



Lee-Ogle Enterprise Zone: Zoom Meeting Agenda ~~Location: Salt 251 in Rochelle~~

<https://us02web.zoom.us/j/214765668?pwd=b3V6bEtqOWs5ZkM0Ri9rN0NSUEJEdz09> Date: 2/7/23 at 10:00am

10:00 a.m.	I. Attendance	Chair
	II. Minutes	AS
	III. Unfinished Business	
	a. Financial Report	AS
	b. Administrator Report	AS
	c. Other Unfinished Business	Board
	IV. New Business	
	1. 2024 Admin Agreement	Shaw
	2. Offset of Admin Fees with Project Fund	Shaw
	V. Next Meeting April 3 <sup>rd</sup> on Zoom	
	VI. Roundtable Discussion	

Meeting Schedule for 2024: Meetings of the Lee Ogle Enterprise Zone Board are “1<sup>st</sup> Wednesdays (with exceptions noted), every other month, at 10 A.M.”:

1. February 7<sup>th</sup>
2. April 3<sup>rd</sup>
3. June 5<sup>th</sup>
4. August 7<sup>th</sup>
5. October 2<sup>nd</sup>
6. December 4<sup>th</sup>

## Lee-Ogle Enterprise Zone Meeting Minutes

Location: SALT 251 Restaurant, Rochelle

Date: 12/6/2023 | Time: 12:00 pm

### Voting Membership Attendance

In- Person	Remote	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rochelle Mayor John Bearrows (Chair)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dixon Mayor Glen Hughes
<input type="checkbox"/>	<input type="checkbox"/>	Amboy Mayor John Schamberger
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mount Morris Designee Paula Diehl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oregon Mayor Ken Williams
<input type="checkbox"/>	<input type="checkbox"/>	Ashton President Tim Henert
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Franklin Grove Board John Nicholson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lee County Board Angela Schippert
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ogle County Chairman John Finfrock
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GREDCO (Jason Anderson)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LCIDA Exec. Director Tom Demmer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zone Administrator Andy Shaw (Vice-Chair)

### Guest Attendance

In- Person	Remote	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wendy Ryerson, Lee County
<input type="checkbox"/>	<input type="checkbox"/>	Jeff Feigenschuh, City of Rochelle Manager
<input type="checkbox"/>	<input type="checkbox"/>	Chris Manheim, Ogle County EDC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeremy Englund, Lee County Administrator
<input type="checkbox"/>	<input type="checkbox"/>	

### Call to Order

Ten voting members were present for quorum.

### Minutes

Minutes from our meeting on 10/4/23 were presented. Motion by Anderson and 2nd by Hughes to approve. Voice vote, all in favor.

### Financial Reports

A very long general ledger report that should be trimmed down for next time. Following that is the admin costs per ordinance with the inflationary factor added for October CPI. This was requested early by Lee County, but bills will be sent to the rest of you. Motion by Williams and 2nd by Hughes to approve. Voice vote, all in favor.

### Administrator Report

The Steward Planning Project is getting underway with the kickoff meeting taking place and in-person interviews later this month.

Shaw discussed the pending zone map amendment that has pulled the ratio of Lee to Ogle zone area away from where it was very close to 50/50, and that if we were strictly following an area based formula for the administrative fees, could stand to be corrected to bring it in-line with that. Consensus was to leave that alone for the time being, but to bring back to the board so concepts for using the project fund, perhaps when it reached a certain threshold to apply some to administrative costs in that or a following year.

### New Business

None

### Roundtable



Discussion of ideas for doing residential attraction and the potential for doing a customized abatement program to get more houses built.

**Adjournment**

Motion by Williams and 2nd by Hughes to adjourn. Voice vote, all in favor.

**Meeting Schedule for 2024**

2024 Meetings of the Lee Ogle Enterprise Zone Board are "1st Wednesdays (with exceptions noted), every other month, at 10 A.M.":

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5. October 2<sup>nd</sup>
6. December 4<sup>th</sup>



Blackhawk Hills Regional Council  
 General Ledger  
 for the period of 12/01/2023 to 01/31/2024

Name	Transaction Date	Transaction Number	Transaction Type	Contact	Note	Movement Note	Fund	Debits	Credits	Amount	Balance
Asset											
1002 - Sauk Valley Bank - LOEZ											
Beginning Balance											
											\$133,825.18
	12/05/2023	43044837	Deposit	Blackhawk Hills Regional Council	CD Interest Earned		Held for Others - LOEZ				
								\$439.73		\$439.73	\$134,264.91
	12/22/2023	43346425	Deposit	Blackhawk Hills Regional Council	LOEZ Project Fee - Z-Best Enterprises		Held for Others - LOEZ				
								\$1,739.03		\$1,739.03	\$136,003.94
	12/31/2023	43598422	Deposit	Blackhawk Hills Regional Council	Interest Earned		Held for Others - LOEZ				
								\$113.89		\$113.89	\$136,117.83
	01/04/2024	43721649	Deposit	Blackhawk Hills Regional Council	CD Interest Earned		Held for Others - LOEZ				
								\$454.38		\$454.38	\$136,572.21
	01/25/2024	44480477	Deposit	Blackhawk Hills Regional Council	LOEZ Project Fee - Hvarre Holdings LLC		Held for Others - LOEZ				
								\$2,000.00		\$2,000.00	\$138,572.21
	01/31/2024	44480427	Deposit	Blackhawk Hills Regional Council	Interest Earned		Held for Others - LOEZ				
								\$115.75		\$115.75	\$138,687.96
Total for 1002 - Sauk Valley Bank - LOEZ										\$4,862.78	\$138,687.96



## Monthly CD Placement Statement

Page: 2

815-632-4716

Investor: Blackhawk Hills Resource Conservation

Printed: 02/01/24  
Period: 01/01/24-01/31/24  
Account: 12702

### Outstanding CDs

Financial Institution	ICN #	Purchased Maturity	Purchase Amount Maturity Amount	Term Basis	Simple% APY	Int This Period Int To Date	Interest Paid
42 North Private Bank Canton, MA	27015	04/18/2023 04/18/2024	\$100,000.00 \$100,000.00	366D 365	5.350% 5.350%	\$454.38 \$4,236.02	Monthly
Totals:			\$100,000.00 \$100,000.00			\$454.38 \$4,236.02	

### Activity

Date	Activity	Amount
1/4/2024	Monthly Interest Payments for December, 2023 Paid to Account #304XXXX	\$454.38

**Lee Ogle Enterprise Zone Administrative Budget**  
**January 1-December 31, 2020**

	<b>Budgeted</b>	
	<b>1/1/20-12/31/20</b>	<b>Actual</b>
<b>Income</b>		
Lee County	\$ 10,630.12	\$ 10,630.12
Ogle County	\$ 7,743.41	\$ 7,743.41
City of Dixon	\$ 23,062.49	\$ 23,062.49
City of Rochelle	\$ 24,503.24	\$ 24,503.24
City of Amboy	\$ 697.98	\$ 697.98
Village of Mt. Morris	\$ 1,823.08	\$ 1,823.08
Village of Ashton	\$ 625.06	\$ 625.06
City of Oregon	\$ 864.66	\$ 864.66
<b>Total</b>	<b>\$ 69,950.04</b>	<b>\$ 69,950.04</b>
<b>Expenses</b>		
Personnel	\$ 44,600.00	\$ 45,702.65
Fringe	\$ 8,920.00	\$ 8,862.74
Travel	\$ 2,600.00	\$ 912.95
Other/Indirect	\$ 6,900.00	\$ 6,900.00
Non-Fixed Expense	\$ 6,930.04	\$ 2,217.20
<b>Total</b>	<b>\$ 69,950.04</b>	<b>\$ 64,595.54</b>

19

4712.84

**Lee Ogle Enterprise Zone Administrative Budget**  
**January 1-December 31, 2021**

	<b>Budgeted</b> <b>1/1/21-12/31/21</b>	<b>Actual</b>
<b>Income</b>		
City of Amboy	\$ 710.78	\$ 710.78
City of Dixon	\$ 23,167.04	\$ 23,167.04
City of Oregon	\$ 880.51	\$ 880.51
City of Rochelle	\$ 24,957.77	\$ 24,957.77
Lee County	\$ 10,506.75	\$ 10,506.75
Ogle County	\$ 7,885.36	\$ 7,885.36
Village of Ashton	\$ 636.52	\$ 636.52
Village of Franklin Grove	\$ 631.21	\$ 631.21
Village of Mt. Morris	\$ 1,856.50	\$ 1,856.50
<b>Total</b>	<b>\$ 71,232.44</b>	<b>\$ 71,232.44</b>
<b>Expenses</b>		
Personnel	\$ 45,417.67	\$ 40,739.90
Fringe	\$ 9,083.53	\$ 8,056.06
Travel	\$ 2,647.67	\$ 1,351.56
Other/Indirect	\$ 7,026.50	\$ 7,025.98
Non-Fixed Expense	\$ 7,057.07	\$ 5,753.78
<b>Total</b>	<b>\$71,232.44</b>	<b>\$ 62,927.28</b>

1303.29

**Lee Ogle Enterprise Zone Administrative Budget**  
**January 1-December 31, 2022**

	<b>Budgeted 1/1/22-1/31/22</b>	<b>Actual</b>
<b>Income</b>		
Lee County	\$ 10,828.96	\$ 10,828.96
City of Dixon	\$ 23,877.51	\$ 23,877.51
City of Amboy	\$ 732.58	\$ 732.58
Village of Ashton	\$ 656.04	\$ 656.04
Village of Franklin Grove	\$ 650.57	\$ 650.57
Ogle County	\$ 8,127.18	\$ 8,127.18
City of Rochelle	\$ 25,723.15	\$ 25,723.15
Village of Mt. Morris	\$ 1,913.43	\$ 1,913.43
City of Oregon	\$ 907.51	\$ 907.51
<b>Total</b>	<b>\$ 73,416.93</b>	<b>\$ 73,416.93</b>
<b>Expenses</b>		
Personnel	\$ 47,417.67	\$ 46,316.89
Fringe	\$ 9,483.40	\$ 12,704.76
Travel	\$ 2,754.12	\$ 3,250.22
Other/Indirect	\$ 7,342.00	\$ 7,341.96
Contractural-Marketing/ Non-Fixed Expense	\$ 6,419.74	\$ 4,296.77
<b>Total</b>	<b>\$73,416.93</b>	<b>\$ 73,910.60</b>

212297

Lee Ogle Enterprise Zone Administrative Budget

	1/1/23-12/31/23 Budgeted	1/1/23-12/31/23 Actual
<b>Income</b>		
Lee County Board	\$ 11,374.01	\$ 11,374.01
City of Dixon	\$ 25,079.34	\$ 25,079.34
City of Amboy	\$ 769.45	\$ 769.45
Village of Ashton	\$ 689.06	\$ 689.06
Village of Franklin Grove	\$ 683.32	\$ 683.32
<i>Overall from Lee County</i>	\$ 38,595.18	\$ 38,595.18
Ogle County Board	\$ 8,536.25	\$ 8,536.25
City of Rochelle	\$ 27,017.88	\$ 27,017.88
City of Oregon	\$ 953.19	\$ 953.19
Village of Mt. Morris	\$ 2,009.74	\$ 2,009.74
<i>Overall from Ogle County</i>	\$ 38,517.06	\$ 38,517.06
<b>TOTAL BUDGET INCOME</b>	\$ <b>77,112.24</b>	\$ <b>77,112.24</b>
<b>Expenses</b>		
Personnel	\$ 48,000.00	\$ 29,702.21
Fringe	\$ 12,000.00	\$ 17,808.95
Travel	\$ 3,300.00	\$ 3,416.61
Indirect 10%	\$ 7,711.22	\$ 5,543.89
Contractual/Marketing/Non-Fixe	\$ 6,101.02	\$ 4,511.09
<b>TOTAL BUDGET EXPENSE</b>	\$ <b>77,112.24</b>	\$ <b>60,982.75</b>

1589.93

20 - 4712.84  
 21 - 1303.29  
 22 - 2122.97  
 23 - 1589.93

~~\$9729.03~~

2024 EZ Budget +5.7% CPI Adjustment

<u>Income</u>		<u>Expense</u>	
Lee County	12022.33	Personnel	50,000.00
Dixon	26508.86	Fringe	17,500.00
Amboy	813.31	Travel	4,000.00
Ashton	728.33	Contractl-Marketing	2,597.83
Franklin Grove	722.26		
		Sub Total	74,097.83
Ogle County	9022.81		
Rochelle	28557.89	Overhead/Indirect	7,409.78
Mount Morris	2124.30		
Oregon	1007.52		
Total Income	\$81,507.61	Total Expense	81,507.61

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CPI Data Year	October 12 month avg	Billable Year	36 month avg
2016	1.60%	2017	
2017	2.00%	2018	
2018	2.50%	2019	2.03%
2019	1.80%	2020	2.10%
2020	1.20%	2021	1.83%
2021	6.20%	2022	3.07%
2022	7.70%	2023	5.03%
2023	3.20%	2024	5.70%



To: Enterprise Zone Advisory Board  
From: Andy Shaw, Administrator  
Date: 2/7/2024  
Subject: Report of Activities

1. **Financial Reports:** See previous pages for reports with some catch up reports on previous calendar years where in our management agreement we had promised underspend in the contractual marketing line item to be returned to the project fund. Next is the expected budget for next year incorporating the inflation adjustment from the EZ ordinance. Then the most recent activity for the CD. Finally the project fund.
2. **Steward EDA Project:** WSP is getting underway and had two days of key stakeholder interviews December 20-21, there are more interviews of industrial and real estate folks expected the last weeks of February, more likely remote meetings on most of these.
3. **EZ Map Amendment:** Ordinances are finalized and in process of passage by boards and councils. The Department of Agriculture has given its approval as of 2/1/24.

Ordinance Schedule as follows:

- 1/22 Oregon and Mount Morris
- 2/5 Dixon
- 2/12 Ashton and Franklin Grove
- 2/13 Lee County Services Committee, Ogle County Exec Committee
- 2/15 Lee County Exec Committee
- 2/19 Amboy
- 2/20 Ogle County Board
- 2/22 Lee County Board
- 2/26 Rochelle

After getting the various signed ordinances from each of the units of government, and completing the application, the hope is that by the week of the 11<sup>th</sup> of March we can have the application in the mail to DCEO.

4. **Project Jackpot Update:** In their annual compliance letter I will show at the meeting, they have exceeded our jobs and capital investment targets.
5. **Administration Agreement:** We realized we are at the end of the first renewal period of the agreement passed in April 2020. It renewed automatically in 2022 for an additional two years. A new version is on the agenda for your review.
6. **REV Act:** We will continue to monitor statewide use of this to be better prepared for opportunities here.



## 7. Meetings Attended

- Lee County Industrial Development December 6
- SCRIC Interviews (4) December 20
- SCRIC Interviews (6) December 21
- EZ Client Call January 9
- UI Extension Webinar on new laws January 10
- Vetted Sites Program January 19
- Blackhawk Hills Council January 22
- City of Oregon January 23
- Village of Mount Morris January 23
- Retirement Party for Dee Duffy and Wendy Ryerson January 26
- Illinois Grocery Initiative Webinar January 31
- I-39 Logistics Corridor February 2
- SCRIC Consultants February 2
- City of Dixon Funding Presentation February 5
- City of Dixon Council February 5



To: Lee-Ogle Enterprise Zone Advisory Board  
From: Daniel Payette, Executive Director  
Subject: 2018 Enterprise Zone Administration Proposal  
Date: 2/7/2024

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## **SUMMARY**

The following memorandum outlines Blackhawk Hills Regional Council's (BHRC) two-year renewal proposal for administration of the Lee-Ogle Enterprise Zone.

## **ENTERPRISE ZONE PROGRAM OVERVIEW**

An Enterprise Zone is a critical partnership of local and state resources supporting business expansion and retention through packaged incentives. Locally certified through 12/31/2031, with a ten-year extension possible beyond that, the Lee-Ogle Enterprise Zone is a partnership of Dixon, Rochelle, Amboy, Mount Morris, Ashton, Oregon, Franklin Grove, Lee County, Ogle County, Lee County Industrial Development Association (LCIDA) and the Greater Rochelle Economic Development Corporation (GREDCO). With amendments, the zone is a balanced set of large and small municipalities and has accommodated key new project areas.

## **BLACKHAWK HILLS REGIONAL COUNCIL OVERVIEW**

### **Andy Shaw, Zone Administrator, BHRC GIS Mapping and Enterprise Zone Specialist**

Shaw is experienced in business development, GIS mapping, demographic analysis, and stakeholder outreach. In 2017, he assumed the administrative role for the zone, following training and work with previous zone administrator John Thompson. Since joining BHRC in 2013, he has participated in the Illinois Enterprise Zone Association and worked with other local zones on expansion proposals, eligibility testing, and new applications. A native of Carroll County, he worked in his family's grocery business and served on the former Carroll County Economic Development Corporation board. He resides in Dixon.

### **Daniel Payette, BHRC Executive Director**

All BHRC activities are coordinated through Payette. He has extensive experience supporting community and economic development, including implementation of the Blackhawk Hills Economic Development District's Comprehensive Economic Development Strategy (CEDS). He started at BHRC in 2011, enabling the roll out of the region's non-profit gigabit broadband network, iFiber.

### **Julie Jacobs, BHRC Office Manager**

Jacobs has been with BHRC since 1987 and has extensive knowledge of and experience working with community and economic development stakeholders in the six Blackhawk Hills counties. Her current duties include grant administration, budgeting, bookkeeping, environmental issues and economic development support, and marketing activities.

## **ZONE ADMINISTRATION DUTIES & RESPONSIBILITIES**

The following administrator duties & responsibilities are anticipated:

1. Comply with all program requirements and requests for information from Illinois Department of Revenue (IDOR) and Illinois Department of Commerce and Economic Opportunity (DCEO).
2. Function as liaison between participating cities, counties, economic development organizations (EDOs), taxing districts, IDOR, DCEO, any other state agency, and any federal agency in matters affecting the zone.
3. Collect data and issue reports requested by the advisory board, state government, and other entities as appropriate.
4. Continue to approach taxing districts and obtain abatement resolutions to obtain the most complete abatement coverage possible for the zone.
5. Act as public affairs liaison between the media and the advisory board.
6. For new projects that meet local zone and state program requirements:
  - a. Run suitability analyses upon request;
  - b. Issue Building Material Exemption Certificates (BMECs);
  - c. Coordinate with county tax and assessment officials to ensure that abatements are granted as promised;
  - d. Assist applicants with submissions for other zone benefits when applicable, such as Expanded MM&E and Utility Tax Exemptions;
7. Develop a stakeholder marketing plan and support strategy for the zone and implement it.  
Address the following components (in-zone properties only):
  - a. Initiate strategic Business Retention & Expansion (BR&E) visits and calls, whether or not such properties use zone benefits. Target of least 15 visits per year;
  - b. When invited and scheduling permits, accompany economic development professionals on BR&E visits and encourage the use of all appropriate zone benefits;
  - c. Maintain and improve a website for zone promotion. The website will include the following:
    - i. General information;
    - ii. Interactive mapping and address search feature; zone and TIF overlay (the latter only if available);
    - iii. A list of available industrial properties in the zone, including embedded Location One Information System (LOIS) and other platforms;
    - iv. Blog posts and press releases announcing successfully applied incentives;
    - v. Board records, Agendas and meeting minutes;
  - d. Create and oversee targeted education and outreach on social media and news outlets.
8. Coordinate with EDOs and communities on external opportunities as follows:
  - a. Contribute GIS and demographic data analysis for the pursuit of appropriate DCEO and Intersect Illinois RFQs, as well as general site selector inquiries.
  - b. Strategically approach entities outside of the zone that might consider new enterprises that would prompt a zone entrance application.



9. GIS and demographic data analysis for the pursuit of appropriate DCEO and Intersect Illinois RFQs.
10. Collect project fees, as set by the advisory board at .5% of estimated project building materials, and disbursing the collected funds only as authorized by the advisory board for special projects to benefit the zone. These funds continue to be segregated as agreed to in the separately executed Fiscal Sponsorship Agreement. Target and manage beneficial projects to utilize the project fund.
11. Conduct ongoing evaluations of the zone program, in consultation with the advisory board, and submit reports concerning the effectiveness of the zone on a semi-annual basis to all participating agencies in the designating ordinance.
12. Assist those clients with issues arising from the expired former Lee County Enterprise Zone, including reporting for projects from the expired zone.

### **ZONE ADMINISTRATION BUDGET & BILLING**

Anticipated expenses for zone administration, support staff, travel, equipment, supplies, marketing, contractual, overhead, etc. shall be presented each year to the Enterprise Zone Board for their approval.

BHRC will bill each entity for its respective contribution each year according to the current certified amending ordinance, which calls for future year contributions to escalate by the most recent rolling 3-year rolling average of the October CPI index. Recent CPI experience follows:

<u>Data Year</u>	<u>Billable Year</u>	<u>October CPI</u>	<u>36 month avg</u>
2021	2022	6.20%	3.07%
2022	2023	7.70%	5.03%
2023	2024	3.20%	5.70%

### **ADMINISTRATOR**

GIS Mapping & Enterprise Zone Specialist Andy Shaw will be assigned administrator duties. A part-time assistant is anticipated as Office Manager Julie Jacobs will be tasked with supporting the administrator.

### **ZONE ADMINISTRATION TERM & RENEWAL**

BHRC's continued administration of the zone will commence on the date of proposal acceptance.

It will continue for an initial term of twenty-four months, will be renewed automatically for subsequent terms of twenty-four months, or until the zone is terminated, as long as the advisory board and BHRC see fit to maintain the administration arrangement.

If the advisory board or BHRC wishes to discontinue this arrangement, advanced notice of sixty days is required to be given by either party to allow for proper transition.



**APPROVAL BY THE LEE OGLE ENTERPRISE ZONE BOARD ON \_\_\_\_\_**

**SIGNED BY:**

**1.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**UNIT OF GOVERNMENT**

**2.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**UNIT OF GOVERNMENT**

**3.**

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**SIGNATURE**

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**UNIT OF GOVERNMENT**

**4.**

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**UNIT OF GOVERNMENT**

**5.**

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**UNIT OF GOVERNMENT**

**6.**

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**7.**

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**8.**

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**UNIT OF GOVERNMENT**

**9.**

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**SIGNATURE**

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**UNIT OF GOVERNMENT**

## **Options for Use of Project Fund to Offset Admin Fees**

Fund is currently @ \$238k, (with 50k set aside to various units of government for economic development purposes, except Rochelle and Lee County), so our **net fund is \$188,000.**

**Option 1:** When, on January 1 of a future year, the Project Fund has 2 or 3x the Annual Admin Budget, then each unit of government would not pay its fee that year and BHRC would be paid from the project fund.

Examples:

At 2x \$81,500, or \$163,000, we would meet the criteria and the \$81,500 would come from the Project Fund and \$106,500 would remain in the fund.

At 3x \$81,500, or \$244,500, we would not meet the criteria this year.

**Option 2:** When, on January 1 of a future year, the Project Fund has greater than \$\_\_\_\_\_, then each unit of government would not pay its fee that year and BHRC would be paid from the project fund.