

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
BOMBER MOUNTAIN CIVIC CENTER - BUFFALO, WY
June 13, 2018 @ 8:00 A.M.

Members present:

Bob Snowden, Chairman
Tom Knapp
Travis Lawrence
Bill Novotny
Staff: Claudia Todd

Dave Simonsen, CEO
Rich Griffith
Delbert Eitel
Rick Myers

Members absent:

Mike Johnson, Mayor
Crosby Taylor
Randy Dyess

Guests: Shann Edwards, CRC; Steve Birbeck, store owner; Adam Todd, Blacktooth Excursions; Jonny Law, Flood Marketing Sheridan; Brent Bennett, Nelson Engineering

I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:04 A.M. **Introduce any guests present** – Steve Birbeck, Adam Todd, Shann Edwards, Jonny Law were introduced. Brent Bennett arrived at 8:20am.

II. **REVIEW/ACCEPT MEETING MINUTES:**
May 23th, 2018 Meeting Minutes were presented as recorded by Claudia Todd.
Board Member Knapp motioned to approve the May 23th, 2018 meeting minutes as presented. Griffith second. Motion carried.

III. **FINANCIALS: Travis Lawrence, Treasurer**
A. **Treasurer's report on financial status** – Treasurer Lawrence updated the board on the transition from Cloud Peak Accounting to Accounting by the Book, Jennifer Schroefel. Lawrence gave an overview of the latest financials.
Knapp motioned to accept the financials as presented. Griffith second. Motion carried.
C.E.O. Simonsen raised the question regarding having the budget online available to all board members. Griffith recommended not to. Griffith motioned to decline the online budget availability. Knapp seconded. Motion carried.

IV. **CEO'S REPORT:**

a. **NEW Growth Alliance update** – C.E.O. Simonsen explained NGA and how it works to the new board member Myers. The group is getting ready to do their first site visits in this region for 3 days/2 nights.

b. **Building update** – Simonsen informed the board about a lightning strike that hit the building a week earlier and took out several contactors. The expensive part wasn't to replace the parts but finding the issue. Contractors were in the building for two days trying to find the problem. The generator jumped on and functioned for about 5 hours. Snowden suggested to contact the insurance company to file a claim.
Simonsen further informed that the North entrance has not been working properly. The manufacturer of the doors has been contacted to fix the issue. Furthermore, the roof has been fixed where pieces of tin had caused some damage.
The camera that had been damaged has been replaced and the two boys that caused the damage have been come into the office and apologized. They will be doing community service work for about 20 hours at the BMCC in the near future.
A new event, an auction was held in the large gym over the last weekend and brought about 200 folks to the BMCC.

VI. **PUBLIC COMMENT PERIOD:** None

V. STATUS REPORT ON PROJECTS:

1. **Interapt Project Update** – Simonsen included the proposal from Interapt in the board packet and he continues to be in contact with the C.E.O. of the organization.
2. **Project Thunder** – No update

OLD BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Proposal update** – Chairman Snowden suggested to wait until Mayor Johnson is back from vacation to make final changes to the lease agreement.
- b. **Discussion/Action Item: Birbeck Information Request Document** – Chairman Snowden pointed out Mayor Johnson's response to Mr. Birbeck's request. C.E.O. Simonsen informed the board about the conversation that had been held with Mr. Birbeck about numbers related to Interapt. Simonsen explained that the numbers were dependent upon the number of students participating in the class and whether or not they were all adults or a mix of adults and high school students.
Board member Knapp suggested to postpone the response to questions until the work session scheduled for June 27th.
Board Member Knapp motioned to table Mayor Johnson answers to Mr. Birbeck's request to June 27th meeting. Commissioner Novotny seconded. Motion carried.
- c. **Discussion/Action Item: Proposal Joint Planning Meeting (July 12th)** – Simonsen stated that this meeting will be another public meeting and an invitation to the Chamber of Commerce and BDA will be provided at the lunch meeting coming up today. Snowden suggested moving the meeting from early morning to 5:30am. Shann Edwards voiced interest to attend the planning meeting but won't be able to make it July 12th. A new date was suggested for July 19th.
- d. **Discussion/Action Item: Tech Park** – Brent Bennett with Nelson Engineering presented an update of what has occurred up to this point. Construction is supposed to start by the end of July.

NEW BUSINESS:

- a. **Discussion/Action Item: BMCC Facility Usage Discussion (Shann Edwards)** – Simonsen introduced Shann Edwards and gave a brief history on how previous conversations that had occurred with CRC and Tony Cervenka that involved utilizing space in BMCC. Edwards introduced herself and explained her idea to bring non-profit organizations to the BMCC as renters to share recourses. For example DFS, Compass/CAZA, Family Crises Center and the City Hall itself could be potential tenants. Edwards was invited to attend the joint City/County/JOCO First work session.
- b. **Discussion/Action Item: Creation of Non Profit Entity** – Chairman Snowden explained the advantage becoming a non-profit organization which will be discussed at the next workshop meeting.
- c. **Discussion/Action Item: Election of Officers** – Simonsen informed the board that board member Knapp voiced interest in the position of chairman and Randy Dyess voiced interest in continuing being Vice Chair. Travis Lawrence stated that he would also like to step down as Treasurer. Snowden asked Lawrence to stay on as Treasurer until the transition between the two CPA firms is completed. Lawrence agreed.
Board member Knapp nominated Randy Dyess for Vice Chair. Griffith seconded. Motion carried.
Lawrence nominated Tom Knapp as Chairman. Eitel seconded. Motion carried.

OTHER BUSINESS:

Next Meeting Date (June 27, 2018) – Board work session

Open to Board Members – No comment

AJOURN: Meeting adjourned at 9:53a.m.

Contact Information: KBJ Economic Development (307) 620-1123 Info@jocofirst.com


TOM KNAPP

6-27-18

Bob Snowden, Chairman

Date:

Attested by:



6/27/2018

Board Member

Date: