

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

**February 12, 2024**  
**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**

**5. Treasurer's Report**

- Review and Approve Financials
- IDA Bank Accounts and Updating Signature Cards

**6. New Business**

- Dominion Update  
*John Rodriguez and Katessa Archer*
- TPC Tickets Distribution
- Finalize Investment Options  
*SBA Account*
- Annual Report

**7. Reports**

*IDA Members*

**8. Adjournment (Next Meeting on March 11, 2024)**

**MINUTES OF MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
OF ST. JOHNS COUNTY  
January 8, 2024 3:00 PM  
at  
500 San Sabastian View, St. Augustine FL**

**Members Present:** Viv Helwig, Kevin Kennedy, Orville Dothage and Geoff Litchney

**Call In:** None.

**Members Absent:** Ms. Churchwell

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

Mr. Helwig brings the meeting to order at 3:01 p.m.

Mr. Helwig asks for roll call. Mr. Helwig, Mr. Dothage, Mr. Kennedy and Mr. Litchney present. Ms. Churchwell absent.

Mr. Helwig asks for public comment.

No public comment.

Mr. Helwig asks for additions and deletions to today's agenda.

None.

Mr. Helwig asks for approval on the December 11, 2023 minutes.

Motion Mr. Dothage, Second Mr. Kennedy to approve the minutes as presented.

Vote unanimous.

Mr. Helwig moves the meeting to the Treasurer's report.

Mr. O'Connell presents two checks for payment and details on an electronic payment made during the last month. One check was for \$425 made out to WH O'Connell & Associates PA for accounting services and the second check was for \$20,100 made out to the "The Players" for their contracted amount. An electronic debit of \$200 was done to pay for the IDA's annual Special District State Fee and was processed with the IDA's annual Profile Update. He asks for any questions concerning the financials. None noted.

Motion Kennedy, Second Mr. Dothage to approve the financials as presented.

Vote unanimous.

Mr. Helwig moves the meeting to New Business.

Rogers Towers, PA

Mr. Helwig introduces Irv Weinstein and Ellen Avery-Smith from Rogers Towers. He states they are here to go over the legal process of how the IDA's bond issues work from a legal and procedural level.

Mr. Weinstein states he is from the Jacksonville office of Rogers Towers and Ellen Avery-Smith is from the St. Augustine office. Mr. Weinstein gives the background on Florida IDA's, their creation and general uses. He continues by going over the types of financing the IDAs can utilize, the benefits to the borrower of using these forms of financing, the types of projects that can be financed, the dollar limits on IDA issuances and general aspects of the process start to finish of issuing bonds via an IDA.

Discussion.

Ms. Ellen Avery-Smith states she is a land use attorney for Rogers Towers in St. Augustine. She has posted the current land use map of North Florida and St. Johns County on the wall. She goes over all the major intersections in St. Johns County detailing out their current uses as it relates to commercial and industrial development.

Discussion.

Review of Investment Options

Mr. O'Connell goes over the IDA potentially utilizing a pooled investment account through Florida Prime.

Mr. Helwig suggests we table the item until the next meeting of the Authority.

Annual Report.

Mr. Helwig asks for comments on the report presented.

Ms. Zuberer states the annual report needs to be submitted to the County Commission by the end of March.

Mr. Helwig moves the meeting to Reports.

IDA Members.

County.

Commissioner Whitehurst states he would like the IDA to present the annual report for the Authority to the Commission at a Commission meeting.

Discussion.

Staff

No reports

Members

Mr. Helwig asks the members of the Authority about honoring Mr. Frith's time on the Authority with a plaque or other item.

Discussion.

Motion Mr. Helwig, Second Mr. Dothage to approve up to \$100 for purchasing an honorary plaque in recognition of Mr. Frith's service on the Authority.

Vote unanimous.

No other reports.

Mr. Helwig states next meeting is at 3pm on 2/12/24, and asks for a motion to adjourn.

Motion Mr. Helwig, Second Mr. Kennedy to adjourn the meeting at 4:15 p.m.

Vote unanimous.

# IDA

## SIGN IN SHEET

### IDA BOARD MEMBERS

1	Viv Helwig
2	Kevin Kennedy
3	Orv Dothage
4	Geoff Litchney
5	
6	
7	

### IDA MEETING

DATE: 01/08/24

### VISITORS / GUESTS

### Who do you represent?

1	Colin Groff	Deputy County Administrator
2	Irv Weinstein	Rogers Towers Law
3	Ellen Avery-Smith	Rogers Towers Law
4	Angela Cuozzo	TDC
5	Jennifer Zuberer	TDC
6	Commissioner Whitehurst	BCC
7	Henry O'Connell	IDA CPA
8	Mike McCabe	IDA Attorney
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8:21 AM  
02/04/24  
Accrual Basis

Industrial Development Authority  
**Balance Sheet**  
As of January 31, 2024

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	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1002 · Ameris Bank	211,445.16
1004 · Ameris CD 2	386,419.22
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<b>Total Checking/Savings</b>	597,864.38
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<b>Total Current Assets</b>	597,864.38
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<b>TOTAL ASSETS</b>	<b><u>597,864.38</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	455.00
	<hr/>
<b>Total Accounts Payable</b>	455.00
	<hr/>
<b>Total Current Liabilities</b>	455.00
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<b>Total Liabilities</b>	455.00
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<b>Equity</b>	
32000 · Net Position - Unrestricted	611,082.81
Net Income	(13,673.43)
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<b>Total Equity</b>	597,409.38
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>597,864.38</u></b>

8:21 AM  
02/04/24  
Accrual Basis

Industrial Development Authority  
**Profit & Loss**  
October 2023 through January 2024

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	<u>Oct '23 - Jan 24</u>
<b>Income</b>	
<b>3013 · Prosperity Bank Interest Income</b>	356.85
<b>3015 · Prosperity CD Interest</b>	8,182.72
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<b>Total Income</b>	8,539.57
<b>Expense</b>	
<b>5010 · Accounting</b>	1,913.00
<b>5016 · Contractual Services</b>	20,100.00
<b>5710 · DCA Special Fees</b>	200.00
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<b>Total Expense</b>	22,213.00
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<b>Net Income</b>	<b><u><u>(13,673.43)</u></u></b>