

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
ANNUAL ORGANIZATIONAL MEETING
Friday, January 22, 2021
9:00 a.m. Meeting
Meeting held via zoom – recording available

Board Members Present Via Zoom: Dave O'Brien, Jared Humiston, Marion Watkins, Dan Shaw, John Rozell, James Griffith, Dana Hogan, Sue Clary and Don Ward

Staff Present: Deanna Derway – WCLDC President

I. Call to Order

Chairman Humiston called the meeting to order at 9:02 a.m.

II. Approval of Minutes

After reviewing the minutes from the December meeting, Dana Hogan made a motion to approve. Dan Shaw seconded and approved unanimously.

III. Executive Director Report

Next, Deanna gave the following loan list updates:

- Roundhouse is still working with Hubbard Hall to come to an agreement on the sale price and the exact listing of the equipment which they would like to purchase and use to pay down their loan balances. There have been some interpersonal issues between Hubbard Hall and the owners of Roundhouse which have held it up coming to an agreement however, it is in hands of the attorneys for all 3 parties now (including ours) in order to sort out the details.
- Bonnie & Clyde's and Starky's were both sent delinquency notices as we want to work to help them during these difficult times but, they have to communicate with us in order for us to help them. Deanna did hear from Bonnie & Clyde's yesterday and they have pledged that they'll be making a payment by the end of next week on both accounts and will sit down to look at the financials with their accountant to come up with a plan to get back on track with payments. They said that they feel that once we get through this COVID/winter slump that they believe that business will pick back up. Deanna is still working with Starky's in order to get a payment plan outlined for getting the loan back on track but, have had a difficult time reaching him now that he is back to the restaurant full time after his treatments. Deanna will continue to stay on top of this and will involve the LDC attorney if it comes to that.
- There has still been no movement on the Harrington's Foreclosure.
- Over the next few months, I will continue to work with both sets of Auditors as well as work on year-end requirements including tax documents preparation, annual report/reporting, annual charts/graphs and PAAA reporting for both us and the Bolton LDC.

IV. Committee Reports

- A. Loan Review Committee – We have closed 2 new loans so far in January 2021 (approved the end of last year) which is already more loan than we closed last year. The Committee reviewed a request from Greenwich Preservation Group and Croatan LLC (Wallies in Greenwich) asking for another 90-day freeze on their loan accounts as they are still not open yet. They explained their position and outlined a plan to open in April after this winter/COVID season goes by. Based on the Board's decision in March giving Loan Review Committee flexibility to work with the loan accounts during this difficult time, we approved this request (no payments for January, February and March) and they will resume payments again in April.
- B. Governance Committee – None
- C. Audit & Finance Committee – None

V. Old Business – None

VI. New Business

- A. Financials: Next, we reviewed the December financial reports and balance sheets, as well as, the financial binder reports. Deanna talked about the fact that she will have year-end actuals after the Annual Audit is completed and ready to review at the March meeting. We are ending the year at 106% of our projected income and 56% of our projected expenses based on our budget. Although our portfolio took a large hit on interest and payment during the COVID freeze, we are ending the year in a much better position than expected when this began last March. We continue to work with our loan accounts to assist them any way possible as they continue to traverse the ever-changing economic climate that we are currently experiencing. Sue Clary made a motion to approve. Dave O'Brien seconded, and the financials were approved unanimously.
- B. Review Lake Champlain/Lake George Regional Planning Board (LCLGRP) COVID 19 Small Business Recovery Program Subaward Contract: Next, the Board reviewed a proposed contract between the WCLDC and LCLGRP. The funding was secured by the LCLGRP through and EDA which created a very low interest and flexible loan fund for businesses affected by COVID. For the program, they must do a subaward to an organization in each County where the subrecipient (WCLDC) would vet the applicants for the program. Deanna would do the intake on any Washington applications and would be tasked with meeting with the loan applicants and collecting all required documentation in order to put together a complete application package to be presented to the LCLGRP Committee. If approved, the loan will be held by the LCLGRP, not the WCLDC. Any ours spent on the required duties will be tracked and submitted for reimbursement by the LCLGRP. The award allows for up to \$10,000 to be paid to the subrecipients. The loan fund itself offers loans for businesses impacted by the COVID-19 outbreak with the following benefits and more:
- Working Capital, equipment purchase, facility upgrades related to COVID-19
 - \$25,000 - \$150,000 loans
 - Fixed rate of 1.9%
 - First 12-months are interest-only payments
 - Up to 84 month term available
 - No application fee

Dave O'Brien, Chairman of the LCLGRP and Deanna answered questions regarding the program and after there were no further questions, Sue Clary made a motion to approve and enter into the agreement. Dan Shaw seconded, and it was approved unanimously. Deanna will work with the Chairman to get the contract executed and submitted. Deanna will begin advertising and getting the word out about the loan fund.

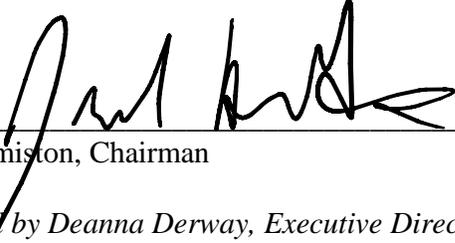
C. Miscellaneous:

- The State Comptrollers In-person portion of Auditing was complete as of Tuesday of this week. They are in the editing phase now and will be meeting with myself and the Executive Committee in the next few days to discuss the initial report findings which they said were minimal. They actually relate to something that we have discussed over the past 2 years which is how to collect better employment data from the businesses during my site visits without having to take PII (Personally Identifiable Information) off site as we do not want to have this information on file. The editing phase will continue on through Spring, they will meet with us again and then the report will be published sometime around the beginning of Summer.

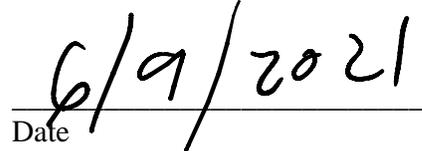
- Our Annual Audit started last Thursday, and I am working with our auditor Tara to do as much as we can electronically.
- Deanna reminded the Board that the following people still need to complete their required PAAA training: Paul Ferguson, Lester Losaw, Jay Skellie and Mark Mahoney. She told them that if they have already completed the training for this Board or another to please forward the certification email from the ABO.

VII. Adjournment

The meeting was adjourned at 9:25 p.m. Motion made by John Rozell, seconded by Dan Hogan and approved by all.



Jared Humiston, Chairman



Date

Submitted by Deanna Derway, Executive Director/President