



ODESSA PUBLIC DEVELOPMENT AUTHORITY
MINUTES OF September 15, 2014

THE CALL TO ORDER:

The meeting was to order at 7:00 p.m. by Chairman Kagele

BOARD MEMBERS:

Present: Jim Walter, Kim Ramm, Clark Kagele, George Rodeck

Absent: Todd King, Mike Edens

Others Present: Mark DeWulf

MINUTES:

George Rodeck moved and Jim Walter seconded a motion to approve the minutes. Motion carried. 4-0.

TREASURER'S REPORT:

Bills:

The following bills were presented:

Payable To:	Regarding:	Project:	Amount:	Account
LOW	August Billing	OPDA	\$130.00	OPDA
CMD	August Billing	Biodiesel Plant	\$3,864.46	US Bank - Admin
Avista Utilities	SemBioSys Vacancy	Industrial Park	TBD	OPDA
Town of Odessa	SemBioSys Vacancy	Industrial Park	\$69.57	OPDA
Town of Odessa	Biodiesel Plant	Biodiesel Plant	\$843.68	US Bank - Admin
		Town of Odessa Total	\$913.25	
Enduris	Biodiesel Plant Insurance	Biodiesel Plant	\$7,685.00	US Bank - Admin
Philabaum, Ledlin, et al	IEO Bankruptcy Case	Biodiesel Plant	\$775.50	US Bank - Admin
Lincoln County Treasurer	Property Taxes	LPCA	\$2,822.14	OPDA - Tenant Billed
Lincoln County Treasurer	Property Taxes	Barr-Tech	\$4,368.01	OPDA - Tenant Billed
Lincoln County Treasurer	Property Taxes	North Basin Seed	\$4,734.95	OPDA - Tenant Billed

Lincoln County Treasurer	Property Taxes	Seed Rite	\$2,091.97	OPDA - Tenant Billed
Lincoln County Treasurer	Property Taxes	Vacant Building	\$954.45	OPDA
Lincoln County Treasurer Total			\$14,971.52	
Stacey Rasmussen	September 2014 Payroll	OPDA	TBD	OPDA
EFTPS	September 2014 Payroll Taxes	OPDA	TBD	OPDA
Department of Labor & Industries	Quarterly Payroll Taxes	OPDA	TBD	OPDA
Employment Security	Quarterly Payroll Taxes	OPDA	TBD	OPDA

Action: Jim Walter moved and George Rodeck seconded a motion to approve the bills as presented. Motion carried. 4 – 0.

The following bills were paid:

Payable To:	Regarding:	Project:	Amount:	CK #:	Date Pd:
LOW	June & July Billing	OPDA	\$260.00	1067	8/21/14
CMD	July Billing	Biodiesel Plant	\$1,150.92	1068	8/21/14
Avista Utilities	SemBioSys Vacancy	Industrial Park	\$55.38	1069	8/21/14
Town of Odessa	SemBioSys Vacancy	Industrial Park	\$69.57	1070	8/21/14
Enduris	OPDA Insurance	OPDA	\$2,959.00	1071	8/21/14
Stacey Rasmussen	Miscellaneous Expenses	OPDA	\$29.54	1072	8/21/14
Stacey Rasmussen	August 2014 Payroll	OPDA	\$855.63	1073	9/2/14
EFTPS	August 2014 Payroll Taxes	OPDA	\$169.74	EFTPS	9/2/14

Stacey presented the quarterly financial report as follows, for the quarter ending 6/30/14:

Washington Federal (Checking)	\$112,795.80
Washington Federal (Savings)	\$154,346.97
US Bank (Loan Admin)	\$25,441.57
US Bank (Security Deposit)	\$213,320.24
Wheatland Bank	\$135,601.32

Stacey was instructed to confer with Treasure Todd King to ensure the amounts matched. She did so on 10/17/14.

OLD BUSINESS:

LPCA: The board reviewed notes from Andy Halme, an electrician who reviewed the electrical deficiencies at the plant and recommend to LPCA suggestions on how to proceed to remedy the problems.

Action: George Rodeck moved and Clark Kagele seconded a motion to send a letter to Garco Construction regarding the electrical issues at the LPCA facility. Motion carried. 4-0.

Stacey will work with Clark and Kim to draft a letter to Garco Construction to notify them of the issues and send it via certified mail.

TCP: The insurance was officially cancelled as of August 14, 2014. The gas and electrical service has been transferred to the OPDA and Stacey has been instructed to find a boiler repair company to come out and winterize the boilers in mid-October.

NEW BUSINESS:

Biodiesel Plant: The board discussed how to proceed with receiving proposals and new tenant selection.

Action: Kim Ramm moved and Jim Walter seconded a motion to publish an RFP for the biodiesel plant in the Capital Press and Paper of Record for our district. Motion carried. 4-0.

Stacey was instructed to create an RFP for publication similar to the one used in 2013, with proposals being due to the OPDA by November 1st (date was later determined to be a weekend) and amended to a due date of October 31, 2014.

The board discussed the chiller that has been rented to TCP and how the company needs to go about properly removing it from the facility. Stacey will contact them to ensure best practices are used.

The board discussed the Air Quality Permit for the biodiesel facility.

Next Regular Meeting will be held October 20, 2014.

ADJOURNMENT:

Chairman Kagele adjourned the meeting at 8:24 p.m.

Clark Kagele, President

Kim Ramm, Secretary