



**ODESSA PUBLIC DEVELOPMENT AUTHORITY
MINUTES OF December 4, 2017**

THE CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by President Ramm.

BOARD MEMBERS:

Present: Kim Ramm, JoEllen Wollman, Debbie Norris, Todd King, Gerald Greenwalt, Mike Edens

Absent: Clark Kagele

Others Present: Tom Clavel, Stan Dammel, Mark DeWulf

MINUTES:

Gerald Greenwalt moved and Debbie Norris seconded a motion to approve the minutes as corrected prior to the meeting. Motion carried. 5-0.

JoEllen Wollman arrived at 7:03pm

TREASURER’S REPORT:

Bills:

The following bills were presented:

Action: Mike Edens moved and JoEllen Wollman seconded a motion to approve the bills as presented. Motion carried. 6-0.

Payable To:	Regarding:	Project:	Amount:	Account
LOW	November Billing	OPDA	\$130.00	OPDA
Avista Utilities	November Sembiosys Building	Industrial Park	\$69.81	OPDA
Avista Utilities	November Biodiesel Plant	Biodiesel Plant	\$587.07	US Bank - Admin
Town of Odessa	November Sembiosys Building	Industrial Park	\$77.97	OPDA
Town of Odessa	November Biodiesel Plant	Biodiesel Plant	\$693.94	US Bank - Admin
Sprague Pest	Monthly Pest Control	OPDA	\$91.80	OPDA

WSDA	Auction Proceeds	OPDA	\$322,042.80	OPDA
Stacey Rasmussen	December 2017 Payroll	OPDA	TBD	OPDA
EFTPS	December 2017 Payroll Taxes	OPDA	TBD	OPDA

The following bills were paid:

Regarding:	Project:	Amount:	Account	CK #:	Date Pd:
October Billing	OPDA	\$890.00	OPDA	1430	11/21/17
October Sembiosys Building	Industrial Park	\$50.54	OPDA	1431	11/21/17
October Biodiesel Plant	Biodiesel Plant	\$1,128.74	US Bank - Admin	1432	11/21/17
October Sembiosys Building	Industrial Park	\$77.97	OPDA	1434	11/21/17
October Biodiesel Plant	Biodiesel Plant	\$384.10	US Bank - Admin	1433	11/21/17
Monthly Pest Control	OPDA	\$91.80	OPDA	1435	11/21/17
Audit Expenses	OPDA	\$4,094.14	OPDA -Tenant Billed	1436	11/21/17
Miscellaneous Expenses	OPDA	\$44.68	OPDA	1437	11/21/17
November 2017 Payroll	OPDA	\$976.70	OPDA	1438	12/4/17
November 2017 Payroll Taxes	OPDA	\$215.86	OPDA	EFTPS	12/4/17

OLD BUSINESS:

Audit Recommendations: Stacey spent the prior few weeks speaking with both MRSC and the State Auditor's office to determine the best course of action regarding our professional accounting services. It was determined we can keep what we have in place provided there is a contract that exists between OPDA and Leffel, Otis & Warwick and that our Treasurer abstains from voting on its approval. Todd will present a contract at our January meeting.

Auction: Stacey provided an update on the cleanout of items in the plant, which should be complete by December 22.

WSDA Closeout Report: Stacey updated the board on the completion status of the Closeout Report and notified the board the documents she was in search of, as required by WSDA.

NEW BUSINESS:

Biodiesel Plant Repairs: Stacey reported to the board that all water lines in the building had busted. J&M Fabrication repaired one line in order to have restrooms but the rest remain broken.

WSDA Financial next steps: WSDA has requested that we work towards closing the US Bank account and would like a letter of request for money remaining in the Security Deposit Account. Stacey was directed to draft and send letter to WSDA.

Proposal for vacant building: Prior to the meeting, Stacey received proposal packets from a party interested in purchasing the vacant property on the hill. This company gave a 15-20 minute presentation. Many guests were in attendance and engaged in discussion regarding this proposal.

Vacant Building in Industrial Park: Discussion was held on the proposal from Hinrichs Trading Company.

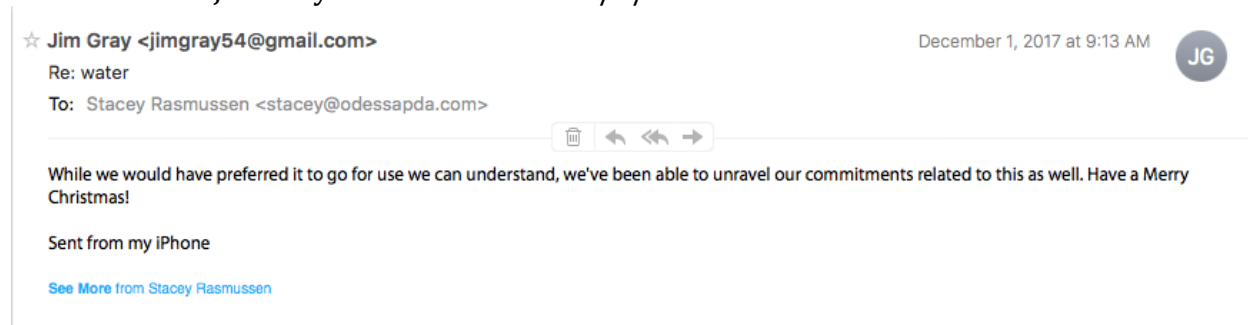
Comments from Visitors: A couple of visitors in attendances made comments regarding the proposal for the vacant building in the industrial park.

EXECUTIVE SESSION:

President Ramm called for a 15 minute executive session at 7:20 pm. Executive session ended at 7:32 pm. No action was taken during executive session.

Action: Todd King moved and JoEllen Wollman seconded a motion to increase their employee's compensation to \$16.50 per hour. Motion carried. 6-0.

An email from Jim Gray was received on 12/1/17 and reads as follows:



Action: Todd King moved and JoEllen Wollman seconded a motion that since we had not reached an agreement and based on email received on 12/1/17 from Jim Gray as quoted in these minutes, we will proceed in negotiations with Hinrichs Trading Company to purchase the vacant building in the Industrial Park. Motion carried. 6-0.

ADJOURNMENT:

President Ramm adjourned the meeting at 7:50 p.m.

Kim Ramm, President

Michael S. Edens, Secretary