

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

March 22, 2013
Hi-Tech Center
Hillsboro, Ohio

Chairman: Bob Proud
Vice-Chairman: Shane Wilkin
Treasurer: Doug Corcoran

1. WELCOME AND CALL TO ORDER:

Bob Proud, OVRDC Chairman and Clermont County Commissioner called the meeting to order and welcomed everyone to the Hi-Tech Center in Hillsboro, Ohio. Mr. Proud stated that a quorum was present and he asked Shane Wilkin, Highland County Commissioner and OVRDC Vice-Chairman to lead the attendees in the Pledge of Allegiance to the American Flag.

Executive Committee Members:

	Attended	Proxy	
Brian Baldrige, Adams County Commissioner (Interim Caucus Chair)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dane Clark, Adams County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Caucus Chair Vacancy, Brown County	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ray Becraft, Brown County Member-at-Large, (Interim Caucus Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Vacant, Clermont County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack DeWeese, Fayette County Commissioner	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Shane Wilkin, Highland County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Vacant, 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 type="checkbox"/>	_____
Doug Cade, Lawrence County Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bill Dingus, Lawrence County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____
Harry Rider, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Matthey, Pike County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doug Corcoran, Ross County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack Everson, Mayor of Chillicothe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Joyce Atwood, Ross County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mike Crabtree, Scioto County Commissioner	<input 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 type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Zinn, Vinton County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ralph Neal, Vinton County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

John Hemmings, Executive Director
Juanita Bragg, Finance Director
Michele Throckmorton, Development Director
Sharon Clark, Administrative Assistant

Guests Present:

Blaine Beekman, Pike County Commissioner
Ted West, Pike County Commissioner
Honorable John Becker, State Representative 65th District
Lee Shirey, USDOC Economic Development Administration Economic Development Representative
Betty Jackman, Village of Greenfield Council
Ron Coffey, Greenfield City Manager

2. APPROVAL OF MINUTES

Mr. Proud stated that a draft of the February 21, 2013 Executive Committee Meeting Minutes was mailed to members, along with the meeting notice and he asked for any corrections or additions. Mr. Proud asked for a motion to approve the minutes.

IT WAS MOVED BY DOUG CADE AND SECONDED BY RAY BECRAFT TO APPROVE THE FEBRUARY 21, 2013 MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Proud introduced Juanita Bragg, OVRDC Finance Director (Doug Corcoran, OVRDC Treasurer was not in attendance). Ms. Bragg referred to the balance sheet for January 31, 2013 included in the packet and advised Total Assets of \$1,374,725.38, Total Liabilities of \$140,635.54, Total Equity of \$1,234,089.84 and a zero balance. Ms. Bragg asked if there were any questions. Being none, Mr. Proud then asked for a motion to approve the report.

A MOTION WAS MADE BY DOUG CADE AND SECONDED BY SHANE WILKIN TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR'S REPORT

Mr. Proud introduced John Hemmings, OVRDC Executive Director. Mr. Hemmings referred to the Director's Report included in the packet and advised attendees could review at their leisure.

5. OLD BUSINESS

(a) **OVRDC Office Building**

Mr. Hemmings referred to the recent photo of the new OVRDC Office Building included in the meeting packet and advised that at the first construction meeting held on February 1st, Mullins Construction, the contractor for the project, indicated that the project is running about two weeks behind due to the weather but should be completed by the end of April.

Mr. Hemmings also stated a discussion was held at the January 2013 Executive Committee Meeting regarding the data wiring for the building and South Central Ohio Computer Association (SCOCA) providing the service. He indicated at a recent construction meeting it was determined the initial quote from SCOCA was revised since there is no need to use the special plenum cable for return air since the return air is channeled through the duct work. This will be at a cost of less than \$5,000 and according to the General OVRDC Contracting and Procurement Policies, purchases under \$5,000 do not have to be bid. Mr. Hemmings indicated SCOCA will provide the data wiring for the new building.

(b) Bookkeeper/Secretary Position

Mr. Hemmings indicated he has called and spoken to an Employment Agency in Waverly, Ohio and they are to forward information to him regarding hiring a temporary employee but he has not received anything from them yet.

(c) ARC/EDA FY 2013 Project Update

Mr. Proud introduced Michele Throckmorton, OVRDC Development Director. Mrs. Throckmorton referred to the 2013 Priority Project Package report included in the packet and advised of the following updates: Under Area Development Projects: Manchester Sewer Collection System Rehabilitation Project (Adams County) has been added and she is working with the community on its application. Under Distressed County Projects: the Kelly Road Booster Pump Station Project (Vinton County) application has been submitted to OVRDC for review. Under Rapid Response Projects: Shawnee State University Twin Screw Extruder Equipment Project (Scioto County) has been submitted to OVRDC for review and University of Rio Grande Mil Tec Project (Gallia County) is in application preparation stage. Under EDA Projects: Hobart/Carl Smith Drive Access Road (Highland County) is resubmitting their application to EDA in June 2013 since original application was incomplete.

6. NEW BUSINESS

(a) Change Order #1 for OVRDC Office Building

Mr. Hemmings referred to the Change Order #1 Request included in the packet from Mullins Construction Company dated February 28, 2013 for labor and material totaling an additional \$13,425.00 for their contract to construct the new OVRDC office building. Changes are: 1) Occupancy sensors per plan review \$551.00; 2) Trench 500', Conduit (4") 1000', two sweeps \$10,195.00; 3) Tactile exit signs (3 @ \$25) \$75.00; 4) Handicap Fine Signs \$100; 5) Phone/data box in break-room \$100.00; 6) R-8 insulation on ductwork \$2,200.00 7) Grab bars \$204.00. Most of these changes are the result of newly mandated codes for new construction required by the State of Ohio, while the largest part of the change order has to do with electric conduit that must be added to secure electric service to the building site. Mr. Hemmings also included in the packet a building budget which indicates that funds are available in the project budget to approve the change order request and after approval there will still be a \$5,443.00 balance for project contingencies. Mr. Hemmings indicated a motion from the Executive Committee is needed to approve this increase in the contract price for Mullins Construction since it is over \$5,000. In essence, Mullins Construction's contract for construction of the new OVRDC office building will increase from \$716,389.00 to \$729,814.00.

A MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY HARRY RIDER TO AUTHORIZE APPROVAL OF CHANGE ORDER #1 IN THE AMOUNT OF \$13,425.00 TO MULLINS CONSTRUCTION COMPANY FOR THE NEW OVRDC BUILDING CONTRACT, INCREASING THE CONTRACT AMOUNT FROM \$716,389.00 TO \$729,814.00. THE MOTION PASSED UNANIMOUSLY.

Mr. Hemmings advised this was the last meeting and month for Doug Corcoran to serve as OVRDC Treasurer. He stated that OVRDC needs to add our new Treasurer (Blaine Beekman has been nominated) to the bank accounts in order that he may sign checks for OVRDC and remove Doug Corcoran from such authority. Facing stricter regulations, our banks are requiring that we have some official action by the Executive Committee naming the individuals that can sign checks from our bank accounts. Mr. Hemmings stated that it would be more prudent

to name the positions that can sign checks versus the actual names of the individuals in the action and we can advise the bank of the individuals holding these positions at any given time. Mr. Proud recommended that we add the Vice-Chairman of OVRDC to the check signing privilege since that is the only OVRDC officer position that cannot currently sign checks. The consensus was to give the OVRDC Chairman, OVRDC Vice-Chairman, OVRDC Treasurer, and OVRDC Secretary (Executive Director) the authority to sign checks for OVRDC.

A MOTION WAS MADE BY DOUG CADE AND SECONDED BY RANDY FINNEY TO AUTHORIZE OVRDC OFFICERS (CHAIRMAN, VICE-CHAIRMAN, TREASURER, SECRETARY) TO SIGN CHECKS FOR THE OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION. THE MOTION CARRIED.

7. OVRDC MEETINGS

Mr. Proud announced that the next Executive Committee Meeting will be held on Thursday, April 18, 2013 at 1:30 pm in Pike County at the Pike County Government Center in Waverly.

8. ADJOURN

There being no further business Mr. Proud adjourned the meeting.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Robert L. Proud, OVRDC Chairman