

**MINUTES OF MEETING**  
**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**OF ST. JOHNS COUNTY**  
**April 27, 2020 3:00 PM**  
**at**  
**500 San Sabastian View, St. Augustine FL**

**Members Present:** Vivian Helwig, Melissa Eckart, Geoffrey Litchney, Chet Frith (via call in), and Joseph Rowell

**Members Absent:** none

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

Mr. Helwig brings the meeting to order at 3:00PM.

Mr. Helwig asks for roll call.

Mr. Helwig asks for public comment.

No public comment.

Mr. Helwig states the purpose of today's meeting is for the IDA to support the St. Johns County COVID 19 response. He states he wants to ask the IDA board members to discuss the IDA giving a grant to the county in the amount of \$250,000 to assist in their efforts.

Mr. Helwig moves to treasurer's report.

Mr. O'Connell states he was asked to prepare a balance sheet for today's meeting. He states the IDA currently has \$257,924.53 in a CD and \$14,610.22 in their checking account. The statement presented does not reflect a few minor payables. He states that in the event the IDA wants to make an early withdrawal of funds from the CD the penalty would be roughly \$962.00.

Mr. Helwig moves meeting to additions and deletions.

No additions or deletions.

Mr. Helwig moves the meeting to regular business:

Future Bond Activity

Mr. Dobson states he has filed the proof of publication for today's meeting with Mr. O'Connell.

Mr. Dobson states there may be a bond issue coming up at the next meeting in May.

Discussion.

Ms. Glasgow states the documents for the potential upcoming bond issue would need to be received today to make the agenda for the May meeting of the Authority and they have not been received. The potential issue will be between \$125,000,000 and \$130,000,000. The IDA will receive a fee of one tenth of one percent if the bonds are ultimately issued.

Discussion.

COVID 19 Relief Discussion

Joy Andrews, assistant county administrator, gives a background on the county's response to COVID 19. She reviews several slides that are presented on the projector concerning the county's response.

Discussion.

Mr. Helwig states he believes the funds the IDA sends to the county should be unencumbered.

Discussion of the program and its need.

Mr. Helwig asks what the chamber is seeing in the county as it relates to COVID 19.

Ms. Newman states they have sent out several surveys into the community.

Discussion on statistics of the surveys sent out by the chamber and the current economic conditions.

Mr. Rowell asks how is the funding going to be administered specifically the IDA portion if approved or will it just be blended into the county's program.

Discussion.

Mr. Helwig asks if there is any further need for discussion.

Mr. Rowell asks about the 20% administration fees that are allowed the county via this COVID 19 response.

Joy Andrews states that the potential grant from the IDA to the county could be exclusive of the 20%. Totally direct service.

Discussion.

Motion Mr. Helwig, Second Mr. Rowell for the St. Johns County Industrial Development Authority to grant up to \$250,000 to St. Johns County to be used in COVID 19 relief in conjunction with their efforts and subject to the availability of funds.

Roll call vote

Mr. Frith Yes, Mr. Rowell Yes, Mr. Litchney Yes, Ms. Eckart Yes, and Mr. Helwig Yes.  
Let the record show the motion passes unanimously.

Mr. Helwig takes a moment to thank everyone who attend.

Mr. Litchney thanks Mr. Helwig for putting this idea and action into motion.

Mr. Helwig moves to reports from members.

Mr. Frith – none

Ms. Eckart – none

Mr. Rowell – none

Mr. Helwig – none

Mr. Litchney – none.

Mr. Dobson states one of the two bond issues mentioned earlier by Ms. Glasgow will need to be passed in June and the other some time later in the year.

Discussion on the timing of the next meeting and the potential need for a special meeting or a continuance of the May meeting to meet the needs of the borrower.

Ms. Glasgow states her department is swamped currently. She states they need as much time as possible to generate the required packages for the authority members and ultimately the county commission. She states a five day turn around would be difficult to achieve.

Discussion.

Mr. Helwig asks for any additional thoughts.

Commissioner Smith wanted to thank the board for their actions today.

Mr. Helwig states the next regularly scheduled meeting is 3PM on May 11<sup>th</sup>.

Motion Mr. Helwig, Second Mr. Rowell to adjourn the meeting at 4:21PM

Vote unanimous

# IDA

## SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING  DATE: <u>4/27/20</u>
1	Melissa Eckart	
2	Geoff Litchney	
3	Viv Helwig	
4	Joseph Rowell	
5	Chet Frith (call in)	
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VISITORS / GUESTS		Who do you represent?
1	CATHY NEWMAN	ST JOHN'S CO. CHAMBER
2	Henny O'Connell	CPA IDA
3	Geoff Dobson	Authority Attorney
4	Commissioner Jeb Smith	SJCBL
5	Melissa Glasgow	SJC
6	Jennifer Zuberer	SJC
7	Rebecca Lurie (call in)	SJC-OCA
8	Joy Andrews	SJC
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