



2020 Willow Run, Suite 100 | Enid, OK 73703
P: 580 233 4232 | F: 580 242 5603
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ERDA Board of Directors Regular Meeting
May 9, 2019
Minutes

Attendees: Martie Oyler, Gene Anderson, Brian Henson, Sandra Robinett, Jon Blankenship, Jonathon Waddell, Scott Northcutt, Kyle Hockmeyer, Brady McCullough, Joey Meibergen

Absent: George Pankonin, Jerald Gilbert, Dave Lamerton

Staff: Debbie Moore, Lisa Powell

GUESTS: Kelly Tompkins

CALL TO ORDER: Martie Oyler called the meeting to order at 10:05 a.m.

MINUTES: Minutes from the regularly scheduled board meeting of March 14, 2019 were presented for approval. Motion to approve was made by Johnathon Waddell with second by Joey Meibergen. Motion passed unanimously.

Minutes from the special board meeting of May 1, 2019 were presented for approval. Motion to approve was made by Kyle Hockmeyer with second by Scott Northcutt. Motion passed unanimously.

FINANCIALS: The financial statements as of April 30, 2019 were reviewed with the board by Gene Anderson to include Balance Sheet, Profit and Loss Statement and Budget versus Actual. The board reviewed the list of unpaid and invited members. The board directed Lisa Powell to personally visit each company to determine their interest in membership. Motion to approve financials as presented was made by Sandra Robinett with second by Jonathon Waddell. Motion passed unanimously.

AUDIT ENGAGEMENT LETTER: Lisa Powell presented the audit engagement letter from Saunders and Associates for FYE 06.30.2019. Lisa mentioned the fee for the audit had increased slightly from last year. Motion to approve the audit engagement letter and have Saunders and Associate perform our audit for FYE 06.30.2019 was made by Brady McCullough and seconded by Brian Henson. Motion passed unanimously.

990 ENGAGEMENT LETTER: Lisa presented the engagement letter for the completion of federal form 990 by Saunders and Associates for FYE 06.30.2019. Motion to approve Saunders and



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Associates completing ERDA's 990 for FYE 06.30.2019 was made by Scott Northcutt with second by Brian Henson. Motion passed unanimously.

NOMINATING COMMITTEE: Martie Oyler appointed Brian Henson, Jon Blankenship and Kyle Hockmeyer to the Nominating Committee. They will report back at next month's board meeting.

DOWNTOWN SPRINKLER ASSISTANCE PROGRAM: Lisa Powell reported on behalf of the Project Committee (Martie Oyler, Brian Henson and Gene Anderson). Lisa reported there are several projects downtown that may eventually seek assistance with their sprinklers. The committee has defined parameters of who might be eligible to apply for assistance. A handout was given to the board with these parameters. Motion to approve the Downtown Sprinkler Assistance Program as presented was made by Brady McCullough and seconded by Joey Meibergen. Motion passed unanimously.

CONTRACT WITH SITE SELECTION GROUP: Lisa explained to the board the desire to have a professional site selector visit Enid to do a review of Enid, evaluate our readiness, our assets, etc. They would provide a report to the board as well as present at ERDA's annual meeting this July. They would help us define positives, weaknesses and determine the things we need to work on. Their contract fee is \$10,000 and their statement of work is in the board packet. Motion to approve the contract subject to them providing 3 target industries ERDA should focus on was made by Joey Meibergen and seconded by Gene Anderson. Motion approved unanimously. Lisa Powell, Joey Meibergen and Brian Henson will schedule a conference call with the Site Selection Group to explain what the board would like them to define for them.

EXECUTIVE DIRECTOR REPORT: Lisa introduced Kelly Tompkins, Main Street Enid Director. Kelly explained the statewide Main Street Awards Banquet was held this last Tuesday night. ERDA was awarded the Premiere Partner Award. Other awards Main Street Enid won were supported by ERDA and Kelly expressed gratitude to the board for their continued support of Main Street Enid programs and projects. The Premiere Partner Award was presented by Kelly to ERDA Chair, Martie Oyler.

BRE:

- We are working closely with 7 companies on various projects.
- We are also planning a small business resource fair with partners REI and Autry.
- We are also working with Autry on improving on how we do company visits to make this a more efficient process by combining efforts.

RECRUITMENT:



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- Over the next two weeks Lisa Powell will be attending the Enid Chamber's DC Fly-In and the American Wind Energy Association Conference.
- Opportunity Zones are available downtown and the east side of Enid.
- Participated in Autry's Cherokee Strip Business Model Competition Awards Luncheon and Lisa was a judge. Later today Lisa will meet with one of their winners along with Meredith Westfahl from the Strate Center and a representative of REI regarding funding.

COMMUNITY DEVELOPMENT:

- GCIA is continuing to put together structured plans for the industrial park. Covenants are now in place.
- We have not been updated as to whether Oakwood Country Club is going to host the LPGA Symetra tour this year or possibly wait and try for next year.
- Celebrating Economic Development Week and Small Business Week along with the 10-year anniversary of the Strate Center.

PROJECT COMMITTEE: The next Project Committee meeting was moved to May 30th at 2pm due to Lisa's travel schedule. The committee will review projects and ERDA's budget. The budget review will give the board an indication as to how much money we have to spend on projects.

PUBLIC DISCUSSION: None

EXECUTIVE SESSION: Motion to recess to convene into executive session was made by Sandra Robinett and seconded by Jonathon Waddell. Motion passed unanimously.

RECONVENE INTO REGULAR SESSION: Motion to reconvene into regular session was made by Brady McCullough with second by Brian Henson. Motion passed unanimously.

ACTION FROM EXECUTIVE SESSION:

NEXTLINK: Motion to approve the jobs incentive agreement with NextLink Internet Company (AMG Technology Investment Group) at \$2,000 per job up to 25 total jobs or 12 months, whichever comes first with a claw back if NextLink sells their location in Enid, they will repay the incentive money back to ERDA up to \$40,000. The start date is the 12-month timeline after NextLink receives their certificate of occupancy from the City of Enid. Payment to NextLink will be made quarterly based on timely receipt of the company's OESC report. The incentive obligation will be tracked using the company's quarterly OESC report. It must be provided to ERDA within 30 days of the end of a quarter to receive their reimbursement. Motion to



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approve was made by Jonathon Waddell with second by Kyle Hockmeyer. Motion passed unanimously.

EXECUTIVE DIRECTOR: Motion by Brady McCullough to authorize the ERDA Executive Director Search Committee to solicit a legal review and update of the existing Executive Director employment contract and to negotiate the acceptance of said contract with the selected candidate. Should successful negotiations not be completed, the search committee will continue searching through closure of the process. Motion was seconded by Jonathon Waddell. Motion passed unanimously.

ADJOURN: Motion to adjourn by Brian Henson with second by Gene Anderson. Motion was unanimously approved.

Respectfully submitted,


Debbie Moore, Staff


Martie Oyler, Chair