

Northeast Indiana Regional Development Authority (RDA)
Meeting Minutes
5/17/16

The meeting was held at 2:00PM in the offices of the Northeast Indiana Regional Partnership at 200 East Main Street, Suite 910.

Attendance

Brad Bishop, Gene Donaghy, Bob Marshall, Jeff Turner

Phone

Andrew Briggs

Staff

Andy Boxberger, Amy Hesting, Pat Roller, John Sampson, John Stafford, Alan Tio

Call to Order and Introductions

Jeff Turner

Jeff Turner welcomed everyone to the Northeast Indiana RDA Development Board meeting.

Approval of Minutes

Jeff Turner

Jeff Turner asked for a motion to approve the minutes from the April 27, 2016 board meeting. **Gene Donaghy motioned, Bob Marshall seconded and the April 27, 2016 minutes were unanimously approved.**

Conflict of Interest Statement—Trine

Jeff Turner

Jeff Turner had discussed with Andy Boxberger whether or not his involvement with Trine would be considered a conflict of interest. Andy Boxberger concluded that because Mr. Turner does not have a financial stake in the project, there is no conflict of interest and he can participate in the discussion and the vote. While there is no conflict of interest for Jeff Turner to participate in the Trine discussion and vote, he did sign a conflict of interest statement for that project.

University of Saint Francis Downtown Campus

Sister Elise Kriss & Rich Bienz

Sister Elise and Rich Bienz provided an overview of the University of Saint Francis' Downtown Campus project including the renovation & repurposing of two historic buildings that will house the USF business school, music technology program and the Media Entrepreneurship Training in the Arts (META) programs. USF contends that this project satisfies three of the four requirements for Regional Cities Funding: 1.) Education & Industry, 2.) Arts & Culture, and 3.) Downtown & Community Development. The space will be available for public use. The total cost of the project is \$14,618,129. \$8,818,129 (60.3%) is expected from non-public support and \$3,000,000 (20.5%) from public support. USF is requesting \$2,800,000 (19.2%) in RCI funds. **Brad Bishop motioned to take USF's proposal under advisement to thoroughly review the information and materials. Bob Marshall seconded and the motion was unanimously approved.**

Trine University Thunder Ice Arena and MTI Center

Dr. Earl Brooks & Mike Bock

Dr. Earl Brooks and Mike Bock provided an overview of Trine University's Thunder Ice Arena and MTI Center. This project was not included in the original RTOM plan. The spaces will allow public access to a new basketball arena, an ice arena, an arts and entertainment facility, a fitness center, a golf course and a bowling alley. The total cost of the project is \$18,898,492. \$12,450,000 (65.9%) has been raised or pledged from non-public sources and \$1,398,492 (7.4%) has been committed from public sources (City of Angola). Trine is requesting \$3,779,698 (20%) in RCI funds. **Brad Bishop motioned to take Trine's proposal under advisement to thoroughly review the information and materials. Gene Donaghy seconded and the motion was unanimously approved.**

Staff Introductions

Alan Tio

Alan Tio introduced the board to Pat Roller, who will be working with John Stafford to assist project owners in preparing their project applications prior to RDA board submittal, and Erin Whittle, the Northeast Indiana Regional Partnership's Chief Financial Officer, who will be providing accounting services to the board.

Invoices and Claims

Erin Whittle

Moving forward, the board will receive copies of invoices and a list of claims prior to RDA board meetings. For this meeting, she sought approval for the following claims:

1. Carson Boxberger (legal services)
2. Rightguard Business Solutions (check purchase)

Jeff Turner requested a motion to approve the invoices presented. **Gene Donaghy motioned, Bob Marshall seconded and the invoices were unanimously approved.**

Proposed Sub-Recipient Agreement

Andy Boxberger

The proposed sub-recipient agreement was reviewed and high points were discussed. Jeff Turner asked for a motion to approve the RDA RCI Sub-Recipient Agreement. **Bob Marshall motioned, Brad Bishop seconded and the motion was unanimously approved.** Andy will send the Sub-Recipient Agreement to the Skyline project owners this afternoon.

Implementation Costs for RCI Projects

Alan Tio & John Stafford

The IEDC has allowed for up to 4% of the total of the Regional Cities portion of each project be allocated for administrative expenses including 1.) general coordination activities; 2.) auditing & accounting activities; 3.) project monitoring activities; and 4.) reporting activities for a total not to exceed \$1,250,000. These funds could be available and used until the state issues a certificate of completion for each project, which could be up to seven years.

Alan Tio & John Stafford recommended that the RDA amend the claim forms to include 3% of the RCI portion of each project as an allocation for administrative expenses. Andy Boxberger recommended an informal approval rather than a resolution in order to allow the RDA flexibility to make changes to it in the future if needed. John Sampson stated that once we have established a budget, the Northeast Indiana Regional Partnership would like to set a fee for service and suggested that the RDA enact an annual contract with NEIRP and adjust the fee schedule as appropriate.

Gene Donaghy motioned that a space for 3% of the RCI portion of each project that is submitted to and approved by the RDA be added to each claim form. Bob Marshall seconded and the motion was unanimously approved.

Alan Tio & Andy Boxberger will work to amend the Skyline claim form.

Jeff Turner asked for a motion to authorize that the 3% administrative expenses section be signed by either the chair or the vice chair. Gene Donaghy motioned, Brad Bishop seconded and the motion was unanimously approved.

Request to Engage London Witte For Accounting Assistance

Erin Whittle

London & Witte is the named auditing firm the RDA has been told they need to use. Erin requested the authority to interact with London Witte as the financial structure of the RDA is being created and further requested the ability to spend up to \$6,000 in payment to London Witte for their assistance in this process. Jeff Turner asked for a motion to approve the engagement with London Witte and the accompanying set-up fee. **Bob Marshall motioned, Brad Bishop seconded and the motion was unanimously approved.**

Proposed Operating Budget

Alan Tio

Alan Tio submitted a draft 2016 NEI RDA operating budget for review and discussion. The projections in the budget are what we know now. He will submit a refined budget and fee for service agreement at the June RDA board meeting.

Process & Timeline to Identify RTOM Director

Alan Tio

Applications for the position have been accumulated for the RTOM Director position. Members of NEIRP's leadership team are processing the applications and the applicants will go through normal NEIRP hiring procedures. NEIRP hopes to have a director in place by July 1, 2016.

RTOM Information Session

Alan Tio

The RTOM session is scheduled for tomorrow and will include office hours from John Stafford and Pat Roller. Alan expects 4-5 more project submissions over the next two months. The board would like a projection of how many projects are valid and in the pipeline and how much money the RDA could anticipate allocating in the near future. Staff will request project owner status updates again to get a better picture of project readiness.

D&O Liability Insurance

Alan Tio

The only quote the RDA received for D&O insurance was from The Cincinnati Insurance Companies. Andrew Briggs recommended that we use their services. Jeff Turner asked for a motion to use The Cincinnati Insurance Companies for the RDA's D&O Liability Insurance. **Bob Marshall motioned, Brad Bishop seconded and the motion was unanimously approved.**

Conflict of Interest

Andy Boxberger

The conflict of interest policy for the RDA has been established. Conflict of interest for pecuniary reasons excuses a director from participating in & voting on a submitted project. The board will discuss if other involvement of a director in a project is a true conflict or not.

Adjournment

Jeff Turner

With no further business to discuss, Jeff Turner asked for a motion to adjourn the meeting. **Brad Bishop motioned, Bob Marshall seconded and the meeting was adjourned.**

Submitted: Gene Donaghy, Secretary
