



**Accelerate Rural Indiana
Regional Development Authority
Development Board Meeting
Friday, August 11th, 2023
1:00 pm**

Meeting Minutes

CALL TO ORDER: The Development Board of the Accelerate Rural Indiana Regional Development Authority (Development Board) met on the above date and time at 314 W Washington St, Greensburg, Indiana 47240. Bryan Robbins called the meeting to order at 1:01 p.m.

ROLL CALL: Virgil Bremer, Bruce Everhart, Bryan Robbins, Andy Saner, and David Toll answered roll call. No members were absent.

REPORT OF SECRETARY/TREASURER ON GIVING NOTICE OF MEETING: Everhart reported that proper notice of the meeting had been given in consultation with Indiana's Open Door Law and legal counsel.

APPROVAL OF MINUTES OF PREVIOUS MEETING: Minutes from the July 14th, 2023, meeting of the Development Board were presented. Toll moved to approve the minutes as presented. Bremer seconded the motion. Motion was approved unanimously.

REPORTS OF OFFICERS, CONSULTANTS, AND STAFF:

- **Officers** – Everhart provided a Secretary-Treasurer's report.
 - **EIN Number** – Everhart shared that an IRS EIN number was assigned to the ARI RDA to Robbins via phone on August 4th. Robbins noted that the official EIN assignment letter arrived via mail on August 10th.
 - **Development Fund Account** – Everhart shared that Everhart, Robbins, and Mason Gordon, ARI RDA's consultant with HWC Engineering, opened an account at First Financial Bank for the ARI RDA on August 8th. Everhart noted that Tami Wenning was out of town and unable to provide an opening deposit, so Wenning delivered the opening deposit of \$450 to First Financial Bank the following day. Everhart also noted that checks for the account were purchased in the amount of \$330.93 which is to be deducted from the initial deposit.
 - **SAM.gov Submission** – Everhart shared that Everhart, Robbins, and Gordon worked on submitting the ARI RDA's registration on SAM.gov. Gordon shared

a draft of the SAM.gov registration for review by the Development Board. Bremer moved to submit the SAM.gov registration as presented. Saner seconded the motion. Motion was approved unanimously.

- **DCCF Fiscal Agent Duties** – Gordon noted that the SAM.gov registration is the final prerequisite to the ARI RDA assuming the READI Fiscal Agent duties from the Decatur County Community Foundation. The Development Board discussed the timing of assuming the Fiscal Agent duties. Everhart moved to request the transfer of Fiscal Agent duties and \$60,000 of DCCF’s administrative advance funds after the ARI RDA is formally registered on SAM.gov. Toll seconded the motion. Motion was approved unanimously.
- **Consultants** - Gordon provided a consultant report on behalf of HWC Engineering:
 - **Project Approvals**– Gordon shared that all 16 of the region’s READI projects have been granted formal approval in IEDC’s Grants Management Tool.
 - **READI Disbursements** – Gordon shared that a total of \$1,569,139 of READI funds have been disbursed to the region’s projects, including a third disbursement for Diamond Pet Foods Infrastructure since the Development Board’s last meeting. Gordon added that there are disbursements of \$641,292 pending approval in the Grants Management Tool.
 - **Fixing Typo** – Gordon shared that an inadvertent typo occurred during the GMT submission of Diamond Pet Foods Infrastructure. Gordon is working to resolve the issue.
 - **Early Learning Center Groundbreaking** – Gordon shared a picture of the ARI regional representatives present at a groundbreaking ceremony for Shelbyville’s Early Learning Center on August 9th. Gordon noted that IEDC’s new Director of READI, Jim Rawlinson, was present for the ceremony and participated in the region’s picture. Gordon also noted that Inside Indiana Business featured a story on the ceremony.
 - **READI 2.0 Updates** – Gordon shared updates on READI 2.0.

REPORTS OF COMMITTEES:

- **ARI READI Steering Committee** – Toll represented the Development Board at the ARI READI Steering Committee on August 10th and provided a recap of the meeting. Toll noted the purpose of the meeting was to discuss READI 2.0 and shared that various READI 2.0 strategies and approaches were discussed. Toll shared that the Steering Committee requested direction from the Development Board on a READI 2.0 planning budget and consultant contract. Toll noted several options that were discussed during the Steering Committee meeting and the Development Board discussed the options. Everhart moved to request \$15,000 per ARI RDA entity for READI 2.0 planning efforts. Bremer seconded the motion. Motion was approved unanimously. The Development Board asked Gordon to prepare an amendment to HWC Engineering’s program administration contract for READI 2.0 planning efforts.

OLD BUSINESS:

- **Fiscal Agent Transition** – Robbins noted that Everhart’s earlier officer report covered the Fiscal Agent transition discussion.
- **Admin Invoices** – Gordon shared that per the Development Board’s direction at their previous meeting, several administrative invoices were submitted for READI funding disbursement in the GMT. Gordon received a response from EY that all previously disbursed admin funds must be expended prior to requesting additional disbursements. Gordon noted that all pending and future invoices will need to be paid by Wenning and deducted from the RDA’s share of DCCF’s administrative advance.

NEW BUSINESS:

- **HWC Engineering Invoices** – An invoice dated July 30th, 2023, totaling \$7,197.00 for READI program management services from HWC Engineering was presented to the Development Board. Everhart moved to submit the invoice to Wenning to be paid from the RDA’s portion of the administrative advance. Toll seconded the motion. Motion was approved unanimously.
- **Barnes and Thornburg Invoice** – An invoice dated June 7th, 2023, totaling \$1,627.50 for legal services from Barnes and Thornburg was presented to the Development Board. Everhart moved to submit the invoice to Wenning to be paid from the RDA’s portion of the administrative advance. Saner seconded the motion. Motion was approved unanimously.

ITEMS NOT KNOWN IN ADVANCE:

- **Indoor Sports Complex Update** – Shelbyville Mayor Tom DeBaun provided an update on the Indoor Sports Complex project, including a recent visit to Boston relating to the project. Mayor DeBaun also thanked the Development Board for their efforts to keep the region moving forward.
- **Early Learning Center Update** – State Representative and City of Shelbyville Attorney, Jennifer Meltzer, provided an update regarding procurement documentation for Shelbyville’s Early Learning Center. The Development Board thanked her for her attendance at the meeting and leadership on READI 2.0.

ADJOURN: There was no further business to come before the Development Board. Saner moved to adjourn. Bremer seconded the motion. The motion carried and the meeting was adjourned at 2:10 p.m.



Bruce Everhart, Secretary-Treasurer