ECI Regional Planning District
Board of Directors Meeting
Tuesday, August 12, 2014 — Grant County

1. Welcome/Introduction:

Bill Hess welcomed everyone and called the meeting to order.

2. Roll Call:

Morgan Crouse called roll and a quorum was met. Those present are as follows:

Harry Pearson, Bill Hess, Tom Armstrong, Mayor Kathy Bantz, Marta Moody, James King, Mike Jones, Kyle Johnson, Bill Walters, Tim Smith, Mike Burton, Don Wimmer, Lisa Dominisse, Mayor Larry Leach, Melba Root, Bruce "Chip" Long, Marvin Surber, Milo Miller, Jr., Mayor Randy Geesaman, Ralph Frazee, Doug Stanley and Brenda Brumfield. Proxies included Bill Hess for Jacob Everett and Mike Jones for Doug Marshall. Guests Kathy Eaton-McKalip from INDOT and Paul Lagemann from Dan Coat's office were also present.

3. Guest Speaker: Kathy Eaton-McKalip, Director of LPA/MPO and Grant Administration, Indiana Department of Transportation:

Pam Price introduced the speaker, Kathy Eaton-McKalip. McKalip thanked everyone for having her. She expressed her desire to form relationships with Regional Planning Organizations such as ourselves. She explained that INDOT is a recipient of federal funds and that they have a 25% sharing agreement with local communities, meaning that they give 25% of the federal funds they receive out to various communities in Indiana to use for projects. They divide this money up among the Metropolitan Planning Organizations (MPO) and rural communities alike. She said that she specifically administers money to local rural communities for road and bridge projects. She said INDOT has been working with the rural communities and MPOs to develop a four-five year plan to ensure that communities are receiving federal funding like they are suppose to. She said that INDOT would begin working on a new five-year plan that will involve sending out a call for projects to local communities sometime in the winter. Eligible projects include: safety projects, road projects, bridge replacement, bridge rehab, bridge maintenance, safe routes to school and sidewalks.

4. Approval of May, 2014 minutes:

Hess moved the discussion on to the approval of the May 2014 minutes. Mayor Randy Geesaman made a motion to approve. Harry Pearson seconded the motion. Motion carried unanimously.

5. Treasurers Report through July 2014:

Lisa Dominisse began her Treasurers Report, directing everyone to look at the Profit and Loss statements in their Board packets. She pointed out that we are negative $14,818.60 on our net income. She explained that it is mostly due to the Washington Fly-In expenses, the bills for which are just now coming in. She stated that we are not that much in the red, directing everyone to look at the Balance Sheet that shows that we are $52,172.76 positive. She made it known that we are still waiting on the per capita money from some cities, the invoices for which were passed out earlier at the Executive meeting, and also a $12,000 reimbursement from the EDA. The Board had no further questions or comments on the report so Hess called for a motion to approve. Marvin Surber made a motion to approve. Bill Walters seconded the motion. Motion carried unanimously.

6. Board Chair Report:

Hess began his report by thanking Mayor Larry Leach for hosting the meeting today. He also took a moment to recognize Mike Burton for his excellent service as previous Board Chair (though the position was Board President at the time).

a. Resignation of President/CEO:

Hess expressed that the Executive Board did approve the resignation of President/CEO E. Roy Budd. Hess stated that Budd's resignation has been moved from October to the current time. He then called for a final approval of Budd's resignation, mentioning that the approval would trigger Budd receiving a $2940 check. Walters motioned to approve. Melba Root seconded the motion. Motion carried unanimously.

b. County-wide meetings:

The discussion moved on to the recent county-wide meetings, also known as road shows. Mike Burton gave a quick synopsis of what happened at the Grant County road show. He said there were 15 participants, good questions were asked, and he believed it was a good start to the road show initiative. Hess expressed that the purpose of the road shows is to get out to each county, one at a time, and focus on their needs exclusively during the meeting. He also stated that if the road shows continue to be successful, we might, instead of having four board meetings a year, have only two since we will be seeing people more frequently through the road shows.

c. Quarterly meeting location:

Hess discussed having board meetings in Blackford County from now on since it is most centrally located to all counties and would cut down on travel time for everyone. He said that this would be discussed further at the next Board meeting.

d. Potential Name Change
Hess expressed that the reason why we have brought up name changes is to even further distance ourselves from Energize-ECI due to some issues they have had over there. They have already had funding pulled from them since the incident and we do not want to risk being associated with them and having funding pulled from us as well. Another reason he thought a name change might be good would be to distinguish ourselves from them in terms of what we do. He expressed that we would like to come up with a name that reflects the entire region. Mike Jones made a point that we might not want to change our name so that we do not take away from all the good things the organization has done. Bookout expressed that there is often confusion about the relationship between Energize-ECI and ECI Regional Planning District. He said that the differentiation may be very clear to us, but to people in Washington, for example, they may not understand the difference. Bookout suggested that we keep an eye on the situation and continue to try and distinguish ourselves from Energize.

7. Recommendations from the Executive Committee:

a. Resolution Authorizing Executive Director to sign checks:
Hess stated that the Executive Board did approve the resolution and called for a motion from the full board to approve. Geesaman motioned to approve, Marvin Surber seconded, motion carried unanimously.

b. Resolution Authorizing Executive Director to sign contracts and fix compensation:
Hess stated, again, that the Executive Board approved this resolution. Hess called for a motion from the full board to approve. Harry Pearson motioned to approve, Ralph Frazee seconded the motion, the motion carried unanimously.

c. Establish Executive Director's Compensation Package:
Price took over in discussing her compensation package. Price stated that she began acting as the Executive Director in earnest when Budd left. She said that Hess had suggested that her new pay rate go into effect earlier, however, she had it put into effect as of July 31st simply because it was the beginning of a pay period. Price went on to discuss that since she was hired at ECI, she has been receiving a match of 6% for her IRA. She said that her financial planner has recently discovered, in dealing with Energize, that the maximum match is 3%. They informed her that this maximum also applies to ECIRPD. As it was a clerical error, none of the past figures are going to be fixed, but Price will not receive any match at all for the rest of the year. Her IRA match will resume at 3% in January. The switch will cause Price to lose $1400 a year. In the Executive Board meeting, she requested that the Regional Planning District purchase her a new phone in order to compensate for the money she is losing. The Executive Board decided that

this was a fair bargain, as the phone is about half the cost of the money she is losing. Hess called for a motion to approve the compensation, Geesaman motioned to approve, Moody seconded the motion, motion carried unanimously.

8. Executive Director's Report:

a. Washington Fly-In

Price began discussing the Washington Fly-In undertaken in May. She stated that next time they go they would like to meet with everyone who represents Indiana. Regional Director of Northeast Indiana, Paul Lagemann, took the floor. He started off by talking about the various committees that Senator Dan Coats sits on. Lagemann said that next time we intend to do a Fly-In that we should contact him so that he can assist us in anyway he can. Pam resumed discussion of the various meetings they had in Washington. She stated that their meetings with Susan Brooks, Dan Coats' staff, and Joe Donnelly were especially phenomenal. She said they also met with Luke Messer and Marlin Stutzman. She expressed that it was a great team building experience for the Board members. She also said the Fly-In is a great way to let the Senators and Representatives see who we are and what our priorities are and the best way to get help from them.

b. Traffic Incident Management Training

Pam began discussing the Traffic Incident Management Training that occurred on July 31st. She said they had about 40 people attend and that it was very well received. She expressed that she would like to get the program set up in Grant County at the new Fire station.

c. Strategic Plan for ECIRPD

Price expressed that she would like to have a five-year plan for the Regional Planning District. A special meeting would have to be held to begin working on this. Price stated that she would begin working on finding a time and place for a meeting regarding a strategic plan.

9. Grants Report

a. EPA Brownfields Assessment Grants

Brad Bookout directed everyone's attention to their Board packets to the EPA Brownfields progress report and briefly explained the contents of the report. He continued to list some of the brownfield projects ECIRPD has been working on with doing assessments this quarter. He expressed that we have been very successful in our brownfield initiatives, now having helped fund over 50 environmental assessments. Bookout went on to list some of the sites we have done analysis on. He stated that we have more sites requesting funding for assessments than we have the money for so we will have to apply for another grant soon.

b. EDA Assistance to Manufacturing Communities
Bookout stated that this is continuing to progress. He stated that we have had successful steering committee meetings comprised of community leaders, large business owners, and experts in various fields. He also said that catalyst projects are going to be on this plan that we will be able to fund should we receive an IMCP designation. Bookout and Price are currently reviewing those catalyst projects and trying to determine what key projects to go for.

10. Old Business

a. Review CEDS Plan
Price requested that everyone please take the time to review this plan on their own time and get back to us with any suggestions or project additions as it needs to be completed by September 30th.

b. Ad Hoc Committee — Executive Director Job Description
Hess expressed that he would like to streamline the Executive Director Job Description and that they should have the job description completed by the next meeting for the Board's approval.

11. New Business

a. Confidentiality Statement / Conflict of Interest
Hess expressed that the organization is moving in more of a professional direction and would like to have a confidentiality statement in place. Price continued to explain the confidentiality statement, stating that any violation of the agreement could result in immediate removal from the Board. She also mentioned that there is an exception to breaking confidentiality if a member of the Board is legally obligated to do so. Hess called for a motion to approve the confidentiality statement. Mike Jones made a motion to approve, Surber seconded, motion carried unanimously.

Hess went on to talk about the Conflict of Interest statement. He used himself as an example to explain what kind of situation the Conflict of Interest statement applies to, stating that he does part-time work for a printing company that makes banners, folder, etc., and they have done work for the Planning District. Hess said that when it comes to quotes when dealing with the Planning District, he has to make it known that he is involved with the District and state his interest and not be involved in any decision regarding the cost of producing goods for ECI. Hess called for a motion to approve the Conflict of Interest Statement, Geesaman motioned to approve, Tim Smith seconded the motion, motion carried unanimously.

12. Roundtable Discussion

Bookout brought to everyone's attention where in the CEDS plan the list of projects for each city is located and urged everyone to review those and contact Price or himself with any corrections, additions or suggestions.

13. Adjournment

No one had anything further to discuss so Hess called for a motion to adjourn, Tom Armstrong made a motion to adjourn, Leach seconded the motion, motion carried unanimously.