged by a legible signature on the receiving slip (or invoice) at the time the goods are received specifying the condition they arrived in and noting any discrepancies in quantity and/or quality. No invoice will be paid without a signed receiving slip or signed invoice verifying the item(s) received.

## **IV. Property Disposal**

Surplus property shall be disposed of by the Authority at the discretion of the Board.



## Camden County Joint Development Authority

### Executive Director's Report

October 2018

***The Mission of the Camden County Joint Development Authority is to promote and stimulate economic growth in Camden County.***

#### Active Project Update

- **Project Pineapple**
  - \$40 million dollar project
  - 120 jobs
  - Hosted visit last Thursday
  - Camden has been identified as the lone GA site and one of 2 options nationally.
    - Follow up visits late October – early November
- **St. Marys Marine Center**
  - Permitting Process Update
    - DNR CMPA Permit issued September 14
    - **We are now in 30 day appeal window.**
  - Next steps
    - Work with developer to get commercial and light industrial tenants signed
    - Get public financing ready for development
      - Finalize development agreement
      - Contract with Financial Advisor
      - Issue bonds
- **Project Homecoming**
  - Marine refit/repair
  - 20-30 high paying jobs
  - **Contingent on SMMC and Coast Guard contract**
- **Bowhead Marine/Logistics**
  - Marine refit/repair
  - 30–50 high paying jobs
  - Authority assisted with rezoning of property
  - Bowhead local manager is VERY supportive of our workforce efforts
  - **Bowhead is almost finished with leasehold improvements. Should be ready to begin operations next month. Already looking for personnel.**

- **ABL Space Systems**
  - Rocket Manufacturer
  - Signed lease for airport and hangar building
  - We have signed leases with building owners and city. ABL is a sub-lease tenant.
    - Term of lease is 36 months
    - Full cost of building and property leases AND building renovations are included in ABL's lease payment.
    - They will be conducting DRY-Testing only at airport site.

## Workforce

- **Coastal Pines Technical College**
  - Contractor will be selected this month.
  - Site prep to begin in November
  - Water, Sewer and power are being installed now
  
- **Marine Technology Program**
  - CCHS and Yamaha Marine have met several times and are discussing launching "Marine Technology" program at high school in 2019.
    - Yamaha Outboards provides textbooks and "dealership status" to schools for purchasing equipment and supplies
  - CCHS and CPTC have identified already approved programs they are willing to implement as dual enrollment.
  - We have met with Georgia Power and they have expressed interest in providing financial support for this program.

**Camden County Joint Development Authority**  
**Project Manager's Report**  
**4 October 2018**

**St. Marys Marine Center (SMMC)**

Mr. Harper continues to assist Mr. Coughlin with public funding elements of the project. Mr. Harper has revised and amended project development proforma provided by the developer to include potential funding elements of the TAD and the CID.

Mr. Harper has also had preliminary conversations with the Coastal Regional Commission to discuss EPA and EDA grants to support the project as well as with DCA.

**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 Mey**

No new updates as of yet about project expansion efforts.

**Project Pineapple**

Mr. Coughlin and staff facilitated a site visit by Project Pineapple to Kingsland and the EPIC site. The project has identified this site as its finalist site for Georgia. Mr. Harper and Mr. Coughlin have submitted additional information requested by the prospect to the State of Georgia. Mr. Harper and Mr. Coughlin are awaiting a second RFI from the prospect.

**Other projects**

Mr. Harper assisted The Camden Partnership with the DIVE 2018 event.

Mr. Harper assisted staff with ABL Space Systems visit.

Mr. Harper participated with Mr. Coughlin in visits with Coastal Pines Technical College, Camden County High School and Yamaha Marine regarding a dual enrollment marine tech program.

Mr. Harper attended the DNR permit meeting with staff for the Wharf St. Marys project.

Thursday, October 4, 2018

Kingsland North Center Conference Room

# Attendee Sign-In Sheet

(Please Print)

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