

Lewis County Development Corporation

Meeting Minutes – March 26, 2020

Board Members present: Larry Dolhof (President), Glen Gagnier (Treasurer), Tim Petersen, Eric Sunderhaft, Tyler McDonald, Jim Durkish, Donn Bassette, Terry Thisse and Eric Virkler. Meeting conducted by telephone due to restrictions in place for Covid 19 virus and per Governor's executive order allowing remote meetings.

Others present: Liz Bush, Thomas Haynes, Cheyenne Steria, Brittany Davis

Meeting called to order at 8:03 AM.

Approval of November 13, 2019 Minutes: A motion to approve the November 13, 2019 minutes with no corrections necessary was made by Glen Gagnier, seconded by Tim Petersen and carried unanimously.

Treasurer's report: Glen Gagnier summarized his written report as of March 26, 2020 reflecting the current bank balances, bills paid, and bills remaining due.

A motion by Jim Durkish to accept the Treasurer's report for March 26, 2020 and to pay the bills as identified by Treasurer Gagnier seconded by Terry Thisse and carried unanimously.

Old Business:

Lyons Falls Mill Redevelopment

- Thomas Haynes gave a summary of the project work. RPCI demobilized in December with all buildings having been demolished. The company will be back in the spring for minor site cleanup and stone crushing. There also is minor material to be removed from the site.
- DANC contract amendment. We have an updated contract between the LCDC and the Village of Lyons Falls for project management fees with DANC. The amendment is for an additional \$10,000.
Motion to authorize approval of the agreement with Village of Lyons Falls for amended and continued project management services with DANC made by Tim Petersen, seconded Eric Sunderhaft and approved unanimously.
- Village of Lyons Falls SAM grant. A NYS SAM grant was awarded in December for \$200,000. We are starting to process the paper work for this grant. With this grant, the LCDC should complete Phase 4 with minimal to no out of pocket cost.
- Board discussed next steps to utilized funding available given this SAM grant. Thomas has received a quote to accomplish an improvement of the stormwater line that carries water from the upper side of the property to the turning basin. This project would include engineering, design and management fees of approximately \$150,000. Thomas noted an alternative is to use the funding for general site improvements, parking lot, etc. After some discussion, the board is more interested in the site improvements. We will look into work that can be accomplished for that utilizing RPCI as the contractor.
- USDA Grant: Eric and Larry provided summary of potential grant application that would acquire equipment to benefit Black River Valley Natural. The company has a \$167,000

project proposal and we would be seeking a \$99,000 grant. This becomes a grant to the LCDC and then a sale leaseback agreement is established with BRVN. The company would pay the \$99,000 back to the LCDC over a 5 or 7 year lease. The funds repaid to LCDC can be used for economic development purposes in the future.

Motion by Terry Thisse to approve the resolution for the USDA grant application, seconded by Donn Bassette and carried unanimously.

- Kruger crypto project: Thomas noted that Kruger has put their pods in place. They completed soil borings and removal before winter. They moved ahead with that before notifying DANC and this led to soil samples that needed to be tested by contaminants. Nothing unusual was identified but this has created additional requirements that Kruger will take responsibility for.

Lewis County Economic and Community Development Fund

- Eric Virkler updated the board. This has not moved ahead quickly due to delays in the Number Three wind project. LCIDA is still working with an attorney to put agreements in place for this.

New Business

2019 Audit report approval

- Liz Bush, partner from Bowers and Company provided an overview of the 2019 audited financial statements. The organization has a positive audit report.

Motion by Glen Gagnier to accept the audited financial statements as presented, seconded by Donn Bassette and approved unanimously.

LCDC and LCIDA contract

- Chairman Dolhof has worked with LCIDA board to develop a contract for the LCIDA to provide administrative support services to our organization. A draft contract has been presented to the board outlining LCDC would pay for administrative and financial support at a rate of \$50 per hour. Following some conversation, the Board expects the typical fee would be approximately \$200 per quarter and we can be comfortable with that level.

Motion by Glen Gagnier to approve the proposed contract with the LCIDA for administrative support with an expected cost of approximately \$200 per quarter, seconded by Donn Bassette and approved unanimously.

Bowers Audit fee schedule

- The board reviewed the five year fee schedule from Bowers and company.

Motion by Terry Thisse to continue utilizing Bowers services with the stated fee schedule, seconded by Tyler McDonald and carried unanimously.

Check Signer

- Larry Dolhof noted that it would be good to add Cheyenne Steria as a check signer given the LCIDA's role to provide administrative and financial support.

Motion by Eric Virkler to approve Cheyenne Steria as an authorized check signer, seconded by Glen Gagnier and carried unanimously.

Executive Director

- Larry explained that with Eric Virkler's transition to a board member, he can no longer serve as Executive Director. The key issue for the organization is to have an individual readily available to sign documents, grant applications, insurance documents, etc. Larry, Glen and Eric have discussed this and would recommend having Eric Virkler serve as LCDC secretary and perform those activities given that title. Glen commented this might make more sense than having one of the LCIDA staff appointed as Executive Director

given our contract for services. The current LCDC Secretary is Jim Durkish. Larry will connect with Jim to inform him of this potential change.

Motion by Glen Gagnier to appoint Eric Virkler as LCDC Secretary, effective immediately, seconded by Donn Bassette and carried unanimously. Mr. Virkler abstained.

Board membership

- The Board discussed adding to the membership. We are authorized for up to 15 board members. Larry Dolhof gave some background on four potential new members. Eric Virkler has been in direct contact with two of these individuals – Mick Lehman and Christie Nakano and both are interested in joining the board. The board also discussed including Darlene Rowsam as an advisor. With her membership on the LCIDA board that will create a liaison person.

Motion by Glen Gagnier to appoint Christie Nakano and Mick Lehman as LCDC board members, effective June 1, 2020, seconded by Donn Bassette, and approved unanimously.

Motion to reappoint Mike Bradish to a three-year term expiring in June 2023 made by Glen Gagnier, seconded by Tyler McDonald and carried unanimously.

Annual Reporting requirements

- All documents for annual reporting were provided to the board in advance of the meeting. Mr. Gagnier summarized the reports required and asked if the board had any questions on the information that had been distributed. Given the virtual meeting, Eric Virkler has completed a collective version of the reports that each board member would normally complete and sign. These documents will be filed as required with the Authority Budget Office. Glen Gagnier asked the board to review and if anyone is not comfortable with the generic response to contact him directly.

Motion by Eric Virkler to approve the annual Report of Operations for 2019, the Annual Investment Report and Annual Procurement report, seconded by Tyler McDonald and carried unanimously.

Motion by Donn Bassette to approve the resolution recognizing the board has reviewed and approved as necessary all other annual reports and submissions, seconded by Eric Sunderhaft and carried unanimously.

Other Action

- Larry Dolhof noted potential membership in the North Country Alliance. This is a seven county economic development organization. Eric V has been a board member for ten years and with his change in employment status, he needs a new entity to represent to remain on the board. There is a \$250 annual membership fee.
- **Motion by Eric Sunderhaft for the LCDC to join the North Country Alliance, seconded by Tyler McDonald and carried unanimously.**

Adjournment: Motion to adjourn was introduced by Larry Dolhof and seconded by Glen Gagnier and passed unanimously. The meeting adjourned at 9:45 AM.

Respectfully submitted,



Eric Virkler
Secretary