

CCIDA MEETING Minutes
January 16, 2019
8:00 a.m.

Present: B. Burton, R. Gibbon, W. Outwater, P. Raymond

Absent: E. Larsen

Contract Staff: S. Craig, A. Larsen

Finance: S. Cwynar

Guest: S. Butler

I. Roll Call

Board Vice Chair B. Burton called the meeting to order at 8:00 a.m.

II. Approval of Minutes

Upon review motion to approve the December 19, 2018 Regular Meeting Minutes by W. Outwater, seconded by P. Raymond. Ayes all. Approved.

III. Treasurer's Report

S. Cwynar reviewed the December 31, 2018 Financial Statements with the board. Net activity for the year was negative and the fund balance was spent down as a result. In the statement of activities there are total revenues actual of \$89,000 versus a budget of \$106,000 for a \$17,000 difference. This is largely due to the special project line. Total expenditures for the year are \$134,000 and total operating loss was \$45,000. There is a net activity negative of \$22,000.

W. Outwater asked about Item 5, the special projects line. B. Burton asked what would be considered a special project. A. Larsen said that was the airport facility study, which the IDA received a grant for through the CFA's in 2017.

S. Cwynar asked if it should be removed from the budget. A. Larsen said that a few meetings have been held with the project's stakeholders and IDA staff hope to see some forward momentum on the project in 2019. The State grant money is still earmarked for the project. S. Cwynar recommended eliminating the special projects line and moving it to other sources and uses.

Motion to move Special Projects line into Other Sources and Uses in the 2019 IDA budget by W. Outwater, seconded by P. Raymond. Ayes all. Approved.

S. Cwynar said that the railroad restoration project had \$363,000 spent over 2018, with a project total of \$5.7 million.

R. Gibbon asked about the status of the project's closeout. A. Larsen said that the IDA was in the middle of a dispute with Stone Consulting regarding an amendment to their contract, which had been requested by the EDA. The total paid to Stone for engineering and inspection exceeded the amount of their second and final amendment by about \$4,700, and the EDA needed a third amendment to account for this. Stone claimed that there was an error in how the inspection and basic engineering amounts were recorded and would not issue the amendment, although they agreed on the total amounts. The federal government shutdown then stalled further progress on the closeout.

Upon review motion to approve the December 31, 2018 Treasurer's Report by W. Outwater, seconded by R. Gibbon. Ayes all. Approved.

IV. Bills & Invoices

Upon review motion to approve the bills and invoices by P. Raymond, seconded by W. Outwater. Ayes all. Approved.

VI. Old Business

A. Larsen said that utilities in the former Chentronics facility have increased substantially in the previous month because heat was turned on in the front offices to maintain the building against cold weather. Marty Morse did a walkthrough of the building and said that alternatively the building could be winterized with an anti-freeze solution. We were not given a quote.

W. Outwater asked about the cause of the increase. A. Larsen said that during the building walkthrough many of the thermostats were found to be out of batteries which caused large portions of the building to go unheated.

The board discussed the building's energy source, heating units, and layout to determine what should be done. Once a quote for the winterization is received further action may be taken.

W. Outwater said the IDA should reconsider incorporating language into future PILOT agreements that would discourage recipients from grieving tax reassessments.

VII. Adjournment

Motion to adjourn by P. Raymond, seconded by R. Gibbon. Ayes all. Meeting adjourned at 8:32 a.m.