

**AGENDA**  
**ST. JOHNS COUNTY**  
**INDUSTRIAL DEVELOPMENT AUTHORITY**

**November 14, 2022**  
**3 p.m.**

**Executive Board Conference Room**  
**County Commission Office of the Administration Building**  
**500 San Sebastian View**  
**St. Augustine, FL 32084**

**\*\*Regular Meeting\*\***

Roll Call

Public Comment

Each person addressing the Board shall state their name and address for the public record and limit comments to three (3) minutes. Public comment will also be provided for each item containing a proposition (other than ministerial acts) before the Board.

Additions and/or Deletions to Agenda

Approval of Minutes

- September 12, 2022

Treasurer's Report

- Review and Approve Financials

New Business

- Election of Officers
- Geoffrey Dobson Retirement

Reports

- IDA Members

Adjournment

Next Meeting – December 12, 2022

**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
September 12, 2022 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Melissa Churchwell, Geoff Litchney, Chet Frith, Vivian Helwig and Kevin Kennedy

**Members Absent:** none

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

Ms. Churchwell brings the meeting to order at 3:00 PM

Ms. Churchwell asks for roll call. All members present.

Ms. Churchwell asks for public comment.

No public comment.

Ms. Churchwell asks for additions and deletions to today's agenda.

None.

Ms. Churchwell moves the meeting to the approval of the minutes from the August 8, 2022 meeting.

Motion Mr. Litchney, second Mr. Frith to approve the minutes of the August 8, 2022 meeting as presented.

Vote unanimous.

Ms. Churchwell moves the meeting to the Treasurer's report.

Mr. O'Connell presents the financial statements and one check to be signed for \$525 to WH O'Connell & Associates for accounting services.

Discussion.

Motion Mr. Kennedy, second Mr. Frith to approve the financials as presented and the \$525 check to Mr. O'Connell's firm.

Vote unanimous.

Mr. O'Connell presents an amended budget for the Authority for the fiscal year ending 9/30/22.

Discussion.

Motion Ms. Churchwell, Second Mr. Kennedy to approve the amended budget as presented.

Vote unanimous.

Mr. O'Connell presents to the Authority a proposed budget for the 2022-2023 fiscal year.

Discussion.

Ms. Churchwell states the \$40,000 amount listed on the proposed budget for the upcoming fiscal year for the marketing and brand development contract needs to be increased to \$250,000.

Discussion.

Mr. O'Connell adjusts the proposed budget to reflect the increase in the marketing and brand development contract for fiscal year 2022-2023 to \$250,000

Motion Ms. Churchwell, second Mr. Kennedy to adopt the 2022-2023 budget for the Authority as adjusted.

Vote unanimous.

Ms. Churchwell moves the meeting to New Business

IDA member Vacancy Recommendation to BCC

Mr. Litchney states that he has decided to ask for reappointment to the Authority. He recuses himself from the discussion and leaves the meeting.

Discussion on candidates.

Mr. Helwig recommends Mr. Litchney for reappointment.

Discussion.

Motion Mr. Helwig, second Mr. Kennedy to recommend to the BCC that Mr. Litchney be reappointed to the IDA board.

Vote unanimous with Mr. Litchney recuses and absent for the vote.

Mr. Litchney rejoins the meeting.

PR/Communications for IDA Bond Issuances.

Ms. Zuberer presents a draft of the press release for the Vicar's Landing bond issuance.

Ms. Churchwell thinks the draft is great.

Discussion.

Motion Mr. Kennedy, second Mr. Helwig to approve the press release for the Vicar's Landing Bond Issue as presented.

Ms. Churchwell moves the meeting to reports.

Members.

Mr. Kennedy no report.

Mr. Frith congratulates Mr. Helwig on his appointment to Flagler College.

Mr. Litchney no report.

Ms. Churchwell no report.

Mr. Helwig no report.

Chamber. Mr. Maynard states job posting are up 16%. Gives update on local events.

Commissioner Whitehurst no report.

Ms. Churchwell asks for a motion to adjourn and states the next meeting will be 10/10/22 at 3PM

Motion Mr. Frith, second Mr. Kennedy to adjourn the meeting at 3:25pm

Vote unanimous.

# IDA

## SIGN IN SHEET

### IDA BOARD MEMBERS

1	Melissa Churchwell
2	Geoff Litchney
3	Chet Frith
4	Viv Helwig
5	Kevin Kennedy
6	
7	

### IDA MEETING

DATE: 9/12/22

### VISITORS / GUESTS

### Who do you represent?

1	Commissioner Christian Whitehurst	BCC
2	Scott Maynard	SJC Chamber of Commerce
3	Henry O'Connell	IDA CPA
4	Geoff Dobson	IDA Attorney
5	Mike McCabe	IDA Attorney
6	David Kiernan	SJC Economic Development
7	Jennifer Zuberer	SJC Economic Development
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10:54 AM  
11/08/22  
Accrual Basis

Industrial Development Authority  
**Balance Sheet**  
As of September 30, 2022

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	<u>Sep 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1002 · Ameris Bank	73,201.48
1004 · Ameris CD 2	597,860.44
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<b>Total Checking/Savings</b>	671,061.92
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<b>Total Current Assets</b>	671,061.92
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>671,061.92</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	399.00
	<hr/>
<b>Total Accounts Payable</b>	399.00
	<hr/>
<b>Total Current Liabilities</b>	399.00
	<hr/>
<b>Total Liabilities</b>	399.00
	<hr/>
<b>Equity</b>	
32000 · Net Position - Unrestricted	652,935.20
Net Income	17,727.72
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<b>Total Equity</b>	670,662.92
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>671,061.92</u></b>

10:54 AM  
11/08/22  
Accrual Basis

Industrial Development Authority  
**Profit & Loss**  
October 2021 through September 2022

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	<u>Oct '21 - Sep 22</u>
<b>Income</b>	
3005 · Bond Issue Fees	30,000.00
3006 · Bond Application Fee	2,000.00
3013 · Prosperity Bank Interest Income	67.23
3015 · Prosperity CD Interest	999.49
	<hr/>
<b>Total Income</b>	33,066.72
<b>Expense</b>	
Bank Charges	20.00
5010 · Accounting	4,944.00
5016 · Contractual Services	10,200.00
5710 · DCA Special Fees	175.00
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<b>Total Expense</b>	15,339.00
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<b>Net Income</b>	<u><u>17,727.72</u></u>

10:55 AM  
11/08/22  
Accrual Basis

Industrial Development Authority  
**Balance Sheet**  
As of October 31, 2022

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	<u>Oct 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1002 · Ameris Bank	56,118.12
1004 · Ameris CD 2	598,086.52
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<b>Total Checking/Savings</b>	654,204.64
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<b>Total Current Assets</b>	654,204.64
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>654,204.64</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	449.00
	<hr/>
<b>Total Accounts Payable</b>	449.00
	<hr/>
<b>Total Current Liabilities</b>	449.00
	<hr/>
<b>Total Liabilities</b>	449.00
<b>Equity</b>	
32000 · Net Position - Unrestricted	670,662.92
Net Income	(16,907.28)
	<hr/>
<b>Total Equity</b>	653,755.64
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>654,204.64</u></b>



10:55 AM  
11/08/22  
Accrual Basis

Industrial Development Authority  
Profit & Loss  
October 2022

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	<u>Oct 22</u>
<b>Income</b>	
3013 · Prosperity Bank Interest Income	16.64
3015 · Prosperity CD Interest	<u>226.08</u>
<b>Total Income</b>	242.72
<b>Expense</b>	
5010 · Accounting	50.00
5016 · Contractual Services	<u>17,100.00</u>
<b>Total Expense</b>	<u>17,150.00</u>
<b>Net Income</b>	<u><u>(16,907.28)</u></u>