

AGENDA
ST. JOHNS COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY

December 12, 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****

1. Roll Call

2. 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.

3. Additions and/or Deletions to Agenda

4. Approval of Minutes from November 14, 2022

5. Treasurer's Report

Review and Approve Financials

6. New Business

- Brand Development Update
- Review of 2023 Key Dates
- 2023 Goal Discussion

Potential Areas of Focus:

- a. *Education & Outreach (Local Programs and Resources)*
How might we educate our community stakeholders about the resources available through the IDA?
- b. *Community Involvement (Events and Sponsorships)*
How might the IDA deepen its relationships in the community to help drive economic growth?
- c. *Healthcare (R&D and Expansion Opportunities)*
How might we build on the success we've experienced within the Healthcare domain?
- d. *Financial/Legal Professionals Related to Bond Issuances*
How might we enhance rapport with leading professionals who support bond issuances in the region?
- e. *Domain Expansion Opportunities*
How might we increase the rate of bond issuances by expanding our aperture to include new domains/industries interested in the type of funding we provide?

7. Reports

IDA Members

8. Adjournment (Next Meeting on January 9, 2023)

**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
November 14, 2022 3:00 PM
at
500 San Sabastian View, St. Augustine FL**

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

Call In: Kevin Kennedy

Members Absent: None

Guests Present: See attached sign-in sheet.

Ms. Churchwell brings the meeting to order at 3 p.m.

Ms. Churchwell asks for roll call. Ms. Churchwell, Mr. Litchney, Mr. Frith and Mr. Helwig are present. Mr. Kennedy call in.

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 September 12, 2022 meeting.

Motion Mr. Litchney, second Mr. Frith to approve the minutes of the September 12, 2022 meeting as presented.

Vote unanimous.

Ms. Churchwell moves the meeting to review and approval of the financials.

Ms. Churchwell asks about the branding project funding.

Discussion.

Motion Mr. Litchney, second Mr. Frith to approve the financials as presented.

Vote unanimous.

Ms. Churchwell moves the meeting to New Business.

Election of Officers.

Chair:

Mr. Frith nominates Mr. Kennedy for Chairperson. Mr. Helwig seconds the nomination.

Vice-Chair:

Mr. Helwig nominates Mr. Frith for Vice-Chair. Mr. Litchney seconds the nomination.

Treasurer:

Ms. Churchwell nominates Mr. Litchney for Treasurer. Mr. Helwig seconds the nomination.

Secretary:

Mr. Litchney nominates Mr. Helwig for Secretary. Mr. Frith seconds the nomination.

Assistant Secretary:

Mr. Litchney nominates Ms. Churchwell for Assistant Secretary. Mr. Helwig seconds the nomination.

All nominated accept their nominations. Vote unanimous on all nominations.

Geoffrey Dobson Retirement.

Mr. Dobson shares about his decision to retire. He recommends Mr. McCabe to fill the IDA attorney position due to his experience and work with the IDA.

Mr. McCabe shares that he has worked as the assistant attorney for the IDA for the past 12 years.

Mr. Frith makes a motion to recommend Mr. McCabe as the new IDA attorney to the St. Johns County Board of County Commissioners. Mr. Helwig seconds the motion. Vote unanimous.

Ms. Churchwell moves the meeting to reports.

Members.

Mr. Helwig states that it has been a pleasure working with Mr. Dobson and is appreciative of Mr. Dobson's commitment to the IDA. He also thanks Ms. Churchwell for being Chair the past year. He congratulates Mr. Kennedy on being selected as the new Chair.

Mr. Litchney states that it has been great working with Mr. Dobson. He also thanks the IDA members and the Board of County Commissioners for nominating him to a second term and states that he is appreciative of the opportunity.

Mr. Frith states that he echoes the thank yous mentioned before him.

Mr. Helwig makes a motion to request a plaque for Mr. Dobson. Mr. Litchney seconds the motion. Vote unanimous.

Mr. Kennedy no report.

Ms. Churchwell no report.

Commissioner Whitehurst talks about the speculative warehouse project in Elkton that came before the Board of County Commissioners and says that the County is working with KeHE to find another location in St. Johns County for the company.

Mr. Helwig talks about the industrial feasibility study that was done in the past through the IDA. He states that the IDA can assist with any future studies.

Chamber Update. Mr. Maynard states that the Northeast Florida Regional Airport is in the process of creating a strategic plan. He also states that Northrop Grumman recently signed a new contract with the Navy. He mentions that the next EDC Breakfast will be on Dec. 2.

Ms. Churchwell asks for a motion to adjourn and states the next meeting will be 12/12/22 at 3 p.m.

Motion Mr. Frith, second Mr. Helwig to adjourn the meeting at 3:38 p.m.

Vote unanimous.

IDA

SIGN IN SHEET

IDA BOARD MEMBERS

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

IDA MEETING

DATE: 11/14/22

VISITORS / GUESTS

Who do you represent?

1	Commissioner Christian Whitehurst	BCC
2	Scott Maynard	SJC Chamber of Commerce
3	Lex Taylor	SJC County Attorney Office
4	Geoff Dobson	IDA Attorney
5	Mike McCabe (call in)	IDA Attorney
6	David Kiernan	SJC Economic Development
7	Jennifer Zuberer	SJC Economic Development
8		
9		
10		
11		
12		
13		
14		
15		
16		

9:17 AM
12/08/22
Accrual Basis

Industrial Development Authority
Balance Sheet
As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · Ameris Bank	55,509.05
1004 · Ameris CD 2	598,086.52
	<hr/>
Total Checking/Savings	653,595.57
	<hr/>
Total Current Assets	653,595.57
	<hr/>
TOTAL ASSETS	<u>653,595.57</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	799.00
	<hr/>
Total Accounts Payable	799.00
	<hr/>
Total Current Liabilities	799.00
	<hr/>
Total Liabilities	799.00
	<hr/>
Equity	
32000 · Net Position - Unrestricted	670,662.92
Net Income	(17,866.35)
	<hr/>
Total Equity	652,796.57
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>653,595.57</u>

9:17 AM
12/08/22
Accrual Basis

Industrial Development Authority
Profit & Loss
October through November 2022

	<u>Oct - Nov 22</u>
Income	
3013 · Prosperity Bank Interest Income	31.57
3015 · Prosperity CD Interest	226.08
	<hr/>
Total Income	257.65
Expense	
5010 · Accounting	849.00
5016 · Contractual Services	17,100.00
5710 · DCA Special Fees	175.00
	<hr/>
Total Expense	18,124.00
Net Income	<u><u>(17,866.35)</u></u>

2023 Key Dates

January	February	March
January 9 Meeting TPC Tickets Distribution	February 13 Meeting TPC Tickets Distribution	March 13 Meeting March 9-12 TPC
April	May	June
April 10 Meeting TPC Recap	May 8 Meeting	June 12 Meeting
July	August	September
July 10 Meeting	August 14 Meeting TPC Agreement August 1 (or earlier) Posting of Board Vacancies (to be posted 30 days)	September 11 Meeting Amended and New Budget Approval Member Vacancy Recommendations to BCC
October	November	December
October 9 Meeting Election of Officers	November 13 Meeting	December 11 Meeting