

Union County Economic Development Corporation

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Minutes August 21, 2008

Monthly Meeting: 6:00 p.m. at UCEDC Office, 102 Depot Street, La Grande, OR
Meeting Facilitator: Howard Perry, President
Board Reporter: Violet Trapp, Administrative Assistant and Jennifer Mangione,
temporary assistant
Executive Director:
Members Present: Howard Perry, Mike Poe, Gary Lillard, Janet Hume-Schwarz, Dennis
Spray, John Howard, and Dale Case
Absentees: Bill Whittemore, Don Kellogg, Jeff Puckett, Robert Strobe, and Steve
Anderson
Visitors: Jim Mollerstrom, candidate for Union County Commissioner

The meeting was called to order at 6:00 p.m. by Howard Perry - President.

President Howard Perry introduced Jennifer Mangione who is the temporary assistant that has helped Violet through the transition period of hiring a new administrative assistant. Friday August 22 is Jennifer's last day.

Howard welcomed the UCEDC visitor, Jim Mollerstrom who is a member and a candidate for the position of Union County Commissioner.

Howard thanked Jennifer for assisting Violet for the last three weeks. Howard also thanked Violet who retired on July 3rd but do to Craig's resignation and leaving is willing to continue to work part time until a permanent administrative assistant is hired.

Howard called for a motion to approve the July minutes.

Janet Hume-Schwarz moved that the board approve the June minutes. John Howard seconded the motion. The motion carried.

OLD BUSINESS:

Alicel Project - Dale Case

UCEDC has received the official notification of receiving the grant for the Alicel Project from the State of Oregon and also was assigned a number. There is some need for clarification on the

wording of monetary issues. The e-board has agreed to hire Brian Cole for \$2,500 a month for 3 months to take care of the Alicel Project. Dale received a proposal from Steve Anderson to provide the engineering for the project. An RFP needs to be submitted. The PGG Board Meeting is scheduled on Tues. August 26 which Dale will attend. Dale said the next Connect Oregon Meeting is scheduled for Tuesday also and that he and Brian Cole and possibly John Sperl of PGG will attend that meeting. Attorney Brandon Eyre has prepared a draft agreement between UCEDC and PGG. A meeting is being planned for next week with Dale, Howard, Brian Cole and Brandon Eyre to discuss certain issues before the grant agreement is signed. Commissioner Steve McClure has offered to support the project on the county level. Howard said that when all the key information is agreed upon then a special board meeting will be called to approve and sign the agreement.

Dale Case moved to hire Brian Cole at \$2,500 a month up to 3 months to direct the Connect Oregon Grant for the Alicel Project in partnership with PGG until UCEDC has an executive director. John Howard seconded the motion. The motion was approved.

UCEDC Office Lease & Relocation – Howard Perry

UCEDC has moved to the new location at 102 Depot Street and new signs were placed on the front windows today.

Marketing Plan – Steve Anderson

Gary Lillard said that Steve has divided the Marketing/Communications Committee into groups to interview 7 or 8 businesses. Each of the committee is identified as a leader to contact the businesses and make arrangements for the interview. Steve needs approval of the board to proceed with the plan. John said it likely will be September before the committee can proceed with the interviews.

Howard said the City of La Grande city has gone through a selection process to hire the new economic director for the city. Gary Lillard said the last he has heard is that an offer was made and the city is waiting for a response.

REPORTS:

Finance Committee – Mike Poe

No report

Property Committee – Dale Case

The business park property needs to be cleaned up as far as the noxious weeds. Dale thought that Craig contacted the City of La Grande to do some maintenance of the weeds. The weeds need to be cut down. Gary Lillard agreed to drive by and evaluate the situation and arrange to have the city mow the weeds.

Dale mentioned that the recent buyers of property in the LGB&T Park need to be contacted to see about why there is no construction activity. John Howard said he will contact the buyer and also will do a follow up on the city offers.

UCEDC needs to get clarification on the water rights on Gekeler. Dale Case recommended that UCEDC hire an attorney from the Portland area that specializes in water rights to discover why the Grande Ronde river rights and the Taylor Creek rights are tied so closely together. Dale

suggested that a specialized attorney out of Portland be contacted to do a search of the water rights. It may cost a little more money but in the long run will save money because they already have the background. UCEDC needs to pump some water to keep the 5 year riparian rights in place. Dale requested this item be placed on the September Board Meeting Agenda.

Communications/Marketing Committee – Steve Anderson

No report.

Membership Committee – Don Kellogg

No report.

Renewed members for the month of July are:

**Horizon Wind Energy – Telocaset Wind Power
Training and Employment Consortium**

Phone and Internet Service – Howard Perry

UCEDC received a proposal for the office phone system from Priority One. Priority One gave a comparison price. Priority One's price is \$95.13 as compared to the current provider at \$129 per month making a savings of \$34.32 per month. For the first year we would have a savings of \$291 and the subsequent year's savings of \$411. We also need to have the building wired properly for our phone system for an additional charge.

Dale Case moved to approve changing the phones over to Priority One. John Howard seconded the motion. Motion was approved.

NEW BUSINESS:

The board moved into executive session.

The board came out of executive session.

Dennis Spray moved that UCEDC approves the E-Board to hire the recommended choice for the position of Administrative Assistant. Dale Case seconded the motion. The motion was approved.

Janet Hume Schwarz made the motion that UCEDC approves the E-Board's recommendation in hiring an interim Executive Director. Dale Case seconded the motion and the motion was approved.

Off the Agenda:

Howard Perry suggested that the board considers making some changes in the operational policies and to review the Executive Director Job Description.

A committee was formed to review the current job description. Those assigned to the review committee are Howard Perry, Dennis Spray and Robert Strobe.

Violet will be out of the office on August 27, 28 and 29. Howard asked Violet to call Certified Personnel to line up temporary help for those days.

FOR THE GOOD OF THE ORDER:

Meeting Adjourned 7:10 p.m.

Respectfully Submitted by:

Violet Trapp

Administrative Assistant

Jennifer Mangione

Temporary Administrative Assistant

Note:

Next Board Meeting: Thursday September 18, 2008 at 6:00 p.m.
UCEDC Office at 102 Depot St.

Executive Meeting: Tuesday, September 9, 2008 at 7:30 a.m.
UCEDC Office at 102 Depot St.