

**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
October 14, 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Joseph Rowell, Vivian Helwig, and Thomas Skinner

**Members Absent:** Henry Green, Geoffrey Litchney

**Guests Present:** See attached sign in sheet.

Mr. Skinner brings the meeting to order at 3:08PM.

Mr. Skinner asks for roll call.

Mr. Green and Mr. Litchney absent.

Mr. Skinner asks for public comment.

No public comment.

Mr. Skinner moves meeting to additions and deletions.

No additions or deletions.

Mr. Skinner moves to approval of minutes for the August 12, 2019 meeting of the Authority.

Motion Mr. Helwig, second Mr. Rowell to approve the minutes of the August 12, 2019 meeting of the Authority as presented.

Vote unanimous.

Mr. Skinner moves to treasurer's report.

Mr. O'Connell presents the financial statements for the Authority as of September 30, 2019, two checks to be paid \$343.75 to W. H. O'Connell & Associates PA for accounting services and \$175.00 for Authority's DCA annual fee, amended budget for the 2018-2019 fiscal year and proposed budget for the 2019-2020 fiscal year.

Mr. O'Connell reviews the documents with the members.

Motion MR. Helwig, second Mr. Rowell to approve the September 30, 2019 financial statements.

Vote unanimous.

Motion Mr. Helwig, second Mr. Rowell to approve the amended budget for the Authority for the fiscal year ended September 30, 2019 as presented.

Vote unanimous.

Mr. Rowell states to the Authority that in review of the proposed 2019-2020 budget that he hopes the Authority can find more that \$10,000 worth of contractual services/projects to improve economic development in St. Johns County.

Mr. Skinner sates he hopes for more marketing materials.

Discussion.

Motion Rowell, second Mr. Helwig to approve the 2019-2020 budget for the Authority as presented.

Vote unanimous.

Mr. Skinner moves the meeting to regular business.

Mr. Skinner presents the first item Bayview update and asks Mr. Dobson for comment.

Mr. Dobson states he has not seen anything or heard anything on the sale/closing of the Bayview property.

Discussion.

Mr. Skinner moves the meeting to IDA member vacancy Recommendations to the BBC.

Mr. Skinner states he will abstain from the next vote. He announces a conflict of interest and will file the appropriate forms.

Ms. Glasgow states the reason for this item today is the vote at the Authority's August meeting did not include all applicants that had applied.

Discussion.

Mr. Rowell states that in light of the additional applicants his recommendations made during the August meeting will not change.

Mr. Helwig agrees with Mr. Rowell and states the same that his recommendations will not change either.

Mr. Dobson state there needs to be a motion and vote to reaffirm the previous motion from August.

Motion Mr. Rowell, second Mr. Helwig to reaffirm the recommendation made for the IDA member vacancy to the BBC at the meeting held August 12, 2019.

Vote. Mr. Rowell (Yes), Mr. Helwig (Yes), Mr. Skinner abstained

Mr. Skinner moves the meeting to the election of officers.

Discussion.

Mr. Rowell nominates Mr. Skinner as Chair, second Mr. Helwig

Mr. Skinner states he will decline nomination based on his pending re-appointment.

Discussion on Mr. Skinner's appointment.

Mr. Skinner asks for a vote on him to be Chair:

Mr. Rowell yes, Mr. Helwig yes, Mr. Skinner yes. Mr. Skinner is the new Chair of the Authority.

Mr. Skinner moves to nominations of Vice-Chair.

Mr. Skinner nominates Mr. Helwig for the position of Vice-Chair, second Mr. Rowell.

Discussion

Mr. Skinner asks for vote for Mr. Helwig to be Vice-Chair.

Mr. Rowell yes, Mr. Helwig, yes, Mr. Skinner yes. Mr. Helwig is the new Vice-Chair for the Authority.

Mr. Skinner moves to nominations for Secretary.

Mr. Skinner nominates Mr. Rowell for the position of Secretary, second Mr. Helwig.

Discussion.

Mr. Skinner ask for a vote for Mr. Rowell to be Secretary:

Mr. Rowell yes, Mr. Helwig, yes, Mr. Skinner yes. Mr. Rowell is the new Secretary for the Authority.

Mr. Skinner moves to nominations for Assistant-Secretary:

Mr. Rowell nominates Mr. Litchney as Assistant-Secretary, second Mr. Helwig.

Discussion.

Mr. Rowell yes, Mr. Helwig, yes, Mr. Skinner yes. Mr. Litchney is the new Assistant-Secretary for the Authority.

Mr. Skinner moves to nominations for Treasurer.

Mr. Helwig nominates Mr. Rowell as Treasurer, second Mr. Skinner.

Mr. Rowell yes, Mr. Helwig, yes, Mr. Skinner yes. Mr. Rowell is the new Treasurer for the Authority.

Mr. Skinner moves meeting to IDA application.

Mr. Dobson presents a draft for discussion.

Discussion.

Motion Mr. Rowell, second Mr. Helwig to approve the bond application as amended.

Vote unanimous.

Mr. Skinner moves meeting to IDA marketing materials.

Discussion on content and timing.

Mr. Skinner moves the meeting to reports.

Members:

Mr. Helwig as he would like to hear from the chamber and their report to the Authority.

Mr. Porter gives positive feedback concerning the attendance of the IDA members at local chamber events, states that Karen Everett has been named as head of the Ponte Vedra division of the chamber of commerce and the chamber is currently looking for a replacement for her position, and gives details of upcoming chamber events.

Mr. Rowell asks Commissioner Smith how things are going at the county level.

Mr. Smith gives a brief summary on the current state of the county. He states the county is in pretty good shape.

Mr. Skinner has no report.

Mr. Skinner states the next meeting is scheduled for December 9, 2019 at 3PM.

Motion Mr. Rowell, second Mr. Helwig to adjourn at 4:08PM.

# IDA

## SIGN IN SHEET

IDA BOARD MEMBERS	
1	JOSEPH POWELL
2	RUSTI SKINNER
3	Viv Helwig
4	
5	
6	
7	

**IDA MEETING**

DATE: 10/14/19

VISITORS / GUESTS	Who do you represent?	
1	WILL O'CONNELL	Authority CPM
2	Roberts PORTER	SJCC
3	Graff Dodson	ANY
4	Jeb S. Smith	SJCBC
5	Melissa Glasgow	SJL
6	Rebecca Lavie	SSC-OCA
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