

**Mission:** The mission of the County of Lewis IDA is to stabilize, strengthen and grow communities through strategic community partnerships, innovative incentive programs, responsible leverage of our financial resources and thoughtful policy development to advance economic growth and a brighter and more inclusive future for all.

- I. Call to Order 8:15AM
- II. Privilege of the Floor
- III. Minutes for March 6, 2025 Board Meeting
- IV. Financial Reports for February & March 2025
- V. Items for Approval 8:30AM
  - I. Lewis County IDA Community Development Corporation Dissolution Resolutions
  - II. Investment Reports
    - i. January
    - ii. February
    - iii. March
  - III. Quarter 1 Installment Sale Report
  - IV. Governance Committee Notes - Policy Readoption
    - i. Annual Project Assessment Policy
    - ii. Board of Directors Duties & Responsibilities
    - iii. Code of Ethics
    - iv. Compensation & Attendance Policy
    - v. Conflict of Interest
    - vi. Defense & Indemnification
    - vii. Extension of Credit
    - viii. Freedom of Information Law
    - ix. Project Recapture & Termination
    - x. Travel Policy
    - xi. Uniform Project Evaluation Policy
    - xii. Whistleblower Policy
- VI. IDA Report
- VII. Correspondence
- VIII. Items for Discussion 9:00AM
  - I. Glenfield School Redevelopment PILOT - TABLE
- IX. Executive Session



County of Lewis IDA  
Regular Board Meeting **Agenda**  
May 1, 2025 | 8:15am – 9:45am  
Lewis County JCC Education Center | Lowville, NY

I. Client Attorney Privilege

X. Adjournment

9:45AM

Next Meeting:

LCIDA Regular Board Meeting – June 5, 2025 – 8:15am – LC JCC Education Center (Boardroom)

## LCIDA Governance Committee Notes

4.3.25

Members Present: Herb Frost, Joe Lawrence, Jessica Moser

Staff Present: Brittany Davis

### Minutes:

The committee reviewed the following IDA policies. The intent is to re-review the policies and make any recommended changes, as it has been a few years since these were reviewed:

- I. Annual Project Assessment Policy
- II. Board of Directors Duties & Responsibilities
- III. Code of Ethics
- IV. Compensation & Attendance Policy
- V. Conflict of Interest
- VI. Defense & Indemnification
- VII. Extension of Credit
- VIII. Freedom of Information Law
- IX. Project Recapture & Termination
- X. Travel Policy
- XI. Uniform Project Evaluation Policy
- XII. Whistleblower Policy

The committee reviewed all policies as presented and recommended no changes. The committee recommends bringing all policies, as is, to the board for readoption.

Present: Joe Lawrence, Gagan Singh, McKenzie Lehman, Herb Frost, Jerry Haenlin, Darlene Rowsam

Others Present: Eric Virkler (Lewis County), Candace Randall (Company, McArdle & Randall), Brittany Davis, Trish Michael, Cheyenne Steria, Kaylee Tabolt

- Call to Order
  - o Chairman Joe Lawrence called the meeting to order at 8:20am.
  - o Chairman Joe Lawrence read the mission statement of the County of Lewis IDA.
- Minutes for the February 2025 Regular Board Meeting
  - o The board reviewed and discussed the February 2025. A motion to approve the minutes of the **February 2025 Regular IDA Board Meeting** was made by Herb Frost and seconded by Jerry Haenlin. All present voted in favor and motion carried.
- January 2025 Financials
  - o The Board reviewed and discussed the previously distributed **January 2025 Financial Reports**.
    - A motion to approve the previously distributed **January 2025 Financial Reports** was made by McKenzie Lehman and seconded by Jerry Haenlin. All present voted in favor and motion carried.
  - o Trish Michael presented the previously distributed **Loan Fund Status Report**.
- Items for Approval
  - o The Backyardigans Refund
    - The Board discussed the refund request from the The Backyardigans. Trish Michael and Cheyenne Steria provided context for this request; the payment was made in the first deferral period granted to the business.
      - A motion to refund a payment of \$2,500 to The Backyardigans was made by Herb Frost and seconded by Gagan Singh. All present voted in favor and motion carried.
- IDA Report
  - o Brittany Davis presented notable items from the monthly **IDA Report** including potential large projects and legislative updates at the state-level.

- Discussion Items
  - Harrisville Bank Building
    - Cheyenne Steria updated the Board on the purchase offer for the Harrisville Bank building; the next steps involve having a property inspection.
  - Mandeville Studios
    - Cheyenne Steria updated the Board on the Mandeville Studios project at 7551 S. State St. in Lowville and the plan to go out to RFP for asbestos and continue to discuss development with interested parties.
  - “Attract What We Want” Strategy
    - Brittany Davis and Cheyenne Steria updated the Board on the proposed “Attract What We Want Plan,” which is an outcome of the strategic planning sessions, which has been put together by Camoin Associates. Gagan Singh and Herb Frost are in favor. Darlene Rowsam agrees while questioning if there are references from other communities that have developed a similar plan. Brittany Davis will connect with Camoin to see the outcomes of similar plans in other communities.
      - A motion to approve funding the Camoin Associates “Attract What We Want” Plan was made by Gagan Singh and seconded by Jerry Haenlin. All present voted in favor and motion carried.
- Executive Session
  - A motion to enter Executive Session to discuss contract negotiations was made by Herb Frost and seconded by Darlene Rowsam. All present voted in favor and motion carried.
  - A motion to exit Executive Session was made by Jerry Haenlin and seconded by Herb Frost. All present voted in favor and motion carried.
- Adjournment
  - A motion to adjourn was made by Herb Frost and seconded by McKenzie Lehman. All present voted in favor and motion carried.

February 6, 2025 | 8:15am

Lewis County JCC Education Center | Lowville, NY

Board Members Present: Joe Lawrence, Jerry Haenlin, Herb Frost, McKenzie Lehman, Candace Randall (8:26am), Jessica Moser (8:41am)

Others Present: Brittany Davis, Trish Michael, Cheyenne Steria, Kaylee Tabolt

I. Call to Order

- a. Chairman Joseph Lawrence called the meeting to order at 8:18am.
- b. Chairman Joseph Lawrence read the County of Lewis IDA Mission Statement.

II. Privilege of the Floor

III. Minutes

- a. The previously distributed **January 2025 Regular Board Meeting Minutes** were reviewed by the Board.
  - i. A motion to approve of the **January 2025 Regular Board Meeting Minutes**, which includes the profit and loss statement, and the balance sheet.
    1. A motion to approve of the **January 2025 Regular Board Meeting Minutes** was made by Jerry Haenlin and seconded by Herb Frost. All present were in favor and motion carried.

IV. Financial Reports

- a. Trish Michael discussed notables on the **December 2024 LCIDA Financial Report**, which includes the profit & loss statement and balance sheet. Staff clarified that "Other Assets" are mostly future PILOT fees.
  - i. A motion to approve of the LCIDA Financial Reports was made by Jerry Haenlin and seconded by McKenzie Lehman. All present were in favor and motion carried.

V. Items for Approval

- a. 2025-2026 Budget
  - i. Joe Lawrence noted that the IDA budget has to be submitted with PARIS reporting so this discussion is necessary ahead of the fiscal year. Cheyenne Steria noted rental and financing income, where the interest is income, for the following projects: BRVN Installment Sale, Trinity Building Lease/Installment Sale Interest, Brewing Equipment Installment Sale Interest, Snow Ridge Installment Sale Interest, and the 2025 Snow Ridge Groomer Installment Sale Interest. Cheyenne Steria also noted expenditures including the Naturally Lewis, Inc. Staff Services Contract, and property and site development and consultants,

which are also seen as non-operating expenditures in the "Capital Asset Outlay" line. Brittany Davis added that consultants are essential for property and site development and their alignment with the IDA; Brittany Davis asked that the Board considers increasing the budget for consultants to \$100,000. The Board discussed where the additional \$50,000 would come from; Cheyenne Steria and Brittany Davis noted that property and site development have not used their full budgets in the past so this money could come from reserves. The Board discussed the sustainability of this funding if we pull from reserves; the Board discussed the return on investment for promoting financial literacy in the business community; if a business is tooled for success, they will come to the IDA for incentives when they are prepared to scale-up. Joe Lawrence discussed "programs versus projects" and the IDA's role in investing in community where the return is through investments to the community – it is not a dollar-for-dollar return on investment. Joe Lawrence added that the IDA is not doing its job if it is sitting on money. Trish Michael added that in the first year, staff can develop metrics to track return on investment for financial literacy efforts. Cheyenne Steria transitioned to discussing the three year budget of the IDA and the need to analyze

1. A motion to approve the **Proposed 2025–2026 Budget**, with the revision of increasing the line for consultants, with the intention of improving financial literacy across the Lewis County business community and our clients, to \$100,000, was made by Jerry Haenlin and seconded by McKenzie Lehman. All present voted in favor and motion carried.

## VI. IDA Report

- a. Brittany Davis noted updates on community partnerships, policy development, proactive and strategic incentive programs, leveraging financial resources, and organizational updates. Herb Frost complimented Cheyenne Steria on the AES Solar discussion with key stakeholders in January. Cheyenne Steria informed the Board of the \$2 billion potential Hydrostor energy storage project for development in the Town of Croghan or the Town of Watson. Cheyenne Steria added that a 1% fee on their investment will allow the IDA to think creatively with their finances. The Board discussed that the project, in addition to financial investment, would bring 700 temporary jobs and

40 permanent jobs to the community; the Board still has questions but there is an energized potential while the project is in the discussion phase.

VII. Items for Discussion

a. Harrisville Bank Building

i. Cheyenne Steria noted that there is an accepted purchase offer on the Harrisville Bank Building for the appraised value; the IDA has 30 days to complete an inspection.

1. A motion to approve the offer to purchase contingent upon a successful inspection was made by Herb Frost and seconded by Jerry Haenlin. All present voted in favor and motion carried.

a. Note: Jessica Moser is connected to Community Bank, but is not associated with the Harrisville Branch or their real estate department.

b. Black River Valley Natural

i. Brittany Davis provided the Board with updates from the last board meeting on the Black River Valley Natural projects. Brittany Davis presented Installment Sale options for the Board to discuss; the Board would like to purchase new equipment as there is an inherent risk with purchasing used equipment. Jerry Haenlin suggested tabling this discussion until the March board meeting when there are more board members present. Jessica Moser noted the learning-process of the previous "asset" versus "equipment" installment sale and the fact that the Board is not interested in another brewery equipment situation; the resale value of a less niche piece of equipment decreases risk. Brittany Davis questioned if the Board would be open to a deferred payment on an Installment Sale; Herb Frost suggested that deferred payments for six months with a lower interest rate and a reevaluation after six months.

c. Hamilton County IDA Housing Example

i. Brittany Davis noted that Hamilton County shared their workforce housing project with staff for benchmarking. The Hamilton County IDA purchased tiny-home cabins on a Sale-Leaseback Agreement for temporary housing. The Board discussed the opportunity to support the hospital or energy projects that have traveling employees; staff will connect with major employers that may benefit

from a project similar to this, including the Lewis County Health System, and Kraft.

d. Business Park

- i. Cheyenne Steria presented a site in Lyons Falls as a potential site for the Lewis County Business Park. With a topography map and a slope map, Cheyenne Steria noted infrastructure, recreational assets, and potential for this site for the Board's discussion; there are approximately 15 acres for development. Cheyenne Steria asked if the Board would like to proceed with an option to purchase agreement for this site. Jerry Haenlin noted that with a transmission line and a natural gas line there are very strict land use regulations and a right of way of 100 feet on each of those assets separately. Herb Frost noted concerns about drainage with the slope of this land, while knowing that it has land use restrictions. The Board discussed other potential sites for the business park; land on Route 26 in Denmark and the former Geiterdone site were identified as potential project sites. Cheyenne Steria questioned if the Board would like staff to request an option to purchase on this Lyons Falls site. Herb Frost declared that this Lyons Falls site is not ideal for development; the Board unanimously agrees. The Board would like staff to explore other options discussed, with consideration for the municipal boards and collaborative perspectives that would be partners in development.

e. McRez Meat Packing Update

- i. Brittany Davis provided the Board with an update on the McRez Meat Packing project; the property, which was sold with the Town's understanding that a project would not be fought against, has still not moved past Site Plan Approval. Candace Randall provided that from her conversations with the legal counsel of Town of Lyonsdale they would be approving the project at their next meeting, however, an individual board member has informed her of their reenergized agenda to halt this project and cease progress in their community. Brittany Davis added that the developer's attorney has been one of the only individuals able to impact the Board to further progress. The Board discussed legal timeframes and potential legal proceedings against the Town of Lyonsdale.

1. A motion to enter executive session to discuss attorney privileges regarding the McRez Meat Packing project was made by Herb Frost and seconded by Jerry Haenlin. All present voted in favor and motion carried.
2. A motion to exit executive session was made by Herb Frost and seconded by Jerry Haenlin. All present voted in favor and motion carried.

VIII. Adjournment

- a. A motion to adjourn was made at 9:48am by McKenzie Lehman and seconded by Jerry Haenlin. All present voted in favor and motion carried.



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- VII. Correspondence**
  
- VIII. Items for Discussion** **9:00AM**
  - I. Glenfield School Redevelopment PILOT
  
- IX. Executive Session**
  
- X. Adjournment** **9:45AM**

**Next Meeting:**

**LCIDA Regular Board Meeting – May, 2025 – 8:15am – LC JCC Education Center (Boardroom)**

Present: Joe Lawrence, Gagan Singh, McKenzie Lehman, Herb Frost, Jerry Haenlin, Darlene Rowsam

Others Present: Eric Virkler (Lewis County), Candace Randall (Company, McArdle & Randall), Brittany Davis, Trish Michael, Cheyenne Steria, Kaylee Tabolt

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- Adjournment
  - A motion to adjourn was made by Herb Frost and seconded by McKenzie Lehman. All present voted in favor and motion carried.

# Lewis County IDA

## Expenses by Vendor Summary

February - March, 2025

	TOTAL
Adirondack Operations, LLC	2,293.25
Bond, Schoeneck & King, PLLC	5,000.00
Carthage Central School	8,882.54
Copenhagen Central School	317,084.31
County of Jefferson	25,899.34
County of Lewis	1,469,845.50
Cutro Professional Inspections, LLC	450.00
Deposit	-0.85
Lowville Central School	1,233,785.94
South Lewis Central School	15,860.36
The Hartford	469.48
Tops Market	35.60
Town of Champion	6,666.24
Town of Denmark	254,031.87
Town of Harrisburg	171,462.35
Town of Leyden	195.89
Town of Lowville	45,932.46
Town of Martinsburg	437,822.31
Town of Rutland	5,823.53
Town of Turin	4,813.11
Town of Watson	8,625.76
Village of Port Leyden	613.16
Village of Turin	1,214.50
Not Specified	2,500.00
<b>TOTAL</b>	<b>\$4,019,306.65</b>

# Lewis County IDA

## Balance Sheet

As of March 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash-Petty Cash	50.00
IDA CD 1M - x0868	1,010,049.61
IDA CD 500K - x0867	505,403.67
IDA Checking x1214	25,362.92
IDA Micro Rev Loan x2054 CLOSED	0.00
IDA Money Market x1248	651,062.28
IDA USDA Loan Fund x1511	98,513.17
NYCLASS	1,369,618.70
<b>Total Bank Accounts</b>	<b>\$3,660,060.35</b>
Accounts Receivable	<b>\$0.00</b>
Other Current Assets	
1090 Undeposited Funds	0.00
1150 Interest Receivable	0.00
1165-01 Lease Receivable - 2nd Place Brew Equip	131,874.06
1166-01 Installment Sale - 2nd Place Property	98,107.68
1169 Lease Receivable - BRVN Equip	10,701.25
1171 Loan Receivable Snow Ridge	0.00
1172 Lease Receivable - Snow Ridge Groomer 1	94,094.06
1176 Loan Receivable - Tack Shack	0.00
1178 Loan Receivable - Tug Hill AR	12,671.26
1179 Allowance for Loan Loss	-41,322.70
1200 Prepaid Insurance	0.00
<b>Total Other Current Assets</b>	<b>\$306,125.61</b>
<b>Total Current Assets</b>	<b>\$3,966,185.96</b>
Fixed Assets	<b>\$0.00</b>
Other Assets	<b>\$478,548.27</b>
<b>TOTAL ASSETS</b>	<b>\$4,444,734.23</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	<b>\$0.00</b>
Equity	<b>\$4,444,734.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,444,734.23</b>

# Lewis County IDA

## Profit and Loss

February - March, 2025

	TOTAL
Income	
3022 Interest Income	
3020 IDA - Bank Accounts Interest	32,560.05
3091 IDA - Installment Sale Interest Income	<b>2,770.36</b>
<b>Total 3022 Interest Income</b>	<b>35,330.41</b>
3076 PILOT Payments passthrough	-4,008,559.17
<b>Total Income</b>	<b>\$ -3,973,228.76</b>
<b>GROSS PROFIT</b>	<b>\$ -3,973,228.76</b>
Expenses	
3074 Economic Development Expense	<b>5,450.00</b>
3075 Agency Exp	<b>35.60</b>
3550 7551 S. State Street Expenses	2,293.25
Occupancy	
3300 Insurance	469.48
<b>Total Occupancy</b>	<b>469.48</b>
Refund	2,499.15
<b>Total Expenses</b>	<b>\$10,747.48</b>
<b>NET OPERATING INCOME</b>	<b>\$ -3,983,976.24</b>
<b>NET INCOME</b>	<b>\$ -3,983,976.24</b>

**LOAN FUND STATUS REPORT**  
**As of March 31, 2025**

	<u>RBE</u>	<u>USDA</u>	<u>TOTALS</u>	<u>PENDING</u>	<u>AVAILABLE TO LOAN</u>
<b>Account Balance</b>	\$0.00	\$98,513.17	\$98,513.17	\$0.00	\$98,513.17
<b>Receivable</b>	\$0.00	\$0.00	\$0.00		
<b>Totals</b>	\$0.00	\$98,513.17	\$98,513.17		

**IDA - INSTALLMENT PAYMENT AGREEMENTS**

<u>Business Name</u>	<u>Start Date</u>	<u>Type</u>	<u>Amount</u>	<u>Balance</u>	<u>0-30 days</u>	<u>31-60 days</u>	<u>&gt; 60 days</u>
2nd Place Beer - Equipment	1/1/2025	Equipment	\$133,833.00	\$133,833.00			
2nd Place Beer - Property	1/1/2025	Property	\$100,000.00	\$100,000.00			
Black River Valley Natural, LLC	1/1/2019	Equipment	\$22,000.00	\$10,889.22	deferred		
Snow Ridge Resort LLC	9/1/2021	Equipment	\$135,000.00	\$97,231.82			
2nd Place Beer - Occupancy	10/1/2024	Occupancy	\$3,712.58	\$0.00			
Snow Ridge Resort LLC 2	3/1/2025	2nd Groomer	\$125,000.00	\$125,000.00			

## **RESOLUTION**

A regular meeting of The Lewis IDA Community Development Corporation (the “Agency”) was convened in public session located at 7395 East Road, Lowville, Lewis County, New York on May 1, 2025 at 8:00 o’clock a.m., local time.

The meeting was called to order by the Chairman of the Agency and, upon roll being called, the following members of the Agency were:

PRESENT:

ABSENT:

### **RESOLUTION ADOPTING THE DISSOLUTION PLAN, AND AUTHORIZING THE FILING OF A CERTIFICATE OF DISSOLUTION**

WHEREAS, the Agency is no longer active and therefore agrees to the attached Dissolution Plan and the Filing of the Certificate of Dissolution with New York State; as well as providing for all necessary documents to be signed and filed by the Agency Board to insure for proper dissolution of the Agency.

Therefore, the Agency Board votes as follows to approve of the Resolution:

The Resolution passes and the Agency will move forward with Dissolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this  
\_\_\_ day of May, 2020.

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## LEWIS COUNTY IDA INVESTMENT REPORT MONTH OF JANUARY 2025

INVESTMENT	BEGINNING BALANCE	INTEREST	ENDING BALANCE	RATE
NY CLASS	\$1,038,756.83	\$8,241.57	\$2,886,369.78	4.2%
COMMUNITY BANK 500K CD 6 MONTH CD	\$500,000.00	\$1,854.71	\$501,854.71	4.3%
COMMUNITY BANK 1M 12 MONTH CD	\$1,000,000.00	\$3,450.19	\$1,003,450.19	4.0%
MONEY MARKET	\$703,846.63	\$1,002.15	\$992,717.59	1.3%
TOTALS	\$3,242,603.46	\$14,548.62	\$5,384,392.27	

**TOTAL YTD INTEREST**

**\$14,548.62**

INVESTMENT NOTES

*PILOT PAYMENTS FOR JANUARY WERE MOVED INTO NY CLASS  
TO COLLECT INTEREST UNTIL THEY WERE DUE TO BE PAID OUT.  
REPRESENTS ABOUT \$3000 IN ADDITIONAL INTEREST  
INTEREST WILL RETURN TO IT'S REGULAR LEVEL IN MARCH*

## LEWIS COUNTY IDA INVESTMENT REPORT MONTH OF FEBRUARY 2025

INVESTMENT	BEGINNING BALANCE	INTEREST	ENDING BALANCE	RATE
NY CLASS	\$2,886,369.78	\$14,723.78	\$1,363,839.17	4.2%
COMMUNITY BANK 500K CD 6 MONTH CD	\$501,854.71	\$1,861.59	\$503,716.30	4.3%
COMMUNITY BANK 1M 12 MONTH CD	\$1,003,450.19	\$3,462.10	\$1,006,912.29	4.0%
MONEY MARKET	\$992,717.59	\$1,061.24	\$647,348.33	1.3%
TOTALS	\$5,384,392.27	\$21,108.71	\$3,521,816.09	

**TOTAL YTD INTEREST**

**\$35,657.33**

INVESTMENT NOTES

*PILOT PAYMENTS FOR FEBRUARY WERE MOVED INTO NY CLASS  
TO COLLECT INTEREST UNTIL THEY WERE DUE TO BE PAID OUT.  
REPRESENTS ABOUT \$9000 IN ADDITIONAL INTEREST  
INTEREST WILL RETURN TO IT'S REGULAR LEVEL IN MARCH*

## LEWIS COUNTY IDA INVESTMENT REPORT MONTH OF MARCH 2025

INVESTMENT	BEGINNING BALANCE	INTEREST	ENDING BALANCE	RATE
NY CLASS	\$1,363,839.17	\$5,779.53	\$1,369,618.70	4.2%
COMMUNITY BANK 500K CD 6 MONTH CD	\$503,716.30	\$1,687.37	\$505,403.67	4.3%
COMMUNITY BANK 1M 12 MONTH CD	\$1,006,912.29	\$3,137.32	\$1,010,049.61	4.0%
MONEY MARKET	\$647,348.33	\$714.80	\$649,446.04	1.3%
TOTALS	\$3,521,816.09	\$11,319.02	\$3,534,518.02	
<b>TOTAL YTD INTEREST</b>		<b>\$46,976.35</b>		

INVESTMENT NOTES

## LCIDA Governance Committee Notes

4.3.25

Members Present: Herb Frost, Joe Lawrence, Jessica Moser

Staff Present: Brittany Davis

### Minutes:

The committee reviewed the following IDA policies. The intent is to re-review the policies and make any recommended changes, as it has been a few years since these were reviewed:

- I. [Annual Project Assessment Policy](#)
- II. [Board of Directors Duties & Responsibilities](#)
- III. [Code of Ethics](#)
- IV. [Compensation & Attendance Policy](#)
- V. [Conflict of Interest](#)
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- IX. [Project Recapture & Termination](#)
- X. [Travel Policy](#)
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- XII. [Whistleblower Policy](#)

The committee reviewed all policies as presented and recommends no changes. The committee recommends bringing all policies, as is, to the board for readoption.