



Choose Columbia

Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF PUBLIC MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Board on June 26, 2018 at 8:30am at 4303 Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Corporation for consideration.

Dated: June 19, 2018

Sarah Sterling

CEDC Secretary, Columbia Economic Development Corporation

CEDC Board of Directors Agenda

Members:

Ruth Adams	Tish Finnegan	John Reilly
Russell Bartolotta	Triona Fritsch	Robert Sherwood
Rick Bianchi	Tony Jones	Gary Spielmann
Jim Calvin	James Lapenn	Colin Stair
Jim Campion	John Lee	Sarah Sterling
David Fingar	Michael Polemis	Maria Lagana Suttmeier

1. Chairman's Report
2. Minutes, May 22, 2018*
3. Treasurer's Report*
4. President and CEO Report
5. Committee Reports
 - a. Executive Committee
 - i. Investor Model Proposal
 - b. Governance & Nominating Committee
 - i. Board Candidate
 - c. Loan Committee
 - i. Portfolio Review*
6. Public Comments

Attachments:

Draft May 22, 2018 minutes

Treasurer's Report

Portfolio Report

*Requires Approval



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MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Tuesday, May 22, 2018
4303 Route 9
Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held at their offices located at 4303 Route 9, Hudson, NY 12534 on May 22, 2018. The meeting was called to order at 8:32 a.m. by Tony Jones, Chair.

Attendee Name	Title	Status	Arrived
Ruth Adams	Board Member	Present	8:32am
Russell Bartolotta	Board Member	Excused	
Rick Bianchi	Treasurer	Excused	
Jim Calvin	Board Member	Present	
Jim Campion	Board Member – Ex Officio	Excused	
David Fingar	Vice-Chairman	Present	
Tish Finnegan	Board Member	Present	
Triona Fritsch	Board Member	Excused	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Michael Polemis	Board Member	Excused	
John Reilly	Board Member – Ex Officio	Present	8:35am
Robert Sherwood	Board Member	Excused	
Gary Spielmann	Board Member	Present	
Colin Stair	Board Member	Present	
Sarah Sterling	Secretary	Present	
Maria Suttmeier	Board Member	Excused	
Andy Howard	CEDC Attorney	Present	
F. Michael Tucker	President/CEO	Present	
Brandon Dory	Project Manager	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	8:48am
Peter Flierl	Town of Canaan Resident	Present	8:50am

Chairman's Report:

Mr. Jones stated The Wick had held their grand opening on the previous day, which was emceed by Mr. Tucker. He stated it was a celebration of the transformation of the property. He noted the economic impact of the project was estimated to be \$2 million per year extending over 20 years. He informed the Board their contractor had previously been a board member of CEDC, the materials had been purchased from Herrington's and Digifab had done a great deal of the interior pieces. He noted the event had attracted our Congressman as well as our local Assemblyperson and Hudson's Mayor.

Mr. Jones reminded the Board that the joint Columbia-Greene CFA Workshop would be held later in the day from 1:00pm – 3:00pm. He stated 34 persons had registered for the event.

Mr. Jones stated broadband was moving forward, with an update presented at last night's Board of Supervisor's Broadband Committee meeting. He stated the providers planned to meet the agreed upon goals by the end of year.

Mr. Jones informed the attendees Patrice Perry had been appointed the new Director of County Planning, with Don Meltz as Planner. Mr. Jones reminded the Board that Mr. Meltz had done all the mapping for the Broadband Committee.

Mr. Jones noted that as broadband wrapped up, housing would become the focus for the County. He stated CEDC would help coordinate as they had for broadband. Mr. Reilly noted it was important for the Supervisors to focus on one subject at a time allowing for each issue to be completed.

Minutes:

Mr. Spielmann made a motion, seconded by Mr. Lapenn to approve the minutes from March 27, 2018. Carried.

Treasurer's Report:

Mr. Tucker stated assets totaled \$9,600. Turning to the profit and loss budget vs actual, he noted net income totaled \$11,000. He stated the budget anticipated a loss. He noted the deviation between the budget and actual was the sponsorships/memberships. He stated Ms. Wilber had worked very hard to obtain sponsorships for the annual meeting. He stated the previous year there had been 3 sponsorships compared to the recent meeting which had 33. He reminded the board the goal for combined memberships and sponsorships was \$75,000. He noted CEDC was transitioning to an investor model of membership offering companies three to five year commitment terms. He noted the companies would in turn receive a package of benefits and reports.

Mr. Tucker pointed out consultant fees were up in part due to the increase in his contract. He noted New Initiatives had increased due to the goat study grant. He anticipated those would balance over time. *Mr. Lapenn made a motion, seconded by Mr. Spielmann to approve the Treasurer's Report as presented. Carried.*

President/CEO Report:

Mr. Tucker informed the board he had submitted four resolutions to the Board of Supervisors Economic Development Committee. The resolutions authorized CEDC to submit a CFA on behalf of Columbia County for the sewer expansion project, submit an application for CDBG funding for G-Tel for expansion and upgrades, and submit an application for CDBG funding for the expansion of Hudson Valley Creamery. The fourth resolution requested a modification of the County's agreement with Energy Improvement Corporation to allow CEDC to administer the Energize NY program for



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Columbia County. Mr. Tucker reminded the Board the County had in the past contracted with CEDC to administer their CDBG projects. He stated the Energize NY loans would be administered and underwritten by CEDC.

Mr. Tucker informed the Board he had met with several businesses to discuss the CFA process. He noted he continued to educate businesses regarding the timeline and structure of the CFA process. He stated Columbia County has been successful in the past with CFA's. Mr. Tucker stated he had been in touch with the company which had expressed an interest in purchasing Catamount.

Mr. Tucker expressed his gratitude for the support of the Board and their expression of appreciation shown at the Annual Meeting.

Committee Reports:

Mr. Jones stated the only committee, which had met during the month, was the Loan Committee. He stated the Governance and Nominating, Executive, and Workforce and Education Committee would be meeting in June.

Mr. Jones noted the Loan Committee had met and considered two loans, with one to be brought before the full board. Ms. Lane stated the Committee had approved a loan for Hudson Clothier for \$25,000.

Ms. Lane stated Alula Woodworks was requesting \$26,500 at 6.5% interest for a term of 60 months. The funds would be used for a building fit up and working capital. Collateral would consist of a first lien on all business assets and personal guarantees. The project anticipates retaining one full-time job and creating one part-time job. *Mr. Calvin made a motion, seconded by Mr. Stair to approve the loan as presented. Carried.*

Mr. Jones stated the loan status remained the same. The SBA loans were current and the usual CEDC loans were consistently late. *Mr. Calvin made a motion, seconded by Mr. Spielmann to approve the portfolio review as presented. Carried.*

Mr. Jones asked if there was any public comment. Mr. Peter Flierl stated he was new to the area, and had previously spent summers in the county. He stated he saw the meeting in the Columbia Paper and decided to attend.

Having no other business to discuss and no public comments, a motion to adjourn was made by Mr. Fingar seconded by Mr. Calvin. Carried. The meeting adjourned at 9:27 a.m.

Respectfully submitted by Lisa Drahushuk

Columbia Economic Development Corp
Balance Sheet Prev Year Comparison
As of May 31, 2018

	May 31, 18	May 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking and Savings	2,017,055.47	2,045,306.82	-28,251.35	-1.4%
Total Checking/Savings	2,017,055.47	2,045,306.82	-28,251.35	-1.4%
Other Current Assets				
Due from PFL	321.81	0.00	321.81	100.0%
Accounts Receivable	43,666.67	20,666.66	23,000.01	111.3%
Allowance for Bad debt SBA	-34,766.73	-53,712.00	18,945.27	35.3%
Other loans receivable	9,685.68	26,730.22	-16,044.54	-62.4%
SBA Loans Receivable	357,884.85	342,848.76	15,036.09	4.4%
Total Other Current Assets	376,792.28	335,533.64	41,258.64	12.3%
Total Current Assets	2,393,847.75	2,380,840.46	13,007.29	0.6%
Fixed Assets				
Property & Capitalized Assets	9,801.51	12,933.52	-3,132.01	-24.2%
Total Fixed Assets	9,801.51	12,933.52	-3,132.01	-24.2%
Other Assets				
Allowance for Bad Debt Loans	-114,717.17	-135,671.57	20,954.40	15.4%
Comm. Pk Land Sale Recv.	37,182.98	45,500.00	-8,317.02	-18.3%
Grants Receivable	258,446.84	315,197.71	-56,750.87	-18.0%
Loans Receivable	636,959.48	639,631.93	-2,672.45	-0.4%
Total Other Assets	817,872.13	864,658.07	-46,785.94	-5.4%
TOTAL ASSETS	3,221,521.39	3,258,432.05	-36,910.66	-1.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000-01 - *Accounts Payable	13,029.69	10,381.11	2,648.58	25.5%
Total Accounts Payable	13,029.69	10,381.11	2,648.58	25.5%
Other Current Liabilities				
Accrued Expenses	12,958.32	12,179.10	779.22	6.4%
Deferred Revenue	43,333.34	38,333.34	5,000.00	13.0%
Land Deposit	3,300.00	3,300.00	0.00	0.0%
Total Other Current Liabilities	59,591.66	53,812.44	5,779.22	10.7%
Total Current Liabilities	72,621.35	64,193.55	8,427.80	13.1%
Long Term Liabilities				
Loans Payable to SBA	491,069.62	448,795.89	42,273.73	9.4%
Long term Deferrd Revenue	58,446.84	110,197.71	-51,750.87	-47.0%
Total Long Term Liabilities	549,516.46	558,993.60	-9,477.14	-1.7%
Total Liabilities	622,137.81	623,187.15	-1,049.34	-0.2%
Equity				
Invested in Capital Assets	9,801.51	12,933.52	-3,132.01	-24.2%
Net assets Restricted	298,985.82	305,624.49	-6,638.67	-2.2%

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06/05/18

Accrual Basis

Columbia Economic Development Corp
Balance Sheet Prev Year Comparison
As of May 31, 2018

	<u>May 31, 18</u>	<u>May 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
Unrestricted Net Position	2,293,128.33	2,272,445.79	20,682.54	0.9%
Net Income	-2,532.08	44,241.10	-46,773.18	-105.7%
Total Equity	<u>2,599,383.58</u>	<u>2,635,244.90</u>	<u>-35,861.32</u>	<u>-1.4%</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,221,521.39</u></u>	<u><u>3,268,432.05</u></u>	<u><u>-36,910.66</u></u>	<u><u>-1.1%</u></u>

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06/05/18

Accrual Basis

Columbia Economic Development Corp
Profit & Loss Budget vs. Actual
 January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Revenue	20,416.67	26,666.69	-6,250.02	76.6%
Columbia County	191,666.66	191,666.66	0.00	100.0%
Goat Genetics Grant	10,000.00			
Grant Income	15,534.78	16,714.00	-1,179.22	92.9%
Loan Income	25,075.47	22,938.20	2,137.27	109.3%
Membership/Sponsorship	47,108.65	35,416.69	11,691.96	133.0%
Other Income	3,256.51	11,594.94	-8,338.43	28.1%
SBA Microloan T/A	32,252.59	28,333.33	3,919.26	113.8%
Total Income	346,311.33	333,330.51	11,980.82	103.6%
Expense				
Conferences and Training	986.00	1,041.69	-55.69	94.7%
Consulting -TSI	53,335.00	50,000.00	3,335.00	106.7%
Consulting Fees	15,462.50	7,291.69	8,170.81	212.1%
Direct Program Expenses	12,949.49	4,166.69	8,782.80	310.8%
Employer Payroll Taxes	13,846.31	12,708.35	1,137.96	109.0%
Facility	12,298.50	12,790.44	-491.94	96.2%
Fringe Benefits	21,557.57	20,833.38	724.19	103.5%
Insurance	3,171.00	3,500.00	-329.00	90.6%
Interest Expense	224.67	230.75	-6.08	97.4%
MicroBiz Expenses	3,749.07	8,229.23	-4,480.16	45.6%
New Initiatives	26,814.07	14,583.35	12,230.72	183.9%
Office Expense	19,937.20	21,750.04	-1,812.84	91.7%
Other Expenses	3,750.00	3,750.00	0.00	100.0%
Payroll	130,069.50	131,354.31	-1,284.81	99.0%
Professional Fees	19,990.76	22,537.54	-2,546.78	88.7%
Public Relations/Marketing	9,701.77	12,500.03	-2,798.26	77.6%
Total Expense	347,843.41	327,267.49	20,575.92	106.3%
Net Ordinary Income	-2,532.08	6,063.02	-8,595.10	-41.8%
Net Income	-2,532.08	6,063.02	-8,595.10	-41.8%

Columbia Economic Development Corp
Profit & Loss by Class
January through May 2018

Ordinary Income/Expense	Total 1 Operating	2 Loan Fund	Total 3 CDBG Fund	Total 4 SBA	TOTAL
Income					
Administrative Revenue	20,416.67	0.00	0.00	0.00	20,416.67
Columbia County	191,666.66	0.00	0.00	0.00	191,666.66
Grant Income **	0.00	0.00	0.00	0.00	0.00
Goat Geneics Grant	10,000.00	0.00	0.00	0.00	10,000.00
Grant Income	0.00	0.00	15,534.78	0.00	15,534.78
Loan Income	0.00	14,411.97	286.80	10,376.70	25,075.47
Membership/Sponsorship	47,108.65	0.00	0.00	0.00	47,108.65
Other Income	2,054.24	200.00	291.62	710.65	3,256.51
SBA Microloan T/A	32,252.59	0.00	0.00	0.00	32,252.59
Total Income	303,498.81	14,611.97	16,113.20	11,087.35	345,311.33
Expense					
Conferences and Training	986.00	0.00	0.00	0.00	986.00
Consulting -TSl	53,335.00	0.00	0.00	0.00	53,335.00
Consulting Fees	15,462.50	0.00	0.00	0.00	15,462.50
Direct Program Expenses	12,949.49	0.00	0.00	0.00	12,949.49
Employer Payroll Taxes	13,846.31	0.00	0.00	0.00	13,846.31
Facility	12,298.50	0.00	0.00	0.00	12,298.50
Fringe Benefits	21,557.57	0.00	0.00	0.00	21,557.57
Insurance	3,171.00	0.00	0.00	0.00	3,171.00
Inter-Fund Expenses	250.00	-250.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	224.67	224.67
MicroBiz Expenses	3,749.07	0.00	0.00	0.00	3,749.07
New Initiatives	26,814.07	0.00	0.00	0.00	26,814.07
Office Expense	19,937.20	0.00	0.00	0.00	19,937.20
Other Expenses	0.00	3,750.00	0.00	0.00	3,750.00
Payroll	130,069.50	0.00	0.00	0.00	130,069.50
Professional Fees	19,990.76	0.00	0.00	0.00	19,990.76
Public Relations/Marketing	9,701.77	0.00	0.00	0.00	9,701.77
Total Expense	344,118.74	3,500.00	0.00	224.67	347,843.41
Net Ordinary Income	-40,619.93	11,111.97	16,113.20	10,862.68	-2,532.08

Columbia Economic Development Corp
Profit & Loss by Class
January through May 2018

	Total 1 Operating	2 Loan Fund	Total 3 CDBG Fund	Total 4 SBA	TOTAL
Net Income	<u>-40,619.93</u>	<u>11,111.97</u>	<u>16,113.20</u>	<u>10,862.68</u>	<u>-2,532.08</u>

Columbia EDC Available Funds to Loan, Current Outstanding Loan Portfolio & Reserve Account Balances -May 31, 2018

CEDC Loan Fund	Bank Relationship	TYPE	Available to lend	Total Available
	Kinderhook Bank	SV	-	
	Kinderhook Bank	SV	-	
	Kinderhook Bank	CK	85,229.00	85,229.00
	Kinderhook Bank	CK	-	
CEDC Loan Fund (Small Cities)	Kinderhook Bank	SV	869,756.00	955,045.00
SBA Micro Loan Fund				
	Key Bank	RLF3	41,206.00	
	Key Bank	RLF 4	64,070.00	
	Bank of Greene County	RLF 5	150,118.00	
	Bank of Greene County	RLF6	41,442.00	296,836.00
	SBA - Available Funds		150,000.00	446,836.00
				1,401,881.00

Current CEDC Outstanding Loan Balances	637,279.00
Current SBA Loan Portfolio Balance	357,884.00
Total CEDC & SBA Outstanding Loan Balances	995,163.00

Reserve Accounts	Bank Relationship	TYPE	Available	Total Reserves
CEDC Loan Fund			114,717.00	
SBA Loan Funds			34,767.00	149,484.00
SBA Loan Funds				
	Key Bank	LLR 3	21,061.00	
	Key Bank	LLR 4	13,033.00	
	Bank of Greene County	LLR 5	39,565.00	
	Bank of Greene County	LLR 6	22,683.00	96,342.00
Water Tower Reserve			71,817.00	317,643.00

CEDC LOAN STATUS REPORT

5/31/2018		Orig Loan Amount	Orig Loan date	Loan Bal	# of Years	Interest Rate	Monthly Payment	Day Due	Past Due if >30	Last Pymt Date	Change Date
SBA Micro Loan		Loan Type	Orig Loan Amount	Loan Bal	# of Years	Interest Rate	Monthly Payment	Day Due	Past Due if >30	Last Pymt Date	Change Date
BASILICA INDUSTRIES	MICRO	\$35,000	04/13/16	21,883.00	6	7.00%	\$693.04	13		05/14/18	04/13/21
ALULA WOODWORKS	MICRO	\$13,350	05/24/18	13,350.00	5	6.50%	\$261.21	24			05/24/23
BEHIDA DOLIG MILLINERY	MICRO	\$15,000	04/23/18	14,788.00	5	6.50%	\$293.49	23			04/23/23
BROWN'S CAR SALES, LLC	MICRO	\$12,500	09/08/17	11,074.00	5	7.00%	\$247.51	31		05/07/18	09/08/22
EAST CHATHAM FOOD CO	MICRO	\$20,000	08/04/16	13,805.00	5	7.25%	\$398.39	4		04/30/18	08/04/21
EZ FOODS #3	MICRO	\$9,000	08/31/16	4,215.00	3	7.25%	\$278.75	31		04/30/18	08/30/19
BLACK FOREST FLAMMKUCHEN	MICRO	\$23,000	05/27/14	5,312.00	5	7.50%	\$460.87	27		05/29/18	05/27/19
GREEN BEAUTY	MICRO	\$5,000	10/19/17	4,111.00	3	7.25%	\$154.96	19		05/18/18	10/19/21
FAHARI BAZAR	MICRO	\$15,000	02/08/18	14,180.00	4	7.00%	\$359.26	8		05/08/18	02/08/22
HUDSON ATHENS RETAIL	MICRO	\$25,000	09/13/17	22,645.00	13	6.00%	\$414.32	13		05/04/18	09/13/23
HUDSON CLOTHIER #2	MICRO	\$25,000	05/18/18	25,000.00	6	6.50%	\$420.25	18			05/17/24
HUDSON CHATHAM WINERY	MICRO	\$20,500	08/02/13	5,212.00	6	6.00%	\$339.74	2		05/16/18	08/02/19
J. SWARTZ ENGINE REPAIR #2	MICRO	\$10,000	04/08/15	5,315.00	5	7.75%	\$201.57	8		05/18/18	04/08/20
JEM WOODWORKING #2	MICRO	\$25,000	06/01/15	14,239.00	6	7.50%	\$432.25	1		05/02/18	06/01/21
NICK JENNINGS	MICRO	\$5,000	04/13/17	4,060.00	5	7.00%	\$99.01	13		05/21/18	04/13/22
OAK PIZZERIA NAPOLETANA	MICRO	\$25,000	05/11/16	15,668.00	5	7.25%	\$497.98	11		05/14/18	05/11/21
OLDE HUDSON,LLC	MICRO	\$35,000	12/02/15	22,816.00	6	7.75%	\$609.40	2		05/14/18	12/02/21
PAGODA HOME, INC.	MICRO	\$25,000	11/11/15	15,600.00	6	7.75%	\$435.29	11		05/18/18	11/11/21
PARR INABAR CORPORATION	MICRO	\$15,000	04/23/13	2,678.00	6	7.00%	\$255.74	23		05/29/18	04/23/19
PRIMITIVE TWIG #2	MICRO	\$9,277	02/08/18	8,536.00	3	7.00%	\$286.47	8		02/08/21	02/08/21
TALBOTT, ARDING & CO.	MICRO	\$25,000	03/31/16	17,187.00	6	7.25%	\$428.84	30		04/28/18	03/30/22
RCKHOUNDZZ	MICRO	\$2,000	09/28/17	1,585.00	3	7.00%	\$61.75	28		05/25/18	09/28/20
RONNYBROOK	MICRO	\$25,000	02/06/14	8,482.00	6	7.50%	\$432.25	6		05/23/18	02/06/20
SUH6 ENTERPRISES, LLC	MICRO	\$25,000	10/13/17	23,003.00	6	7.00%	\$426.23	6		05/14/18	10/13/23
STATE 11 DISTILLERY	MICRO	\$25,000	02/24/17	20,341.00	6	7.25%	\$429.23	6		05/17/18	02/24/23
2 DUKES & A PRINCESS	MICRO	\$25,000	03/28/18	24,438.00	6	7.00%	\$426.23	28		04/27/18	03/28/24
VERDIGRIS TEA	MICRO	\$30,000	09/09/15	18,361.00	6	7.75%	\$522.34	9		05/10/18	09/09/21
		\$ 524,627.00		\$ 357,884.00			\$ 9,866.37				
Current Total		\$1,539,833.00		\$995,163.00			\$22,475.71				