



Agenda

November 18, 2016

7:00 a.m.

**EOTEC Event Center
1705 E. Airport Road
Hermiston, OR 97838**

1. Call Regular Meeting To Order - 7:00 a.m.
2. Action Items
 - a. Review and possible approval of October 28th Board minutes.
 - b. Discuss and possibly authorize purchase of mobile vendor trailers.
3. Reports
 - a. Budget and Fiscal
 - b. Fundraising
 - c. Hoteliers/Marketing
 - d. Facilities
 - i. Event Center Issues Update
 - ii. Knerr Construction Report
 - iii. Hendon Construction Report
 - e. Governance
 - f. Operations
4. Public Comment
5. Next Meeting –December 9, 2016 @7:00am @ EOTEC.
6. Adjourn

*****AMERICANS WITH DISABILITIES ACT NOTICE*****

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Meeting Minutes
October 28th, 2016

EOTEC
1705 E. Airport Rd

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

Present were Board Members Byron Smith, Dan Dorran, Don Miller, Ed Brookshier, Larry Givens, Vijay Patel, and Kim Puzey (arrived at 7:01am). Also present were Amy Palmer, Cynthia Driscoll, Heather Cannell, John Frew, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, and members of the public.

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

Meeting Minutes

Larry moved and Ed seconded to approve the meeting minutes from October 21st. Motion carried unanimously.

(Kim arrived 7:01am)

Farm-City Pro Rodeo Mercantile Area Lease

Byron presented the Board with an updated proposed lease for the Mercantile Area, to include the following lease changes:

- Lease term- from 50 years to 30 years, with an opportunity for the lease to roll into another 20 year lease.
- Minor changes in the phrasing of the extension of the lease.
- Rent was changed from \$50.00 for the 50 year lease to \$500.00 per year to also be used for future capital maintenance.
- The Farm-City facility must construct a facility with a minimum value of \$500,000.00, and at the end of the lease, that facility would become the property of EOTEC.
- With Farm-City's consent, EOTEC would be able to use the mercantile area to host events.
- Revenues made from EOTEC using the mercantile area will be shared between EOTEC and Farm-City, in an event-by-event basis.
- Both EOTEC and Farm-City are responsible for coordinating events outside of the Fair and Rodeo; but, in the event of any conflicts, the EOTEC Board would decide which event takes precedence.

Don stated based on the history of collaboration between the Fair and Farm-City Pro Rodeo, he feels this is the right direction to go.

Larry thanked Dennis Barnett and Mike Kay for thoroughly reviewing the documents with the County.

Dan moved and Ed seconded to approve the Farm-City Pro Rodeo Mercantile Lease as presented. Motion carried unanimously.

Monthly Financial Report

Dan questioned the final payment to Klass Tech Audio as AV services have not been completed and this item is more than \$11,000 over budget.

Vijay asked Heather what is left to be completed.

Heather stated there are problems with the main projector in the Great Room as the beam installed is not adequate enough for what is needed, so when the wind blows, there is a significant amount of vibration from the projector. There will be costs related to fixing this issue, and us unsure on whom the costs should fall onto.

Don and Vijay agreed that payment should be withheld until this issue has been appropriately addressed.

John Frew stated Frew Development tried to help Heather and the Board by trying to find a solution on how and where to hang the projector, but Frew is not responsible for this issue. John stated from his understanding, with high winds, the unique design of the building allows the building to move, therefore causing the vibration to the projector. John stated on any new development, there is always going to be something that needs to be changed; this is one of those things. John recommended placing the projector on a rolling cart instead of having it mounted.

Heather stated from what she understands, Klass Tech had recommendations on how and where to mount the projector; but Rob Dreier had other suggestions and those suggestions were ultimately followed. Heather stated there is also additional charges on the invoice that were never included in the original agreement to include a 3% "State Obligation".

John stated he does not know what the 3% is from but will find out and let the Board know.

Ed moved and Kim seconded to approve the disbursement requests as presented by Finance Director Amy Palmer. Motion denied unanimously. Don moved and Vijay seconded to allow the Executive Board to determine payment to Klass Tech Audio when the Executive Board has received sufficient information regarding services and invoice amount as mentioned above. Motion carried unanimously. Dan moved and Kim seconded to approve the remaining disbursement request as presented by Finance Director Amy Palmer. Motion carried unanimously. Dan moved and Ed seconded to approve the Finance Report as presented by Finance Director Amy Palmer. Motion carried unanimously.

Barn Report

John Eckhardt with Knerr Construction stated Knerr Construction met with the City and County Law Enforcement Agencies and were granted approval of the emergency access roads; they were also able to designate a site to house an Emergency Services Center. Knerr was also able to confirm road designs with the Fire Marshall.

There was some discussion regarding the Emergency Services Center, and EOTEC being used as an Emergency Shelter site, and a School District unification site for parents and students.

John encouraged the Board to make a decision regarding the underground electrical element of the site, as the project is at a standstill until a decision is made. John stated whatever decision the Board makes on this needs to allow for flexibility so EOTEC can grow and expand in the future.

Larry requested that the he, the Board, Heather, and Cynthia do a walk thru of the facility to see what items need to be addressed.

Dan stated the walk thru is part of the work session that will be done after this regular meeting.

Rodeo Report

Byron stated Carl Hendon from Hendon Construction was unable to attend the meeting but Hendon will have concrete on the Rodeo grounds in about 10 days. Hendon is working very quickly to make sure this project is done on time.

Operations

Heather stated EOTEC is frequently being rented and will have items that need to be addressed at the work session.

Comments

Dennis Doherty stated although he does not expect an answer right now, asked if EOTEC would be making a profit from being used as an Emergency Shelter and unification site. Mr. Doherty stated the Board needs to make sure EOTEC capitalizes on its assets as EOTEC has financial responsibilities to the community.

Don stated based on past practices with these types of services and the Fair and Rodeo, he does expect to see income on these services for EOTEC.

George Anderson stated the Fair and Farm-City Pro Rodeo brings in a tremendous asset to EOTEC and the community.

Ed stated EOTEC has always been about succeeding, not maintaining, but to succeed for the future.

Next meeting

Byron stated as the regular meetings in November both fall on holidays, there will only be one meeting in November on Friday, November 18th, 2016 @ 7:00 am at EOTEC located at 1705 E. Airport Road, Hermiston.

Amy suggested that the Financial Report be presented at the first meeting in December as it will not be ready in the middle of the month for the November meeting. Checks can still be reviewed, approved, and distributed at the end of November.

The Board agreed the November Financial Report can be presented at the first meeting in December.

Adjourned- at 7:46 am.

FREW DEVELOPMENT GROUP, LLC

November 10, 2016

To: Byron Smith
Fr: John Frew
Cc: Doug Gunther
Jared Wendlandt
Heather Cannell
Re: Event Center Building Issues

This memo provides an update on the event center building issues.

A) **OPEN ISSUES.**

1) Water Falling Through Canopy.

- **Status:** This will be addressed at the direction of the board if funds are available.

2) Add Gutter to Canopy.

- **Status:** This will be addressed at the direction of the board if funds are available.

3) Streaks in Entry Vestibule Windows.

- **Status:** G2 has inspected and is checking with the manufacturer.

4) Adjustment to Doors.

- **Status:** G2 will replace the two doors between the hall and great room and one into the electrical room. G2 will adjust the exterior door jams as needed.

5) Loud HVAC Fan Noise in the Board Room.

- **Status:** Apollo changed a broken thermostat in meeting room #3. Heather and the Apollo representative triggered the system a number of times and the loud noise did not occur. We doubt this solved the problem and Heather will monitor.

6) Smell in Men's Bathroom.

- **Status:** Cutting Edger inspected and made certain adjustments, but the smell remains. They are scheduled to be back on site today.
- **Questions to G2:**
 1. Confirm that Cutting Edge installed a water line to the trap.
 2. If so, confirm that the water line is hooked up and working (run a camera through the trap).

7) Great Room Projector Oscillation.

- **Status:** no action to date.

8) Bubbles in FRP Wall Panels in Great Room.

- **Status:** The subcontractor has been on site and tried a couple of things but they did not work. They will continue to investigate.

B) **CLOSED ISSUES.**

9) Faulty Gas Valve Serving Oven.

- Work is complete and the system is working. Chuck will re-inspect next week and, if all is working properly, will issue a Certificate of Occupancy.

10) Sulfur Smell in the Water. This is not a building design/construction issue.

11) Excessive Noise in Great Room During Windy Days. Unlikely that there is a solution for this. Mark Scott will inspect early next week.

- **Status:** There is no reliable fix for this issue. It is a function of a metal building in high wind conditions.

12) Great Room Vapor Walls Movement on Windy Days. Mark Scott will inspect early next week.

- **Status:** There is no reliable fix for this issue. It is a function of a metal building in high wind conditions.

13) Warm Domestic Water Throughout Building.

- **Status:** Heather reports that everything is working.

14) Power Lift on Large Door Has Stopped Working. There is a solution to this issue. Mark Scott will inspect early next week.

- **Status:** G2 reset the motor and Heather reports that the door lift is working.

We will coordinate with Heather to resolve these issues and report to you as things progress.