

**MEMBERS PRESENT:** Denny Hummer, Greg Cole, Dean Girton, Dr. John DeFinnis, Harold Hurst, Susan McGarry, Chris Young, Trevor Finn, Al Neuner, Jennifer Wakeman (Executive Director)

Members Absent: Dan Knorr, Lance Diehl

**GUESTS PRESENT:** Karen Blackledge, Bob Snyder, Aidan McDonald (Intern), Tim Hippensteel (Office/Project Manager)

The meeting was called to order by Denny Hummer at 8:31 a.m.

**MINUTES:**

- May 1 Regular Board Meeting: Motion by Dean Girton to accept the May 1<sup>st</sup>, Harold Hurst seconded the motion; carried unanimously.

**TREASURER'S REPORT**

Jennifer Wakeman presented the Treasurer's Report. On the balance sheet, she made note that the excess cash in the account was moved to the investment account at First Columbia, and that we now have online access to those funds. She also noted that there were expenses relating to the Railroad Street office building as well as the multimodal project. The Property Committee will be receiving a P&L Report for Railroad Street that is separated out by individual buildings on the property.

She noted that the board packets now include financials for the Columbia Alliance Business Park, as DRIVE has now taken ownership of that account. She pointed out that most expenses for that account, including mowing and Sewer EDU's, are reimbursed by the property owners. Once the Joint Venture Agreement with CCIDA is closed, these funds will be split between the two organizations 60/40.

Motion to approve the Treasurer's Report made by Al Neuner, seconded by Greg; carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT:**

Jennifer Wakeman presented the Executive Director's Report. In May, the RFP for the office Building went out to bid and were opened on the 23<sup>rd</sup>. The RFP for the rail portion of the Multimodal project is also out, with a mandatory pre-bid meeting on June 12 at the Railroad Street property. Those bids will be due to the county by June 21. Along with the rail, the access road engineering is also currently being worked on.

Jennifer noted that DRVE received several RFIs in May, and the staff is currently working with those.

Project Idaho, the WebstaurantStore in Hemlock Township, was recently announced in the paper. Through the Governor's Action Team, Governor Wolf awarded them money to go towards a 586,000 square foot distribution center that will create 400 new jobs in Columbia County.

Jennifer informed the board that she will be out of the office June 6-7 for a training on Managing Economic Development Organizations in Salt Lake City, and she will also be out of the office the week of June 24<sup>th</sup>.

## **COMMITTEE REPORTS**

### Property Committee

Bids for the Railroad Street office building renovations were opened on May 23. Six bids were received, and the Property Committee discussed the bids in detail. The Committee recommends awarding the project to JB Gibbons, who was the lowest responsible bidder.

*Motion to award the office renovation project to JB Gibbons made by Dean Girton, seconded by Trevor Finn; carried unanimously. Susan McGarry abstained from voting.*

## **NEW BUSINESS**

### July 3<sup>rd</sup> Meeting Cancellation

Jennifer brought before the Board the suggestion of cancelling the July 3<sup>rd</sup>, 2019 meeting, as it is a holiday week and some of the Board members would not be able to attend. In lieu of the meeting, a motion was made to authorize the Property Committee to approve any expense up to \$25,000.00 relating to Railroad Street between now and the next meeting on August 7<sup>th</sup>.

*Motion to cancel the July 3<sup>rd</sup> meeting and authorize the Property Committee to approve expenses relating to Railroad Street up to \$25,000.00 between now and the August 7<sup>th</sup> meeting made by Harold Hurst, seconded by Dean Girton; carried unanimously.*

Denny Hummer adjourned the meeting at 8:53a.m.

**NEXT MEETING:** The DRIVE Board meets again on August 7<sup>th</sup>, 2019 at 8:30 a.m. at the DRIVE Office.

Respectfully Submitted,

Dean Girton, Secretary