

BOARD OF DIRECTORS MEETING MINUTES**January 5, 2011**

(Unapproved)

The Cavalier County Job Development Authority Board of Directors met at the Langdon NDSU Research Extension Center at 4:00 p.m. with Chairman Don Haugen presiding. Members in attendance included Brent Zavalney, Randy Mehlhoff, Susan Faye Crockett, Mark Zimmer, Ole Nowatzki, Richard Flanders, Dennis Flaten and Rich Rogers. Also in attendance were Carol Goodman, Executive Director, and Shannon Duerr, Strategic Plan Coordinator.

There were no additional items for the agenda.

Minutes, Financial & Office Reports- The minutes from the December, 2010, meeting were reviewed. Mark moved for approval, second by Randy, motion carried. The December financial reports were reviewed by the executive Director. Brent made a motion to accept the financial report, second by Dennis, motion carried. There were no questions on the office reports as they were emailed to the board.

Old Business –

- -Carol reported that several SRMSC funding requests were on the schedule for January. She and Don will be meeting with Otter Tail Power Company representatives January 26, and she will also be setting up meetings with Pembina County JDA and Forward Devils Lake. Shannon reviewed the Re-development Partner bidding process that is coming to a close. Bids are due January 31, and the Proposal Evaluation Team will review them the first week in February.
- -Carol reported that Datatic provided “financial and corporate structure” information just prior to the scheduled December 16 hearing, causing it to be cancelled. CC States Attorney Scott Stewart will review and respond to the Datatic attorney.
- -Carol has obtained the packet to file the Small Claims Affidavit on Tropic Heat, and will serve that this month.
- -Susan Faye Crockett has been nominated to fill the board position vacated by Fr. William McDermott. Randy made a motion to approve her addition to the board, second by Rich, motion carried. The term ends in December, 2011.

Carol will forward the recommendation to the Cavalier County Board of Commissioners.

- The Devils Lake Region Partnership expects bids from consulting firms by January 15 for the regional housing analysis, and the plans are to launch the project by the end of the month.
- The Board discussed the 2011 budget, including increased compensation for office staff. Contributing factors this year are peer equality, no raise since 2008, vacant administrative assistant position being covered by Carol and Shannon, and significant additional workload with the SRMSC project. Randy moved to approve the 2011 budget with a \$5,000 increase for Shannon and a \$10,000 increase for Carol, second by Rich, motion unanimously carried.
- The Boyd Block Plaza project needs to be re-vitalized, and we need to get an official design done so we have a project cost to work with on grants and other funding sources. Carol and Shannon will continue research into cost and design and set a time for the group to re-organize.

New Business

- Dennis made a motion to designate Farmers & Merchants State Bank and Choice Financial, both Langdon, as CCJDA's authorized depositories for 2011, second by Mark, motion carried.
- Randy reported on a new agricultural initiative to use sugar beets for ethanol production. He is finalizing an agreement with BETA seeds to do a research trial at the Langdon NDSU Research Extension Center in 2011. Varieties are being developed for energy-use sugar beets, and the project is being developed by the Green Vision Group. Cavalier County and the surrounding region have been designated as a potential growing and processing area.
- Carol asked if anyone wanted to change their committee assignments for 2011, and if so, to let her know. Assignments will be handed out at the February meeting.
- Guidelines for the CCJDA Board of Directors with regard to policy, responsibilities and participation were reviewed.
- Directors were reminded of the County Holiday social at the Eagles on January 14, 5:00 p.m.

Next Board Meeting – Wednesday, February 2, 2011, 4:00 p.m. at the LREC

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*CCJDA Chair
Don Haugen*

Recorder: Carol Goodman