



Chairman Joseph Lawrence called the meeting to order at 8:04am.

**Board members Present:** Joe Lawrence, Darlene Rowsam, Ron Burns, Jerry Cayer, Thomas Gillette, Gagan Singh

**Others Present:** Brittany Davis, Kevin McArdle, Jenna Kraeger, Larry Dolhof, Ryan Piche

**Executive Director's Report**

**8:02-8:09**

- Brittany Davis noted her previously distributed Directors Report, highlighting the final stage of the audit and the hiring of the new Economic Development Specialist, Jenna Kraeger.

**Correspondence**

**8:09-8:10**

- The LCIDA board reviewed the **Budget Letter from Ryan Piche, County Manager** and request for funding letter from LCIDA to the County.

**Committee Reports**

**8:10-8:13**

- Finance Committee Chair, Tom Gillette reviewed the **Finance Committee Minutes from July 23, 2020** with the board, noting a presentation from Skewed Brewing on future plans.

**Privilege of the Floor**

- None

**Items for Approval**

**8:16 – 9:23**

- **The minutes** for July 2, 2020 **Regular Meeting** were approved upon a motion made by Tom Gillette and seconded by Darlene Rowsam. All present were in favor and the motion carried.
- **June Financial Reports** were presented and discussed. Report was approved upon a motion by Tom Gillette and seconded by Darlene Rowsam. All present were in favor and motion carried.
- **QTR 2 Loan Report** was presented to the board.
- The **Small Business Loan Collection and Rating Policy** has been amended to include all LCIDA notes receivables, including the revolving loan fund, installment loans and mortgages. All LCIDA notes receivables are subject to the policy and it establishes an annual loan rating system. The amendments to the Loan Collection and Rating Policy were approved upon a motion made by Gagan Singh and seconded by Jerry Cayer. All present were in favor and the motion carried.
- The board reviewed the current **Loan Risk Ratings**, as presented by the LCIDA Loan Committee. After discussion, a motion was made to approve the current Loan Ratings, contingent on changing the word "reserve" to "risk," by Jerry Cayer and seconded by Tom Gillette. All present were in favor and motion carried.



- The auditor of the LCIDA, Bowers & Co., advised the LCIDA board to **write-off the Barkeater Craft Brewery, LLC Revolving Loan**, principal amount of \$9,908.00. A motion to approve the write-off of the Barkeater Craft Brewery, LLC principal balance of \$9,908.00, in conjunction with the board receiving the bill of sale that secures the recapture of equipment, was made by Jerry Cayer and second by Ron Burns. All present were in favor and motion carried.
- Executive Director Davis presented a **General Services Agreement with Camoin Associates**, an economic development consulting firm. The General Services Agreement was approved upon a motion made by Darlene Rowsam and seconded by Gagan Singh. All present were in favor and motion carried.
- The board discussed using the **Camoin General Services Agreement to begin the RFP process for the Lyonsdale Property**. After discussion, a motion was made for the approval to use the General Services Agreement to move forward with the RFP process was made by Tom Gillette and seconded by Darlene Rowsam. All present were in favor and motion carried.
- Executive Director Davis provided the board with a Scope of Work for the **Downtown Office Space improvements**. After discussion, a budget of \$35,000 with 20% contingency was approved upon a motion made by Jerry Cayer and seconded by Tom Gillette. All present were in favor and motion carried.

#### Call to Action Items

9:23 – 9:28

- Executive Director Davis updated the board on the **open Board Member position**, asking for board members to assist in recruitment and promotion.
- Executive Director Davis updated the board on a **County-Wide Solar Process**, being created and implemented by County Planning, Real Properties, Lewis County Soil and Water and the LCIDA. A draft UTEP, including new solar policy changes, will be presented at the September board meeting.

#### Executive Session

- A motion was made to enter into executive session at 9:32 to discuss **personnel** by Jerry Cayer and seconded by Darlene Rowsam. All present were in favor and motion carried.
- Executive Session was closed at 9:45 upon a motion made by Ron Burns and seconded by Gagan Singh. All present were in favor and motion carried.
- The economic development specialist starting salary of \$47,000 with a 3% increase at the 6-month review, and a 3% increase at 12-month review, to bring salary to \$50,000 within the first year was approved upon a motion made by Tom Gillette and seconded by Ron Burns. All present were in favor and motion carried.

**A motion to adjourn was made at 9:45 by Ron Burns and seconded by Darlene Rowsam. Motion carried.**

Respectfully submitted,

Joseph Lawrence

IDA Board Chairman