

A meeting of the Board of Directors of the Cayuga Economic Development Agency Inc., (“CEDA”) was brought to order at 2 State Street, Auburn, NY at 8:00 am, Thursday April 25, 2019. The following Board Members were in attendance:

Present	Absent/Excused	Proxy Voting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Miles, Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Kyle, Vice-Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cynthia Aikman, Treasurer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kelley Gridley, Secretary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ray Lockwood, At Large Executive Committee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jim Dacey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Dygert
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Hartwell
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tom Herbert
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Higgins
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demetrius Murphy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Justin Woods
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Minicucci
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crystina Brooks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant

Other Attendees:

- Tracy Verrier, Teresa Auchman, Maureen Riester (CEDA), Elaine Buffington
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1. Quorum Call:

Mr. Kyle, Vice-Chair, called the meeting to order at 8:00 a.m. noting that there was a quorum present.

2. Consent Items:

Mr. Lockwood made a motion to approve the consent agenda items as distributed, Mr. Dacey seconded. All present voted in favor motion carried.

3. Audit Presentation and Review:

Ms. Buffington from Buffington & Hoatland presented a draft of the 2018 Financial Audit. Ms. Buffington stated that the audit went well, with no audit entries needed. CEDA is functioning well with the proper internal controls in place. The 990 is prepared and will be reviewed by Ms. Buffington prior to it being submitted May 15. Mr. Lockwood made a motion to approve the 2018 audit, Mr. Dacey seconded. All present voted in favor motion carried.

4. Activities Update:

Ms. Verrier gave an update regarding the URI funded agribusiness business plan competition, stating that the organizers have decided to take a little extra time to figure out the details before starting the program. It should still launch this year though.

Ms. Verrier provided the following additional updates:

- Ms. Verrier was the keynote speaker at the Greater Syracuse Association of Realtors annual event the previous evening
- Ms. Verrier has set up meetings with various procurement officers at anchor institutions the week of May 6 to discuss institutional procurement and what opportunities there may be to localize such procurement

5. Website Hosting:

Ms. Verrier presented a proposal from InHouse Graphic Design in regards to moving our web hosting service. The CEDA website has been experiencing some abnormal activity, thus creating security issues. We are looking for a new company but have received just the one quote from InHouse so far, with a couple other inquiries out to other companies in the area. Ms. Higgins inquired if we are looking to bundle hosting with web development. She has a concerns about the amount of security that can be offered by local hosting and recommended seeking quotes from large cloud-based hosts like Amazon or GoDaddy. Ms. Verrier stated the team had not yet considered separating them since the preference thus far has been to use a physical server as the current host we are using is cloud-based and has had many issues. She also noted that a local company may be more proactive and responsive than a national company, and there would be some efficiencies in using one vendor for both tasks. She agreed to have the team look into the option of separating hosting from design though. Mr. Woods suggested creating a redirect on the county webpage and having the county be the host. He said that Ms. Monika Salvage would be the contact person if that was of interest to CEDA. At that time, Mr. Kyle suggested that the topic be tabled until a later date.

6. Preferred Quality Grain Equipment Lease:

Ms. Verrier presented a draft equipment lease agreement related to the USDA-RD grant awarded last year:

Preferred Quality Grain is buying equipment for mobile organic grain cleaning. The Cayuga County Development Corporation (CCDC) approved a loan and will make the payment to the equipment vendor with CEDA owning this piece of equipment. The CCDC will be reimbursed by the USDA-RD grant once received by CEDA. Per the USDA-RD grant structure, lease payments will be made to CEDA over a five year period with 90-95% being granted back as outlined in a separate grant agreement. At the end of the five years the equipment will then be transferred to Preferred Quality Grain. There are still some minor revisions happening with the lease agreement, specifically section 6.02 needs more clarification. Ms. Gridley asked who would be responsible for the legal fees. Ms. Verrier asked for the board guidance on how they would like legal fees handled. The board directed that Preferred Quality Grain should pay the legal fees.

Mr. Woods made a motion to approve execution of the lease and grant agreements with attorney approval, provided that PQG pays legal fees; Mr. Lockwood seconded. All present voted in favor, motion carried.

7. Discussion Item: Staff Presentation

Ms. Maureen Riester gave the following updates on recent and upcoming event and activities:

- CEDA 101 for Lenders was held February 26. Lenders were invited to review the different types of loans that are available.
- Work is being done to identify the projects in the Opportunity Zone
- Workforce Development 101 for Employers will be held May 21. This event will help local businesses learn about and connect with workforce development service providers and resources.
- CEDA will be revisiting town and village supervisors this year
- A new group of Cayuga County professionals will start meeting bi-weekly, and it is something like a tip club. The members generate leads for each other, as well as offer each other advice and guidance
- Ms. Riester asked the board members to keep their ears open for businesses that may want to apply for State funding through the CFA and any developers who may be looking for housing projects.

8. Updates from the Board:

The following updates were given:

Ms. Verrier stated that she is now part of the Cayuga/Cortland Workforce Development Board

Motion to adjourn at 8:39 am by Mr. Lockwood, seconded by Mr. Dacey. All present voted in favor, motion passed.

The next CEDA meeting will be on Thursday, May 23rd, 2019 at 8:00 am at 2 State St.