

Regular Board Meeting Minutes

Wednesday, March 21, 2018
8:00 am (Mountain Time)
Vale City Hall Council Chambers
252 B St. W, Vale, OR 97918
Conference Call Number: 541-896-1824

Members Present:

Grant Kitamura (Board President), Lynn Findley (Board Vice-President), Greg Smith (Officer of the Board), Jim Farmer, Corey Maag, Kay Riley, Toni Parish, Jeremy Leathers, John Qualls (via telephone)

Staff:

Sherri Smith (via telephone), Phillip Scheuers

Call to Order:

The meeting was called to order at 8:01 am by Board President Grant Kitamura. Meeting was chaired by the Board President.

Discussion and Action: Review and approval of November 14, 2017 meeting minutes.

The November 14, 2017, meeting minutes were presented. Board Vice-Chair Lynn Findley made a motion to approve the minutes. Jim Farmer seconded the motion. All members were in favor. Motion approved.

Discussion: Officer of the Board report.

Board Chair Grant Kitamura handed the meeting over to Officer of the Board Greg Smith to proceed with his report.

Smith noted the presence of special guests, State Senator Cliff Bentz and State Representative Lynn Findley. Smith asked if they would like a few minutes to provide any updates on their legislative session that recently adjourned. Senator Bentz provided a brief update followed by Representative Lynn Findley.

Smith provided the board with an economic development update. The update included status on the following: (1) enterprise zone applications and approvals within the county, (2) progress on the Farmers' Fresh Mushrooms project in Vale, (3) the county's submission for the new opportunity zone designation, (4) work with Jordan Valley EMS project, (4) work with the community of Adrian, (5) Malheur County's attendance at the Natural Products Expo, and (6) updates on various smaller meetings.

Discussion and Action: TVRC Project Engineer RFP submissions.

Officer of the Board Greg Smith shared the board received two submissions in response to the TVRC Project Engineer RFP. Smith said a third submission was delivered at their office door on a jump drive but was not included because it did not follow the submission instructions in the RFP and the content did not include the information requested. Smith shared the two submissions before the board are from Anderson Perry & Associates and CK3, LLC.

Smith stated Anderson Perry's submission was very comprehensive and included all the information requested from the RFP and followed the instructions for submission. The proposal consists of information on the company, their proposed budget, reporting recommendations, qualifications, services, references, and past projects. It was noted Anderson Perry did extensive work on the RailEx facility in Wallula, WA which is very similar to the facility the board is looking to develop. The board also discussed that the firm is familiar with the area, having worked on a number of projects for Ontario, Nyssa, and Vale. Board Member Lynn Findley (former City of Vale City Manager) and a member of Nyssa's council in the audience, both shared their respective projects were completed successfully, and the firm was excellent to work with. Findley noted the firm is the current engineer for the City of Vale. Smith also noted the proposal references RailPros, who submitted for the rail engineer RFP.

Smith shared CK3, LLC's submission with the board. Smith stated the firm is local and based out of Ontario. It was noted the company did call about three days ago and asked why they didn't receive the proposal. They were told a copy of the RFP announcement was sent to the firm on March 5th, the day it was announced. Smith noted the email used was directly from their website. The board looked at a copy of the RFP that was published and noted that the items required were as follows: (1) introduction and overview of the company, (2) qualifications, (3) reporting and accountability plans, (4) complete budget proposal, (5) services that could be delivered, (6) proof of Oregon engineering license, (7) and references. The board concluded that the RFP submission from CK3, LLC was not complete.

A motion was made that the board allow Officer of the Board Greg Smith to begin negotiations with Anderson Perry to serve as the project engineer. The motion was made by Jim Farmer and seconded by Kay Riley. All members voted in support of the motion.

Discussion and Action: TVRC Rail Engineer RFP submissions.

Officer of the Board Greg Smith shared the board received only one submission in response to the TVRC Rail Engineer RFP. Smith reviewed RailPros Field Services submission with the board. Smith also shared upon receiving the proposal he contacted the company and spoke with Shawn and Jim Marshall. He said both have extensive backgrounds working for UPRR prior to RailPros and discussed the positions each of them held at UPRR. Smith shared that UPRR referred RailPros. Smith also mentioned that in the proposal the board would find that it addresses all seven areas of the RFP, which include: (1) an introduction, (2) qualifications, (3) reporting and accountability, (4) budget, (5) services,

(6) proof of Oregon engineering license, and (7) references. Smith noted one of the references was Paul MacDonald at UPRR and that Paul was the UPRR Industrial Development Director of the Western States.

A motion to have the Officer of the Board Greg Smith begin negotiating with RailPros Field Services to serve as the project's rail engineer was made by Jim Farmer and seconded by Kay Riley. All members voted in support of the motion.

Discussion and Action: TVRC market analysis.

Officer of the Board Greg Smith shared he has reached out and connected with a firm by the name of EcoNorthwest. Smith said the firm is highly regarded and can perform the project's market analysis. Smith stated the firm is putting together a budget for the board to consider. Smith also shared he has visited with the leaders of OSU Extension Services and OSU College of Agricultural Sciences. OSU will be assisting EcoNorthwest in gathering the data needed for the market analysis. Smith shared this is important because the information the board needs to gather is confidential and OSU Extension is a familiar face to the companies and will help EcoNorthwest get through the door.

Smith asked the board for approval to continue moving forward in negotiating with EcoNorthwest and OSU Extension for their services. The board agreed. It was determined a motion was not needed at the time.

Executive Session (ORS 192.60(2)(e)).

Officer of the Board Greg Smith shared there is no need to have an executive session. The planned session was to discuss the purchase of properties. However, Smith stated the property owners were provided another week to finalize their proposals.

Discussion: Other Business

Upon request of "other business concerns" by Board Chair Grant Kitamura, board member Jeremy Leathers shared he has been visiting with his contacts about the anticipated nationwide railcar shortages. Leathers mentioned he believed the conversations are going well and is going to connect Officer of the Board Greg Smith to his contacts to further the discussions. No other business was brought up before the board.

Adjournment:

Having no further business, the meeting was adjourned at 9:28 am.

Respectfully Submitted:

Greg Smith, Officer of the Board