



Malheur County Development Corporation

Tuesday, January 9, 2024

10:00am (Mountain Time Zone)

Attendees: Grant Kitamura, Board Chair; Mike Walker, Board Member; Corey Maag, Board Member; Ralph Poole, Board Member; Shawna Peterson, Executive Director; Taylor Rembowski, Economic Development for Malheur County

Online Attendees: Kay Riley, Board Member; Emily Conlon, S Peterson Law

1. Call meeting to order.

Board Chair Grant Kitamura called the meeting to order at 10:12am.

2. Review and acceptance of previous meeting minutes.

Kay Riley made a motion to approve the December 19, 2023 meeting minutes. Ralph Poole seconded the motion and all present board members voted in favor.

3. Reports:

- a. **Update from Executive Director: Shawna Peterson.** Executive Director Shawna Peterson gave an update to the board on the following:

Financial Report: Peterson continues to work with CPA Lonny Hytrek on year-end financials. The first report presented to the board is a snapshot of spending since the inception of MCDC. The second report is a balance sheet. Executive Director Peterson plans to create a financial report that the board can review monthly. She encouraged input from the board on what they would like to see included in the report. After discussion, the board requested that Executive Director Peterson invite Lonny Hytrek to an upcoming meeting to review the year-end financial reports.

Planning Update: Executive Director Peterson had a call in with Axiom this morning and things are progressing well. She has her monthly meeting with ODOT this afternoon and is planning to review the progress with them. Peterson is happy with where the work with Axiom is going. The focus is on development of the business plan and financial plan. She remains diligent in working through structure and process updates to move the project forward. The project remains viable, the business and financial plans need updated and refined. Peterson feels comfortable with the February deadline to ODOT at this time although much work remains to be done.

Unanticipated agenda items may or may not be included.

The meeting is accessible to persons with disabilities. For any special accommodations, please email malheurcountydevelopmentcorp@gmail.com at least 48 hours prior to the meeting.

4. Action Items

- a. **Axiom Proposal.** The current work with Axiom is “Stage 1” and a discoveries phase for the project. Executive Director Peterson presented to the board a new proposal from Axiom that covers “Stage 2” for the project; this phase will give MCDC a more tangible deliverable of Axiom’s recommendations, strategies, and proposals to move the project into the next phase. Kay Riley made a motion to accept the Axiom proposal in the amount of \$20,760 and for Executive Director Shawna Peterson to pursue County Court approval in using the allotted funding for this proposal. In discussion, the board concluded that Axiom’s assistance is necessary in putting together a comprehensive plan for the project. Ralph Poole inquired about the anticipated costs for Stages 3, 4, and 5; guest attendee Taylor Rembowski commented that MCDC could seek future grant funding for the following stages of the plan. Mike Walker suggested asking Axiom to include in the next phase recommendations for obtaining an appraisal. After discussion, all present board members voted in favor.
- b. **Approval of Invoices.**
None.

5. Next Meeting Agenda Build.

The next board meeting will be on January 23rd, 2024 at 10:00am at the Malheur County Courthouse. Agenda items will include an executive director update, financial report review, and time for board discussion.

6. **Adjournment.** Board Chair ended the meeting at 11:00