



Meeting of the Board of Directors
Wednesday, March 25, 2026 - 3:00PM

Liberty Township Administration Building
5021 Winners Circle Drive
Liberty Township, Ohio 45011

1) Call Meeting to Order (3:00PM)

Meeting called to order at 3:01 PM by President and CEO Joshua Smith

2) Roll Call

Chairman Brad Evans - **present**

Director Talbott Moon - **present**

Vice Chair Dona Canaan - **present**

Director Denise Quinn - **excused**

Director Matt Bockhorst - **present**

Director Randi Malcolm Thomas, Esq. - **excused**

Director Tim Egloff - **present**

Director Rob Wile - **excused**

Director Brian Fox, Esq. - **Absent at roll**

call, arrived at 3:05 PM

3) Consent Agenda

a) Minutes (February 2026)

b) Monthly Financial Reports (February 2026)

Discussion:

President and CEO Joshua Smith noted the transfer of funds to the Southwest Ohio Improvement Fund (SOIF) and clarified that SOIF will maintain its own financial reporting moving forward.

Motion made by **DIRECTOR TIM EGLOFF**, seconded by **CHAIRMAN BRAD EVANS**.

Role Call Vote - **5** in favor; **0** opposed; **0** present.

Motion Passes (5 to 0), Director Brian Fox, Esq. was not present for the vote.

4) RESOLUTION 2026-02: A RESOLUTION AUTHORIZING THE AMENDMENT AND TERMINATION OF CERTAIN DOCUMENTS RELATED TO LEASE REVENUE BONDS (REMINGTON LAKE APARTMENTS PROJECT) PREVIOUSLY ISSUED FOR THE BENEFIT OF PLK HAMILTON I, LLC; AUTHORIZING THE AMENDMENT OF CERTAIN

EXISTING LEASE DOCUMENTS; AND AUTHORIZING RELATED DOCUMENTS AND MATTERS

Discussion:

President and CEO Joshua Smith explained that the resolution pertains to a refinancing of the Remington Lake Apartments project. He shared correspondence from Patrick Woodside stating that the project has been completed and leased up, and that documents will be amended to reflect project completion and accommodate new long-term financing.

Board members inquired whether BCFA would continue to receive annual lease payments. At the time of discussion, staff did not have confirmation. Director Tim Egloff noted that, as owner under the lease structure, BCFA may be required to approve refinancing documents. Director Matt Bockhorst asked whether the action allows early exit from the existing agreement. Director Egloff further noted that tax exemption structures typically require continuation of lease payments.

Legal counsel Cathi Evans advised that the resolution could proceed pending confirmation from bond counsel. President and CEO Smith referenced a similar transaction involving legal counsel Michael Dean and indicated he would follow up with additional information. Director Brian Fox, Esq. inquired about any conflict waiver with Michael Dean and requested inclusion in related communications if applicable.

Motion made by **CHAIRMAN EVANS**, seconded by **DIRECTOR TIM EGLOFF**.
Role Call Vote - **6** in favor; **0** opposed; **0** present.

Motion Passes (6 to 0). Director Brian Fox was present for the (conversation and) vote.

5) RESOLUTION 2026-03: A RESOLUTION AUTHORIZING THE BUTLER COUNTY FINANCE AUTHORITY TO ENTER INTO A PROFESSIONAL SERVICES RETAINER AGREEMENT WITH TVHAMILTON

Discussion:

President and CEO Joshua Smith presented the BCFA website banner, noting the work was completed at no cost by TvHamilton, with an estimated market value of approximately \$2,500. He emphasized the need for additional video content to enhance the website and better showcase project sites.

Mr. Smith highlighted TvHamilton's experience working with the Cities of Fairfield, Middletown, and Hamilton, as well as its ongoing engagement with Miami University. He also noted the value of TvHamilton's strong local media connections.

The proposed agreement is a one-year term for \$5,000. Any additional work beyond this amount would be brought back to the Board for prior approval under a time and materials structure.

Motion made by **DIRECTOR BRIAN FOX, ESQ.**, seconded by **VICE CHAIR DONA CANAAN.**

Role Call Vote - **6** in favor; **0** opposed; **0** present.

Motion Passes (6 to 0).

6) President's Report

- a) 2025 Annual Report

Discussion:

President and CEO Joshua Smith provided a brief overview of the 2025 BCFA Annual Report, highlighting key accomplishments including the Middletown collaboration, the establishment of the \$500,000 Southwest Ohio Improvement Fund, and the continued growth of the Bond Fund.

Mr. Smith noted that he will be scheduling time with the County Commissioners to review 2025 outcomes and discuss future priorities. He also shared that the project pipeline for 2026 remains strong, referencing a recent visit to Miami Machine, and emphasized his continued focus on expanding relationships and partnerships to support future growth.

7) Board of Director Comments/Discussions

President and CEO Joshua Smith asked if the Board had any additional discussion points or questions. There were none.

8) Executive Session:

- a) To discuss financial and proprietary information, including trade secrets, submitted by or on behalf of an employer to the Finance Authority in connection with the relocation, location, expansion, improvement, or preservation of the business of that employer; To consider the purchase of real property for public purposes if disclosure of the information would give a competitive advantage pursuant to Ohio Revised Code Section 121.22(G)(2).

Motion made by _____, seconded by _____.

Time: _____

Motion to reconvene made by _____, seconded by _____.

Time: _____

No Executive Session was requested.

9) Adjournment

Motion to adjourn made by **DIRECTOR BRIAN FOX, ESQ.**, seconded by **DIRECTOR TIM EGLOFF.**

Voice Vote: 6 to 0 to Adjourn

Time: 3:32 PM

REMINDER:

HEADSHOTS AT THE APRIL 29, 2026 BOARD MEETING, PLEASE PLAN TO ARRIVE AT 2:30 PM