

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

May 31, 2012
Pike County Government Center
Waverly, Ohio

Chairman: Bob Proud
Vice-Chairman: Roger Rhonemus
Treasurer: Doug Corcoran

1. WELCOME AND CALL TO ORDER:

Roger Rhonemus, OVRDC Vice Chairman and Adams County Commissioner presided at the meeting since Bob Proud, OVRDC Chairman and Clermont County Commissioner was not in attendance. Mr. Rhonemus called the meeting to order at 2:00 pm. Mr. Rhonemus stated that a quorum was present and he asked Mike Crabtree, Scioto County Commissioner to lead the attendees in the Pledge of Allegiance to the American Flag. Mr. Rhonemus also asked for a moment of silence in memory of Bob Walton, Scioto County and Rick Eagan of Brown County, both were OVRDC Full Commission Members that recently passed away.

Executive Committee Members:

	Attended	Proxy	
Roger Rhonemus, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Dane Clark, Adams County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ralph Jennings, Brown County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ray Becraft, Brown County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tim Ross, Clermont County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack DeWeese, Fayette County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Faye Williamson, Fayette County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jay Cremeans, Gallipolis City Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Randy Finney, Gallipolis City Manager</u>
Bryan Long, Gallia County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shane Wilkin, Highland County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Katy Farber, Highland County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Randy Heath, Jackson County Member-at-Large	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Jennifer Jacobs, Jackson Economic Development</u>
Doug Cade, Lawrence County Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bill Dingus, Lawrence County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Harry Rider, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Matthey, Pike County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Doug Corcoran, Ross County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jack Everson, Mayor of Chillicothe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Joyce Atwood, Ross County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Mike Crabtree, Scioto County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
David Malone, Mayor of Portsmouth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kara Willis, Scioto County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eugene Collins, Sr., Scioto County Minority Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Zinn, Vinton County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ralph Neal, Vinton County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

John Hemmings, OVRDC Executive Director
Juanita Bragg, OVRDC Finance Director
Sharon Clark, Administrative Assistant
Michele Throckmorton, Development Director
Jessica Purdon, Economic Development Specialist

Guests Present:

Linda Ayres-Louiso, USDA Rural Development
Nick Gatz, Representative Governor Kasich
Kevin Hoggatt, Representative Senator Portman
Kent Moore, Representative Senator Portman
Fred River, ODOT District 9
Teddy L. West, Pike County Commissioner
Jeanne Wilson, Representative Senator Brown

2. APPROVAL OF MINUTES

Mr. Rhonemus stated that a draft of the April 26, 2012 Executive Committee Meeting Minutes was mailed to members, along with the meeting notice and he asked for any corrections or additions. Mr. Rhonemus asked for a motion to approve the minutes.

IT WAS MOVED BY HARRY RIDER AND SECONDED BY RAY BECRAFT TO APPROVE THE MINUTES OF THE APRIL 26, 2012 EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Rhonemus introduced OVRDC Treasurer and Ross County Commissioner, Doug Corcoran. Mr. Corcoran referred to Tab #3 and reviewed the Balance Sheet for the period ending March 31, 2012. Mr. Corcoran advised Total Assets of \$1,169,635.91, Total Liabilities of \$75,123.91, Total Equity of \$1,094,512.00 with a zero balance. Mr. Rhonemus asked if there were any questions.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY BOB MATTEY TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR'S REPORT

Mr. Rhonemus introduced John Hemmings, OVRDC Executive Director. Mr. Hemmings referred to the Director's Report located under Tab #4 and highlighted the various sections.

Mr. Hemmings advised on April 24-26, Michele Throckmorton and Jessica Purdon attended the NADO Economic Development Finance Service Conference in Burlington, Vermont.

Mr. Hemmings indicated he attended a meeting with Danielle Nameth of Senator Brown's Office and representatives of Fluor-B&W Portsmouth to discuss the Community Commitment Plan funds that Fluor-B&W have available for economic development projects in the region. OVRDC keeps being brought into the conversation as a conduit for this potential funding as well as a possible resource for assistance with some of the economic development efforts forthcoming.

Mr. Hemmings advised he attended a meeting of Connect Appalachia at the Ohio Mid-Eastern Governments Association (OMEGA) Office in Cambridge, Ohio. The meeting was held to discuss potential means by which the last mile broadband infrastructure in Appalachia Ohio can be deployed including the possibility of utilizing

Ohio Local Development Districts Revolving Loan Fund dollars to assist with small broadband companies' start-up and expansion.

On April 10, 2012, Jessica Purdon held a specialized training for the RCDI Communities (Rural Community Development Initiative) at the Vinton County Commissioner's Development Department in McArthur, Ohio. Ms. Purdon shared highlights from the "Growing the Appalachian Food Economy: A Forum on Local Food Systems and Sustainable Agriculture." Melissa Carter from The Ohio State University South Centers spoke with attendees about farmers' markets and agritourism. Representatives from Vinton and Jackson Counties were in attendance.

Mr. Hemmings referred to a news release from Appalachian Partnership for Economic Growth announcing it has selected a Chief Executive Officer to lead the organization. John Molinaro, currently Co-Director of the Community Strategies Group at The Aspen Institute in Washington, DC will begin his role as President and CEO on July 1, 2012. A subsidiary of the Ohio Appalachian Business Council, the Appalachian Partnership for Economic Growth (APEG) is committed to accelerating sustainable business growth, job creation and advancing the southeast Ohio economy through targeted economic development support and regional collaboration.

Mr. Hemmings also referred to a flyer announcing the Ohio Rural Communities Assistance Program's (RCAP's) Small Towns, Big Futures Rural Community Conference on August 14 and 15, 2012 in Columbus, Ohio.

5. OLD BUSINESS

(a) ARC/EDA FY 2012 Project Update

Mr. Rhonemus introduced Michele Throckmorton, OVRDC Development Director. Mrs. Throckmorton referred to Tab #5-a and advised the following changes in the project package: Under Area Development Projects, OVRDC New Building Construction Project (Multi-County) has been approved and UC Clermont College Center for Advanced Manufacturing Project (Clermont) has been added from the 2013 project package due to several 2012 projects dropping out and not being ready to move forward. Under Distressed County Projects, Sunshine Ridge Waterline Extension Project (Adams) has been submitted to GOA.

(b) OVRDC Office Building

Mr. Hemmings advised he received the grant agreement from the State of Ohio for the \$250,000 and it has been signed and returned. Mr. Hemmings also advised a new bank account will be set up at the bank for the building project. Mr. Hemmings indicated the Pike County, Ohio Commissioners and SODI are very supportive of the OVRDC building project and after talking with the Pike County Auditor he is leaning toward a partnership with SODI to build and own the building and lease to OVRDC. The auditor advised this would be a less complicated route to go. He will prepare a Memorandum of Understanding between OVRDC and SODI and report back to the board next month the partner we select (Pike County or SODI).

Mr. Hemmings indicated he has completed the process of selecting an architect/project manager for the building project and this selection will be discussed under new business, Tab #6-b.

Mr. Hemmings also advised it was recently determined he will need to request quotes for a boundary/topographic/utility survey as well as a geo-technical survey/report of the building site and will provide an update at the next meeting after quotes are received.

(c) RLF/Sardinia Feed and Farm Supply Collateral Release

Mr. Hemmings advised that Sardinia Feed and Farm Supply, one of OVRDC current loan clients, had requested we consider a release of mortgages on the 3 personal residences of the borrowers that we took as collateral since the OVRDC loan commitment letter to Sardinia Feed and Farm Supply stated that release of such collateral would be considered after 3 years. At last month's Executive Committee Meeting a motion was made to table this agenda item in order to secure additional financial information to present to the Loan Review Committee for their recommendation. Mrs. Michele Throckmorton then informed the Executive Committee that the requested financial information was obtained and sent to the Loan Review Committee for consideration and it was the majority determination of the Loan Review Committee to deny the request for release of collateral at this time.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY BOB MATTEY TO APPROVE THE RECOMMENDATION OF THE LOAN REVIEW COMMITTEE TO DENY THE REQUEST FOR RELEASE OF COLATTERAL BY RLF CLIENT SARDINIA FEED AND FARM SUPPLY ON THE BORROWERS' THREE (3) PERSONAL RESIDENCES. THE MOTION PASSED.

6. NEW BUSINESS

(a) Finance Committee Recommendations

Mr. Rhonemus introduced Juanita Bragg, OVRDC Finance Director. Ms. Bragg advised the Finance/Audit Committee met on May 24, 2012 at the OVRDC Office. The members of the committee are: Bob Proud and Doug Corcoran (who were unable to attend), Roger Rhonemus, John Hemmings and Juanita Bragg. Attending the audit portion of the meeting was Kathy Lambert from the audit firm of Whited Seigneur Sams & Rahe, LLP (WSSR).

- **2012 General Fund Budget**

The Finance Committee has recommended the distribution of the per capita dues to be based on the 2011 Population Estimates for the fiscal year 2013 General Fund resolutions. The committee recommended retaining the present per capita rate amount of .17 cents per person per county. Ms. Bragg referred to Tab #6-a, containing a chart showing the 2012 and 2013 per capita amounts and asked for the approval of the Finance Committee's recommendation concerning the general fund amount increasing by \$198.00 (from \$113,849 in 2012 to \$114,047 in 2013). She said the resolutions will be given to the counties present today and emailed to the county clerks of all counties and the city clerk of the City of Chillicothe.

A MOTION WAS MADE BY MIKE CRABTREE AND SECONDED BY JACK EVERSON TO APPROVE THE FINANCE COMMITTEE'S RECOMMENDATION FOR THE 2013 GENERAL FUND BUDGET TO RETAIN THE PER CAPITA RATE AT 17 CENTS AND USING THE 2011 POPULATION ESTIMATES FOR EACH COUNTY. THE MOTION CARRIED.

- **Audit Report of OVRDC's Financial Statements for the Year Ended December 31, 2011**

Ms. Bragg advised OVRDC has received the draft audit report of the financial statements for the period ending December 31, 2011 with no material weaknesses, findings or questioned cost on any of our federal programs. The audit is to be submitted to the Federal Audit Clearinghouse and to the Auditor of State for their review. Once the audit is approved, the Auditor of State will post OVRDC's Financial Statements on the Auditor of State's website. When OVRDC is notified of this posting, we will include the link to the Auditor of State's website in our e-newsletter and website. The Finance/Audit Committee approved the report and recommended it be submitted to OVRDC's Executive Committee for approval.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY MIKE CRABTREE TO APPROVE THE DRAFT AUDIT REPORT AND ADVANCE IT TO THE AUDITOR OF THE STATE OF OHIO FOR REVIEW. THE MOTION CARRIED.

(b) Selection of Architect for OVRDC Office Building

Mr. Hemmings advised as a public agency, the Ohio Valley Regional Development Commission is mandated by state law to abide by the "Qualification-based" selection system to hire an architect for our building. The architect cannot be chosen by cost, but by qualifications.

Mr. Hemmings advised he sent request for qualifications to 11 firms and received 5 responses. He wanted to thank Kim Reynolds and Michele Throckmorton of OVRDC for their assistance in ranking the proposals in accordance with the state rating system. Four firms were selected to be interviewed. Randy Mullins-Architect of Wheelersburg, Ohio was the firm selected (a summary of his qualifications is included under

Tab #6-b) for a cost of \$36,000. Mr. Hemmings stated this cost does not include the boundary/topographic/utility survey or the geo-technical survey/report that are also needed before construction can begin. Mr. Hemmings asked for approval to enter into contract with Randy Mullins-Architect.

A MOTION WAS MADE BY BILL DINGUS AND SECONDED BY DOUG CADE TO ALLOW THE OVRDC EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH RANDY MULLINS-ARCHITECT OF WHEELERSBURG, OHIO FOR A COST OF \$36,000 TO SERVE AS ARCHITECT/PROJECT MANAGER FOR THE CONSTRUCTION OF A NEW OFFICE BUILDING FOR OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION. THE MOTION CARRIED.

(c) Ohio Development District Application Draft Resolution #2012/05-02

Mr. Hemmings referred to Tab #6-c which included a draft copy of the annual State Local Development District (LDD) application Draft Resolution #2012/05-02 for review and approval, indicating this was for OVRDC's annual State LDD grant support.

MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY MIKE CRABTREE TO ADOPT THE RESOLUTION #2012/05-02 AUTHORIZING JOHN HEMMINGS, OVRDC EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT AN APPLICATION, INCLUDING THE WORK PROGRAM AND BUDGET, TO THE OHIO DEPARTMENT OF DEVELOPMENT IN THE AMOUNT OF AT LEAST \$130,194 (ONE-THIRD OF AMOUNT APPROVED IN THE OHIO BIENNIUM BUDGET FY 2013), THE MOTION WAS PASSED UNANIMOUSLY.

7. OVRDC MEETINGS

Mr. Rhonemus announced the next Executive Committee meeting will be held on Thursday, June 28, 2012 at 2 pm at the Pike County Government Center in Waverly, Ohio and that the Personnel Committee would meet on June 28, 2012 at 11:30 am at the OVRDC Office.

Mr. Rhonemus provided a few moments for our guests to offer comments for the good of the order of which many took the time to do so.

8. ADJOURN

There being no further business Mr. Rhonemus asked for a motion to adjourn.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY MIKE CRABTREE TO ADJOURN THE MAY 31, 2012 EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Roger Rhonemus, Vice-Chairman