

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

May 23, 2013
Pike County Government Center
Waverly, Ohio

Chairman: Bob Proud
Vice-Chairman: Shane Wilkin
Treasurer: Blaine Beekman

1. WELCOME AND CALL TO ORDER:

Shane Wilkin, OVRDC Vice-Chairman and Highland County Commissioner called the meeting to order, since Bob Proud, OVRDC Chairman was unable to attend, and welcomed everyone to the Pike County Government Center in Waverly, Ohio. Mr. Wilkin stated that a quorum was present and asked for a moment of silence for the tornado victims in Oklahoma. He then led the attendees in the Pledge of Allegiance to the American Flag.

Executive Committee Members:

	Attended	Proxy	
Brian Baldrige, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Russ Brewer, Adams County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Tony Applegate, Brown County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Harry Foxworthy, Brown County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Matthew Van Sant, Clermont County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack DeWeese, Fayette County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jim Gusweiler, Fayette County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jay Cremeans, Gallipolis City Commission, Caucus Chair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Randy Finney, City of Gallipolis _____
Lori Neal, Gallia County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shane Wilkin, Highland County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Charles Stevens, Highland County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Rick McNelly, Jackson County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Doug Cade, Lawrence County Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Rick Griffith, Lawrence County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Blaine Beekman, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ted West, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Shirley Bandy, Pike County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doug Corcoran, Ross County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jack Everson, Mayor of Chillicothe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tom White, Ross County Private Sector	<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"/>	_____
Wayne Kempf, 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"/>	_____
Clyde Hall, Vinton County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

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

Guests Present:

Sam Brady, Jackson County Economic Development
Chris Ervin, Director Pike County Community & Economic Development
Katy Farber, APEG
Nick Gatz, Southeast Ohio Regional Liaison for Governor John Kasich
Jennifer Jacobs, Director, Jackson County Economic Development
Sharon Manson, Director, Pike County Visitor's Bureau
Harry Rider, Pike County Commissioner
Alex Scharfetter, Representative for Congressman Bill Johnson, 6th District
Todd Shelton, Representative for Senator Rob Portman

2. APPROVAL OF MINUTES

Mr. Wilkin stated that a draft of the April 18, 2013 Executive Committee Meeting Minutes was mailed to members, along with the meeting notice and he asked for any corrections or additions. Mr. Wilkin asked for a motion to approve the minutes.

IT WAS MOVED BY DOUG CADE AND SECONDED BY TED WEST TO APPROVE THE APRIL 18, 2013 MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Wilkin introduced Blaine Beekman, Pike County Commissioner and OVRDC Treasurer. Mr. Beekman referred to the balance sheet for March 31, 2013 included in the packet for review and asked if there were any questions. Being none, Mr. Wilkin then asked for a motion to approve the report.

A MOTION WAS MADE BY RICK MCNELLY AND SECONDED BY DOUG CORCORAN TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR'S REPORT

Mr. Wilkin introduced John Hemmings, OVRDC Executive Director. Mr. Hemmings referred to the Director's Report included in the packet and advised on April 24-26 he and Jason Gillow attended the 2013 National Rural Transportation Peer Learning Conference held in Greenville, South Carolina. Each year, this unique event convenes rural and small metropolitan transportation planners, professionals, and stakeholders to discuss practical issues and topics, engage one another through information exchange and networking opportunities, and learn from national experts. Workshops, plenary addresses, and best practice sessions covered a wide variety of multimodal transportation topics.

Mr. Hemmings advised on April 18, 2013, he met with Jeanne Wilson, representative for Senator Sherrod Brown, to discuss co-sponsoring a workshop with their office related to funding opportunities for first responders, particularly fire departments in our area. He will follow up in writing to her to make the request official and work together to make this event happen in the fall of 2013.

On April 29, 2013, Jason Gillow attended the OGRIP Forum meeting held in Columbus, Ohio. Several topics were discussed that are important to the region. The Location Based Response System (LBRS) is a continued priority for the State of Ohio. The U.S. Department of Transportation, Federal Highway Administration under the new MAP-21 is using the State of Ohio's LBRS program as a model for meeting new data collection standards and opens new funding sources for the state to complete the LBRS program for other counties. Additionally, the LBRS program will help the state meet the Next Generation 9-1-1 (NG9-1-1) compliance standards. Scioto County is the only county not to participate in this program in the OVRDC Region. In regard to the Ohio Statewide Imagery Program (OSIP), all data collection flights set for 2013 have been completed for central Ohio – these include Fayette, Ross and Vinton Counties. State of Ohio, OGRIP hired Heartland GIS to develop data standards for developing a statewide parcel project.

5. OLD BUSINESS

(a) ARC/EDA FY 2013 Project Update

Mr. Wilkin introduced Jessica Purdon, OVRDC Economic Development Specialist. Mrs. Purdon referred to the Appalachian Regional Commission and Economic Development Administration FY'2013 Priority Project report included in the packet and advised of the following updates

Under Area Development Projects - The Village of Georgetown Town Run Pump Station SSO Elimination WWTP Project (Brown County) has been approved and the TPALC Employment Training for Justice Involved Persons (Highland County) has been put on hold until FY '14.

Under Distressed County Projects:

Kelly Road Booster Pump Station (Vinton County) application has been submitted to GOA and should be funded soon.

Under Rapid Response Projects:

Shawnee State University Twin Screw Extruder Equipment Project (Scioto County) has been approved for \$80,500.

University of Rio Grande Mil Tec Project (Gallia County) has been approved for \$108,000.

Opiate Treatment Facility Project (Jackson County) has been approved for \$500,000.

Vinton County Airport Project (Vinton County) is on hold until FY '14.

(b) OVRDC Office Building

Mr. Hemmings included a recent photo of the new OVRDC Office building in the packet. He indicated he is working with South Central Ohio Computer Association (SCOCA) regarding contracting leasing internet service to the building at a cost of \$2,000 installation and \$850 per month through Time Warner. Mr. Hemmings said he is hoping to be moved in the building by the end of June.

(c) OVRDC New Office Furniture Purchase

Mr. Hemmings said at last month's meeting he advised the board he was negotiating with OPC Office Supplies LLC from Scioto County to purchase furniture contingent on them lowering the cost. He advised OPC Office Supplies did lower their cost and the office furniture was purchased and being delivered to the new building today.

(d) Cost Allocation Plan Approval

Mr. Hemmings advised the Economic Development Administration (EDA) has requested we submit a Cost Allocation Plan within 90 days of the receipt of our Grant Award. EDA requested we use the indirect rate from our 2011 audited financials which is 36.9% and apply this to OVRDC's 2013 fiscal year. A copy of

this plan was emailed to Executive Committee members and copies were available for review at the meeting. Mr. Wilkin asked for a motion to approve the Cost Allocation Plan.

A MOTION WAS MADE BY DOUG CADE AND SECONDED BY HARRY RIDER TO APPROVE THE 2013 OVRDC COST ALLOCATION PLAN. THE MOTION CARRIED.

6. NEW BUSINESS

(a) Finance Committee Recommendations

Mr. Hemmings advised the Finance/Audit Committee met on May 10, 2013 at OVRDC's temporary office in the WAI Building on Shyville Road in Piketon. The members of the committee attending were Shane Wilkin, Highland County, Blaine Beekman, Pike County, Bob Proud, Clermont County (participated by phone), John Hemmings and Juanita Bragg of OVRDC. Attending the audit portion of the meeting was Kathy Lambert from the audit firm of Whited Seigneur Sams & Rahe, LLP (WSSR).

- **2014 General Fund Budget**

The Finance Committee has recommended the distribution of the per capita dues to be based on the 2012 population estimates for the fiscal year 2014 General Fund resolutions. The committee recommended retaining the present per capita rate amount of .17 cents per person per county. Mr. Hemmings referred to the orange sheet included in the packet containing a chart showing the 2013 and 2014 per capita amounts and asked for the approval of the Finance Committee's recommendation concerning the general fund amount decreasing by \$642 (from \$114,047 in 2013 to \$113,405 in 2014). Mr. Hemmings said the resolutions will be given to the counties present at the May 23rd meeting and emailed to the county clerks of all counties and the city clerk of the City of Chillicothe.

A MOTION WAS MADE BY DOUG CORCORAN AND SECONDED BY TED WEST TO APPROVE THE FINANCE COMMITTEE'S RECOMMENDATION FOR THE 2014 GENERAL FUND BUDGET TO RETAIN THE PER CAPITA RATE AT 17 CENTS AND USING THE 2012 POPULATION ESTIMATES FOR EACH COUNTY. THE MOTION CARRIED.

- **Audit Report of OVRDC's 2012 Financial Statement**

Mr. Hemmings advised OVRDC has received the draft audit report of the financial statements for the period ending December 31, 2012 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 on our website. Mr. Hemmings advised OVRDC is now considered a "Low Risk Auditee". The Finance/Audit Committee approved the report and recommended it be submitted to OVRDC's Executive Committee for approval.

A MOTION WAS MADE BY RICK MCNELLY AND SECONDED BY BRIAN BALDRIDGE TO APPROVE THE DRAFT AUDIT REPORT AND ADVANCE IT TO THE AUDITOR OF THE STATE OF OHIO FOR REVIEW. THE MOTION CARRIED.

(b) Ohio Local Development District Application, Draft Resolution #2013/05-03

Mr. Hemmings referred to the draft copy of the annual State Local Development District (LDD) application Draft Resolution #2013/05-03 included in the packet for review and approval, indicating this was for OVRDC's annual State LDD grant support.

MOTION WAS MADE BY TONY APPLGATE AND SECONDED BY DOUG CORCORAN TO ADOPT THE DRAFT RESOLUTION #2013/05-03 AUTHORIZING JOHN HEMMINGS, OVRDC EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT AN APPLICATION, INCLUDING THE WORK PROGRAM AND BUDGET, TO THE DEVELOPMENT SERVICES AGENCY IN THE AMOUNT OF AT LEAST \$135,000. THE MOTION WAS PASSED UNANIMOUSLY.

(c) Sardinia Feed & Farm Supply Loan

Mr. Hemmings advised the owner of Sardinia Feed & Farm Supply John Weber, due to illness, wishes to lease the business for one year to an individual interested in purchasing the business. The lessee needs to gain experience with operating a feed mill to secure financing through the Small Business Administration is the reason for the one year lease . Mr. Weber is current on all payments. The Loan Review Committee, at the meeting held on May 22, 2013, recommended OVRDC enter into a consent agreement allowing the lease of the business thus modifying the original loan agreement with Sardinia Feed & Farm Supply, LLC with the recommendation of a triple net lease requiring the lease payment to cover the cost of the bank and OVRDC loan payments, real estate taxes, and property insurance, including maintenance. The Loan Committee also recommended the lease agreement be approved by OVRDC attorneys prior to entering into the consent agreement.

A MOTION WAS MADE BY HARRY RIDER AND SECONDED BY DOUG CORCORAN TO APPROVE THE RECOMMENDATION OF THE LOAN REVIEW COMMITTEE TO MODIFY THE ORIGINAL LOAN TO SARDINIA FEED & FARM SUPPLY TO PERMIT THE LEASE OF THE BUSINESS FOR ONE YEAR. THE MOTION CARRIED WITH RUSS BREWER ABSTAINING.

(d) Tykma, Inc. RLF Application for Financing, Draft Resolution #2013/05-04

Mr. Hemmings referred to Draft Resolution #2013/05-04 for consideration included in the packet. He advised the Loan Review Committee met on May 22, 2013 and recommended approval of the application for financing from Tykma, Inc. located in Ross County an Ohio Corporation who will be refinancing its business assets and inventory located at 931 East Water Street, Chillicothe, Ohio. Tykma has requested financing in the amount of \$200,000 for the refinance of the business assets of Tykma Inc.(machinery, equipment and inventory) and working capital, together with the Bank, and owner's equity for a total project cost of \$1,864,000.00. The primary lender is Fifth Third Bank, located in Chillicothe and they have requested gap-financing assistance on this project. The new business will create six (6) full-time equivalent (FTE) jobs within the district during the first three years from the date of closing.

A MOTION WAS MADE BY RICK MCNELLY AND SECONDED BY TEDDY WEST TO APPROVE RESOLUTION #2013/05-04 TO LOAN \$200,000 UNDER THE ARC-RLF PROGRAM, ALONG WITH ALL APPLICABLE CONDITIONS TO TYKMA, INC., LOCATED IN ROSS COUNTY. THE MOTION CARRIED UNANIMOUSLY.

7.OVRDC MEETINGS

Mr. Wilkin announced that the next Executive Committee Meeting will be held on Thursday, June 27, 2013, at 1:30 pm. (location to be determined).

8. ADJOURN

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

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Shane Wilkin, OVRDC Vice-Chairman