



**LEE COUNTY  
INDUSTRIAL DEVELOPMENT AUTHORITY  
September 28, 2018**

**Members Present:** David Barton, Ed Bolter, Douglas Gyure, Tom Hoolihan, Wayne Kirkwood, Gail Markham and Robbie Roepstorff

**Member(s) Absent:** None

**Staff and Guests Present:** Tiffany Grint, Pamela Johnson, Glen Salyer, Benjamin Small, Miesha Hewitt (IDA Counsel), Jim Humphrey (IDA Counsel), Sarah Owen (SWFL Community Foundation), and Chris Westley (Florida Gulf Coast University).

**I. CALL TO ORDER**

Chair Robbie Roepstorff called the meeting to order at 10:01 a.m., followed by roll call. Kirkwood noted that he would be out-of-town and unable to attend the October 25<sup>th</sup> IDA meeting.

**II. GUEST INTRODUCTIONS**

Sarah Owen, Southwest Florida Community Foundation; Miesha Hewitt, Knott•Ebelini•Hart; and Christopher Westley, Ph.D., Florida Gulf Coast University were introduced.

**III. SPECIAL CEREMONY**

**a. Board Members Swearing-in**

Counsel Jim Humphrey swore in the members of the Lee County IDA and reinstated them in identical board positions on the Lee County Educational Facilities Authority (EFA). Christopher Westley, Ph.D. of Florida Gulf Coast University was also sworn in for the EFA as a necessary member from an educational institution.

Ed Bolter was sworn in by Humphrey, for a term of four years with the IDA (ending 2022).

**IV. APPROVAL OF MINUTES**

*A motion was made to approve the August 24, 2018 IDA meeting minutes by Markham, seconded by Kirkwood, and unanimously approved.*

**V. TREASURER'S REPORT**

**a. Financials (August 2018)**

Ed Bolter noted the August 2018 financial reports had been provided and reviewed. Line item expenditures compared to their corresponding budget allocations are within budget. The August financial summaries reflect no changes in other assets from the previous period through August 31. The summary sheet shows the total funds available balance of \$2,208,354.07, which includes \$1,136.27 in payables for legal fees through July 31, 2018.

Certificates of deposit from TIAA, Ever Bank, PNC and Regions Bank are coming due. Roepstorff is researching renewal rates and will roll them over and renew.

Bolter made a request to include the IDA Treasurer in future fiscal year budget preparation meetings.

The referenced financial reports are for informational purposes and no Board action is required.

**VI. NEW BUSINESS**

**a. Presentation Request** – Sarah Owen, President & CEO, Southwest Florida Community Foundation made a presentation on behalf of the FutureMakers Coalition. Owen requested the IDA make a \$15,000.00 investment in Lee County's workforce development.

The FutureMakers Coalition goal is to transform the workforce by increasing the number of working-age adults with degrees, certifications, and other high quality credentials needed to fill jobs. The IDA's investment would allow the Lee County Action Team to pilot a project or program directly benefitting Lee County's workforce and economic development.

The Helios Foundation and the Kresge Foundation are poised to match a \$15,000 investment made by October 15, 2018.

Humphrey confirmed the project or program was legally consistent under Chapter 159, fostering economic development in Lee County.

*A motion was made to invest \$15,000.00 in the FutureMakers Coalition allowing the Lee County Action Team to pilot a project or program directly benefitting Lee County's workforce and economic development by Markham, seconded by Hoolihan, and unanimously approved.*

**b. FY2018-19 Officer Rotation**

Humphrey (as Temporary Chair) announced the annual Election of Officers was to be held. The FY2018-19 rotation includes the following changes: Wayne Kirkwood, Chair; David Barton, Vice Chair; Ed Bolter, Secretary; Tom Hoolihan, Treasurer; Gail Markham, Assistant Secretary; Doug Gyure, Assistant Secretary; and Robbie Roepstorff an IDA member.

*A motion was made to carry forward with the FY2018-19 election and approve the new slate of officers by Kirkwood, seconded by Markham, and unanimously approved.*

**c. FY2018-19 Budget Adoption**

*A motion was made to amend the FY 2018-2019 budget to include the \$15,000.00 investment in the FutureMakers Coalition allowing the Lee County Action Team to pilot a project or program directly benefitting Lee County's workforce and economic development by Bolter, seconded by Gyure, and unanimously approved.*

*A motion was made to approve the FY2018-19 budget by Bolter, seconded by Hoolihan, and unanimously approved.*

**d. FY2018-19 Calendar Adoption**

FY2018-19 meeting calendar was discussed.

*A motion was made to approve the FY2018-19 meeting calendar by Markham, seconded by Bolter, and unanimously approved.*

**e. LIBOR Settlement Notice**

A discussion with Board and Counsel resulted in LIBOR being a non-issue for the IDA.

**f. Knott•Ebelini•Hart Invoices (July & August 2018)**

*A motion was made to accept the Knott•Ebelini•Hart invoices for July and August of 2018, in the amount of \$3,813.77 by Bolter, seconded by Roepstorff, and unanimously approved.*

**VII. OLD BUSINESS**

Humphrey noted for the record that IDA and EFA meeting notices had been published.

He also noted that Bond Counsel, Chris Traber, was handling the IRS' review of the 2010 Bonita Springs bond issue and would need signatures from the Chair on the IRS forms.

*A motion was made to authorize the Chair, Wayne Kirkwood to sign the IRS forms by Markham, seconded by Bolter, and unanimously approved.*

**VIII. ECONOMIC DEVELOPMENT DIRECTOR COMMENTS**

Pamela Johnson noted that the IDA's website is ADA compliant.

The Horizon Foundation presented a status update report to the IDA at the August 24<sup>th</sup> meeting and a motion was made to accept the Horizon Foundation Quarterly Report, approve distribution, and approve an invoice to be submitted to Johnson (with supporting documentation) not to exceed \$50,000.00. The invoice has been submitted, with supporting documentation, in the amount of \$33,333.00.

Johnson reminded the Board that at the August Board meeting, John Boland, CEO, Storm Smart, invited the IDA host an off-site meeting. The suggested off-site location is for the IMAG, presumably to show the Board the Fab Lab, a multi-purpose room that supports the STEM program and entrepreneurial outreach. Johnson agreed to review the approved IDA

calendar with Jim Humphrey and identify a date after January, which would not conflict with Horizon Council dates and bring the recommendations to the board.

Johnson noted EDO staff changes. Tiffany Grint accepted a position with the Lee County Talent Development Department. In addition, Amy McQuagge has accepted a new position in marketing for Sanibel Captiva Community Bank. Replacements will be sought for both positions. Ruth Buchanan will join the EDO team as a Business Development Manager. Buchanan comes from North Port, where she was an Economic Development Program Manager. She holds a Masters Degree from the University of Japan and has also earned her CEcD (Certified Economic Developer Certification) from the International Economic Development Council. She will attend the Industry Appreciation Awards on October 4, 2018 and will be formally introduced at the next meeting.

**IX. ADJOURN**

*With no further business, a motion was made to adjourn by Bolter, seconded by Barton, and unanimously approved. The meeting was adjourned at 10:54 a.m.*

**X. CONVENE AS LEE COUNTY EDUCATIONAL FACILITIES AUTHORITY.**

**XI. CALL TO ORDER**

EFA Chair Wayne Kirkwood called the meeting to order at 10:54 a.m.

**XII. EDUCATIONAL FACILITY AUTHORITY (EFA) FY2018-19 ELECTION OF OFFICERS**

Jim Humphrey (as Temporary Chair) announced the FY 2018-19 slate of EFA officers would be identical to the IDA board positions. The FY 2018-19 EFA slate includes: Wayne Kirkwood, Chair; David Barton, Vice Chair; Ed Bolter, Secretary; Tom Hoolihan, Treasurer; Gail Markham, Assistant Secretary, Doug Gyure, Assistant Secretary, Robbie Roepstorff, IDA member and Dr. Chris Westley, Florida Gulf Coast University, serving as a necessary member from an educational institution.

*A motion was made to carry forward with the FY2018-19 newly elected slate of EFA officers by Barton, seconded by Markham, and unanimously approved.*

**XIII. NEW BUSINESS**

**a. Knott•Ebelini•Hart Invoices (January 2018)**

*A motion was made to accept the Knott•Ebelini•Hart invoices for January 2018, in the amount of \$3,727.18 by Markham, seconded by Roepstorff, and unanimously approved.*

**b. FY2018-19 Budget Adoption**

*A motion was made to accept the FY2018-19 EFA budget, by Markham, seconded by Bolter, and unanimously approved.*

**XIV. ADJOURN**

*With no further business, a motion to adjourn was made by Markham, seconded by Bolter, and unanimously approved. The meeting was adjourned at 11:06 a.m.*