

# Union County Economic Development Corporation

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## Minutes February 21, 2008

Monthly Meeting:      6:00 p.m. at UCEDC Office 1119 Washington Avenue,  
La Grande

Meeting Facilitator:      Howard Perry – Acting President  
Board Reporter:      Violet Trapp, Administrative Assistant  
Executive Director:      Craig Thompson  
Members Present:      Howard Perry, Dennis Spray, Janet Hume-Schwarz, Mike Poe, Jeff  
Puckett, Steve Anderson, Don Kellogg and Dale Case  
Absentees:      John Howard, Lee Lindsey, Bill Whittemore and Gary Lillard  
Visitors:      Robert Strope, City of La Grande Manager  
Steve Clements, City of La Grande Council, filling in for Gary Lillard,  
and Tim Seydel

The meeting was called to order at 6:01 p.m. by Howard Perry - Acting President.

Howard welcomed the new UCEDC Board Members, Steve Anderson and Don Kellogg, appointed by Union County and the new City of La Grande Manager, Robert Strope.

Howard called for a motion to approve the January minutes.

***Janet Hume-Schwarz moved that the board approve the January minutes. Dale Case seconded the motion. The motion carried.***

Howard Perry gave a report of the meeting that Craig Thompson, Dale Case and Howard had with EOU President, Dixie Lund and Tim Seydel to present a proposal to help the university through the financial struggles it is enduring at the present time. When the science building was constructed, one of the objectives was to have spin offs of high tech jobs created by the university. UCEDC proposed giving a lot in the LGB&T Park to Eastern Oregon University. President Lund was very appreciative of the offer. The land will be deeded to the university foundation. This will give more opportunity and flexibility in what can be done with the

property. When the paper work is done then a public ceremony on site will be scheduled.

Howard Perry expressed appreciation to Tim Seydel for serving on the Board of Directors for the past seven years with the last two years serving as President and then presented Tim with a plaque.

**OLD BUSINESS:**

**By-Laws** – Craig Thompson

Craig handed out copies and read the proposed change to the UCEDC By-Laws which is as follows:

ARTICLE XI

The By-Laws may be altered, amended or repealed, and new By-Laws may be adopted by a majority of the Directors present at any regular meeting, or at any special meetings, if at least ten (10) days written notice is given to the Board of Directors of the intention to alter, amend or repeal, or to adopt new By-Laws at such given meeting.

*Dale Case moved that the board adopts the proposed addition of Article XI to the By-Laws. Jeff Puckett seconded the motion. The motioned passed unanimously.*

**Alicel Project** – Craig Thompson

On February 7<sup>th</sup> Craig and John Spurl traveled to Portland to make a presentation before the Railroad Advisory Committee for the Alicel Project. A grant application for the \$3 + million dollar project was submitted to the Connect Oregon II Program. The project includes acquisition of 4-5 acres of land, the addition of 3 new grain elevators and a rail line extension to hold 25 car units (current is 7-8 cars). This will benefit the producers by shipping via rail. Another presentation is scheduled for March 11 with the Northeast Area Commission on Transportation (NEACT) and SEACT. A decision on the grants is expected about the end of May or early June. Dale Case said the advantage to the farmers in Union County is that more than one type of seed can be stored and that the shipment of seed can wait until winter months when the shipping rate is less. Currently, only one type of seed can be stored and the other seeds have to be shipped immediately.

**Officer Nominations** – Janet Hume-Schwarz

Janet gave each board member a ballot that was formed by the Nominating Committee and the floor was opened for additional nominations. No additional nominations were made.

*Dale Case moved that nominations cease. Dennis Spray seconded the motion. Motion was approved.*

The elected officers are:

President	Howard Perry
Vice-President	John Howard
Secretary	Dale Case
Treasurer	Mike Poe
Past-President	Dale Case

**Water Right Offer** – Craig Thompson

An offer to purchase 40 acres of Grande Ronde River water rights in the business park was received from Kurt Bowman for the amount of \$380 per acre. The cost of transferring the water right is proposed to be split equally between Bowman and UCEDC. Craig has talked with the water master, Chad, and John Collins. The estimated minimum cost of a transfer is about \$2,000. This offer has gone before the Property Committee and the E-Board and both recommend approval of the offer. If the offer is approved by the board Craig will work with Kurt Bowman on the transfer application along with the water master, Chad. Kurt is a young farmer just getting started. He has property off of Hunter Lane along May Park Slough. This is the same ditch the water right comes out of which will work very well for Kurt.

*Jeff Puckett made a motion that UCEDC accepts the offer from Kurt Bowman with the understanding that the transfer fee is in the neighborhood of \$2,000 and not to exceed \$4,000. Mike Poe seconded the motion. The motion carried unanimously.*

Steve Clements asked if there is a water right on the land the City of La Grande owns. Steve will check with the city and Paul Dalglish as to this possibility. Dale Case said there are some additional water rights off of Taylor Creek that are still available.

**Marketing Plan – Business Park** – Craig Thompson in the absence of John Howard

John Howard, Phil Burling, and Craig are working at forming a marketing plan for the Business Park. An operational marketing plan is the direct result of the MOU/Work Plan. A detailed marketing has to be prepared and presented to the city council at a work session meeting which is scheduled for March 17, 2008. The Marketing Committee has a conceptual outline of a plan. Craig will e-mail this outlined plan to the UCEDC Board members.

## **REPORTS:**

**Finance Committee** – Mike Poe

One of the action items with the City of La Grande was to provide biannual financial reports. About a month ago Violet and Mike met and entered all year end adjustments and booked the last land sale and the receivable. The updated reports were hand delivered to the city by Craig Thompson.

The revenue as of January 31 is still below budget. The Profit & Loss under other income the land sales of \$61,000 is on the accrual basis which has not been collected and shows as a receivable on the balance sheet.

Mike printed out comparison profit and losses and comparison balance sheets. Mike proposed that these reports be in the board packets each month to show what the finances at present are compared to a year ago. Janet Hume-Schwarz suggested that the reports be collapsed to keep the page cleared of so many numbers that make it difficult to read. Mike also said the percentage columns could be eliminated and it was agreed to do so. Janet also noticed a minus figure in the expenses and said that it should have been put in as income and that voided checks should go into miscellaneous to eliminate the line item.

**Property Committee** – Dale Case

The committee report was given at the beginning of the board meeting when Howard Perry reported about the meeting that Craig Thompson, Dale Case and Howard had with EOU President, Dixie Lund and Tim Seydel to present a proposal to help the university. Dale added that President Lund said that this land may be beneficial in the future for grant opportunities that may not be possible otherwise. A question arose as to which lot is being donated. Dale said that has yet to be determined.

**Communications/Marketing Committee** – John Howard

No report.

**Membership Committee** – Bill Whittemore

Not report.

**Executive Report** – Craig Thompson

- As mentioned earlier in this meeting there is a work session meeting scheduled for March 17.
- Craig attended Gregg Walden's new office ribbon cutting ceremony on Washington Street across from the post office. The ceremony was very well attended.
- Attended the meeting with EOU President Dixie Lund.
- At the Chamber of Commerce Board Meeting, Colleen McLeod brought up as a potential issue that the chamber could work on. For the month of January the Boise Cascade Employees worked only 14 days during the month. Colleen thought it would be good for the chamber to take the lead in forming a group to go to Boise Cascade to let them know that the community is in support of the company and to lend help wherever possible. The group could include someone from UCEDC, City of La Grande, Union County and the U.C. Chamber of Commerce.

**Administrative Assistant Report** – Violet Trapp

- November Minutes were sent to the membership and partnerships.
- Financial Reports (Balance Sheet, Profit & Loss Statement and the Budget vs Actual), through January were given to Mike Poe for the Financial Report.
- The membership list is updated through the month of January.
- All the board member binders are updated for the February Board Meeting and new board member binders prepared. Also cleaned the binders on front and back and made new face covers for the binders.
- Invoices and letters for January membership renewals were sent. The February renewal membership invoices will be sent the first of next week.
- Thank you letters and membership certificates are prepared and waiting for the new president to sign.
- The renewed members of UCEDC for January are:  
**U S Bank**  
**Seydel, Lewis, Poe, Moeller and Gunderson, CPA**

- January was the month for the newsletter publication. Craig and Violet decided it would be best to wait until all the board member appointments and election of officers are completed before doing a publication. This way the information of the board and officers will be current. The newsletter will be completed and sent out by the end of February.

**NEW BUSINESS:**

**Mock Site Visit Proposals** – Craig Thompson

One of the MOU/Work Plan items is the mock site visit. This is basically an evaluation process. In this case it is an evaluation of the V.A. Clinic. Craig was asked by the UCEDC Board to obtain three proposals for this evaluation process. Craig contacted three consultants and received the bids as follows:

- Orbis Group Incorporated – Brian Cole of Baker City, OR -----\$3,000
- Bootstrap Solutions – Dr. Richard Gardner of Boise, ID -----up to \$5,450
- Elesco Limited – Leland Smith of Sunriver, OR -----not to exceed \$6,000

Craig took these proposals to the E-Board for review. The E-Board was asked to e-mail Craig with a recommendation. Four recommendations were received from the 4 E-Board members. 2 recommended Orbis Group and 2 recommended Bootstrap Solutions. The full board reviewed and discussed the proposals.

*Dennis Spray moved that UCEDC contract with Bootstrap Solutions to do the V.A. Clinic mock site visit. Jeff Puckett seconded the motion. Motion approved.*

**Business Park Re-certification** – Craig Thompson

Craig received notice from the state that UCEDC needs to apply for re-certification of the 25 acres in LGB&T Park. The application for re-certification of the park was submitted to the State of Oregon.

**Business Park Street Names** – Craig Thompson

Mike Boquist sent an e-mail to Craig concerning a conflict of the names of two streets in the business park, Anthony Lake Dr. and Grand Ronde Dr. The two names are very similar to street names already existing in Union County and this is a problem for 911 calls. Mike is asking for suggestions for names. Waite Drive was a suggestion by the E-Board. If any board member has a suggestion it must be submitted to Craig no later than tomorrow, Friday, February 22.

**Additional New Business:**

Howard Perry said the E-Board discussed the need to sell land in the business park. As an incentive it was proposed to offer the first lot sold at a reduced price with no job requirements. All other requirements will remain the same as described in the pricing guidelines. Howard opened the floor for discussion and then called for a motion.

*Steve Anderson moved that UCEDC sell the first 1 acre lot for \$17,500 and if more than 1 acre is purchased then, sell the first acre at the reduced price and the remaining acreage at the*

*asking price. Dennis Spray seconded the motion. Motion passed.*

Howard said this is with the understanding that the motion will go to the city to get its concurrence.

**FOR THE GOOD OF THE ORDER:**

None

Meeting Adjourned 7:18 p.m.

Respectfully Submitted by:  
Violet Trapp  
Administrative Assistant

**Note:**

**Next Board Meeting:** Thursday March 20, 2008 at 6:00 p.m.  
UCEDC Office at 1119 Washington Avenue

**Executive Meeting:** Tuesday, March 11, 2008 at 7:30 a.m.  
UCEDC Office at 1119 Washington Avenue