

Riverview Technology Corporation
Quarterly Board of Directors Meeting
November 3, 2010

Location: 2591 B ¾ Road, Grand Junction, CO 81503

Members Present: Daryl Becker, Susan Corle, Jim Fleming, Dennis Hill,
Chris Launer, Janet Terry, Pat Tucker
Others Present: Nancy McKenna, Chris Reddin, Greg Stephen

Call to Order/Minutes. The meeting was opened at 9:15 a.m. by Chris Launer. All proceedings are to be recorded pursuant to the opening meetings rules. Chris Launer asked for a motion to approve the Minutes of August 4, 2010. A motion was made by Susan Corle and seconded by Janet Terry. Upon vote, the Minutes of August 4, 2010 were unanimously approved as written.

Financial. Greg Stephen led the review of year end financial statements. The only significant change to the balance sheet was the decrease in the cash accounts of \$633K due to the 50% prepayment made on the loan with US Bank. Property Management expenses are below budget by \$64K. RTC received a reduced property tax bill from the Mesa County Assessor resulting from our protest. Going forward the income statement will have a new look incorporating property management with corporate so it will be easier to see where we stand. All three property management financials will be combined. Susan Corle asked if Directors insurance was in place and Greg stated it was renewed in September. An issue to reconcile on the books is the \$55K seed money RTC paid to BIC to begin property management. AD Saito will begin the annual audit soon.

Budget 2010. Dennis Wagner, Greg Stephen and Ken Short are working on the property management budget. Utilities have the biggest impact; the DOE revenue is pretty much fixed. The cost of operating the facility is increasing. Chris Launer forecast expenses and revenues in 2011 will be flat. It is desirable to show what DOE maintenance expenses are so we'd know what it costs. Pat Tucker asked if we are considering reducing the principal on the loan again. This is not recommended considering the prepayment penalty and that we only have \$400K in reserve to service the loan. Susan asked if DOE's payment is fixed and utilities are more expensive than we're charging what happens to the difference. The answer is RTC absorbs that expense. Jim Fleming made the motion to approve the 2010/2011 Budget, Dennis Hill seconded his motion and all Directors voted aye.

Committee Reports. The Executive Committee has been working on the budget and financial statement consolidation. It was agreed that a modified loan agreement with US Bank be explored to lower the liquidity requirements. There is a cash (debt) coverage ratio; the Bank wants 125% coverage and we could be at 98% in 2011. Chris Reddin is working with Karen Troester on this issue and Karen says not to worry about it. This coverage ratio discrepancy will be noted in the audit. Chris Launer wants the Bank's written documentation regarding the debt coverage and liquidity requirement amendments.

PMC – Jim Fleming reported that the Committee had approved the purchase of a new computer program to track work orders; it is the same software that DOE uses. Chris Reddin and Dean DiDario met with DOE and learned they have not committed to the GSA facility at the moment. DOE gave us a list of things that they would like improved. DOE is interested in RTC renovating Bldg. 12 for the twenty DOE staff. Any new leasing must be a LEED gold facility. DOE is getting pressure from their higher ups to have green facilities. LEED gold is a rating system and apparently if an old building is brought up to meet green standards, you get more points. Dave Detwiler and Chamberlin Associates who both worked on the renovation project are LEED certified. DOE would like to renew the old lease with RTC if their property management concerns and projects (Bldg. 12) could be addressed. It would be a 5 year renewal with a 120 day vacate notice. DOE is required to send out an RFP. Snow removal, heating and cooling are the main focus problem areas from DOE's perspective. Jerome Gonzales is helping us to understand DOE's perspective. The work order software should make a difference in property management's response and communication. DOE has provided a list of requested improvements in property management and the PMC is reviewing the items in detail. PMC will decide what DOE should handle, what RTC should do as a landlord and what are the things that RTC should do to retain DOE as a tenant. It is proposed that a document addressing every line item that DOE is requesting be prepared to show its cost to address. Dec 2nd has been scheduled for a meeting with DOE to address these issues and the potential for Bldg. 12's renovation. It was felt that we need more feedback from DOE as to their requests and some kind of commitment. RTC will have to outlay money on the front end and may not be able to get a commitment from DOE. There is \$50K in the reserve/repair fund; \$30K is to be spent for the work order software, engineering services and safety plan.

Pat Tucker and Chris Launer of the Ad Hoc DOE Relations Committee had lunch with Ray Plienness before he left his DOE position. Ray recommends that DOE stay on site. Tracey Plessinger will be the new contact. It was agreed that a meeting should be organized to meet with the new DOE representatives. It may be advisable to set up a regular quarterly meeting with DOE. In the past, BIC staff has not interacted much with DOE. Chris Reddin feels we should start to invite them to BIC's events to facilitate communications and relations.

The Bylaws Revisions Committee met and has asked Chris Reddin to contact Sam Starritt to assist with a draft. Significant Bylaws revisions must be submitted to the IRS which might trigger an audit. The decision might be to not make changes or only minor changes to the Bylaws.

Meeting Schedule. The Board of Directors quarterly meeting schedule will be the first Wednesday of February, May, August and November. The Executive Committee will meet on the last Friday of every month.

There being no further business to conduct, the meeting was adjourned at 10 am.