

AGENDA
ST. JOHNS COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY

September 10, 2018
3:00 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:

- May 14, 2018
- August 13, 2018

Treasurer's Report:

- Review and Approve August Financials
- 2017 Audit Report
- Amendment of Current FY 2018 Budget
- Review FY 2019 Proposed Budget

Regular Business:

- Recap from FCMA Annual Summit – August 23-24, 2018
- Discuss IDA bank accounts and interest rates
- IDA Member Vacancy Recommendation to BCC
- Election of Officers

Reports:

- IDA Members

Adjournment:

Next Regular Meeting Date: October 8, 2018

MINUTES

ST. JOHNS COUNTY

INDUSTRIAL DEVELOPMENT AUTHORITY

August 13, 2018

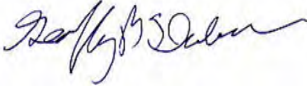
The Regular Meeting of the St. Johns Industrial Development Authority was duly called to order in the Executive Board Conference Room, County Commission Office, 500 San Sebastian View, St. Augustine, FL 32084 at 3:00 p.m. A quorum was present. Persons present were as shown on the attached Sign-Up Sheet.

Information was presented by Karen Everett of the St. Johns County Chamber of Commerce and a flyer was distributed relating to the First Coast Manufacturers' Annual Summit scheduled for August 23, 2018 at Hammock Beach Resort, Palm Coast, Florida together with an invitation extended to the Authority. A copy of the Invitation and flyer are attached. Discussion ensued. A motion and second were duly made to pay for registration and datil pepper sauce for the program. The motion passed. A motion and second were made that the expenditure for registration for the chairman and materials for distribution if available should not exceed \$2,000. The Motion passed.

Financial Reports were distributed showing expenditures and balances as of July 31, 2018. Copies are attached. Discussion ensued as to interest rates received by the authority. The availability of higher interest rates will have to come from the Authority's Treasurer.

The Meetings was duly adjourned without objection at 4:40 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Geoffrey B. Dobson". The signature is written in a cursive style with a large initial "G".

Geoffrey B. Dobson

Sign-up sheet

9.13.18

Members

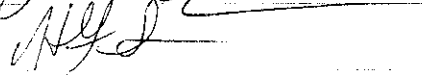
JOSEPH ROWEN

RUSSELL SKINNER

HENRY GREEN

Jeb S. Smith

Viv Helwig



Others

G. B. DeBor

add

Karen Everett

St Johns County
Chamber of Commerce

**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
May 14, 2018, 3:00 PM**

Members Present: Peter Apol, Joseph Rowell, Vivian Helwig, Henry Green and Thomas Skinner

Members Absent: None.

Guests Present: Karen Everett, Chamber, WH O'Connell, accountant for the Authority, Julie Long, St. Johns County, Jeb Smith, County Commissioner, Melissa Glasgow, St. Johns County

Mr. Apol brings the meeting to order at 3:04PM.

Mr. Apol asks for roll call.

All members present

Mr. Apol asks for Public Comment.

No public comment.

Mr. Apol moves to additions and deletions to the agenda.

None noted.

Mr. Apol moves to approval of the minutes for April 9, 2018.

Discussion.

Motion Mr. Green, Second Mr. Skinner to approve the minutes for April 9, 2018 as presented.

Vote unanimous.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents financial statements for April and a check made out to W.H. O'Connell & Associates, P.A. in the amount of \$601.25 for accounting services.

Mr. Apol moves to regular business.

Procurement Policy.

Discussion on the policy presented.

Motion Mr. Skinner, Second Mr. Green to accept the procurement policy as presented.

Vote unanimous.

Mr. Apol moves to The Player recap.

Mr. Apol states the governor cancelled six to seven days before the event.

Discussion on the event as a whole.

Ms. Everett stated the recipients of the tickets enjoyed the event.

Mr. Apol moves to reports.

Mr. Rowell states he was glad the Authority invested in The Players and the choices made were good.

Mr. Helwig has no report but agrees with Mr. Rowell

Mr. Skinner states the Authority may need to have a discussion with the Tourist Development Council before the end of the year concerning next year's event.

Discussion on timing.

Mr. Apol states he will invite the head of the Tourist Development Council to attend a meeting in the future.

Mr. Green states the Authority needs to look at ideas that will help industry in St. Johns County.

Ms. Everett gives an update on local events.

Discussion.

Mr. Apol states the next meeting is June 11, 2018 at 3:00 pm and asks for a motion to adjourn.

Motion Mr. Green second Mr. Skinner to adjourn at 4:00PM

Vote unanimous.

IDA

SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING DATE: <u>5/14/18</u>
1	RUSTY SKINNER	
2	PETER APOL	
3	JOSEPH POWELL	
4	HENRY GREEN	
5	Viv Helwig	
6		
7		

VISITORS / GUESTS		Who do you represent?
1	Laren Everett /	St. Johns County Chamber
2	W H O'CONNELL' (CPA)	of Commerce
3	Deb S. Smith /	SJC BCC
4	Melissa Glasgow	SJC Economic Development
5	Julie Long /	SJC
6	 	
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15		
16		

Industrial Development Authority
Balance Sheet
As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · Ameris Bank	202,526.31
1004 · Ameris CD 2	95,079.06
	<hr/>
Total Checking/Savings	297,605.37
Other Current Assets	
13000 · CD Interest Receivable	146.92
	<hr/>
Total Other Current Assets	146.92
Total Current Assets	<hr/> 297,752.29 <hr/>
TOTAL ASSETS	<u>297,752.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,627.00
	<hr/>
Total Accounts Payable	1,627.00
Total Current Liabilities	<hr/> 1,627.00 <hr/>
Total Liabilities	1,627.00
Equity	
2810 · Fund Balance - Unreserved Des	132,016.26
32000 · Retained Earnings	135,369.08
Net Income	28,739.95
	<hr/>
Total Equity	296,125.29
TOTAL LIABILITIES & EQUITY	<u>297,752.29</u>

8:28 AM
09/04/18
Accrual Basis

Industrial Development Authority
Profit & Loss
August 2018

	<u>Aug 18</u>	<u>Oct '17 - Aug 18</u>
Income		
3005 · Bond Issue Fees	0.00	43,805.00
3013 · Prosperity Bank Interest Income	12.87	141.36
3015 · Prosperity CD Interest	0.00	56.84
	<hr/>	<hr/>
Total Income	12.87	44,003.20
Expense		
5010 · Accounting	175.00	4,534.25
5016 · Contractual Services	0.00	10,000.00
5090 · Office Supplies	0.00	60.00
5710 · DCA Special Fees	0.00	175.00
5715 · Meeting and Events	494.00	494.00
	<hr/>	<hr/>
Total Expense	669.00	15,263.25
	<hr/>	<hr/>
Net Income	<u>(656.13)</u>	<u>28,739.95</u>

8:28 AM
09/04/18
Accrual Basis

Industrial Development Authority
Budget vs. Actual
August 2018

	<u>Aug 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Income			
3013 · Prosperity Bank Interest Inc...	12.87	3.33	9.54
3015 · Prosperity CD Interest	0.00	7.50	(7.50)
Total Income	12.87	10.83	2.04
Expense			
5010 · Accounting	175.00	750.00	(575.00)
5016 · Contractual Services	0.00	1,400.00	(1,400.00)
5715 · Meeting and Events	494.00	0.00	494.00
Total Expense	669.00	2,150.00	(1,481.00)
Net Income	<u>(656.13)</u>	<u>(2,139.17)</u>	<u>1,483.04</u>

Industrial Development Authority
Budget vs. Actual
October 2017 through August 2018

	<u>Oct '17 - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
3005 · Bond Issue Fees	43,805.00	47,500.00	(3,695.00)
3013 · Prosperity Bank Interest Income	141.36	36.67	104.69
3015 · Prosperity CD Interest	56.84	82.50	(25.66)
Total Income	<u>44,003.20</u>	<u>47,619.17</u>	<u>(3,615.97)</u>
Expense			
5010 · Accounting	4,534.25	8,250.00	(3,715.75)
5016 · Contractual Services	10,000.00	15,400.00	(5,400.00)
5050 · Legal Advertising	0.00	700.00	(700.00)
5090 · Office Supplies	60.00	150.00	(90.00)
5710 · DCA Special Fees	175.00	175.00	0.00
5715 · Meeting and Events	494.00	500.00	(6.00)
Total Expense	<u>15,263.25</u>	<u>25,175.00</u>	<u>(9,911.75)</u>
Net Income	<u>28,739.95</u>	<u>22,444.17</u>	<u>6,295.78</u>

8:30 AM
09/04/18
Accrual Basis

Industrial Development Authority
Budget vs. Actual-Full Fiscal Year
October 2017 through September 2018

	<u>Oct '17 - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
3005 · Bond Issue Fees	43,805.00	47,500.00	(3,695.00)
3013 · Prosperity Bank Interest Inc...	141.36	40.00	101.36
3015 · Prosperity CD Interest	56.84	90.00	(33.16)
Total Income	<u>44,003.20</u>	<u>47,630.00</u>	<u>(3,626.80)</u>
Expense			
5010 · Accounting	4,534.25	9,000.00	(4,465.75)
5016 · Contractual Services	10,000.00	16,800.00	(6,800.00)
5050 · Legal Advertising	0.00	700.00	(700.00)
5090 · Office Supplies	60.00	150.00	(90.00)
5710 · DCA Special Fees	175.00	175.00	0.00
5715 · Meeting and Events	494.00	500.00	(6.00)
Total Expense	<u>15,263.25</u>	<u>27,325.00</u>	<u>(12,061.75)</u>
Net Income	<u><u>28,739.95</u></u>	<u><u>20,305.00</u></u>	<u><u>8,434.95</u></u>

ST. JOHNS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

PROPOSED AMENDMENT TO BUDGET

FOR THE YEAR ENDING SEPTEMBER 30, 2018

	CURRENT BUDGET	AMENDMENT PROPOSED	AMMENDED BUDGET	Remarks
Estimated cash carryforward at October 1, 2017	\$ 266,262	\$ 1,123	\$ 267,385	Adjust to actual per audit
Revenue:				
Bond Issuance Fees	\$ 47,500	\$ (3,695)	\$ 43,805	Note 1
Interest and Investment Income	130		130	
Total Revenue and Cash Available	\$ 313,892	\$ (2,572)	\$ 311,320	
Expenditures:				
Legal advertisements	\$ 700	\$ (600)	\$ 100	Note 2
Accounting fees	9,000	(3,500)	5,500	Note 3
Office Supplies	150		150	
Contractual services	16,800	(6,800)	10,000	Note 4
Travel, Meetings and Events	500		500	
Dues, Memberships, Special Fees	175		175	
Total Expenditures	\$ 27,325	\$ (10,900)	\$ 16,425	
Excess of Revenues and Cash Carryforward over Expenditures - Estimated Cash carryforward at September 30, 2018	<u>\$ 286,567</u>	<u>\$ 8,328</u>	<u>\$ 294,895</u>	

Note 1 Adjustment for the following:

Only issue was Westminster Pines

Note 4

Adjustment for the following:

Only expenditure was for TPC tickets
no others anticipated

Note 2 Adjustment for the following:

Reduced as no advertising was charged

Note 5

Adjustment for the following:

Note 3 Adjustment for the following:

Accounting fees were lower for the year

ST. JOHNS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

PROPOSED BUDGET

FOR THE YEAR ENDING SEPTEMBER 30, 2019

	Proposed Budget	Remarks
Estimated cash carry forward at October 1, 2018	\$ 294,895	From budget amendment
Revenues:		
Bond Issuance Fees	\$ 5,000	See Below
Interest and Investment Income	260	Based on Actual
Total Revenues and Cash Available	\$ 5,260	
Expenditures:		
Legal Advertisements	\$ 100	Meeting Notices-reduced from prior year
Accounting Fees	6,000	Accounting Services-Based on Actual
Office Supplies	150	Incidental Supplies
Contractual Services - See Below	10,000	See Below
Travel, Meetings and Events	500	Based on this year's Expenditures
Dues, Memberships, Special Fees	175	See Below
Total Expenditures	\$ 16,925	
Excess of Revenues and Cash Carry forward over Expenditures - Estimated cash carry forward at September 30, 2019	<u>\$ 283,230</u>	
Proposed Items - Expenditures		Anticipated Revenues
Contractual Services include:		Bond Issuance Fees Include
Purchase of TPC tickets	\$ 10,000	
		Estimate of Fees
Total	<u>\$ 10,000</u>	\$ 5,000
Travel, Meetings and Events		<u>\$ 5,000</u>
Manufacture's Conference	\$ 500	
Dues, Memberships, Special Fees		
DCA	\$ 175	
Total	<u>\$ 175</u>	
Total	<u>\$ 500</u>	



Carr, Riggs & Ingram, LLC
1301 Plantation Island Drive
Suite 205A
St. Augustine, Florida 32080

(904) 471-3445
(904) 471-3825 (fax)
www.cricpa.com

June 29, 2018

To the Members of
St. Johns County Industrial Development Authority

We are pleased to present the results of our audit of the 2017 financial statements.

This communication summarizes our audit, the report issued and various analyses and observations related to the financial accounting and reporting practices followed. The document also contains the communications required by our professional standards.

The audit was designed, primarily, to express an opinion on the 2017 financial statements. We considered an assessment of risks that could materially affect the financial statements and aligned our audit procedures accordingly. We conducted the audit with the objectivity and independence that you expect. We received the full support and assistance of your personnel.

At Carr, Riggs & Ingram, LLC ("CRI"), we are continually evaluating the quality of our professionals' work in order to deliver audit services of the highest quality that will meet or exceed your expectations. We encourage you to provide any feedback you believe is appropriate to ensure that we do not overlook a single detail as it relates to the quality of our services.

This information is intended solely for the information and use of you and management and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate this opportunity to work with you. If you have any questions or comments, please contact us.

Very truly yours,

Carr, Riggs & Ingram, L.L.C.
CARR, RIGGS & INGRAM, LLC
CERTIFIED PUBLIC ACCOUNTANTS

Required Communications

Our audit plan represented an approach responsive to the assessment of risk. Specifically, we planned and performed our audit to:

- Perform audit services in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, in order to express an opinion on the financial statements as of and for the year ended September 30, 2017;
- Communicate directly with you and management regarding the results of our procedures;
- Address with you and management any accounting and financial reporting issues;
- Anticipate and respond to your concerns and those of management; and
- Address other audit-related projects as they arise and upon request.

Required Communications

We have audited the financial statements as of and for the year ended September 30, 2017, and have issued our report thereon dated June 29, 2018. Professional standards require that we provide you with the following information related to our audit:

MATTER TO BE COMMUNICATED	AUDITOR'S RESPONSE
<p>Auditor's responsibility under Generally Accepted Government Auditing Standards</p>	<p>Professional standards require that we provide you with information about our responsibilities, as well as certain information related to the planned scope and timing of our audit. We have previously communicated such information in our engagement letter.</p>
<p>Management's responsibility</p>	<p>Management, with oversight from those charged with governance, is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation of the financial statements in conformity with GAAP. Management is responsible for the design and implementation of programs and controls to prevent and detect fraud.</p>
<p>Management's judgments and accounting estimates <i>The process used by management in forming particularly sensitive accounting estimates and the basis for the auditor's conclusion regarding the reasonableness of those estimates.</i></p>	<p>Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are sometimes particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ from those expected. There were no particularly sensitive estimates significantly affecting the financial statements.</p>
<p>Financial statement disclosures</p>	<p>Certain financial statement disclosures are sometimes particularly sensitive because of their significance to financial statement users. There were no particularly sensitive disclosures significantly affecting the financial statements. The financial statement disclosures are neutral, consistent and clear.</p>

Required Communications

MATTER TO BE COMMUNICATED	AUDITOR'S RESPONSE
<p>Significant accounting policies, including critical accounting policies and alternative treatments within generally accepted accounting principles and the auditor's judgment about the quality of accounting principles</p> <ul style="list-style-type: none"> • <i>The initial selection of and changes in significant accounting policies or their application; methods used to account for significant unusual transactions; and effect of significant policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</i> • <i>The auditor should also discuss the auditor's judgment about the quality, not just the acceptability, of the accounting policies as applied in its financial reporting. The discussion should include such matters as consistency of accounting policies and their application, and clarity and completeness of the financial statements, including disclosures. Critical accounting policies and practices applied in the financial statements and our assessment of management's disclosures regarding such policies and practices (including any significant modifications to such disclosures proposed by us but rejected by management), the reasons why certain policies and practices are or are not considered critical, and how current and anticipated future events impact those determinations.</i> • <i>Alternative treatments within GAAP for accounting policies and practices related to material items, including recognition, measurement, presentation and disclosure alternatives, that have been discussed with client management during the current audit period, the ramifications of the use of such alternative disclosures and treatments, and the treatment preferred by the auditor; Furthermore, if the accounting policy selected by management is not the policy preferred by us, discuss the reasons why management selected that policy, the policy preferred by us, and the reason we preferred the other policy.</i> 	<p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p>

Required Communications

MATTER TO BE COMMUNICATED	AUDITOR'S RESPONSE
<p>Significant difficulties encountered in the audit <i>Any significant difficulties, for example, unreasonable logistical constraints or lack of cooperation by management.</i></p>	<p>We encountered no significant difficulties in performing our audit.</p>
<p>Disagreements with management <i>Disagreements, whether or not subsequently resolved, about matters significant to the financial statements or auditor's report. This does not include those that came about based on incomplete facts or preliminary information.</i></p>	<p>We are pleased to report that no such disagreements arose during the course of our audit.</p>
<p>Other findings or issues <i>Conditions that might affect risk or discussions regarding accounting practices or application of auditing standards.</i></p>	<p>We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.</p>
<p>Corrected and uncorrected misstatements <i>All significant audit adjustments arising from the audit, whether or not recorded by management, that could individually or in the aggregate have a significant effect on the financial statements. We should also communicate uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented, that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole.</i></p>	<p>There were no adjustments detected or proposed as a result of audit procedures. There were no uncorrected misstatements found as a result of our audit procedures.</p>
<p>Consultations with other accountants <i>When management has consulted with other accountants about significant accounting or auditing matters.</i></p>	<p>We are not aware of any consultations with other accountants.</p>
<p>Written representations <i>A reference to the written representations the auditor requested (or a copy of the representation letter).</i></p>	<p>We have requested certain representations from management that are included in the management representation letter.</p>

Required Communications

MATTER TO BE COMMUNICATED	AUDITOR'S RESPONSE
<p>Required supplementary information <i>The auditor's responsibility for required supplementary information accompanying the financial statements, as well as any procedures performed and the results.</i></p>	<p>We applied certain limited procedures to the required supplementary information (RSI) that supplements the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>



St. Johns County Board of County Commissioners

Industrial Development Authority

June 29, 2018

Carr, Riggs and Ingram, LLC
1301 Plantation Island Drive, Suite 205A
St. Augustine, FL 32080

This representation letter is provided in connection with your audit of the financial statements of St. John's County Industrial Development Authority (the "Authority"), which comprise the respective financial position of the governmental activities and major fund as of September 30, 2017, and the respective changes in financial position and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 29, 2018, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 17, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

- 9) Guarantees, whether written or oral, under which the Authority is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 10) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Authority or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Authority and involves—
- o Management,
 - o Employees who have significant roles in internal control, or
 - o Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Authority's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have not consulted an attorney regarding actual or possible litigation, claims and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which we are aware.
- 18) We confirm that there were two new bond issuances for Vickars Landing and Flagler Hospital. We did not furnish the documentation related to these issuances. We also have not updated the conduit debt schedule provided in previous years. We represent that the information does not have a material effect on the financial statement disclosures for the Authority and therefore, would not impact financial statement users.

Government—specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) The Authority has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.


- 23) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 24) The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 25) The Authority has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 26) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 27) Deposits are properly classified as to risk and are properly disclosed.
- 28) We have appropriately disclosed the Authority's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 29) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Examination of investments compliance


In connection with your examination of the Authority's compliance with Section 218.415, Florida Statutes, for the year ended September 30, 2017 for the purpose of expressing an opinion about whether the Authority has complied with the aforementioned statutes, in all material respects, we confirm, to the best of our knowledge and belief, the following representations made to you during the course of your engagement:

- 30) We are responsible for complying with Section 218.415, Florida Statutes.
- 31) We are responsible for establishing and maintaining effective internal control over compliance.
- 32) We have performed an evaluation of the Authority's compliance with Section 218.415, Florida Statutes.
- 33) All relevant matters are reflected in the measurement or evaluation of the Authority's compliance with the specified requirements.
- 34) We are responsible for selecting the specified requirements and for determining that the specified requirements are appropriate for our purposes.
- 35) We have disclosed to you all knowledge of actual, suspected or alleged fraud or noncompliance with laws or regulations affecting the Authority's compliance with Section 218.415, Florida Statutes.
- 36) We have provided you with all relevant information and access to information and personnel in connection with your examination of compliance with Section 218.415, Florida Statutes.
- 37) We have disclosed to you all known matters that may contradict the Authority's compliance with the specified requirements and we have disclosed to you all communications from regulatory agencies, internal auditors, other independent accountants or consultants, and others regarding possible noncompliance with Section 218.415, Florida Statutes, including communications received between September 30, 2017 and June 29, 2018.

38) We have responded fully to all inquiries made to us by you during the engagement.

Signature:  Rusty Skinner
2018.06.29
11:13:02 -04'00'

Title: Vice Chair

Signature: 

Title: Accountant to Authority _____

**St. Johns County
Industrial Development Authority**

Audit Report

September 30, 2017



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors

CRIcpa.com



St. Johns County Industrial Development Authority

Table of Contents September 30, 2017

REPORT

Independent Auditor's Report 1

MANAGEMENT'S DISCUSSION AND ANALYSIS 3

BASIC FINANCIAL STATEMENTS

Statement of Net Position and Governmental Funds Balance Sheet 6

Statement of Activities and Governmental Fund Revenues, Expenditures
and Changes in Fund Balances 7

Notes to Financial Statements 8

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Revenues, Expenditures and Changes in Fund Balance –
Budget and Actual – General Fund 11

ADDITIONAL ELEMENTS REQUIRED BY THE RULES OF THE AUDITOR GENERAL

Management Letter 12

Independent Auditor's Report on Internal Control Over Financial
Reporting and on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance with *Government
Auditing Standards* 14

Independent Accountant's Report on Compliance with Section 218.415,
Florida Statutes 16

INDEPENDENT AUDITOR'S REPORT

To the Members
St. Johns County Industrial
Development Authority

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the St. Johns County Industrial Development Authority (the "Authority"), a component unit of St. Johns County, Florida, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Authority as of September 30, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison schedule be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2018, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Caru, Riggs & Ingram, L.L.C.

St. Augustine, Florida
June 29, 2018



St. Johns County Industrial Development Authority

Management's Discussion and Analysis

General

The St. Johns County Industrial Development Authority ("IDA") is a public corporation formed in 1980 to stimulate industrial development through the use of public financing.

Proposed or existing development projects that are seeking public funding in the form of bonds are reviewed by IDA to determine if they comply with the State of Florida Industrial Development Statutes, offer a benefit to the County and the proposed project is financially responsible. Once the IDA determines that these criteria have been met, the project and the related bond issue are recommended to the Board of County Commissioners for approval.

In addition, the IDA promotes industrial and economic development in the County, as allowed by Florida State Statute, by sponsoring various activities and providing support to other development-centered organizations such as the St. Johns County Chamber of Commerce.

Basic Financial Statements

The Authority is engaged in a single governmental program and administers only one fund, the General Fund. It has taken the option of presenting combined fund financial statements and government-wide statements using a columnar format that reconciles fund financial data to government-wide data in a separate column.

The Statement of Net Position and Governmental Funds Balance Sheet reports the Authority's financial position as of the end of the fiscal year for both the General Fund and the governmental activities.

The Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances reports changes in financial position of the General Fund and the governmental activities, and the degree to which the functional expenses are offset by program revenues for the governmental activities.

St. Johns County Industrial Development Authority

Management's Discussion and Analysis

Net Position

<i>As of September 30,</i>	2017	2016
Assets		
Non-capital assets	\$ 267,660	\$ 144,478
Capital assets	-	-
Total assets	267,660	144,478
Liabilities		
Current liabilities	275	500
Long-term liabilities	-	-
Total liabilities	275	500
Net position		
Restricted	-	-
Unrestricted	267,385	143,978
Total net position	\$ 267,385	\$ 143,978

Changes in Net Position

<i>Year ended September 30,</i>	2017	2016
Program revenues		
Charges for services	\$ 132,725	\$ 2,750
General revenues		
Investment earnings	509	56
Total revenues	133,234	2,806
Program expenses		
Economic environment	9,827	36,612
Change in net position	123,407	(33,806)
Beginning net position	143,978	177,784
Ending net position	\$ 267,385	\$ 143,978

As of September 30, 2017, the IDA had assets of \$267,660. These assets consisted of cash deposited in interest-bearing accounts. This represents a \$123,182 increase in total assets over the prior year. Liabilities for the same period totaled \$275 of accounts payable. This represents a decrease of \$225 in liabilities. Net position of the IDA at September 30, 2017 was \$267,385. This is an increase in net position from the prior year of \$123,407.

The primary source of revenue for the IDA is bond issuance fees, with additional revenues earned from interest on cash deposits. For the year ended September 30, 2017, the IDA approved two bonds for issuance for \$132,725 in fees. During the prior year, the IDA approved one bond for issuance. Interest earnings for the year were \$509, which represents an increase of \$453 from the prior year's interest earned.



St. Johns County Industrial Development Authority

Management's Discussion and Analysis

Budgetary Information

The original budget for the IDA anticipated revenues of \$5,130 and expenditures of \$53,075 and an overall anticipated decrease in fund balance of \$47,945. Over the course of the fiscal year, budget amendments were adopted to increase anticipated revenues by \$128,047 and to decrease proposed expenditures by \$41,850. These amendments were processed to reflect the increase in expected number of bond issuances.

The final budget for the fiscal year anticipated a net increase in fund balance of \$121,952. The actual operating results exhibited an increase in fund balance of \$123,407.

Economic Factors

We are not currently aware of any conditions that are expected to have a significant effect on the Authority's financial position or results of operations.

Requests for Information

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to 2825 Lewis Speedway, Suite 104, St. Augustine, Florida.

St. Johns County Industrial Development Authority

**Statement of Net Position and Governmental Funds Balance Sheet
September 30, 2017**

	General Fund	Adjustments		Statement of Net Position
Assets				
Cash	\$ 267,513	\$ -		\$ 267,513
Accounts receivable	147	-		147
<hr/>				
Total assets	\$ 267,660	-		267,660
<hr/> <hr/>				
Liabilities				
Accounts payable	\$ 275	-		275
<hr/>				
Fund balance				
Unassigned	267,385	(267,385)		-
<hr/>				
Total liabilities and fund balance	\$ 267,660			
<hr/> <hr/>				
Net position				
Unrestricted		\$ 267,385		\$ 267,385
<hr/> <hr/>				

See accompanying notes.

St. Johns County Industrial Development Authority

Statement of Activities and Governmental Fund Revenues,
Expenditures and Changes in Fund Balance
Year ended September 30, 2017

	General Fund	Adjustments	Statement of Activities
Expenditures/expenses			
Economic environment:			
Operations	\$ 9,827	\$ -	\$ 9,827
Program revenues			
Charges for services	132,725	-	132,725
Net program revenues			122,898
General revenues			
Investment income	509	-	509
Excess of revenues over (under) expenditures	123,407	(123,407)	-
Change in net position	-	123,407	123,407
Fund balance/net position, beginning of year	143,978	-	143,978
Fund balance/net position, end of year	\$ 267,385	\$ -	\$ 267,385

See accompanying notes.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The St. Johns County Industrial Development Authority (the “Authority”) was created as a Florida public corporation in accordance with the Florida Authority Law, Part III of Chapter 159, Florida Statutes, following the adoption of an approving ordinance (No. 80-9, dated January 22, 1980) by the Board of County Commissioners of St. Johns County, Florida (the “Board”). The purpose of the Authority is to stimulate industrial development through the use of public financing. The Authority is authorized to issue bonds to fulfill its corporate purpose in principal amounts specifically authorized by the Board.

The Board appoints the Authority Members, who serve a term of four years. The Board has the power to remove a Member of the Authority from office without cause. For financial reporting purposes the Authority is considered a component unit of St. Johns County.

The Authority uses the criteria established in Governmental Accounting Standards Board (“GASB”) Statement No. 14, as amended, to identify component units. The Authority’s financial statements do not contain any component units.

At September 30, 2017, the Authority had not entered into any joint ventures.

Reporting Model

As a dependent special district, the Authority accounts for its activities using the governmental financial reporting model and follows GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, as amended.

The Authority is engaged in a single governmental program and administers only one fund, the General Fund. It has taken the option of presenting combined fund financial statements and government-wide statements using a columnar format that reconciles fund financial data to government-wide data in a separate column.

The Statement of Net Position and Governmental Funds Balance Sheet reports the Authority’s financial position as of the end of the fiscal year for both the General Fund and the governmental activities.

The Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances reports changes in financial position of the General Fund and the governmental activities, and the degree to which the functional expenses are offset by program revenues for the governmental activities.

Measurement Focus/Basis of Accounting

The General Fund’s financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are

Notes to Financial Statements

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when the related fund liability is incurred.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Balance/Net Position

Net position represents the difference between assets and liabilities reported for the governmental activities. Net position is reported as *restricted* when there are externally imposed restrictions. *Unrestricted* net position is net position that does not meet the definition of the classification previously described. When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as they are needed. The Authority has no restricted net position.

The Authority follows the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance classifications are described below:

Nonspendable Fund Balance – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted Fund Balance – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the Authority's highest level of decision-making authority, which is a resolution of the Board of Directors. Committed amounts cannot be used for any other purpose unless the Authority removes those constraints by taking the same type of action.

St. Johns County Industrial Development Authority

Notes to Financial Statements

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assigned Fund Balance – Assigned fund balances are amounts that are constrained by the Authority's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the Board of Directors or (b) a body or official to which the Board has delegated the authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the General Fund.

The Authority's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS

All of the cash deposits of the Authority are placed with qualified public depositories and are entirely insured by Federal depository insurance and/or collateralized pursuant to Chapter 280, Florida Statutes.

Section 218.415, Florida Statutes, authorizes the Authority to invest in the Local Government Surplus Funds Trust Fund investment pool, Security and Exchange Commission ("SEC") registered money market funds with the highest credit quality rating, interest-bearing time deposits or savings accounts in qualified public depositories and direct obligations of the U.S. Treasury. The Authority had no investments during the year.

NOTE 3 – CONDUIT DEBT OBLIGATIONS

From time to time, the Authority has issued bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private sector entity served by the bond issuance.

Neither the Authority, the County, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

As of September 30, 2017, there were several bonds outstanding. The aggregate principal amount payable and aggregate original issue amount could not be determined.

Required Supplementary Information

St. Johns County Industrial Development Authority

**Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual – General Fund
Year ended September 30, 2017**

	Budgeted Amounts		Actual
	Original	Final	
Revenues			
Charges for services	\$ 15,000	\$ 132,725	\$ 132,725
Investment income	130	452	509
Total revenues	15,130	133,177	133,234
Expenditures			
Economic environment:			
Operations	53,075	11,225	9,827
Excess of revenues over (under) expenditures	\$ (37,945)	\$ 121,952	123,407
Fund balance, beginning of year			143,978
Fund balance, end of year			\$ 267,385

Notes to Schedule:

The budget is prepared on a basis that does not differ materially from generally accepted accounting principles. Its preparation, adoption, and amendment is governed by the Authority Members pursuant to Florida Statutes. The fund is the legal level of control.

**Additional Elements Required by the
Rules of the Auditor General**

MANAGEMENT LETTER

To the Members
St. Johns County Industrial
Development Authority

We have audited the financial statements of the St. Johns County Industrial Development Authority (the "Authority"), as of and for the year ended September 30, 2017, and have issued our report thereon dated June 29, 2018. That report should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

Prior Audit Findings

The Rules of the Auditor General require that we comment as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding audit. If the audit findings in the preceding audit report are uncorrected, we are required to identify those findings that were also included in the second preceding audit report. The Authority has no uncorrected prior audit findings that are required to be identified pursuant to the Rules of the Auditor General.

Financial Condition

As required by the Rules of the Auditor General, the scope of our audit included a review of the provisions of Section 218.503, Florida Statutes, "Determination of Financial Emergency." In connection with our audit, we determined that the Authority has not met one or more of the conditions described in Section 218.503(1), Florida Statutes.

Also, as required by the Rules of the Auditor General, we applied financial condition assessment procedures, as of the end of the fiscal year, pursuant to Rule 10.556(8). It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by management. The application of such procedures did not reveal evidence of "deteriorating financial condition" as that term is defined in Rule 10.554.

Annual Financial Report

As a dependent special district, the Authority's activity is included in the annual financial report of St. John's County. As required by the Rules of the Auditor General, we determined that the annual financial report for the fiscal year ended September 30, 2017, filed with the Department of Financial Services pursuant to Section 218.32, Florida Statutes, is in substantial agreement with the audit report for the fiscal year ended September 30, 2017.

Other Matters

Our audit did not reveal any other matters that we are required to include in this management letter.

The purpose of this management letter is solely to comply with the requirements of Chapter 10.550, Rules of the Auditor General. Accordingly, this communication is not suitable for any other purpose.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of the audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

Carri Riggs & Ingram, L.L.C.

St. Augustine, Florida
June 29, 2018

INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Members
St. Johns County Industrial
Development Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the St. Johns County Industrial Development Authority (the “Authority”), a component unit of St. Johns County, Florida, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated June 29, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

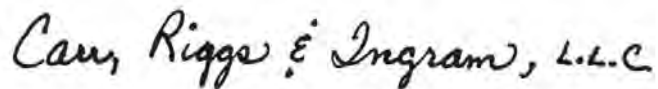
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Cary Riggs & Ingram, L.L.C." The signature is written in a cursive, slightly slanted style.

St. Augustine, Florida
June 29, 2018

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Members
St. Johns County Industrial Development Authority

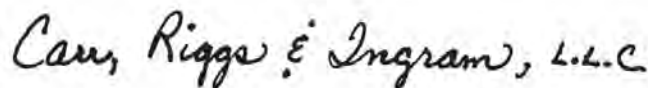
We have examined the St. Johns County Industrial Development Authority's (the "Authority") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2017. Management is responsible for the Authority's compliance with the specified requirements. Our responsibility is to express an opinion on the Authority's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Authority complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Authority complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Authority's compliance with specified requirements.

In our opinion, the Authority complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2017.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

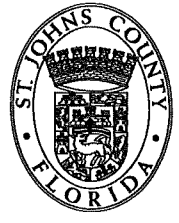


St. Augustine, Florida
June 29, 2018

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SJC Commission Office

JUL 02 '18



BOARD OF COUNTY COMMISSIONERS BOARD / COMMITTEE APPLICATION

7/2/18 CA

DATE RECEIVED BY ST. JOHNS COUNTY

Thank you for expressing interest to be considered for appointment to committees, boards, commissions or advisory groups addressing land use appointed by the St. Johns County Board of County Commissioners. The County Commission appreciates your willingness to serve your fellow County residents in a volunteer capacity. Please complete this application to the best of your knowledge. (You may attach a resume and/or additional data. Please reference attachments in the appropriate section(s)).

Name: Charles M WADRO District #: _____

Address: 643 OLD BLUFF DRIVE

City: PONTE VEDRO State: FL Zip: 32081

Phone #: 904-342-2905 E-mail Address: hd919@mindspring.com

How long have you been a legal resident of St. Johns County? 1 YEAR

Most recent occupation/employer: RETIRED SINCE 2001

I am am not a registered voter in St. Johns County, Florida.

List all active professional licenses and certifications: MBA - BUSINESS ADMINISTRATION

Educational background: UNDER GRAD DEGREE - BS U OF DENVER
SCHOOL OF HOTEL & RESTAURANT MGT MBA - FAIRLEIGH DICKINSON

Past work experience: DIR FOOD SERVICES - JERSEY CITY Bd OF EDUCATION
NJ DEPT OF EDUCATION - FOOD PROGRAMS PASS, CMWIRC

Please list all civic clubs, professional organizations, public interest groups and other not-for-profit organizations of which you are a member or in which you have been active in the last three years, particularly those in St. Johns County.

- BOARD MEMBER - 16 YEARS
- _____
- BREAKAWAY TRAILS ORMOND BEACH

Please list the location and size of all parcels of property in St. Johns County of which you have ownership:

643 OLD BLUFF DRIVE PONTE VEDRA

Please indicate any companies/industries doing business in St. Johns County in which you have a financial interest

(i.e., proprietary, partnership, stock holdings, etc.) NONE

(Over)

Please indicate, by preference, all County committees, boards, or councils addressing land use in which you have an interest:

- 1. NONE
- 2. _____
- 3. _____
- 4. _____

List three (3) personal or professional references:

- 1. DR. HARVEY BLACK - HALIFAX HOSPITAL - SURGEON
- 2. BETTY WEITE - BREAKAWAY TRAILS HOA PRESIDENT
- 3. RICK BOHEM - COMMISSIONER - ORMOND BEACH

You may use this space for a brief biographical sketch or to list other skills you possess that are relevant to the appointment you are seeking: (Please indicate in the space below if you are attaching your resume.)

SEE ATTACHMENT

All information provided will become a matter of public record and will be open to public inspection. If you require special accommodations because of a disability to participate in the application/selection process, you must notify the Board of County Commissioners in advance to allow for reasonable accommodation. This application will be kept on file for one year, at which time you must notify the Board of County Commissioners of your intent to remain an active applicant and update your application accordingly or it will be removed from the active file.

I hereby authorize St. Johns County or its representatives to verify all information provided and I further authorize the release of any information by those in possession of such information which may be requested by the County. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation, and that if appointed, I shall serve at the pleasure of the Board of County Commissioners.

[Handwritten Signature]
Signature

6-27-18
Date

**Please return completed application to:
St. Johns County Board of County Commissioners
500 San Sebastian View, St. Augustine, FL 32084
Phone: (904) 209-0300 Fax: (904) 209-0538**

Thank you for your interest!

For Office Use Only:
Mailed expiration letter: _____
Confirmed interest to extend 6 months:
1. _____
2. _____
3. _____

Charles M. Wadro
643 Old Bluff Drive
Ponte Vedra, Florida 32081
904-342-2905
hd919@mindspring.com

PROFESSIONAL TEACHING EXPERIENCE:

Miami Dade County Public Schools - 10/1993 – 6/2001 (Retired 2003)

Teacher at Miami Norland Senior High School (1997-2001)
Special Education Work Experience Teacher
Travel and Tourism Marketing for Academy of Travel and Tourism.

Teacher at Miami Carol City Senior High School (1993-1997)
Computer Sciences and Word Processing Teacher

PROFESSIONAL FOOD SERVICE INDUSTRY EXPERIENCE:

Fat Franks Inc. 2/88 - 11/91

Owner-operator of this 80 seat fast food restaurant located in Pittsburgh's wholesale meat and produce district. Annual sales of \$300,000. Developed concept, Pro Forma, prepared construction and kitchen facility architectural plans, supervised on-site construction, negotiated Lease Agreement, monitored installation of equipment, developed menu, recipes, food and beverage portion controls, product pricing, sanitation procedures, accounting ledgers, and staffing. Restaurant received critical acclaim on Pittsburgh's top two drive time radio shows; The John Cigna Show and The Jimmy and Steve Show. The restaurant was featured in The Pittsburgh Press, The Pittsburgh Post Gazette, and on The Phantom Diner segment of PM Magazine - KDKA TV. Successfully operated until the business was sold in November, 1991.

Charles M. Wadro, Inc. 10/77 - 12/87

President of this food facilities design and management consulting firm. Provided architectural kitchen and bar planning designs and specifications for over \$15,000,000 worth of projects, furnished on-site construction supervision, menu planning design, food preparation and quantity production training, sanitation practices, and food/labor cost control analysis to more than 150 clients on the East Coast of the United States and South America.

Jersey City Board of Education 10/74 - 9/77

Director of Food Services for New Jersey's 2nd largest school system. Responsible for feeding operations in 40 schools (25,000 meals daily) 425 union and non-union employees; \$2.5 million food budget. Designed \$500,000 kitchen renovation for 6 cafeterias and a central commissary. Established central warehouse facility and food distribution system for frozen foods and commodities.

New Jersey Bureau of Food Program Administration 4/73 - 10/74

Food Service Consultant representing the State of New Jersey. Responsible for overseeing food service programs in the State's 10 largest cities ie Newark, Trenton, Elizabeth, etc. Provided technical expertise in kitchen planning, food and labor cost controls, preparation of bid specs, menu development, and sanitation. Conducted industry lectures at local community colleges for the Department of Education.

Canteen Corporation 10/72 - 1/73

Assistant Cafeteria Manager at Western Electric Executive Office Building. Managed coffee cart operation with 16 Hispanic employees, monitored all hot food and deli stations within Executive and Employee Dining Rooms, and conducted weekly and monthly inventories.

New York City Bureau of School Lunches 4/69 - 9/72

Cafeteria Manager at South Bronx JHS #127. Duties included menu planning, ordering, inventory control and scheduling of 15 union workers.

EDUCATION:

Masters of Business Administration - Fairleigh Dickinson University - Teaneck, New Jersey 1975

Bachelors of Science in Business Administration - University of Denver's School of Hotel & Restaurant Management 1967

FOOD SERVICE INSTRUCTOR EXPERIENCE:

Bergen County Community College 9/80-12/80
Adjunct Instructor - HRM School. Taught three credit core course in Introduction to Hotel and Restaurant Management Course included Food production techniques, food and labor cost control analysis, staffing and sanitation.

HOMEOWNER ASSOCIATION BOARD OF DIRECTOR EXPERIENCE:

Costain Villas and Townhomes - 1988 -1996

President of this Gated Community in Aventura, Florida

Breakaway Trails – 2001-2017

Vice President and Secretary of this gated community with 1000 homes and an annual budget of \$1,000,000 in Ormond Beach, Florida

643 Old Bluff Drive
Ponte Vedra, Florida 32081
June 27, 2018

St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, Florida 32084

RE: Volunteer Position - Industrial Development Authority

Dear Commissioners:

My wife and I have now lived in Ponte Vedra for a little more than one year. We built with Toll Brothers here in Coastal Oaks. We have been retired for 17 years now. I am 73 years of age.

My employment history included representing the New Jersey State Department of Education for some of its largest cities (Newark, Paterson, New Brunswick and Jersey City) overseeing the School Foodservice Programs funded by the USDA.

My career continued with my appointment as the Director of Foodservices for the Jersey City Board of Education, where I was responsible for feeding more than 15,000 children back in the 1970's. Many of my employees were unionized and so needless to say, I've worked with people all throughout my employment career. Most importantly, this was a very, very high profile position so this is where my "training" as a public official began.

In the late 70's I started my own consulting firm, Charles M. Wadro Inc, where we offered consulting services to the foodservice industry. Our main clients were owner operated restaurants, public and private school districts and daycare centers. We designed commercial and institutional kitchens, constructed bid specifications on behalf of architectural firms involved in planning new school construction or renovations. We would oversee Federal and State bid and award processes. We designed and installed new or renovated kitchens for independent owner operators. My business was concentrated in the northeast corridor.

Harriet and I built our own restaurant in Pittsburgh in the late 1980's. I oversaw the entire planning and construction processes for this vacant two story space. I've worked with General Contractors, plumbers and electricians for many, many years. We successfully operated the restaurant for three years and eventually sold it to a physician, for his youngest son, in 1991.

My career then took a very unusual turn...I became a Computer Instructor with Miami Dade County's Adult Education Program. I then accepted an offer from the school district to become a full-time high school teacher working at a number of high schools including Carroll City SHS and Miami Norland SHS where my responsibilities included Word Processing. Eventually I worked with Special Education students (ages 17 to 21) helping them learn how to find jobs. I also was tasked with finding them after school jobs.

Once we retired in 2001, we moved up to Ormond Beach and built what we thought would be our final retirement home. However, after 16 years in Ormond Beach, we decided to build one more home here in Ponte Vedra. It has turned out to be an excellent decision.

While in retirement in Ormond Beach, I served on our HOA Board for 16 years in various capacities including Vice President and Treasurer. Breakaway Trails consisted of 1000 homes on 800 acres -many of which were mitigation areas. We had an operating budget of \$1,000,000.

In my 16 year service as a Board member, my main function was to oversee literally all of the necessary renovations and new construction that were needed – All of it. I supervised the bids and the actual work done on our road repairs, our wooden bridge (the longest in Florida) the resurfacing of our tennis and basketball courts, our landscape renovation projects, yjr installation of lighting for our tennis courts, the resurfacing of our community pool, pool bathroom renovations, etc.

Throughout the 16 years, I often interacted with Florida's DOT in Deland, Florida, Transportation, St John's Water Management Authority, the City of Ormond Beach's Commissioners and two different Mayors. Many times there were disagreements, but we always respected each other's differences.

I have kept all of the letters that I've had published in the Orlando Sentinel, The Daytona News Journal and Ormond Beach's Hometown News. I have always felt it was my duty to speak out when there was an issue that had to be addressed. The most important thing I believe in is well managed growth. I believe all cities need to look to improve and expand in this ever challenging economic world we live in.

One of my pet peeves living in Ormond Beach was always the push back from a small group of residents who refused to look ahead. I am a pro development person so long as the project is well thought out and it will look ascetically pleasing. The small town atmosphere that the old timers and environmentalists desperately want to maintain is simply not possible in today's economy. When questioned on who will foot the bill for all the needed services such as schools, police, fire, EMS, there are a lot of blank stares.

I am in favor of increasing our tax base here in St. Johns County. I believe business development would help ease the tax burden on homeowners. Industrial development should be part of the mix as well. If we choose our business partners wisely, provide good quality zoning for them and make sure they have the means to build facilities that will be aesthetically pleasing to the community, we will have done our job.

I believe in set-backs, excellent visual landscaping and good signage. Cities like Port Orange and even some parts of Daytona Beach have done excellent jobs in parts of their cities. Yet there are places like SR 7 in Hollywood that will forever be an eyesore for that town.

I consider myself a retired businessman first and foremost. For the last 27 years, I've managed significant monies for my family. I continue to be up to date on all that goes on in the world of business. I own many individual corporate bonds and so I have to know a lot more than the average person about this country's corporations.

I've seen the positive results of enticing companies like Michelin and BMW to relocate to South Carolina. How exciting would it be to get a world recognized firm to move to our area with its nearby international airport, shipping port, excellent schools and lots of land to develop?

No, I am not an Urban Planner, but I have a background in public service, politics, reading blueprints and understanding the construction process. I feel I would be an asset to the County. Thanks for your time.

Respectfully,

A handwritten signature in black ink, appearing to read 'CW' or similar initials, written in a cursive style.

Chuck Wadro

scanned 8-31-18
6-m 2-28-18
1-yea 8-29-18



BOARD OF COUNTY COMMISSIONERS BOARD / COMMITTEE APPLICATION

St. Johns County Commission Office

DATE RECEIVED BY ST. JOHNS COUNTY

AUG 31 '18

Thank you for expressing interest to be considered for appointment to committees, boards, commissions or advisory groups addressing land use appointed by the St. Johns County Board of County Commissioners. The County Commission appreciates your willingness to serve your fellow County residents in a volunteer capacity. Please complete this application to the best of your knowledge. (You may attach a resume and/or additional data. Please reference attachments in the appropriate section(s).)

Name: RYAN WESTOVER District #: 2

Address: 0075 WIMFRED MASTERS

City: ELKTON State: FL Zip: 32032

Phone #: 904-347-9203 E-mail Address: WESTOVER - RYAN@YAHOO.COM

How long have you been a legal resident of St. Johns County? 34 YEARS

Most recent occupation/employer: RE/MAX LEADING EDGE

I am am not a registered voter in St. Johns County, Florida.

List all active professional licenses and certifications: _____

Educational background: HIGH SCHOOL, 1 1/2 COLLEGE, CORRECTIONAL ACADEMY, FL REAL ESTATE SCHOOL

Past work experience: SJSO

Please list all civic clubs, professional organizations, public interest groups and other not-for-profit organizations of which you are a member or in which you have been active in the last three years, particularly those in St. Johns County.

- 1. MLS 2. BOARD OF REALTORS
- 3. CHAMBER OF COMMERCE 4. RPAL

Please list the location and size of all parcels of property in St. Johns County of which you have ownership:

4 ACRES - ELKTON (HOMESTEAD)

Please indicate any companies/industries doing business in St. Johns County in which you have a financial interest (i.e., proprietary, partnership, stock holdings, etc.) N/A

(Over)

Please indicate, by preference, all County committees, boards, or councils addressing land use in which you have an interest:

1. INDUSTRIAL DEVELOPMENT AUTHORITY
2. _____
3. Contractors Review Board
4. _____

List three (3) personal or professional references:

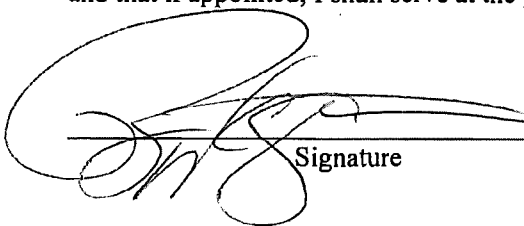
1. KARL VIERCK - 904-669-5284
2. SCOTT BEAVER - 904-669-1090
3. COREY HARTLEY - 904-322-1511

You may use this space for a brief biographical sketch or to list other skills you possess that are relevant to the appointment you are seeking: (Please indicate in the space below if you are attaching your resume.)

BORN A NATIVE TO ST. AUGUSTINE FOR SEVERAL GENERATIONS I
UNDERSTAND GROWTH + ECONOMIC AND ITS IMPORTANCE WITH OVER
3 YEARS IN REAL ESTATE I ALSO HAVE BEEN A PART IN THE
ECONOMIC GROWTH. SUPPLY + DEMAND PLAYS A HUGE ROLE IN OUR GREAT
COUNTY.

All information provided will become a matter of public record and will be open to public inspection. If you require special accommodations because of a disability to participate in the application/selection process, you must notify the Board of County Commissioners in advance to allow for reasonable accommodation. This application will be kept on file for one year, at which time you must notify the Board of County Commissioners of your intent to remain an active applicant and update your application accordingly or it will be removed from the active file.

I hereby authorize St. Johns County or its representatives to verify all information provided and I further authorize the release of any information by those in possession of such information which may be requested by the County. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation, and that if appointed, I shall serve at the pleasure of the Board of County Commissioners.



Signature

AUGUST 30, 2018

Date

Please return completed application to:
St. Johns County Board of County Commissioners
500 San Sebastian View, St. Augustine, FL 32084
Phone: (904) 209-0300 Fax: (904) 209-0538

Thank you for your interest!

For Office Use Only:
Mailed expiration letter: _____
Confirmed interest to extend 6 months:
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2. _____
3. _____

Dawn Lange

From: Ryan westover <westover_ryan@yahoo.com>
Sent: Thursday, August 30, 2018 5:41 PM
To: Dawn Lange
Subject: Application for Contractor Committee
Attachments: doc01459320180830163814.pdf; ATT00001.txt

Dawn-

Thank you for your time today. Please see attached application for the Contractor Committee. Please contact me if there is anything else that I can do. Have a great night.

Thanks again,

Ryan Westover
904-347-9203