

## RDA Meeting

**Tuesday, August 9, 2022**

Northeast Indiana Regional Partnership, 200 East Main Street, Suite 910, Fort Wayne, IN 46802

**In Attendance: Andrew Briggs, Gene Donaghy, Bob Marshall, James Khan, Jeff Turner**

**Staff in Attendance: Andy Boxberger, Brooklyn Disch, Mike Galbraith, Erin Whittle**

### **Call to order**

Jeff Turner called the meeting to order at **2:33pm**.

### **Approval of Minutes**

Meeting minutes from the July 12 and July 22 meetings were presented for review. Jeff Turner asked for a motion to approve the meeting minutes from the July 12 and July 22 meetings. **Bob Marshall made a motion. Gene Donaghy seconded, and the motion passed unanimously.**

### **Claims**

Claims were presented including a reimbursement to Carson LLP for legal services. Jeff Turner asked for a motion to approve the claims. **Andrew Briggs made a motion to approve the claims, Gene Donaghy seconded, and the motion was unanimously approved.**

### **Finances**

Erin Whittle provided an update on financials and presented the monthly financial statements to the RDA. Jeff Turner asked for a motion to accept the financials. **Bob Marshall made a motion to accept the financials, Andrew Briggs seconded, and the motion was unanimously approved.**

### **Regional Cities Projects Update**

#### a. Buffalo Street Project

Michael Galbraith provided an update on the Buffalo Street Project in Warsaw. The City of Warsaw continues to work with the developer and the project continues.

### **READI Program Update**

#### a. Grant Agreement

Michael Galbraith and Andy Boxberger provided an update on the grant agreement between the RDA and the IEDC. All issues have been resolved and the agreement has been fully executed. All funds must be fully expended by the end of 2026

#### b. Subrecipient Agreement

Andy Boxberger provided an update and a draft version of the grant agreement between the RDA and local project owners that are approved for READI funding. Following an ongoing dialogue with the IEDC, most recipients of READI funding will be vendors or beneficiaries rather than subrecipients. Those receiving money from the RDA will now be called subgrantees for the purposes of the agreement between the RDA and local project owners.

Jeff Turner asked for a motion to approve the new Grant of Agreement that will be used by the RDA with local grantees. **Bob Marshall made a motion to approve the new form of the Grant Agreement, Andrew Briggs Seconded, and the motion was unanimously approved.**

#### c. Projects in Pipeline

Staff continues to receive and review project proposals daily. None were prepared to present in August.

## **New Business**

### **a. Invoice from RP**

The IEDC permits a .5% administrative fee to be payable immediately to the RDA to cover the immediate costs of managing the READI program. Jeff Turner asked for a motion to approve the claim voucher (“invoice”) to the IEDC for the first installment of administrative fees. **Andrew Briggs made a motion to approve the invoice to be submitted to the IEDC, Bob Marshall seconded, and the motion was unanimously approved.**

## **Other**

Nancy Townsend, Jonathan Leist and Karl Bandemer from the City of Fort Wayne attended and inquired about the timeline for distributing funds that were locally approved in July. Mike Galbraith provided that the RDA received its Federal SAM number on August 9, has received the fully executed contract with the IEDC, and all locally approved projects have been submitted to the IEDC grants portal. No exact timeline is known at this point on when funding will be releases as the RDA, IEDC and EY continue the due diligence related to documenting matching funds and ensuring compliance with federal grant requirements.

## **Adjournment**

**With no other new business, Jeff Turner made a motion to adjourn the meeting, the motion was seconded by Gene Donaghy and was unanimously approved.**

**The meeting was adjourned at 2:48pm.**