



Board of Directors Meeting
Tuesday, August 20th, 2019 | 8:00 a.m.
67 Merchants Row | RRPC Third Floor Conference Room

Agenda

- Call to Order John Russell III, President
- Approval of Minutes from June 18th, 2019 John Russell III, President
(see attachment, [pages 2-3](#))
- Welcome and Approval of New Board Member John Russell III, President
 - Tom Mauhs-Pugh – Provost, Castleton University
- Mint Update Tyler Richardson, Karen McCalla
- Executive Director's Report Tyler Richardson
- Committee Reports
 - Entrepreneurship (see attached minutes, [page 4](#)) John Casella II, Chair
 - Public Policy Tyler Richardson
 - Finance (see attachments, [pages 5-12](#)) Karen Garrow, Chair
 - Real Estate (see attached minutes, [page 13](#)) John Russell III, Chair
 - Marketing – Joint Committee update Steve Costello, Co-Chair
MaryAnn Goulette, Co-Chair
- New Business
- Old Business
- Adjournment

Upcoming Meetings:

Entrepreneurship Committee – Tuesday, September 3rd, 8:00 a.m. – 9:00 a.m.

Policy Committee – TBD

Finance Committee – Tuesday, September 12th, 8:15 a.m. – 9:15 a.m.

Real Estate Committee – TBD

REDC Board Meeting – Tuesday, September 17th, 8:00 a.m. – 9:00 a.m.



Board of Directors Meeting Minutes
Tuesday, June 18, 2019
67 Merchants Row | RRPC Third Floor Conference Room

Members Present: John Russell III, Ed Bove, Mary Cohen, Steve Costello, Dan Doenges, Mike Doenges, Brennan Duffy, Mark Foley Jr., Karen Garrow, Mary Ann Goulette, Nicole Kesseling, Amy Laramie, Teresa Leichtnam, Shana Louiselle, Greg McClallen, Jennifer Scott

Members Absent: John Casella II, Dennis Carroll, Rob Mitchell, Jonathan Reynolds, Jonathan Spiro, Mark Werle

Others Present: Erin Anderson, Joe Gunter, Nate Hinson, Dennis Moynihan, Peter O'Brien, Tyler Richardson, Kim Rupe

The meeting was called to order at 8:00 a.m.

Approval of Minutes

Nicole moved to accept the minutes from the May 21, 2019 meeting. The motion was seconded by Karen and passed unanimously.

Joe Gunter joined the meeting as a guest to thank the board of directors for their support in getting the Fair Haven Town Hall refurbished.

College of St. Joseph & Vermont Innovation Commons

Jennifer was joined by Dennis Moynihan, Director of Programming at Vermont Innovation Commons, for a presentation on the upcoming feasibility study for a potential partnership between the two organizations to keep the college and its facilities in use. Jennifer reported that this partnership could offer a new path forward for the college following their board's decision to stay open and will offer different educational opportunities including certificate and professional development programs. Vermont Innovation Commons is also supported by Vermont Works, a capital investment company that supports job creation and economic development which also works to support and connect socially-minded entrepreneurs to funds. The Vermont Innovation Commons is working toward new construction of a co-working and co-living space in Burlington and would like to build the entrepreneurial network in Vermont by expanding to Rutland as well. The first step is to conduct a feasibility study this summer to ensure this is an opportunity that will work in Rutland. The study will then inform a business plan to move forward and implement starting in September if the study goes well. Rutland and the CSJ property are very desirable for this project because of the facilities, community-engagement, and designated opportunity zone. Vermont works is contributing half the cost of the \$300,000 feasibility study but community buy-in is needed as well. Jennifer noted that the next 30 days will be critical. The directors discussed how REDC could help, with the idea of using a portion of the \$25,000 remaining in the GMP funds to contribute to the feasibility study.

Motion: It was moved by Steve to use \$10,000 from the GMP funds to put toward the CSJ feasibility study. The motion was seconded by Shana and passed, with Karen and Jennifer abstaining.

Executive Director's Report

The MINT is up to 56 members and is bringing in \$2,300 in monthly dues and classes. They're working to increase their classes each month going forward. There's an agreement this summer between 77 ART and The MINT, allowing artists in

residence to have memberships while they're staying in Rutland for the program. There are about 8 artists taking advantage of The MINT and some even chose this program because of the access to a makerspace. A CCV engineering & design class will take place at The MINT this summer and the students have memberships while taking the class. Chrispin White and Vermont Adult Learning are hoping to bring their summer cohort of 18-24 year-old students to tour the space and learn some of the equipment. VTC and other educational institutions are touring and finding ways to work The MINT into their curriculum. Their 2-year celebration is scheduled for August 17. After member requests, a new electronics lab is being set-up. Tyler helped The MINT complete a letter of intent for the Northern Borders Regional Commission grant and we should find out soon if The MINT is invited to the next round. The MINT also received a grant to have architects review the space and make suggestions on how to best utilize the floorplan and be welcoming to members. The MINT was also awarded \$15,000 from the State of Vermont for a year-long entrepreneurship course for local business owners or those looking to start a business. Tyler and Kim have been attending meetings in Poultney as committees are formed to work on next steps for the town. The State of Vermont has also been attending and supporting, as well. REDC is waiting for the final legal fees from the Rutland Parent Child Center to be settled, then we will be able to transfer title of the property back to the center.

Entrepreneurship Committee

Tyler and John Casella are working on a presentation for the July MINT board meeting.

Policy Committee

The committee attended the final legislative breakfast in place of their regularly scheduled meeting. The Governor vetoed S37 on medical monitoring and REDC supported this decision but the bill will be back on the table in January, so the committee will talk to our legislatures about why the veto should be maintained.

Finance Committee

The May financials look better after more membership dues have been received and revenue has come in recently. There is still one delinquent loan in the revolving loan fund and REDC is working with the borrower to create a strategy. The title of the RCPCC will soon be transferred. The finance committee is deferring to the real estate committee after approving the spending on the new fire alarm system.

Real Estate Committee

The committee is continuing to discuss the 3-acre stormwater rule. The committee also authorized the changeout of the fire alarm panel with The Royal Group.

Marketing Committee

There is a meeting later in the week with the new marketing firm and the committee has raised a little over half the annual budget. The new firm will match the current funds with their projects. Killington may play a larger role in the new marketing material as it's a big draw for people to move here. Thirty people have moved to Rutland county over the last few months. Stay to Stay is Friday, June 21 with 8-10 families attending from 6-8 P.M. at Southside Steakhouse.

New Business

None.

Old Business

None.

The next meeting is August 20 at 8 a.m.

Adjourned 9:02 a.m.



Entrepreneurship Committee Meeting Minutes
August 6, 2019
112 Quality Lane, Rutland | The MINT

Present: John Casella II, Erin Anderson, Brennan Duffy, Rick Gile, Jerry Hansen, Nate Hinson, Bernie Krasnoff, Greg McClallen, Tyler Richardson, Kim Rupe

The meeting was called to order at 8:01 a.m.

Approval of Minutes: Rick moved to accept the minutes from July 2, 2019. The motion was seconded by Jerry and passed unanimously.

MINT Update

Tyler provided the committee with a preview of the first draft of the MINT PowerPoint presentation that is being prepared for the upcoming REDC board meeting. The presentation included comparisons of old agreements and layouts to new and shows how far The MINT has come as an organization. Also included is information about the ACX architecture grant that was awarded to The MINT recently. The suggested changes include building a divider or wall to separate the quiet/clean side from the noisy/dirty side of the makerspace. This will allow for a multi-use space that is a more enjoyable experience for members and guests. The presentation will go over other easy changes that will have a high impact on the space, such as painting the walls white to brighten the space. The MINT's new OnRamp entrepreneurial development program, made possible by a State of Vermont Think Vermont grant, will also be covered in the presentation. The MINT received 12 applications and can accept six entrepreneurs and two alternates.

A large portion of the presentation will focus on ways REDC can continue to support The MINT. A major gap for the volunteers at The MINT right now is corporate sponsorships and donations, and a plan needs to be developed to target fundraising development and this is an area for where REDC can help. The goal is to develop a corporate sponsorship donation plan to pay for staff and the organization's development. Tyler will send out the job description created for a full-time Development Director.

The group looked over Nate's marketing brochure to help share The MINT's story. The committee shared ideas on how to reach a wider audience in the area through the Killington Welcome Center, PEGTV, and success stories.

The committee took a tour of the space.

Adjournment at 8:55 a.m.



Finance Committee Meeting Minutes
Tuesday, August 13, 2019 | 67 Merchants Row | RRPC Third Floor Conference Room

Members Present: Karen Garrow, Scott Dikeman, Scott Gregg, Deb Quirk

Staff Present: Erin Anderson, Tyler Richardson, Kim Rupe

The meeting was called to order at 8:15 A.M.

Approval of Minutes: Scott D. moved to accept the minutes from June 11, 2019. The motion was seconded by Scott G. and passed unanimously.

REDC Internal Financials and Cash Flow:

The committee reviewed the July month-end financials, and Tyler reminded the committee of the REDC board's vote to approve \$10,000 from the GMP fund to be contributed to the CSJ feasibility study. The committee had suggestions regarding the P&L format and Tyler will talk to Valente & Seward about tidying up several elements of the report. There are still outstanding membership dues that have yet to come in, and a couple of these members have assured REDC they are planning on paying their dues.

Revolving Loan Fund:

Karen, Scott D., and Tyler have a scheduled phone call with the business currently defaulting on their loan (loan 108-01-01). This has been a difficult situation to resolve. We have not received payment since October 2018, and a restructuring was to have occurred by now. There will be more answers to share with the committee after this phone call tomorrow. There aren't any applications to go over at this time but a few prospective businesses have reached out about the loan fund. REDC will spend more time marketing the program in the coming year and doing personal outreach, which has been a challenge this year with staff time devoted to other initiatives. We have one loan holder paying off their loan this month.

Draft Budget

Tyler presented the draft FY20 budget comparison for the committee's review and discussion. The VtSBDC contract has been reduced again and they are no longer able to pay REDC for housing the area advisor, but REDC is committed to providing space for SBDC as this partnership is critical to REDC's work. The MINT utilities and rent are new revenue items in this budget. A graduated rent payment plan starting in 2020 has been recommended for The MINT, and the committee discussed considering \$1 per square foot if The MINT can absorb that cost. The committee recommended we note within the budget the ramifications to the budget should the defaulting loan holder continue to not pay through FY20. The committee recommended increasing the legal fees in preparation for any necessary legal action stemming from the defaulting loan. Tyler reported the VEDA and IRP principal payment amounts in the Net Cash Flow section of the budget need to be adjusted, as well.

Motion: Steve G. moved to recommend to the board approval of the REDC FY20 budget pending the updates to the legal fees, VEDA and IRP principal payment amounts, and notes explaining the potential budget impact of the defaulting loan. Steve D. seconded the motion and passed unanimously.

Old Business:

The Rutland Parent Child Center is ready to transfer the title back. They are settling their legal fees by early next week, which will enable us to move forward with the title transfer.

New Business:

None.

Our next meeting will be September 10, 2019.

Adjournment at 9:13 A.M.

Rutland Economic Development Corp.

April 2019 through June 2019

	Operations	IRP	Total	Actual YTD	Annual Budget
	For the Quarter April '19 - June '19			Oct 18' - June 19'	2019
Income					
Admin Fees from Funds	6,468.75	-	6,468.75	21,835.02	37,000.00
Interest Income from Banks & CDs	184.20	158.19	342.39	1,039.97	1,400.00
Interest Income from IRP Loan	-	3,476.13	3,476.13	16,028.05	21,019.00
Interest Income - DRP Loan	28.37	-	28.37	48.44	-
SBDC Reimbursement	2,000.00	-	2,000.00	6,000.00	8,000.00
ACCD Grant	25,771.00	-	25,771.00	77,313.00	108,707.00
Membership Contribution	14,150.00	-	14,150.00	68,850.00	74,000.00
Program Service Fees	-	-	-	1,272.00	3,200.00
Rent from IRP	675.00	-	675.00	2,025.00	2,700.00
Rent from Ellison	24,760.00	-	24,760.00	98,239.00	145,356.00
Quality Lane Expense Reimbursement	20,812.47	-	20,812.47	40,816.48	50,430.00
Miscellaneous Income					
Annual Meeting	420.00	-	420.00	10,560.00	5,000.00
Real Careers Project	1,300.00	-	1,300.00	2,388.00	5,000.00
Total Miscellaneous Income	1,720.00	-	1,720.00	12,948.00	10,000.00
Total Income	96,569.79	3,634.32	100,204.11	346,414.96	461,812.00
Expense					
Qualitat Building					
Interest Expense - VEDA	4,379.58	-	4,379.58	13,003.24	14,578.00
Interest Expense - VEDA Roof	1,018.76	-	1,018.76	3,065.63	2,584.00
Real Estate Taxes	9,754.32	-	9,754.32	9,785.31	15,000.00
Electric	750.00	-	750.00	2,250.00	3,000.00
Fuel Oil	5,806.15	-	5,806.15	14,921.87	17,000.00
Lawn Care & Plowing	3,210.85	-	3,210.85	14,890.88	10,000.00
Inspections & Security	68.85	-	68.85	206.55	800.00
Sewer Charge - Rutland City	3,744.74	-	3,744.74	7,679.91	6,750.00
Sewer Charge - Rutland Town	-	-	-	409.73	6,750.00
Comcast Security Phone Line	235.44	-	235.44	458.54	840.00
Property Insurance 112 Quality	1,305.00	-	1,305.00	5,220.00	5,200.00
Repairs & Maintenance	144.96	-	144.96	605.40	3,000.00
Capital Improvement to Quality	-	-	-	-	5,000.00
Depreciation	8,097.99	-	8,097.99	24,293.97	32,069.00
Personal Property Taxes	-	-	-	-	15.00
Total Qualitat Buidling	38,516.64	-	38,516.64	96,791.03	122,586.00
REDC Office					
Rent to MKF Properties	4,500.00	-	4,500.00	8,700.00	13,200.00
Telephone & Telecommunications	968.76	-	968.76	3,200.30	3,700.00
Copier Lease	489.69	-	489.69	1,501.71	1,800.00
Network Expense	-	-	-	-	2,100.00
Office Expense	416.72	-	416.72	1,037.67	1,000.00
Equipment Purchased	-	-	-	750.62	2,000.00

	Operations	IRP	Total	Actual YTD	Annual Budget
	For the Quarter April '19 - June '19			Oct 18' - June 19'	2019
Cleaning	450.00	-	450.00	1,900.00	2,600.00
Utilities	250.63	-	250.63	679.87	1,200.00
Total REDC Office	7,075.80	-	7,075.80	17,770.17	27,600.00
Operational Fees					
Filing Fees	-	-	-	75.00	300.00
Payroll Processing Fees	545.09	-	545.09	1,389.68	1,400.00
Accounting Fees	1,800.00	-	1,800.00	6,750.00	7,000.00
Annual Meeting Expenses	-	-	-	6,081.12	5,000.00
Audit Expense	-	-	-	13,400.00	13,000.00
Bank Charges	-	-	-	105.35	100.00
Insurance	888.50	-	888.50	4,793.21	5,800.00
Computer Services	-	-	-	3,357.88	1,000.00
Dues & Subscriptions	205.98	-	205.98	794.72	2,000.00
Education and Seminars	-	-	-	27.83	5,000.00
Legal Fees	-	-	-	250.00	500.00
Travel/Mileage	273.16	-	273.16	827.39	1,500.00
Postage & Shipping	-	-	-	100.00	500.00
Travel & Entertainment	547.69	-	547.69	1,233.19	1,500.00
Miscellaneous	-	-	-	316.83	665.00
Total Operational Fees	4,260.42	-	4,260.42	39,502.20	45,265.00
Marketing					
Advertising Expense	1,793.96	-	1,793.96	13,703.96	15,000.00
Website Development	78.00	-	78.00	576.00	2,000.00
Total Marketing	1,871.96	-	1,871.96	14,279.96	17,000.00
Wages					
Salaries & Wages	50,629.70	-	50,629.70	140,117.45	178,320.00
Payroll Taxes	4,329.17	-	4,329.17	14,262.83	13,641.00
Employer Cont. Simple IRA	-	-	-	-	2,800.00
Employee Health Insurance	-	-	-	-	7,200.00
Total Wages	54,958.87	-	54,958.87	154,380.28	201,961.00
IRP Expense					
Interest Expense IRP	-	-	-	3,780.01	7,700.00
Fund Rent Expense	-	675.00	675.00	2,025.00	2,700.00
Admin Fee Expense	-	6,468.75	6,468.75	21,835.02	37,000.00
Total IRP Expense	-	7,143.75	7,143.75	27,640.03	47,400.00
Total Expense	106,683.69	7,143.75	113,827.44	350,363.67	461,812.00
Net Income	(10,113.90)	(3,509.43)	(13,623.33)	(3,948.71)	-

	Operating Fund	IRP Fund	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
NBT - BGS Grant (R) 7720	20,500.00	0.00	20,500.00
NBT - MM 4802	77,296.49	0.00	77,296.49
HFCU Checking - IRP 5 3600	0.00	60,587.60	60,587.60
HFCU Savings - IRP 5	0.00	25.41	25.41
HFCU Checking IRP 4 7900	-53.02	144,690.66	144,637.64
HFCU Savings - IRP 4	0.00	24,813.85	24,813.85
Berkshire-Rutland PCC (R) 9118	694.60	0.00	694.60
Berkshire MM IRP 2&3 2981	0.00	4,188.45	4,188.45
Community Checking IRP 2&3 0303	0.00	81,383.72	81,383.72
Community Operating 6504	10,041.21	0.00	10,041.21
Community - DEV 3652	33,885.17	0.00	33,885.17
Peoples Operating Checking 0298	178,482.65	0.00	178,482.65
Peoples Checking - IRP 4 0379	0.00	92,070.36	92,070.36
TD Checking - DEV 1638	27,714.25	0.00	27,714.25
TD Short Term Investments - DEV	131,032.08	0.00	131,032.08
Petty cash	158.10	0.00	158.10
Total Checking/Savings	479,751.53	407,760.05	887,511.58
Accounts Receivable			
Accounts receivable	45,123.39	31,327.84	76,451.23
Total Accounts Receivable	45,123.39	31,327.84	76,451.23
Other Current Assets			
IRP - Note Receivable Current	0.00	14,855.44	14,855.44
Security Deposit Merchants Row	1,600.00	0.00	1,600.00
Loan - Downtown Rutland Part.	6,112.27	0.00	6,112.27
Due to OP Fund (from IRP)	90,321.58	0.00	90,321.58
Total Other Current Assets	98,033.85	14,855.44	112,889.29
Total Current Assets	622,908.77	453,943.33	1,076,852.10
Fixed Assets			
Building - Qualitat	958,242.90	0.00	958,242.90
Computer Equipment/Software-OP	11,117.78	0.00	11,117.78
Computer Equipment/Software-IRP	0.00	3,450.40	3,450.40
Office Furniture & Equipment	12,937.35	0.00	12,937.35
Land Improvements	167,300.00	0.00	167,300.00
Accumulated Depreciation	-403,761.93	-3,450.00	-407,211.93
Total Fixed Assets	745,836.10	0.40	745,836.50
Other Assets			
Loan Loss Reserve	0.00	-40,914.20	-40,914.20
IRP - Note Rec Long Term	0.00	569,633.11	569,633.11
Cold River Industrial Park	9,219.29	0.00	9,219.29
Total Other Assets	9,219.29	528,718.91	537,938.20
TOTAL ASSETS	1,377,964.16	982,662.64	2,360,626.80
LIABILITIES & EQUITY			

Liabilities**Current Liabilities****Accounts Payable**

Accounts payable	2,967.21	0.00	2,967.21
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Total Accounts Payable	2,967.21	0.00	2,967.21
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Other Current Liabilities

Accrued Interest Exp - OP	434.81	0.00	434.81
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Accrued Interest	0.00	4,468.09	4,468.09
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Security Deposits	3,806.25	0.00	3,806.25
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N/P VEDA - Current	33,256.33	0.00	33,256.33
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Current VEDA LOAN 2 - ROOF	10,752.05	0.00	10,752.05
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N/P IRP 2&3 - Current	0.00	59,046.00	59,046.00
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Downtown Rutland Part.	6,112.27	0.00	6,112.27
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N/P IRP #4 - Current	0.00	12,743.58	12,743.58
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Debentures Payable	32,850.00	0.00	32,850.00
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BGS GRANTS	20,000.00	0.00	20,000.00
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Due from IRP Fund (to OP)	0.00	90,321.58	90,321.58
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Total Other Current Liabilities	107,211.71	166,579.25	273,790.96
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Total Current Liabilities	110,178.92	166,579.25	276,758.17
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Long Term Liabilities

NP VEDA RIDCG01 LT	251,677.30	0.00	251,677.30
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LONG TERM VEDA LOAN 2 ROOF	73,863.67	0.00	73,863.67
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Note Payable-IRP#2 LT	0.00	59,738.09	59,738.09
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Note Payable-IRP#3 LT	0.00	200,170.05	200,170.05
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Note Payable-IRP#4 LT	0.00	177,498.81	177,498.81
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Note Payable IRP-#5 Long Term	0.00	84,511.50	84,511.50
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Total Long Term Liabilities	325,540.97	521,918.45	847,459.42
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Total Liabilities	435,719.89	688,497.70	1,124,217.59
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Equity**Unrestricted net assets**

Fund Balance Unrestricted-Oper	919,286.50	0.00	919,286.50
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Total Unrestricted net assets	919,286.50	0.00	919,286.50
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Restricted Net Assets

Fund Balance Restricted - IRP	0.00	293,063.46	293,063.46
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Total Restricted Net Assets	0.00	293,063.46	293,063.46
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Unrestrict (retained earnings)	-6,405.85	1,722.20	-4,683.65
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Net Income	29,363.62	-620.72	28,742.90
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Total Equity	942,244.27	294,164.94	1,236,409.21
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TOTAL LIABILITIES & EQUITY	1,377,964.16	982,662.64	2,360,626.80
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Draft Budget Comparison, FY 2019 & 2020							
8/15/2019	2020	2020	2020	2019	2019	2019	
	Operating Funds	IRP Funds	TOTAL	Operating Funds	IRP Funds	TOTAL	DIFFERENCE
REVENUE							
Admin. Fees From Funds	\$ 37,000		\$ 37,000	\$ 37,000		\$ 37,000	\$ -
Interest From Banks	\$ 700	\$ 700	\$ 1,400	\$ 700	\$ 700	\$ 1,400	\$ -
Interest From RLF		\$ 29,000	\$ 29,000		\$ 21,019	\$ 21,019	\$ 7,981
							\$ -
SBDC Contract	\$ -		\$ -	\$ 8,000		\$ 8,000	\$ (8,000)
ACCD Contract	\$ 108,707		\$ 108,707	\$ 108,707		\$ 108,707	\$ -
							\$ -
Membership	\$ 70,000		\$ 70,000	\$ 74,000		\$ 74,000	\$ (4,000)
Loan Service Fees	\$ 1,200		\$ 1,200	\$ 3,200		\$ 3,200	\$ (2,000)
			\$ -			\$ -	
IRP Rent	\$ 2,700		\$ 2,700	\$ 2,700		\$ 2,700	\$ -
Ellison Rent	\$ 148,560		\$ 148,560	\$ 145,356		\$ 145,356	\$ 3,204
Ellison Reimbursement	\$ 58,138		\$ 58,138	\$ 50,430		\$ 50,430	\$ 7,708
MINT Rent	\$ 5,856		\$ 5,856	\$ -		\$ -	\$ 5,856
MINT Reimbursement	\$ 15,762		\$ 15,762	\$ -		\$ -	\$ 15,762
Annual Meeting	\$ 10,000		\$ 10,000	\$ 5,000		\$ 5,000	\$ 5,000
Fee for Service (WIB)	\$ 1,200		\$ 1,200	\$ 5,000		\$ 5,000	\$ (3,800)
Total Revenue	\$ 459,823	\$ 29,700	\$ 489,523	\$ 440,093	\$ 21,719	\$ 461,812	\$ 27,711
EXPENSE							
Qualitatd Building							
Interest on Qualitat Mortgage	\$ 17,500		\$ 17,500	\$ 14,578		\$ 14,578	\$ 2,922
Interest on Roof Loan	\$ 3,820		\$ 3,820	\$ 2,584		\$ 2,584	\$ 1,236
Real Estate Taxes	\$ 15,000		\$ 15,000	\$ 15,000		\$ 15,000	\$ -
Qualitat Electric	\$ 3,000		\$ 3,000	\$ 3,000		\$ 3,000	\$ -
Qualitat Fuel	\$ 20,000		\$ 20,000	\$ 17,000		\$ 17,000	\$ 3,000
Quailtad Lawn Care & Plowing	\$ 14,000		\$ 14,000	\$ 10,000		\$ 10,000	\$ 4,000
Qualitat Inspections / Security	\$ 800		\$ 800	\$ 800		\$ 800	\$ -
Qualitat Sewer & Water	\$ 15,000		\$ 15,000	\$ 13,500		\$ 13,500	\$ 1,500
Qualitat Security Phone Line	\$ 1,000		\$ 1,000	\$ 840		\$ 840	\$ 160
Building Insurance	\$ 6,100		\$ 6,100	\$ 5,200		\$ 5,200	\$ 900
Repairs - Qualitat	\$ 8,500		\$ 8,500	\$ 3,000		\$ 3,000	\$ 5,500

Capital Imp. Quality lane	\$ 3,000		\$ 3,000	\$ 5,000		\$ 5,000	\$ (2,000)
Accumulated Depreciation	\$ 32,400		\$ 32,400	\$ 32,069		\$ 32,069	\$ 331
Personal Property Tax	\$ 15		\$ 15	\$ 15		\$ 15	\$ -
REDC Office							
Rent	\$ 18,000		\$ 18,000	\$ 13,200		\$ 13,200	\$ 4,800
Phone-Internet	\$ 3,800		\$ 3,800	\$ 3,700		\$ 3,700	\$ 100
Copier Lease	\$ 1,800		\$ 1,800	\$ 1,800		\$ 1,800	\$ -
Network Expense	\$ -		\$ -	\$ 2,100		\$ 2,100	\$ (2,100)
Supplies	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ -
Office Equipment	\$ 1,000		\$ 1,000	\$ 2,000		\$ 2,000	\$ (1,000)
Cleaning Contract - REDC	\$ 2,600		\$ 2,600	\$ 2,600		\$ 2,600	\$ -
Utilities	\$ 1,200		\$ 1,200	\$ 1,200		\$ 1,200	\$ -
Operational Fees							
Filing Fees for Loans	\$ 300		\$ 300	\$ 300		\$ 300	\$ -
Payroll Processing	\$ 1,400		\$ 1,400	\$ 1,400		\$ 1,400	\$ -
Accounting Fees	\$ 7,200		\$ 7,200	\$ 7,000		\$ 7,000	\$ 200
Annual Meeting Expense	\$ 7,000		\$ 7,000	\$ 5,000		\$ 5,000	\$ 2,000
Audit Expense	\$ 13,500		\$ 13,500	\$ 13,000		\$ 13,000	\$ 500
Bank Charges	\$ 100		\$ 100	\$ 100		\$ 100	\$ -
Business Insurance	\$ 5,800		\$ 5,800	\$ 5,800		\$ 5,800	\$ -
Computer Services	\$ 2,000		\$ 2,000	\$ 1,000		\$ 1,000	\$ 1,000
Dues & Subscriptions	\$ 2,000		\$ 2,000	\$ 2,000		\$ 2,000	\$ -
Education	\$ 6,000		\$ 6,000	\$ 5,000		\$ 5,000	\$ 1,000
Legal Fees	\$ 2,500		\$ 2,500	\$ 500		\$ 500	\$ 2,000
Marketing	\$ 13,000		\$ 13,000	\$ 15,000		\$ 15,000	\$ (2,000)
Mileage Reimbursement	\$ 1,500		\$ 1,500	\$ 1,500		\$ 1,500	\$ -
Postage & Shipping	\$ 200		\$ 200	\$ 500		\$ 500	\$ (300)
Travel & Entertainment	\$ 1,500		\$ 1,500	\$ 1,500		\$ 1,500	\$ -
Website	\$ 1,000		\$ 1,000	\$ 2,000		\$ 2,000	\$ (1,000)
Wages							
Staff Compensation	\$183,129.60		\$ 183,130	\$178,320.00		\$ 178,320	\$ 4,810
FICA Medicare Taxes	\$ 14,009		\$ 14,009	\$ 13,641		\$ 13,641	\$ 368
Employer Contribution SEP IRA	\$ 2,944		\$ 2,944	\$ 2,800		\$ 2,800	\$ 144
Health Insurance	\$ 7,200		\$ 7,200	\$ 7,200		\$ 7,200	\$ -
IRP Expense							
Interest Expense USDA RD		\$ 7,700	\$ 7,700		\$ 7,700	\$ 7,700	\$ -

RENT ON IRP		\$ 2,700	\$ 2,700		\$ 2,700	\$ 2,700	\$ -
ADMIN FEES		\$ 37,000	\$ 37,000		\$ 37,000	\$ 37,000	\$ -
Misc	\$ 305		\$ 305	\$ 665		\$ 665	\$ (360)
TOTAL EXPENSES	\$ 442,123	\$ 47,400	\$ 489,523	\$ 414,412	\$ 47,400	\$ 461,812	\$ 27,711
NET INCOME LOSS	\$ 17,700	\$ (17,700)	\$ 0	\$ 25,681	\$ (25,681)	\$ (0)	\$ 0
VEDA Principal - Qualitat Mortgage	\$ (27,000)		\$ (27,000)	\$ (28,466)		\$ (28,466)	\$ 1,466
VEDA Principal - Qualitat Roof	\$ (8,912)		\$ (8,912)	\$ (8,980)		\$ (8,980)	\$ 68
Principal Loan Payments Made to REDC		\$ 111,609	\$ 111,609		\$ 103,449	\$ 103,449	\$ 8,160
IRP Principal Payments to USDA from REDC		\$ (78,307)	\$ (78,307)		\$ (72,354)	\$ (72,354)	\$ (5,953)
Accumulated Depreciation	\$ 32,400		\$ 32,400	\$ 32,069		\$ 32,069	\$ 331
NET CASH FLOW	\$ 14,188	\$ 15,602	\$ 29,790	\$ 20,304	\$ 5,414	\$ 25,719	\$ 4,072

Cash on Hand (as of 7/31/19)	\$476,135.13
"Reserves"	\$250,000.00
GMP \$	\$15,000.00
BGS Grants	\$20,000.00
Remaining	\$191,135.13

BGS Grants		
2017-08	RAFC	\$20,000.00
GMP		
2016-09	RUVT	\$10,000.00
2016-09	MINT	\$50,000.00
2018-01	MINT	\$15,000.00
2019-06	CSJ	\$10,000.00
		\$15,000.00

NOTES

We are demanding the loan for loan 108-01-01 for lack of payment. This budget was prepared with the assumption that a loan restructuring will occur and payments will resume. However, resolving this issue could result in legal expenses beyond what is budgeted for above. Further, no payments on this loan in FY20 will result in a decrease of IRP interest revenue ("Interest From RLF" above) of \$6,259.



Real Estate Committee Meeting Minutes
Wednesday, August 14, 2019
67 Merchants Row | RRPC Third Floor Conference Room

Members Present: Jerry Hansen, Nicole Kesselring, John Russell III

Others Present: Erin Anderson, Mike Doenges, Tyler Richardson, Kim Rupe

The meeting was called to order at 8:01 a.m.

Approval of Minutes: Jerry moved to accept the minutes from June 12, 2019. The motion was seconded by Nicole and passed unanimously.

Stormwater Update

The committee continued discussions around the 3 acre rule and the potential costly ramifications to the Rutland County business community. Rutland City has started conversations for public/private partnerships within the city businesses to support the private entities that do not have the means for this, which is expected to be an ongoing development. The committee will work to simplify the messaging around the impact of this rule using real world examples, and we will bring in the legislative delegation to discuss this issue with them along with the REDC Policy Committee. The committee discussed the State's staffing capacity to implement and oversee the regulatory process around this rule. Nicole has agreed to update the memo she drafted around this issue and make available for REDC to use as appropriate.

Quality Lane/MINT

The fire alarm system is scheduled to be replaced within the next few weeks. The cost has been budgeted as half for FY19 and the other half for FY20. The MINT is due to begin paying rent in January 2020 and are currently up to date paying utilities. A presentation from the MINT to the REDC board is planned for next week which will consist of a request to gradually increase rent over time starting around \$1/square foot. The loading dock is still experiencing water buildup and Tyler will follow up on this.

Old Business

None.

New Business

None.

The next meeting is scheduled for September 11 at 8:00 a.m.

Adjournment at 8:54 a.m.