

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
February 22, 2017 @ 8:10 A.M.

Members Present:

Bob Snowden, Chair Tom Knapp
Richard Griffith Mike Johnson-Mayor
Dave Simonsen Johnnie Pond

Members Absent:

Randy Dyess, Vice Chair
Bill Novotny, Travis Lawrence
Crosby Taylor, Delbert Eitel

Staff: *Claudia Todd*

Guests Present: *Brandi Harlow, Wyoming Business Council, new NE Regional Director*

Item I - General: Chairman Bob Snowden called the meeting to order at **8:10 A.M.**

Item II - Approval of the Meeting Minutes: Mayor Johnson motioned to approve the December 14, 2016 Meeting Minutes; Tom Knapp seconded; motion was approved.

Item III – Financial Report: Treasurer Lawrence absent. Rich Griffith mentioned the line of credit to be extended until March to be exclusive to the grant. It is bank controlled and paid off. Rich could get it extended for another 2 years.

Item IV - CEO's Report: Dave stated that there are some electrical issues at the Bomber Mtn. Center. Every week about the same time the power is interrupted for just a few minutes. Electrician and Power Company was called.

Adam Todd and Mike Harper had removed 5 basketball hoops, 3 swing ropes and several old boards and push boards at the large gymnasium. A. Todd also caulked shut two outside leakages.

Dave mentioned that he hired Grooms & Harkins the accounting firm out of Casper to work on the CPA review. Almost all topics are taken cared off. The review has to be finished by April 1, 2017.

Item V. - Public Comment Period: None

Item VI. - Status Report on Projects: CFP Grant still active with approx. \$20,000.00 which has been used for two new doors (South and North door) for the building that are now handicap accessible. Doors are working very well. The hallways by the two gyms has been painted and a new baseboard has been put up. Estimates for painting the large gym, touch up the small gym where the paint is peeling and repainting the posts/pillars outside of the South Entrance are in place. 80-85% of the lighting on 1st floor is completed. Mayor Johnson suggested to prioritize and Bob Snowden added to it that the look of the old school needs to change and the painting needs done.

Two painting proposals were brought in by Design Painting (Steve Bennett) for the outside pillars on South Side of building and the other proposal was for painting the band room. Bob Snowden suggested if funds are available to go ahead and start painting the band room and the outside entry way on South side. Bob motioned to approve. Mayor Johnson 1st, Tom Knapp 2nd. Motion accepted. Motion carried.

Chairman Snowden raised the question to Tom Knapp inquiring about the news in Kaycee. Tom Knapp replied that there will be a benefit for Brian Scott and that the shepherders are in town. He also stated that things are picking up especially in the gravel industry.

Chairman Snowden added to the fact that Conoco is coming back with business as well.

Item VII - New Business: Update on the itinerary for Ankur Gopal of Interapt in Buffalo on Feb 27th. After meetings in Cheyenne Dave Simonsen and Ankur to drive up to Buffalo. At 6pm to meet with all JOCO board members, Ankur and his parents at Mansion House Inn for a catered dinner and discussions about adopting and expanding his training model to WY. His program has been approved at the House. The Senate has to approve it yet. The funding is coming out of Wyoming Business Council.

Bob Snowden and Dave Simonsen met with Ross Lynn at Sheridan College in Sheridan to learn and experience the Culinary Art program. The idea is to implement a similar program for the Sheridan College in Buffalo. The Sheridan College has 30 students per semester and 2 certified chefs on campus. The program runs 2 years. There are only 3 certified chefs in Wyoming. The theme of cooking changes every 8 weeks to keep it interesting and fresh. The next similar facility is at Flathead Lake in MT. The facility in Sheridan is open to the public Thursdays and Fridays for lunch and dinner. 95% of the graduates will be employed and 20% will stay in WY.

Bob and Dave were very impressed with the knowledge and the outstanding job of the chefs.

Dave Simonsen is in contact with the Director and the 2 Chefs to invite them to the BMCC in Buffalo to take a look at the commercial kitchen here to see what needs to be improved or changed. Every student would need to have a full kitchen set up. The cost for that comes to approx. \$100,000.00 for each station.

Dave further suggested to eventually hire a chef for the 2nd Annual Recognition banquet in the spring of 2018.

Claudia updated on the progress for the recognition Award Banquet on March 28th. The speakers are going to be so far: Senator Dave Kinskey, Mayor Mike Johnson, Rep. Mike Madden, Dave Simonsen C.E.O. of JOCO First and Bob Snowden, JOCO First Chairman. The caterer is confirmed. The "Wall of Fame" Plaque and Trophies are ordered and being produced by a local artist. Invitations are printed and ready to be send out by early March. The guest list is produced and put together by the board members, Sheridan College, Dave Simonson and Claudia Todd.

Item VIII - Other Business: Next regular meeting is scheduled for March 22, 2017 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at **9:15 A.M.** Minutes prepared by Claudia Todd and certified for accuracy by:


Chair, Bob Snowden Date: 3/23/17

Attested by: 
Vice-Chair Date: 3/23/17

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
March 23, 2017 @ 3:00 P.M.

Members Present:

Bob Snowden, Chair Randy Dyess, Vice-Chair Travis Lawrence
Richard Griffith Mike Johnson-Mayor Delbert Eitel
Dave Simonsen Johnnie Pond Tom Knapp

Members Absent:

Bill Novotny, Crosby Taylor

Staff: *Claudia Todd*

- I. **CALL TO ORDER AND INTRODUCTIONS:** Chairman Bob Snowden called the meeting to order at 3:05 P.M.

Guests Present: *Linda Greenough, County Commissioner, Bob Perry, County Commissioner*

- II. **REVIEW/ACCEPT MEETING MINUTES:**

- III. **FINANCIALS:** Travis Lawrence started his presentation with the balance sheet and pointed out the operational account as of now shows \$78,000.00. The budget performance report shows that JOCO First is at 58%. It also shows that in the revenue section 22 Plains Dr. is only at 43% where it should be 58% as well. Reason being the rent was waved for several months.
Next item that is to be mentioned is the Social Media Budget. It should be around \$3000.00 and is currently at \$13,000.00. Dave Simonsen is stating that one of the reasons for that is the new production of a video marketing campaign that was driving these numbers up.
Mr. Pond made a motion to accept. Mayor Johnson second. Motion carries.

Rich Griffith opening a line of credit line of credit that can get renewed for the current project. The bank must have assurance that the City and the County are on board with it and willing to commit to the funding of the planning project.

Randy Dyess motioned to reopen the line of credit. Delbert Eitel second. Motion carries.

- IV. **CEO'S REPORT:**

- a. **Building update** –The Wyoming Business Council originally denied a request to utilize the remaining CFP grant funds for the painting the board had approved at the previous meeting. After contacting the WBC and discussing it with them, WBC staffed reversed their decision and will allow us to use the remaining grant funds for painting. At about Mid April the ceiling of the large Gym is going to be painted by a local painter as well as the band room and the South Entrance and a touch up at the small Gym.

The Fire Marshall is a regular visitor at JOCO First office detecting further issues with the generator. Chesbro Electric was supposed to file a report that was sent off but didn't file it properly.

Dave Simonsen mentioned Dan Roger's interest of buying the 18 Plains Drive Building. Randy Dyess suggested losing the liability and sell for \$100,000.00 pay the note down and keep \$50,000.00 for Economic Development.

- b. **Audit/Review update** – The CPA review will be done by April 1st, 2017 completed by Grooms & Harkins of Casper for the amount of \$3,500.00

- V. **PUBLIC COMMENT PERIOD:** No comments.

- VI. **STATUS REPORT ON PROJECTS:**

- a. **CFP Grant update** – Update was given in the building report.

VII. NEW BUSINESS:

- A. **Discussion/Action item:** 2017/18 Proposed Budget – Travis Lawrence started his overview by talking about last year's budget vs. this year's budget. One of the reasons it has been increased is Claudia Todd came on board and was paid a higher wage to begin with than the Christina Stephensen.

Revenue increased 9% over last year. There are two additional leases signed as of April 1, 2017. One at Bomber Mtn. Civic Center (Ed's Auto Detailing) and one at 18 Plains Dr. (RWR Diesel).

Travis Lawrence raised the question about the tenants in the three facilities and Dave Simonsen replied: Mountain Meadow Wool – has financial issues but orders are picking up and the business is strong overall.

LBI -- is a big unknown. The business has been purchased but is not yet finalized

Boys & Girls Club: Biggest concern as of right now because of their financial situation

Sheridan College in JC: is in good stands and paying their bill on time

Travis Lawrence moving forward with the grant analysis. 50% of the revenue is coming from \$100,000.00 is coming from the 1% funding.

\$ 65,000.00 is coming from Johnson County, \$25,000.00 is coming from ??? and \$2,000.00 is coming from the town of Kaycee.

Furthermore, the Recreation funding wasn't in the \$50,000.00 donation. \$15,000.00 is coming from the Recreation District.

Travis Lawrence further stated that the BMCC self- sufficiency in 2017 is 52%. 2016 it was by 51%. The Board members agreed to likely have this number higher in the future since it is not dependent on other sources.

Dyess made the Motion to approve the budget as presented. Pond seconded. Motion carries.

- B. **Discussion/Action item:** **Project update** – Dave updated the board members about the prospects enthusiasm about starting the training program in WY. The initial training program has originated in Louisville, KY and 50 students were certified by the end of 2016. The owner of the company would like to expand into WY. He has visited WY and Buffalo end of January of 2017. The people that are applying for this program are being paid during this process which is going to take six months. After the six months period they will be certified in coding. The Sheridan and Gillette College is very interested and are willing to support the program. The set up facilitation study is going to cost \$100,000.00. The study once approved is going to start right away and is supposed to be finished by the end of June. This coming fall the students are going to be in session and ready to start their new journey. The College promised to have this in place by fall as well. This project will bring a potential of about 50 students to Johnson County and three instructors paid by the prospect. Graduates will gross an average of \$35,000.00 annually. The funding request is going out to the City and County and will be discussed on April 4th. \$50,000.00 from the City and \$50,000.00 from the County.

While in session at this meeting C.E.O. Dave Simonsen and the board members decided to call the prospect and see if a final decision can be made on or shortly after April 4th, 2017. The prospect agreed by phone to wait until April 5th, 2017.

Delbert Eitel was adding to the discussion and praising C.E.O. Dave Simonsen for his efforts traveling to several trade shows that he, Delbert attended himself and making contact with several manufacturers etc.

VIII. OTHER BUSINESS:

A. Next meeting Date (April 12, 2017**)**

Next regular meeting is scheduled for April 12, 2017 at 8A.M. at Bomber Mountain Civic Center.

B. 1st Annual JOCO First Awards Recognition Banquet – Claudia Todd informed the board members about the attendance. About 130 people RSVP'd. Caterer, bar is arranged. The setup is going to take place a day ahead.

C. Open to Board Members

ADJOURN: Meeting adjourned at **5:15 P.M.** Minutes prepared by Claudia Todd and certified for accuracy by:

Item II - Approval of the Meeting Minutes:

 Date: 4-12-17
Chair, Bob Snowden

Attested by:

 Date: 4-12-17
Vice-Chair

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
April 12, 2017 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair

Richard Griffith

Dave Simonsen

Randy Dyess, Vice-Chair

Mike Johnson-Mayor

Johnnie Pond

Travis Lawrence

Bill Novotny

Tom Knapp

Members Absent:

Crosby Taylor

Delbert Eitel

Staff: Claudia Todd

- I. **CALL TO ORDER AND INTRODUCTIONS:** Chairman Bob Snowden called the meeting to order at 8:03 A.M.
Guests Present: *None*
- II. **REVIEW/ACCEPT MEETING MINUTES:** Dyess motioned to accept. Pond seconded. Motion carried.
- III. **FINANCIALS:** Lawrence had no questions regarding the audit. He stated that the net use of cash could be the result of timing from when the grant funding was received and when it was spent.
- IV. **CEO'S REPORT:**
 - a. **Building update** – The boiler portion of the heating system at the West Entrance of the building is not working and as of right now it is shut off due to high repair cost. The decision was made to shut off boilers until repairs can be made.
 - b. **Audit/Review update** – Review was completed on the audit for year ending 6/30/17.
- V. **PUBLIC COMMENT PERIOD:** No comments.
- VI. **STATUS REPORT ON PROJECTS:**

CFP Grant update – Dave is working with the Wyoming Business Council to get the painting approved through the Community Facilities Program grant.

NEW BUSINESS:

 - A. **Discussion/Action item: LBI Update & Proposal** – Snowden and Simonsen visited with LBI. The business has sold to Jim Nieman. Bob Snowden mentioned the options to either continue with the lease or end the lease and start a new one.
 - B. Dave Simonsen met with USDA Community Economic Development Coordinator Chad Stovall. Mr. Stovall suggested that JOCO First request a planning grant for the amount of \$25,000.00. This amount could help with covering transportation and incidentals for the project. Dave Simonsen proposed Claudia Todd to help prepare the grant.

Dave Simonsen raised the question if the County would be the applicant for the Tech Park. The City is a partner in the application program. No decision was made.

- C. **Discussion/Action item: Project update** – As of April 4th both the County and the City officially approved the funding for the project which was highly appreciated by JOCO First C.E.O. Dave Simonsen. The owner of the project Mr. Gopal is setting an itinerary for a site visit which will be in about two weeks from now. Dave Simonsen further stated that the meeting with the Sheridan College went very well. Dr. Ewers, Dr. Jensen, Dr. Susan Bigelow, Derek Andrews attended and Dave Simonsen was leading this meeting.

Attorney Ben Kirven is finalizing the contract for the project which should be done by Friday April 14th. Dave Simonsen requested a formal approval for the request on the USDA grant application. Knapp made a motion, Pond second. Motion carried. Dyess made a motion to use the line of credit. Knapp second. Motion carried.

VII. OTHER BUSINESS:

- A. Next meeting Date (**April 26, 2017**)
Next regular meeting is scheduled for April 26, 2017 at 8 A.M. at Bomber Mountain Civic Center.
- B. **Open to Board Members** – Travis Lawrence voiced a concern about the legislature negative messages about Economic Development. He suggested to address this issue in the future.
- C. **Dan Rogers** was brought up since he is wanting to purchase the 18 Plains Dr. Building incl. 1.9 acres and the shop. The board members decided to only accept a written offer. A letter is going to be send out later this week to request a written offer.

ADJOURN: Meeting adjourned at **9:29 A.M.** Minutes prepared by Claudia Todd and certified for accuracy by:

Item II - Approval of the Meeting Minutes:

 Date: 5/10/17
Chair, Bob Snowden

Attested by:


Vice-Chair

Date: 5/11/17

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
April 26, 2017 @ 8:00 A.M.

Members Present:

Bob Snowden, Chair
Richard Griffith
Dave Simonsen

Randy Dyess, Vice-Chair
Mike Johnson-Mayor
Johnnie Pond

Travis Lawrence
Bill Novotny
Tom Knapp

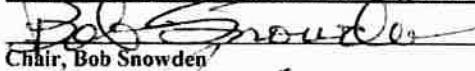
Members Absent:

Crosby Taylor
Delbert Eitel

- I. **CALL TO ORDER AND INTRODUCTIONS:** Chairman Bob Snowden called the meeting to order at 8:03 A.M.
- Guests Present:** *Katie Faust and One additional guest*
- II. **REVIEW/ACCEPT MEETING MINUTES:** Travis Lawrence asked that the minutes be edited before approved. The edits will be made and the minutes will be presented at the next board meeting.
- III. **FINANCIALS:** No financial report.
- IV. **CEO'S REPORT:**
- a. **Building update** – Simonsen is still waiting on the estimate to fix the college wing boiler system pumps. The painting of the band room is complete and the small gym is in process of being painted. The large gym and the outside south entrance will be painted next.
- b. **LBI Update** – The lease of the 22 Plains Drive facility will remain in place through the end of the fiscal year. The lease will be renegotiated with the new owner between now and the end of June.
- V. **PUBLIC COMMENT PERIOD:** No comments.
- VI. **STATUS REPORT ON PROJECTS:**
- CFP Grant update** – Update was provided in the CEO's Report.
- NEW BUSINESS:**
- A. **Discussion/Action item:** Rock and Dirt Real Estate offered \$150,000 for the 18 Plains Drive building and property. Lawrence moved to counter the offer at \$300,000. Mayor Johnson seconded. Motion Carried.
- B. **Discussion/Action item:** Training Kick-off planning meeting. Ankur will be in town on May 2nd to kick-off the planning process. The schedule is 7:15 am meet with the City/County at their joint meeting. 8:30 am press conference, and then 9:00 am to 11:00 am will be the main meeting.
- VII. **OTHER BUSINESS:**
- A. Next meeting Date (May 10, 2017 in Kaycee)

ADJOURN: Meeting adjourned at 8:45 A.M. Minutes prepared by Dave Simonsen and certified for accuracy by:

Item II - Approval of the Meeting Minutes:


Chair, Bob Snowden

Date: 5/10/17

Attested by:


Vice-Chair

Date: 5/15/17

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Red Wall Community Center, Kaycee, Wyoming
May 10, 2017 @ 8:30 A.M.

Members Present:

Bob Snowden, Chair Tom Knapp
Richard Griffith Mike Johnson-Mayor
Dave Simonsen Johnnie Pond

Members Absent:

Randy Dyess, Vice Chair
Bill Novotny, Travis Lawrence
Crosby Taylor, Delbert Eitel

Staff: *Claudia Todd*

Guests Present: *None*

Item I - General: Chairman Bob Snowden called the meeting to order at 8:32 A.M.

Item II - Approval of the Meeting Minutes:

- A. April 12, 2017 Meeting Minutes (Recorded by Claudia Todd)
 - B. April 26, 2017 Meeting Minutes (Recorded by Dave Simonsen)
- Dyess motioned to accept both meeting minutes. Mayor Johnson seconded. Motion carried.

Item III - Financial Report: No Report

Item IV - CEO's Report: a. Building Update – Simonsen stated that the heating/cooling sock including bracket off the ceiling fell down and damaged the floor. Simonsen is waiting for Powder River Heating & Air condition to repair the sock with longer screws.

b. Interapt Project Update – Simonsen stated that the project is moving forward. The curriculum needs to be sent to JOCO First and forwarded to Sheridan College.

c. Grants/2017/2018 Budget Update – Simonsen informed that JOCO First reduced \$20,000 on the 1% funding request.

Item V. - Public Comment Period: None

Item VI. - Status Report on Projects:

a. CFP Grant Update – Approval was granted for painting.

- i. Paint - Simonsen further stated that the large gym is painted as of May 5th. Still left to do is the South entrance pillars etc. and the old Library. The painter's bill came in under estimate.

Item VII - New Business: PMO Request (Bill Hawley) – Hawley is proposing to have his office at the Bomber Mountain Civic Center donated due to the budget cuts. If there would be a need for his office he would gladly move either into a smaller office if available. If not available he would move out.

Knapp suggested to rent it to him until JOCO First can rent it out otherwise.

Dyess is seeing a demand in renting office spaces by the hour/day or by month.

Mayor Johnson moved to allow PMO/Bill Hawley to remain to be in his office without paying rent until somebody else raises an interest. Dyess second. Motion carried.

Powder River Heat & Air condition's proposal for two new pumps at College wing was discussed. Johnson made a motion to approve. Dyess second. Motion carried.

Item VIII - Other Business: Next regular meeting is scheduled for June 28, 2017 at Bomber Mountain Civic Center.

Item IX - Adjourn: Meeting adjourned at 9:15 A.M. Minutes prepared by Claudia Todd and certified for accuracy by:


Chair, Bob Snowden

Date: 6/14/17

Attested by


Vice-Chair

Date: 6/14/17

MEETING MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
June 14, 2017 @ 8am

Members present:

Bob Snowden, Chairman
Johnnie Pond
Rich Griffith
Travis Lawrence

Randy Dyess, Vice-Chairman
Bill Novotny
Tom Knapp
Dave Simonsen, CEO

Staff: **Claudia Todd, Coordinator**

Members absent:

Crosby Taylor
Delbert Eitel
Mike Johnson

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I. CALL TO ORDER AND INTRODUCTIONS:

Vice Chair Dyess opened the public hearing to order at 8:01 A.M.

Guests present: Stephen Dow, Buffalo Bulletin was introduced

BUDGET PUBLIC HEARING

Open Public Hearing – Budget Approval - A brief budget discussion was initiated. Public comment was called for by Dyess. No written or oral comments were made. Dyess made motion to approve Budget. Knapp second. Motion carried.
Adjourn Public Hearing - The public hearing was adjourned at 8:09A.M by Vice Chair Dyess.

II. REVIEW/ACCEPT MEETING MINUTES:

May 10, 2017 Meeting Minutes (*Recorded by Claudia Todd*)

Dyess motioned to accept meeting minutes. Pond seconded. Motion carried.

III. FINANCIAL REPORT: Treasurer Lawrence presented the budget. Dyess motioned to approve the budget,
Pond second. Motion carried.

IV. CEO'S REPORT:

- a. **Building Update** – The WY Stock growers Association held their convention at the BMCC. 250 participants over three days. Simonsen stated that the event was a success. Novotny added that this event might have triggered interest for further events with different organizations.
- b. **Interapt Project Update** – A conference call is being scheduled for June 15th at 2pm. Updates from both sides (Interapt/Buffalo crew) are going to be discussed. The College approved the curriculum.
- c. **Recreation District Grant Update** – The Recreation District approved the budget for \$20,000.00 an increase of \$5,000.00.
- d. **New Growth Alliance Update** - The NGA has generated over 100 leads. 15 leads are constantly being interacted with.

V. PUBLIC COMMENT PERIOD: NONE

VI. STATUS REPORT ON PROJECTS:

- a. CFP Grant Update – No grant update
 - i. Paint – Paint job almost completed except for the College wing hallway. This project will be

finished by mid June.

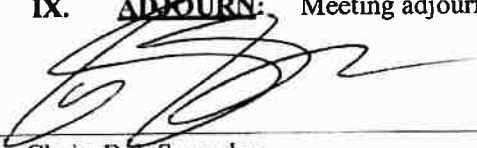
VII. NEW BUSINESS:

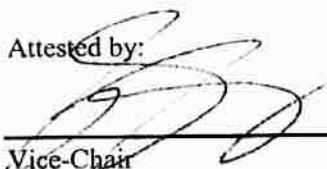
- A. Discussion/Action Item: Impact Analysis Fees – The Fair board requested several Impact analysis from KBJ. Simonsen agreed to work out a packet to be filled out by the fair board.
- B. Discussion/Action Item: Sign Estimates – Two sign estimates for the South Entrance were presented. One from Rocking K Forge and one from Tana Parker/KR Kreations both located in Buffalo. Dyess motioned to accept the sign from KR Kreations. Knapp second. Motion carried.

VIII. OTHER BUSINESS:

- A. Next Meeting Date (June 28, 2017)
- B. Open to Board Members -

IX. ADJOURN: Meeting adjourned at 9:55 A.M.

 _____
Chair, Bob Snowden Date 7-10-17

Attested by:  _____
Vice-Chair Date 7-10-17

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
Monday July 10th, 2017 – 8A.M.

Members present:

Randy Dyess, Vice Chairman	Mike Johnson
Travis Lawrence	Dave Simonsen
Rich Griffith	Staff: Claudia Todd
Linda Greenough	Brent Bennett, Nelson Engineering
Stephen Dow, Buffalo Bulletin	
Jill Rosselott, Ben Weaver, CPF Engineering	

Members absent:

Bob Snowden
Delbert Eitel
Bill Novotny
Johnnie Pond
Tom Knapp
Crosby Taylor

- I. **CALL TO ORDER AND INTRODUCTIONS:** Vice Chair Dyess called the meeting to order at 8:16A.M.
 - a. Introduce any guests present – Stephen Dow, Buffalo Bulletin, Jill Rosselott, President and Ben Weaver, CPG Engineering and Brent Bennett with Nelson Engineering were welcomed and introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
 - a. June 28, 2017 Meeting Minutes (Recorded by Claudia Todd)
Johnson motioned to approve meeting minutes. Lawrence second. Motion carried.
- III. **FINANCIALS:**
 - a. **Treasurer's report on financial status** – Treasurer Lawrence received the May financials from Cloud Peak Accounting. Bookkeeping service options were discussed. No decision was made.
- IV. **CEO's REPORT:**
 - a. **Building update** – Simonsen stated that an estimate from the painter for painting the North front of the building has not been presented yet. Pumps have been installed. Skylights have not been installed yet.
 - b. **Interapt project** – EDA and the Business Council grant that would potentially renovate space is in process. Dale Buckingham is going to present a detailed cost estimate to renovate the building.
Simonsen is going to leave tomorrow to Cheyenne to meet with the Governor's office and Ankur Gopal of Interapt to discuss a formal financing request for ENDOW as well as tapping into the Workforce dollars. The project is moving on as scheduled.
 - c. **NEW Growth Alliance Update** – The organization is continuing to develop leads. A management council meeting is scheduled for the coming weeks to finalize next year's budget.
- V. **PUBLIC COMMENT PERIOD:** None
- VI. **STATUS REPORT ON PROJECTS:**
 - a. **CFP Grant update** – The CFP grant will be closed out and KBJ is going to turn back approx. \$2,000.00.
- VII. **NEW BUSINESS:**
 - a. **Discussion/Action Item: Tech Park Engineering Contract** – CPG and Nelson Engineering sent proposals for the Tech Park project. Both firms presented and explained their proposals. Johnson moved to move out of executive session. Lawrence second. Motion carried.

Griffith motioned to accept Nelson Engineering to be the Tech Park engineering firm. Lawrence second. Motion carried.

Discussion/Action Item: Bomber Mountain Civic Center Appraisal – Different Appraisal firms were discussed. Mark Isakson with Carter-Isakson Appraisals out of Sheridan, WY was one and the cost is approx. \$2,500 with expected completion date of 08/18/17.

Griffith made motion to accept Carter-Isakson as the chosen appraiser firm. Lawrence second. Motion carried.

- b. **Discussion/Action Item: Mountain Meadow Wool Discussion** – Jim Nieman of Spearfish Pellet Company, LLC. purchased LBI, LLC. KBJ has initiated a one month lease renewal with ongoing renewals month to month.

c. **OTHER BUSINESS:**

a. Next Meeting Date (July 26, 2017)

b. Open to Board Members – None

VIII. **ADJOURN:** Meeting adjourned at 9:12A.M.

Bob Snowden, Chairman: _____ Date: _____

Attested by:

Vice Chair: _____ Date: _____

MEETNG MINUTES
KBJ Economic Development Joint Powers Board
Bomber Mountain Community Center – Buffalo, WY
August 9, 2017 @ 8am

Members present:

Delbert Eitel
Johnnie Pond
Rich Griffith
Travis Lawrence

Randy Dyess, Vice-Chairman
Bill Novotny
Tom Knapp
Mike Johnson

Members absent:

Crosby Taylor
Bob Snowden, Chairman

Staff: Dave Simonsen, CEO

I. CALL TO ORDER AND INTRODUCTIONS:

Vice Chair Dyess opened the meeting at 8:01 A.M.

II. REVIEW/ACCEPT MEETING MINUTES: The minutes will be available for the next meeting due to Claudia having to go out of country.

III. FINANCIAL REPORT: Treasurer Lawrence presented the June 2017/Year End financial report. Johnson motioned to accept, Knapp seconded. Motion carried.

IV. CEO'S REPORT:

- a. **Building Update** – Buildings are all running fine.
- b. **Interapt Project Update** – Funding is still be sought. Interapt will invest \$750,000 into the training, but the gap is \$1.8 million for the first class. Workforce funding and ENDOW funding are the two revenue streams currently being sought. The EDA application for the facility renovation, will be submitted on August 17th.
- c. **New Growth Alliance Update** - The NGA has generated over 100 leads. 15 leads are "hot" leads and are constantly being interacted with.

V. PUBLIC COMMENT PERIOD: NONE

VI. STATUS REPORT ON PROJECTS: See CEO's report above

VII. NEW BUSINESS:

- A. **Discussion/Action Item:** City/County Joint Meeting Discussion. The meeting will take place on September 6th and is being facilitated by both the City of Buffalo and Johnson County. Bob Snowden and Dave Simonsen will attend.

VIII. OTHER BUSINESS:

- A. Next Meeting Date (August 23, 2017)
- B. Open to Board Members -

IX. ADJOURN: Meeting adjourned at 8:40 A.M.

Contact Information: KBJ Economic Development (307) 620.1260 info@jocofirst.com

Bob Snowden

Chair, Bob Snowden

Date:

9-6-17

Attested by:

[Signature]

Vice-Chair

Date:

9-6-17

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
August 23, 2017 @ 8A.M.

Members present:

Bob Snowden, Chair
Randy Dyess, Vice Chairman
Travis Lawrence

Mike Johnson
Delbert Eitel
Rich Griffith
Dave Simonsen

Members absent:

Tom Knapp
Crosby Taylor
Bill Novotny
Johnnie Pond

Staff: Claudia Todd

I. CALL TO ORDER AND INTRODUCTIONS: Chairman Snowden called the meeting to order at 8:07A.M.

A. Introduce any guests present – No guests

II. REVIEW/ACCEPT MEETING MINUTES:

August 09, 2017 Meeting Minutes (*Recorded by Claudia Todd*)

Vice Chair Dyess motioned to approve meeting minutes. Mayor Johnson second. Motion carried

III. FINANCIALS: Travis Lawrence, Treasurer

- A. Treasurer's Report on financial status – Treasurer Lawrence reported that the July financials have been received. Cloud Peak Accounting assigned Becky Chapin to do the accounting for JOCO First.

IV. CEO'S REPORT:

a. Buildings Update – C.E.O. Dave Simonsen reported that there is only door issues at the moment. The South entrance sign is supposed to be installed by the end of the week.

b. Interapt Project Update – The project is going to be pushed back until January 2018 because funding is still being sought. Another meeting with the Governor is planned.

Dale Buckingham of ARETE Design Group out of Sheridan is going to be the leading architect re-designing the upstairs of the Bomber Mountain Civic Center. The new design has to meet fire marshal's regulations.

c. NEW Growth Alliance Update – The management council decided to not renew the contract with Golden Shovel Agency which ended in July of this year.

V. PUBLIC COMMENT PERIOD: None

VI. STATUS REPORT ON PROJECTS: See CEO's report above

VII. NEW BUSINESS:

A. *Discussion/Action Item: ARETE presentation* – Dave will contact to reschedule

VIII. OTHER BUSINESS:

A. Next Meeting Date (September 13, 2017)

B. Open to Board Members – No discussion

IX. ADJOURN: Meeting adjourned at 9:27 A.M

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

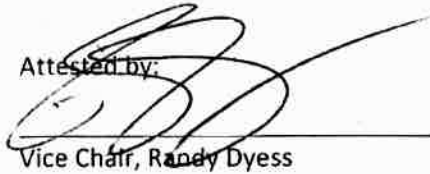


Chair, Bob Snowden

9-6-17

Date

Attested by:



Vice Chair, Randy Dyess

9-6-17

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
September 27, 2017 @ 8A.M.

Members present:

Bob Snowden, Chair
Travis Lawrence
Mike Johnson, Buffalo Mayor
Bob Perry, JC Commissioner
Staff: Claudia Todd

Randy Dyess, Vice Chairman
Johnnie Pond
Dave Simonsen, CEO

Members absent:

Delbert Eitel
Rich Griffith
Tom Knapp
Bill Novotny, JCC Chair

Guests: Heidi Roberts, Buffalo Computer Consulting, Chamber Pres.,
Danielle Burns, Chamber of Commerce

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:08A.M.
 - A. **Introduce any guests present** – Heidi Roberts, Buffalo Computer Consulting, Buffalo Chamber of Commerce, President and Danielle Burns, Buffalo Chamber of Commerce were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**

September 07, 2017 (Recorded by Claudia Todd)

Vice Chair Dyess motioned to approve September 07, 2017 meeting minutes. Mayor Johnson second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. Treasurer's report on financial status – Treasurer Lawrence requested to carry August financials to the next board meeting.
- IV. **CEO'S REPORT:**
 - a. **Building update** – CEO Simonsen reported ongoing security issues with the Boys & Girls Club door lock.
 - b. **NEW Growth Alliance Update** – A meeting was scheduled for Sept 27 was postponed to mid-October. The RFP has been extended to October 16th. CEO, Dave Simonsen also stated that he was having lunch with Mayor Miller, Sheridan to discuss New Growth Alliance issues.

Furthermore, Simonsen stated that the lead efforts at the upcoming Las Vegas show have been wasted due to no attendance by any of the Alliance members.
- V. **PUBLIC COMMENT PERIOD:** None
- VI. **STATUS REPORT ON PROJECTS:**

VII. **Interapt Project Update** – Interapt is as of September 25th a Wyoming company. In order to get funding the company must be Wyoming based.

VIII. **NEW BUSINESS:**

- a. **Discussion/Action Item: Interapt Application** – Simonsen explained that the presentation for the Interapt application was part of the board packet which he encouraged the board members to get familiar with it.
- b. **Discussion/Action Item: Revised Budget** – Due to several changes Simonsen stated that the revised budget is not accurate at this time.
LBI will be moved out officially by October 15th. Simonsen reported that he met with Chairman Snowden and Mountain Meadow Wool to discuss their business plan and options to buy the building in the future. Simonsen suggested that the company look into the RDLEG program through USDA.
CEO Simonsen expressed concern regarding the missing income from LBI and the negative impact that will have on the organizations budget. After a brief discussion, the board directed Simonsen to start exploring the sale of all of the properties on Plains Drive.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Meeting** – CEO Simonsen welcomed the visit of the two Chamber board members earlier this week. Roberts stated that the Chamber's goal is to start with a "fresh" relationship, learn from each other and saving money at the same time. Simonsen announced that the Chamber recently had hired a new Director which is Mark Smith from Gillette. Roberts further stated that an outreach meeting is in the works on October 17th with JOCO First/BDA/Chamber/JCTA/Historic Buffalo/City and County as well as representatives from the communities of Torrington and Powell will be present to educate and discuss their best practices.

IX. **OTHER BUSINESS:**

- a. Next Meeting Date (October 11, 2017)
- b. Open to Board Members – No discussion
- X. **AJOURN:** Meeting adjourned at 9:18A.M.

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




10-11-17

Chair, Bob Snowden

Date

Attested by:


Vice Chair, Randy Dyess

10-11-17

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
October 11, 2017 @ 8A.M.

Members present:

Randy Dyess, Vice Chairman
Travis Lawrence
Mike Johnson, Buffalo Mayor
Rich Griffith
staff: Claudia Todd

Delbert Eitel
Johnnie Pond
Dave Simonsen, CEO
Bill Novotny, Chair JCC
Tom Knapp

Members absent:

Bob Snowden, Chair
Crosby Taylor

Guests: Dana Fowler, BDA President; Sharon Nadeau, Director BDA
Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03A.M.
 - A. **Introduce any guests present** – Dana Fowler, BDA Chair; Sharon Nadeau, BDA Director; Scott Madsen, City Council; Brandi Harlow, Wyoming Business Council were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**

September 27, 2017 (Recorded by Claudia Todd)

Mayor Johnson motioned to approve September 27, 2017 meeting minutes. Pond second.
Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. Treasurer's report on financial status – Treasurer Lawrence presented July and August financials. Dyess made a motion to approve financial statements. Mayor Johnson second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – CEO Simonsen reported minor issues. Simonsen mentioned replacing a skylight at Mark Grabin's shipping room.
 - b. **NEW Growth Alliance Update** – Simonsen updated the board on the organization. The organization is struggling right now due to personnel losses the partnering communities has experienced and issues with communication.
- V. **PUBLIC COMMENT PERIOD:** None
- VI. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – The project is moving slowly. The Governor's office promised to work as fast as possible.
Simonsen stated that a meeting was held with the local newspaper regarding a video that discredited the Interapt project. Hicks is going to investigate. Gopal, owner of Interapt was requesting a report after the investigation either way.
 - a. **Discussion/Action Item: Plains Drive Property** – Mayor Johnson suggested an auction to sell the building. Dyess voiced concerns about the current renter. Commissioner Novotny stated that the County is willing to give a 100% of the proceeds to JOCO First but with the stipulation that the money won't be used towards operating but rather go towards an update of the building or a sprinkler system etc.
LBI has been moved out of Plains Drive but back rent needs to be collected which is approx. \$39,000.00.

- b. **Discussion/Auction Item: Department of Audit Budget Requirements** – C.E.O. Simonsen has been informed that the rules have been changed as how the Joint Powers board have to report their budget. According to the Department of Audit anytime JPB is outside of budget JPB is supposed to file a budget amendment. The question remained to find out if a budget amendment has to be done every month or quarterly or once a year. Simonsen added that another CPA review is coming up and has to be finished by the end of this year.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Meeting** – Simonsen suggest a breakfast meeting with Goshen County to talk about their sales tax success before the actual public meeting at 10am at the Bomber Mountain Civic Center.

VII. OTHER BUSINESS:

- a. **Next Meeting Date** (October 25, 2017)
- b. **Open to Board Members** – Griffith asked if the renewal of the line of credit in conjunction with the appraisal for grants was an item to vote on. The renewal fee is \$250 for two years, \$200,000 maximum, interest rate 5.5%. Mayor Johnson motioned to approve. Commissioner Novotny second. Motion carried.

VIII. AJOURN: Meeting adjourned at 9:07A.M.

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


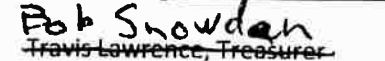


Randy Dyess, Vice Chair

10-25-17

Date

Attested by:



~~Travis Lawrence, Treasurer~~

10-25-17

Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
December 13, 2017 @ 8A.M.

Members present:

Bob Snowden, Chair
Randy Dyess, Vice Chairman
Travis Lawrence
Mike Johnson, Buffalo Mayor
Staff: Claudia Todd

Johnnie Pond
Bill Novotny, Chair JCC
Delbert Eitel
Dave Simonsen, CEO

Members absent:

Rich Griffith
Tom Knapp
Crosby Taylor

Guests: Karen and Ben Hostetler, Mountain Meadow Wool, Owners; Scott Madsen, City Council; Dana Fowler, BDA President; Susan Jerke, Regional Director SBA; Brandi Harlow, WY Business Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Chairman Snowden called the meeting to order at 8:02A.M.
Introduce any guests present – Karen and Ben Hostetler, Scott Madsen, Dana Fowler, Susan Jerke, Brandi Harlow were introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
November 08, 2017 (Recorded by Claudia Todd)
Vice Chair Dyess motioned to approve November 08, 2017 meeting minutes. Mayor Johnson second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Lawrence presented the November Financials. He mentioned the donation of \$10,000 for the Fire Safety/Sprinkler System. Vice Chair Dyess motioned to accept the October and November Financials. Pond second. Motion carried.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported an outdoor lighting issue.
 - b. **NEW Growth Alliance update** – C.E.O Simonsen stated that the organization is moving forward. Simonsen is working with the Technical Advisory committee to set up the interview dates for the new administrators. The two organizations that are of interest are: Ady Advantage, Madison, Wisconsin and RCI out of Toronto, Canada.
A big win for the group and the region was a project with the WY Business Council. A RFP was submitted by the NGA to the Business Council for "Project Enterprise". This project is taking place in Sheridan.
Since the Buffalo Tech Park project was denied by the WY Business Council, Simonsen presented appointments made for further meetings (SLIB) in Cheyenne that he highly recommended attending. The SLIB meeting is going to be on January 18th at 8am.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – Simonsen reported the project is moving along. JOCO First is in the process of setting up a meeting with Ankur Gopal of Interapt in Cheyenne in front of the Governor's office.

Simonsen is also working on setting up a conference call with Gopal, the Buffalo High School Administrator Dr. Gerry Chase and the IT person discussing two new models for High School students that Interapt came up with recently. Giving the school district two options to choose from.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease Discussion** – Chairman Snowden met with C.E.O. Simonsen and MMW a week earlier to discuss JOCO First's proposals. Ben Hostetler added that MMW is looking for a short term lease in the interim. Long term plans include JOCO First as a partner. Hostetler requested a clear vision from JOCO First on how to proceed in the future. The lease is up in March 2018. Follow up meetings are in the planning for the beginning of the New Year.
 - b. **Discussion/Action Item: EDA Grant and Loan Discussion** – C.E.O. Simonsen reported that a decision needed to be made today whether or not to proceed with the Grant loan. The appraisal for both buildings on Plains Dr. were not completed at the time of the meeting, therefore, it is unclear at the moment if the Bank of Buffalo is able to fund the loan.
Mayor Johnson motioned to approve pending on the appraisal to move forward with the grant/loan. Vice Chair Dyess second. Motion carried.
 - c. **Discussion/Action Item: Virtual Reality (360 degree) Video** – Simonsen explained that this video is part of the USDA marketing funds. He presented the video for the first time in front of potential site selectors at the Mid America Economic Development conference in Chicago beginning of December. A powerful tool to show off Johnson County in an 8 minute/360 degree video without actually traveling to the destination. He further stated that this video might be a powerful tool to our local community e.g. realtors, hospital etc.
 - d. **Discussion/Action Item: Joint City/County/BDA/Chamber/IPB Mtg.** – Simonsen stated to have another meeting with the Chamber director the next day. Dana Fowler, BDA president reported they are working on hiring a new Director and also working on joint discussions regarding cost savings etc.
- a. **Next Meeting Date** (December 27, 2017)
 - b. **AJOURN:** Meeting adjourned at 9:14 A.M.
 - c. **Open to Board Members** – Nursing Home – Simonsen and board member Lawrence are going to have a meeting with Jack Tarter on Friday including Rep. Madden. The general consensus was to "stay on top" of things.

Contact Information: KBJ-Economic Development (307) 620-1260 Info@iocofirst.com



Bob Snowden, Chair



Date

Attested by:



Randy Dyess, Vice Chair



Date

MEETING MINUTES
KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD
Bomber Mountain Civic Center – Buffalo, WY
December 27, 2017 @ 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
Dave Simonsen, CEO

Members absent:

Rich Griffith
Delbert Eitel
Crosby Taylor

Guests: Scott Madsen, City Council

- I. **CALL TO ORDER AND INSTRUCTIONS:** Vice Chair Dyess called the meeting to order at 8:03A.M.
Introduce any guests present – Scott Madsen was introduced.
- II. **REVIEW/ACCEPT MEETING MINUTES:**
December 13, 2017 (Recorded by Claudia Todd)
Mayor Johnson motioned to approve the December 13, 2017 meeting minutes. Commissioner Novotny second. Motion carried.
- III. **FINANCIALS: Travis Lawrence, Treasurer**
 - A. **Treasurer's report on financial status** – Lawrence suggested to discuss the treasury update in the new business, the loan and BDA update.
- IV. **CEO'S REPORT:**
 - a. **Building update** – C.E.O. Simonsen reported that the building has no major issues at this point. He acknowledged the maintenance work of Adam Todd improving several areas of the building. Furthermore Simonsen reported that over Christmas some individuals had pulled the main power source and left the main power panel cabinet open which caused the large gym and some other areas of the building to not being heated. Inexpensive locks for the outside panels were suggested as a solution.
 - b. **NEW Growth Alliance update** – C.E.O Simonsen stated that a conference call meeting was held with Ady Advantage, Madison, Wisconsin and RCI out of Toronto, Canada. A second meeting with the management council is scheduled for January 25th to discuss further action.
 - c. **PUBLIC COMMENT PERIOD:** None
- V. **STATUS REPORT ON PROJECTS:**
 - A. **Interapt Project Update** – Simonsen reported the project is moving along. JOCO First set up a follow up meeting with A. Gopal of Interapt in Cheyenne with Jeremiah Rieman at the Governor's office. This meeting is scheduled for January 4th.
 - B. **Project Protein** – Simonsen informed about a new project for Johnson County which includes a large kosher meat processing facility planned to be built at the M & M Ranch North of town. In the meantime the ranch sold. The vision is to employ approx. 500 US workers.

OTHER BUSINESS:

- a. **Discussion/Action Item: Mountain Meadow Wool Lease Discussion** – Mayor Johnson informed the board about a meeting that he initiated with Karen and Ben Hostetler regarding the future of MMW and their preliminary plans. Their vision is to have approx. 5,000 sqft retail space and about 20,000 sqft manufacturing space. Mayor Johnson received information about their financial situation. MMW is looking into a new lease agreement with JOCO First for another 24months. 75% of the business is family owned and 25% private investors with eight limited partner's altogether. With a new retail product MMW is hoping to achieve the goal of paying the monthly rent of approx. \$5,000. Vice Chair Dyess suggested to rent the building for the next two years. To continue the conversation another meeting is scheduled for early January.
- b. **Discussion/Action Item: EDA Grant and Loan Discussion** – Simonsen reported that the Bank of Buffalo conditionally approved the loan of \$580,000. One of the conditions is that First Northern Bank and First Interstate Bank participate. The other condition is that the City and/or County insure that the project is going to be a "finished" project. Part of the decision is hinging on the sale of 18 Plains Drive. Simonsen suggested to move the process of the sale forward. Vice Chair Dyess suggested to proceed with the sale of 18 Plains Drive through an auction. Mayor Johnson made a motion to approve selling 18 Plains Drive building under the stipulation not selling it under \$220,000. Knapp second. Motion carried. The board is now waiting for the bank to decide. Novotny suggested to inform the tenant about the decision asap.
- c. **Discussion/Action Item: Joint City/County/BDA/Chamber/JPB Mtg.** – Simonsen and Chamber Director Smith continuing to meet. Smith proposed to the BDA to be housed and directed by the Chamber. The discussion included the wayfinder signs. No decision has been made by the BDA.
- d. **Next Meeting Date** (January 10, 2018)
- a. **AJOURN:** Meeting adjourned at 8:57 A.M.
- b. **Open to Board Members – LBI update** - A follow up call to Kirven's office was initiated but no response at this point.
VA Assisted Living Home – Simonsen and board member Lawrence reported about the lunch meeting with Jack Tarter, Board of Directors of Greenhouse living in Sheridan. The conversation included the possibility of building the facility in Buffalo in case Sheridan isn't able to accommodate it. The nursing home would house 24 residents and the ratio medical professionals/residents would be 1 to 1.
AED – Simonsen informed the board about the possible requirement to have AED equipment for public buildings/Bomber Mtn. Civic Center. Approx. cost of an AED is \$750.00. Simonsen is going to investigate on the regulations and is going to act accordingly.

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



1/10/18

Bob Snowden, Chair

Date

Attested by



1/10/18

Date

Randy Dyess, Vice Chair