

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center –Buffalo, WY
January 24, 2018 @ 8A.M.

Members present:

Randy Dyess, Vice Chairman
Bill Novotny, Chair JCC
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Tom Knapp
Delbert Eitel
Rich Griffith
Dave Simonsen, CEO

Members absent:

Crosby Taylor

Guests: Scott Madsen, City Council;
Jacob Davis: Buxton Advantage

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:06A.M. **Introduce any guests present** – Scott Madsen and Jacob Davis with Buxton Advantage were introduced. Davis gave a presentation about customer analytics for the retail industry.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
January 10, 2018 (Recorded by Claudia Todd)
Treasurer Lawrence motioned to approve the January 10, 2018 meeting minutes. Mayor Johnson second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer’s report on financial status** – Treasurer Lawrence met with Cloud Peak Accounting to receive the six months financials. Lawrence reported some of the line items in the budget that were in question were answered.
- IV. **CEO’S REPORT:**
 - a. **Building update** – No major issues were reported by C.E.O. Simonsen except for the generator. It goes off on Mondays. Chesbro Electric is checking on it stating that it might be a gas issue.
 - b. **NEW Growth Alliance update** – Simonsen reported that there has not been a new meeting taking place. A huge win for the region was the announcement for “project enterprise” in Sheridan on January 23rd at a local brewery. The gun manufacturer Weatherby is going to locate in Sheridan.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – C.E.O. Simonsen informed about a trip that was planned for Ankur Gopal of Interapt to visit Buffalo again but didn’t materialize due to mechanical issue with the airplane. He did attend a superintendent’s workshop at Ucross discussing the high school component of the project via skype.

B. **Project Protein** – No update.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease** – No update
- b. **Discussion/Action Item: Budget update** – C.E.O. Simonsen prepared a cash flow projection for the board. He explained that as of December 31st JOCO First incurred approx. \$35,000.00 in un-budgeted building, maintenance and upkeep expenses. Approx. \$16,400 in architectural fees for a total of approx. \$51,440.00. Interapt caused expenses, mainly traveling expenses with approx. \$8,400.00 with the result of a total of approx. \$59,000. If there were no out of budget items, the total would have been around \$20,418.00 in the black at the end of the fiscal year. Simonsen indicated the organization will not be able to operate beyond March 2018. The projected shortage is approx. \$40,000.00.
- c. **Discussion/Action Item: Sale of 18 Plains Dr.** – Chairman Snowden informed the board about the plan to sell the building through an auction in April. The current tenant's lease will be up end of April.
- d. **Discussion/Action Item: LBI Letter** – Ben Kirven drafted a letter asking for a lower rent amount than JOCO First requested. C.E.O. Simonsen mentioned that no decision was made regarding the amount. Mayor Johnson offered to talk to Kirven regarding the requested amount. Commissioner Novotny volunteered Sheila Newcomb to comb through the bank statements. Novotny further suggested to request the full amount.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – C.E.O. Simonsen reported about a lunch meeting with Mark Smith which is a monthly meeting now. Councilman Madsen informed the board about six candidates that have been selected for the BDA director position. One will be chosen shortly.
- d. **Next Meeting Date** (February 14, 2018)
- a. **AJOURN:** Meeting adjourned at 10:15 A.M.
- b. **Open to Board Members** – Mayor Johnson motioned into executive session discussing real estate matters and adjourned the meeting right after. Commissioner Novotny second. Motion carried.

Contact Information: KBJ Economic Development (307) 620-1260 info@jocofirst.com

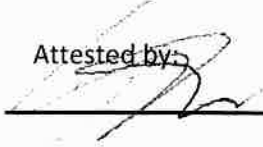


2/14/18

Bob Snowden, Chair

Date:

Attested by:



2/14/18

Randy Dyess, Vice-Chairman

Date: