



**ODESSA PUBLIC DEVELOPMENT AUTHORITY
MINUTES OF February 15, 2016**

THE CALL TO ORDER:

The meeting was called to order at 7:01 p.m. by President Ramm.

BOARD MEMBERS:

Present: Kim Ramm, Sherie Heimbigner, JoEllen Wollman, Mike Edens, Todd King

Absent: Clark Kagele

Others Present:

MINUTES:

Mike Edens moved and JoEllen Wollman seconded a motion to approve the minutes as corrected prior to the meeting. Motion carried. 5-0.

TREASURER'S REPORT:

Bills:

The following bills were presented:

Payable To:	Regarding:	Project:	Amount:	Account
LOW	February Billing	OPDA	\$130.00	OPDA
CMD	January Billing	Biodiesel Plant	TBD	US Bank - Admin
Avista Utilities	February Sembiosys Building	Industrial Park	TBD	OPDA
Avista Utilities	February Biodiesel Plant	Biodiesel Plant	TBD	US Bank-Admin
Town of Odessa	February Sembiosys Building	Industrial Park	\$76.69	OPDA
Town of Odessa	February Biodiesel Plant	Biodiesel Plant	\$61.35	US Bank - Admin
US Bank	Trustee Fee	Biodiesel Plant	\$750.00	US Bank - Admin
Stacey Rasmussen	Miscellaneous Expenses	OPDA	\$33.90	OPDA
Stacey Rasmussen	February 2015 Payroll	OPDA	TBD	OPDA
EFTPS	February 2015 Payroll Taxes	OPDA	TBD	OPDA

Action: Sherie Heimbigner moved and JoEllen Wollman seconded a motion to approve the bills as presented, with the exception of the CMD January bill. Motion carried. 5-0.

Treasure Todd King presented an error found during year-end calculations. A late bill for \$250.80 from the State Auditor’s office was not included in the amount billed to tenants in the beginning of 2015.

Action: Todd King moved and Sherie Heimbigner seconded a motion to absorb the \$250.80 from our general account and not re-bill the tenants. Motion carried. 5-0.

The following bills were paid:

Payable To:	Regarding:	Project:	Amount:	CK #:	Date Pd:
LOW	December Billing	OPDA	\$130.00	1226	1/26/16
CMD	December Billing	Biodiesel Plant	\$1,482.50	1227	1/26/16
Avista Utilities	December Sembiosys Building	Industrial Park	\$59.52	1234	1/26/16
Avista Utilities	December Biodiesel Plant	Biodiesel Plant	\$1,061.77	1235	1/26/16
Town of Odessa	December Sembiosys Building	Industrial Park	\$76.69	1228	1/26/16
Town of Odessa	December Biodiesel Plant	Biodiesel Plant	\$61.35	1229	1/26/16
Philabaum Ledlin, et al	Biodiesel Bankruptcy	Biodiesel Plant	\$690.00	1230	1/26/16
Department of Commerce	CERB C2002-143	OPDA	\$12,202.75	1231	1/26/16
Department of Commerce	CERB C2002-142	OPDA	\$5,807.30	1232	1/26/16
USPS	Annual Box Fee	OPDA	\$50.00	1237	2/3/15
Stacey Rasmussen	January 2015 Payroll	OPDA	\$644.14	1236	2/3/15
EFTPS	January 2015 Payroll Taxes	OPDA	\$144.68	EFTPS	2/3/15

QUARTERLY FINANCIAL REPORT

Treasurer Todd King presented the quarterly report as follows:

Washington Federal (Checking)	\$216,074.83
Washington Federal (Savings)	\$305,071.34
Wheatland Bank	\$135,809.34
US Bank (Admin)	\$39,875.41
US Bank (Security Deposit)	\$180,320.24

Action: Kim Ramm moved and Mike Edens seconded a motion to approve the Quarterly Financial Report. Motion carried. 5-0.

OLD BUSINESS:

LPCA: Stacey updated the board on a recent wastewater meeting LPCA and the Department of Ecology had, as well as paperwork she had completed to give new LPCA employees permissions to submit wastewater reports.

TCP: Stacey informed the board of recent news articles that had been published about our former tenant. Reporters, to answer questions for these articles, had called Stacey.

Biodiesel plant: Stacey read an email from Richard Palmer regarding the status of contract negotiations.

NEW BUSINESS:

Board member terms: Stacey provided the board with updated board member contact sheets, including a corrected term schedule sheet for all positions.

ADJOURNMENT:

President Ramm adjourned the meeting at 7:29 p.m.

Kim Ramm, President

Michael S. Edens, Secretary