



## Meeting Minutes

March 25<sup>th</sup>, 2016

Stafford Hansell Government Center  
915 S.E. Columbia Dr. Hermiston, OR

**Board Members** – Chairman Byron Smith, Vice Chairman Dan Dorran, Secretary/Treasurer Larry Givens, Board members Ed Brookshier, Kim Puzey, Vijay Patel, and Don Miller.

Present were Board Members Byron Smith, Dan Dorran, Kim Puzey, Larry Givens, and Don Miller. Board Members Vijay Patel and Ed Brookshier were excused. Also present were Amy Palmer, Angela Young, Bill Elfering, David Bothum, George Anderson, Heather Cannell, Nate Rivera, Rob Dreier, Robert Pahl, Tom Spoo, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, and other members of the public.

Chairman Byron Smith called the meeting to order at 7:00 am.

**Approve Minutes-** Dan moved and Don seconded to approve the meeting minutes from February 26<sup>th</sup> and March 11<sup>th</sup>. Motion carried unanimously.

**Part Time Financial position-** Byron stated this is something that has been discussed since last year as increased construction and staffing activity from EOTEC has been more of a financial load on the City. Ed had previously contracted a couple of accounting firms with the thought of one of them being able to assist with the financial aspect of EOTEC but were unable to make it work. Another thought was to hire a permanent part time employee, the contract would be between the employee and the City, where EOTEC would pay  $\frac{1}{4}$  of their wages through the operating fund and the City would pay the remaining  $\frac{3}{4}$ .

Finance Director Amy Palmer stated the wages of this position would be about \$24,000 a year with EOTEC paying \$12,000 and the City paying \$12,000.

Robert stated he is unsure if EOTEC has the budget to pay for this ongoing expense.

Amy stated she understands the importance of funding, but the estimate in the staff report is an under estimation of the time and work that is being done. These numbers are an estimate of what work had been previously done, not what is currently happening or what will be happening next year. Last year's budget will be less complicated than this year's budget and it was an enormous drain and nearly impossible to complete the budget process for EOTEC and still meet the primary responsibilities to the City. Amy stated the City offered to help with these services with the understanding that assistance would be provided. Amy stated currently, EOTEC is receiving unpaid, accounting, CPA, Budget Officer, and clerical services for free and does not feel that all of these services can continue to be provided for EOTEC in this manner.

Dan stated he agrees with Amy, and this was the original issue when the County was providing these services, they also could not continue to carry out EOTEC responsibilities and that is when the City took them over. Dan stated EOTEC did spend some time trying to hire someone locally and that did not work out.

Kim asked if the person hired would work with Byron and Lilly and be housed at City Hall.

Byron stated yes.

Kim stated he supports this proposal and will ask the Port of Umatilla to contribute \$5,000 as some of the funds being administered will be coming through the Port and the Port needs help with this as well.

Larry asked if this position will take over the budget process as well.

Byron stated the position will assist Amy and Barb McMahon with financing, but Amy will review and make any necessary changes to all documents. Lilly will continue with EOTEC responsibilities.

Don stated he is absolutely convinced there is a need to do something to assist with the financial responsibilities of EOTEC.

Kim moved and Dan seconded to approve hiring a 1/4 employee position to help with EOTEC financial responsibilities not to exceed \$12,000. Motion carried unanimously.

**Trenching Change Order-** Rob stated in December, the Board approved using natural gas and to move forward with the Cascade Natural Gas contract installation. Rob stated EOTEC has received two bids to dig the trench to install the gas line, Barton Laser Leveling at \$ 18,000 and Power Pro at \$8,650. Rob asked the Board to issue a change order for Power Pro to dig the trench for the gas line. Don moved and Kim seconded to approve the Power Pro Change Order. Motion carried unanimously.

**Site Lighting Change Order-** Rob stated it has been expressed by various parties that it would be ideal to light the monument sign and have power available for an electric gate. Rob stated since EOTEC is digging a trench to the fence line on Airport Rd, Power Pro can place conduits and four boxes for possible future use. This would be an opportunity to only dig the trench once. G2's estimate for this service was \$21,000 compared to Power Pro's \$18,600.

After some discussion regarding what budget would be used for funding and other options that can be used to run conduit Dan moved and Don seconded approve site lighting change order to Power Pro. Motion carried unanimously.

**Frew Monthly Report-** Rob addressed a correction on page 1 of the monthly report stating Granites proposal came in \$4,510 not \$9,510 under budget. Power Pro may be able to power the lift station and the barns, but are waiting for more information from the engineer.

Rob stated Frew Development has hired Brent Hall. Brent will be spending a significant amount of time between the BMCC, OSU site and EOTEC. Rob asked that all communication continue through him.

(Don exited the meeting at 7:36 am)

Rob stated the initial Landscaping package was withdrawn and there have been no bidders for the signage package. Rob stated he believes the barns will be ready for the fair, but there are concerns with the complexity of the Rodeo. ZGA is working diligently to address issues that need to be finished on the Jim Michaels designs and have items go out to bid. Rob clarified that Frew is not in control of the schedule, the contractors selected will establish the schedule.

(Don returned to the meeting at 7:40 am)

There was some discussion regarding the bathroom building and site lighting to include: conduits, polls, boxes, and wiring.

Kim asked for clarification regarding the construction schedule as described earlier.

Rob stated Frew gives a deadline to the contractors, if the project is not completed by the deadline contractors are penalized.

**Budget and Fiscal-** Byron stated the Budget Committee is short two members and asked if there is anyone interested please let the Board know, so there will be enough time to prepare them for the budget process before it begins.

(Larry exited the meeting at 7:45 am)

Dan asked that the Board send out appreciation letters to those who have resigned from the Budget Committee.

Amy reviewed the Budget Calendar with the Board. Kim moved and Dan seconded to appoint Amy as the Budget Officer. Motion carried unanimously.

Dan moved and Don seconded to approve the monthly disbursements and financial report prepared and presented by Finance Director Amy Palmer. Motion carried unanimously.

**Fundraising-** Byron stated he and Nate have been working with UEC and Banner Bank to capitalize the money being borrowed and is hopeful that they will be able to present this at the next meeting.

Nate Rivera stated current Fundraising efforts have raised over 90% and has about \$175,000 to reach its Goal. There is still plenty of contractors who would like to participate in in-kind work, so the Committee has decided to continue to raise additional funds as long as the community is willing to contribute and then, take advantage of the in-kind donations and participants.

**Facilities-** EOTEC Open House will be Thursday, April 28<sup>th</sup> from 3:00pm to 7:00pm.

**Operations-** Heather stated carpet is being installed, she is finishing the FFE items, and there are about 120 tables that need to be built, she has submitted paperwork for prison work crews to come in, but isn't sure it will be approved in time for the open house or the first event.

Dan stated perhaps they could put a work crew together to build the tables or use the Fair contract with the prison to expedite the process.

Byron stated he, Heather and Rob will be meeting next week to finalize the AV for the facility.

**Governance-** Dan stated EOTEC needs to have an approved background check policy dealing with chaperon events for those under 18.

Byron stated he will check with Heather regarding this issue.

**Next meeting** –The next meeting will be Friday, April 8<sup>th</sup>, 2016 @ 7:00 am. Stafford Hansell Government Center 915 SE Columbia Dr. Hermiston, OR.

**Adjourned-** at 8:02 am.