



**Combined  
Col-Pac EDD  
NW Oregon Economic Alliance  
Meeting  
July 13, 2017  
10:00 am—12:00 pm  
Banks Fire Station  
300 S Main St (Hwy 47)  
Banks, OR  
503-970-3336**



**Agenda**

10:00—10:10a	<b>1. Welcome and Introductions</b>	Henry Heimuller
10:10—10:20a	<b>2. NOEA Business</b> <ul style="list-style-type: none"> <li>✚ May 11, 2017 Minutes (attached)</li> <li>✚ June 30, 2016 Year End Financials</li> <li>✚ Final Reading of 2017—2018 Budget</li> <li>✚ 2016—2017 Officer Election</li> </ul>	Lianne Thompson <b>Action Item</b> <b>Action Item</b> <b>Action Item</b> <b>Action Item</b>
10:20—10:30a	<b>3. Col-Pac Business</b> <ul style="list-style-type: none"> <li>✚ May 11, 2017 Minutes (attached)</li> <li>✚ June 2016 Financials and Consolidated Statement</li> </ul>	Henry Heimuller <b>Action Item</b> <b>Action Item</b>
10:30—11:30a	<b>4. Washington County Economic Development</b> <ul style="list-style-type: none"> <li>✚ City of Corneilus</li> <li>✚ City of Forest Grove</li> <li>✚ City of Banks</li> </ul>	Ryan Wells Jeff King Jolynn Becker/ Marsha Kirk
11:30—12:00p	<b>5. Member Updates</b> (Including Legislative Update if Available)	All

**Next Meeting—September 14, 2017**  
 Port of Tillamook Bay

## Col-Pac EDD Annual Meeting

May 11, 2017  
Port of Astoria  
Astoria, Oregon

The following members attended the meeting:

Joyce Aho—Col-Pac/Oregon Employment Dept  
Mike Avent—Col-Pac/Port of St Helens  
Michele Bradley—Col-Pac/Port of Tillamook Bay  
Stevie Burden—Col-Pac/City of Wheeler  
Susan Conn—Col-Pac/NOEA/City of St Helens  
Rob Drake—Col-Pac/City of Cornelius  
Mark Ellsworth—Governor's Regional Solutions  
Brett Estes—Col-Pac/NOEA/City of Astoria  
Sandra Fowler-Hill—Col-Pac/PCC  
Steve Heinrich—Col-Pac/City of Cornelius  
Henry Heimuller—Col-Pac/Columbia County  
Bruce Jones—Col-Pac/NOEA/City of Astoria  
Tim Josi—Col-Pac/NOEA/Columbia Co Csm

Karen Kent—Col-Pac EDD  
Marsha Kirk—Col-Pac/City of Banks  
Jim Knight—Col-Pac/NOEA/Port of Astoria  
Kevin Leahy—Col-Pac/CEDR  
Brian Little—Columbia County Private Sector  
Van Moe—Col-Pac/NOEA/Tillamook Private Sector  
Paula Miranda—Col-Pac/Port of St Helens  
Jennifer Purcell—DEQ/RST  
Ross Tomlin—Col-Pac/Tillamook Bay Cmty College  
Lianne Thompson—Col-Pac/Clatsop County

Excused: Henry Balensifer, Chuck Daughtry, Senator Johnson, Peter Roscoe, Bob Terry

### AGENDA ITEM-1 Welcome and Introductions

Henry Heimuller opened the combined meeting.

### AGENDA ITEM-2 NOEA Business

The meeting was called to order by Lianne Thompson, Board Vice-President. Members and guests introduced themselves.

- ✚ November 10, 2016 Meeting minutes. Approved unanimously. (HH/JK)
- ✚ February 14, 2017 Meeting minutes. Approved unanimously. (HH/JK)
- ✚ April 2017 Financials. Approved unanimously. (HH/VM)
- ✚ Draft 2017–2018. First reading.
- ✚ 2017–2018 Officer Nominating. Brett, Van and Henry were appointed to a Nominating Committee to report back at the July/Annual NOEA Meeting.

### AGENDA ITEM-3 Col-Pac Business

The meeting was called to order by Lianne Thompson, Board Vice-President. Members and guests introduced themselves.

- ✚ November 10, 2016 Meeting minutes. Approved unanimously. (MB/SH)
- ✚ February 14, 2017 Meeting minutes. Approved unanimously. (MB/SH)
- ✚ March 16, 2017 Annual Meeting Minutes. Approved unanimously. (SH/LT)
- ✚ April 2017 Financials. Approved unanimously. (LT/MB)

### AGENDA ITEM-4 2017–2018 EDA Partnership Planning Scope of Work

The Board unanimously approved the attached draft and authorized Mary to submit an application for funding. (LT/MB)

### AGENDA ITEM-5 Col-Pac 2016–2017 Work Plan Update

Mary provided an update on Col-Pac's 2016–2017 Work Program (attached0).

### AGENDA ITEM-6 Member Updates

- ✚ Clatsop County—Housing, economic and resiliency are the three foundational components to the county's economy.

- ✦ Tillamook County—Housing is the county's number one priority. The county passed a 1% new construction tax which will provide incentives for development of foreclosed property and housing rehabilitation which Habitat for Humanity and CAT are working on .
- ✦ Wheeler—Botts marsh sold, looking for matching funds for Nehalem community trust purchase. Extraordinary opportunity for economic development. Where Salmonberry Trail will come out of the mountains. Looking at greater infrastructure that will support the economic development, eg, foot traffic, highway/roads traffic.
- ✦ PCC—excited about moving ahead with OMIC, will be offering classes at Scappoose Highschool until facility opens, started up a diesel mechanics program, Deere and Caterpillar donating equipment.
- ✦ Brian Little-Facilitated CCET's board and their strategic plan. Vision, mission statement, SMART goals with metrics.
- ✦ Port St Helens—Still looking for a new Director. Lack of buildings in the county, have added some new buildings to the upcoming budget. Would like to do spec buildings, but the current tenants are taking up much of the available space with their own expansion. Have sold one parcel of land in Scappoose, and are partnering on OMIC business recruitment activity. Still trying to bring NW Innovations to Port Westward. Global may purchase more tanks from PGE to be able to expand ethanol side of business. Still working on rezone of 800 acres to light industrial. Went to LUBA which has remanded until get more information. Provided the additional information, and decision is back at the County Commission.
- ✦ Cornelius—Council approved EOA. \$350,000 Urban Renewal Plan and process. Library and affordable housing (45 units) will break ground this fall.
- ✦ Employment—Lot of job listings, but not a very large labor pool. Several job hiring events happening in each of the 3 counties.
- ✦ CEDR—SBA resource partners event next week. STEM internship. First annual community fisheries event. RSVP. May 31<sup>st</sup>. New VPs have been promoted from within. Looks like might get a increase on SBDC funding.
- ✦ St Helens—Branding/Wayfinding event, new interest in Boise property, SHEDCO received grant funding and selected Tapitio as first project, released RFP for waterfront project, city council looking at zoning and permitting for affordable housing.
- ✦ Astoria—Looking at how to balance parks and rec budget, may need to increase lodging tax to 12%. Improve Riverwalk. Looking at short term lodging of entire homes requiring permits vs 1 room rentals. Advance Astoria economic development strategy, focus areas, updating comp plan that include new info from research, look at getting approved this Summer.
- ✦ Banks—Have master plan for Banks that should be adopted in June. Five initiatives, regional strategic alliances, community outreach, urban renewal advisory committee, 2020 centennial preparation, annexing more residential land. Looking at being one of the last designated scenic highways (Hwy 6), and a confluence of Banks Trail.
- ✦ Port of Tillamook—Getting a lot of business interest, community soccer fields
- ✦ Governor's Office—Appreciate being included in the meeting.
- ✦ Tillamook Bay Community College—Looking forward to connect more with other industries in Tillamook. Apprenticeship programs, welding program.
- ✦ Port of Astoria—Close commission race which will be influence future direction of the Port.

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Lianne Thompson, NOEA Vice-President

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Henry Heimuller, Col-Pac President

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Recorded: Mary McArthur, Executive Director

**Col-Pac EDD  
EDA Partnership Planning Grant  
2017—2018 Scope of Work**

The following 2017—2018 Scope of Work implements the first year of a three-year work plan implementing specific NW Oregon regional economic development initiatives. Completion of NW Oregon’s CEDS is on a parallel track of completion by June 2018, to incorporate the results of the economic initiatives worked on over the last 2—3 years. Thus for the upcoming year, Col-Pac will be focusing on supporting the new business development opportunities and finalizing the update of NW Oregon’s Comprehensive Economic Development Strategy (CEDS).

- I. Business Development Technical Assistance. In coordination with the Governor’s NW Oregon Regional Solutions Team and the local economic development organizations, Col-Pac 2017—2018 priorities are:
  - A. Oregon Manufacturing Innovation Center/Applied Manufacturing Facility. The multi-million dollar collaboration with Boeing, Oregon Institute of Technology, Portland State University, Oregon State University, Business Oregon and other private businesses opened in January 2017. The Center will provide facilities for work on cutting edge technologies for medical devices, aviation, and other manufacturing. Specific outcomes for this project over the 2017-2018 work year include:
    - Secure financing for needed facility and infrastructure improvements
    - Recruit additional business activity
    - Commence operation of the Innovation Center
  - B. Port of Astoria/City of Astoria/Clatsop County Strategic Planning. The Port of Astoria is facing multiple development challenges as well as substantive opportunities for business development. Updating of NW Oregon’s CEDS has also identified collaborative development opportunities with Clatsop County, and the cities of Astoria and Warrenton. Over the 2017—2018 work year, Col-Pac will be assisting the Port of Astoria:
    - Update the Astoria Regional Airport and Clatsop County North Coast Business Park Strategic Plans
    - Update the Port of Astoria’s Strategic Business Plan
    - Assist with Implementation of the LifeFlight Facility Improvements

- C. Port of Garibaldi Business Development. While the first year of this three-year initiative focused on infrastructure development, the 2016—2017 was a seminal year in new business development for the Port. For the 2017—2018 work year, Col-Pac will focus on assisting the Port of Garibaldi extend the supply chain impact of the new business development into the greater Garibaldi community, specifically to small commercial boat owners, crews, and support businesses. Activities to include:
- Seeking capacity support funding for research into the feasibility of additional small commercial fishing services such as cold storage, coordinated distribution and marketing.
  - Provision of technical assistance to businesses looking to expand/start-up at the Port
  - Assisting with securing financing, as needed, for new business development

II. Infrastructure Development Technical Assistance. Col-Pac's CEDS updating process has identified areas where inadequate or lack of infrastructure is a barrier to business development. Focus for 2017—2018 will include:

- A. Provide workforce housing informational and advisory regional coordination and convening
- B. Continue to implement the Agora platform, a central resource for matching priority projects with potential funding resources
- C. Provide grant writing technical support
- D. Provide project leadership/support services

Performance Measures: 5 infrastructure projects matched with potential funders and applications submitted, minimum of 2 infrastructure projects successful in receiving funding.

III. Update NW Oregon Comprehensive Economic Development Strategy (CEDS). Priority will be to finalize the CEDS during the 2017—2018 work year. In progress, and to be continued will be identifying activities and actions to increase NW Oregon's economic resiliency: to natural disasters and business interruptions, slowdowns, and/or closures. Over the next 12 months, Col-Pac will focus on:

- A. Broadening the CEDS Committee to include new public and private sector leadership, Regional Solutions team members and Oregon Resiliency Plan participants.
- B. Conducting/Participating in (Oregon Resiliency Plan) workshops throughout NW Oregon to determine the region's economic resiliency:
  - Diversity of jobs for residents with varied skill sets and income levels
  - Dependency of economy on external markets
  - Degree of business continuity planning should there be a natural or economic disaster
- C. Establish a central resource for matching priority projects with potential funding resources

Performance Measures: Updated NW Oregon CEDS approved regionally and by EDA. Inventory of priority projects for enhancing economic resiliency.

- IV. Implement NW Oregon's CEDS. Col-Pac will continue to implement the current CEDS. Included are six goals or areas of primary work activity:
- CEDS Goal 1: Sustain and Retain NW Oregon's Current Businesses. Annual goal is a minimum of 8 business expansions. Lead: County Economic Development Councils. Col-Pac role: Ongoing technical assistance to the county efforts.
  - CEDS Goal 2: Develop Public Services Infrastructure to Support Business Development. Annual goal is a minimum of 4 applications awarded funding, including at least one projects that provides enhanced resilience to climate change-induced natural disasters. Lead: Public entities. Col-Pac role: Ongoing advisory, grant writing oversight, project management as needed.
  - CEDS Goal 3: Diversify and Expand NW Oregon's Regional Economy. Annual goal is enhance/further develop a minimum of 3 of the district's collaborative development activities. Lead: Col-Pac.
  - CEDS Goal 4: Support the Region's Efforts to Provide Trained Workers for Existing and Future Needs of Business. Annual goal is having a minimum of 5 businesses participate in workforce training and/or certification programs. Lead: County Economic Development Councils, Oregon Employment Department and NW Oregon's 3 community colleges. Col-Pac role: Ongoing technical assistance to the county efforts.
  - CEDS Goal 5: Support the Region's Transportation System. In addition to staffing the NW Oregon Area Commission on Transportation and NW Oregon Connector Transit Alliance, Col-Pac will provide grant management technical assistance as needed. Provide leadership helping the State of Oregon develop a long-term transportation funding mechanism.
  - CEDS Goal 6: Maintain a High Level of Economic Development Cooperation, Coordination and Communication among NW Oregon Organizations and Leaders. Col-Pac will continue to produce quarterly newsletters, and newspaper columns in the local media.
- V. Provide Staff, Management and Coordinating Services to Col-Pac's Regional Partners. In addition to staffing the NW Oregon Area Commission on Transportation and NW Oregon Connector Transit Alliance, Col-Pac will be providing business retention, expansion and recruitment services and accounting support for the Columbia County Economic Team on a fee-for-service basis.
- VI. Work with Oregon's EDA's Oregon Economic Development Representative to develop future economic development projects with long term job retention/creation and outside investment leverage potential.

## Col-Pac 2016—2017 Work Program

Program	Work Activities	Results to Date
<b>Business Development Technical Assistance</b>	<p>1. <u>Oregon Manufacturing Innovation Center/Applied Manufacturing Facility</u></p> <ul style="list-style-type: none"> <li>➤ Assist with securing financing for needed facility and infrastructure improvements, specifically EDA funding</li> </ul>	<p>EDA Grant application delayed until property is annexed. Draft project application brief prepared.</p>
	<p>2. <u>Port of Astoria</u></p> <ul style="list-style-type: none"> <li>➤ Update the Astoria Regional Airport and Clatsop County North Coast Business Park Strategic Plans</li> <li>➤ Update the Port of Astoria’s Comprehensive Strategic Plan</li> <li>➤ Secure refinancing of a deed-restricted parcel of land at the Airport</li> </ul>	<p>On hold, pending bond vote</p> <p>Two-thirds complete Complete by 6/30/17</p>
	<p>3. <u>Port of Garibaldi</u></p> <ul style="list-style-type: none"> <li>➤ Provide technical assistance to businesses looking to expand/start-up at the Port</li> <li>➤ Assist with securing financing, as needed, for new business development</li> </ul>	<p>Connected Tillamook Bay Seafoods with RDI Wealth Works Program</p> <p>Assisted Tillamook Bay Seafoods secure \$20,000 RDI grant</p> <p>Working on an application to TFFF for capacity support.</p>
	<p>4. <u>Invest Locally/Keep it Local Initiative (Col-Pac Providing USDA RBDG Funding)</u></p> <ul style="list-style-type: none"> <li>➤ Secure financing for a minimum of five (5) local businesses</li> <li>➤ Increase the number of participating businesses in the Keep It Local program by 10%</li> <li>➤ Increase revenues for Keep it Local participating businesses by 5%</li> </ul>	<p>Community Public Offering training for a fish processor in Garibaldi is currently underway, with goal to complete by July 2017</p> <p>Columbia County’s Keep It Local program is on schedule to meet participation and revenue targets by July 2017</p>

<b>Program</b>	<b>Work Activities</b>	<b>Schedule</b>
<b>Infrastructure Development Technical Assistance</b>	<p>1. <u>Workforce Housing</u></p> <ul style="list-style-type: none"> <li>➤ Provide informational and advisory regional coordination</li> </ul>	Working with the Regional Solutions Team on identifying state resources/counsel
	<p>2. <u>Regional Transportation</u></p> <ul style="list-style-type: none"> <li>➤ Staff the NW Oregon Area Commission on Transportation</li> <li>➤ Provide leadership helping the Oregon Legislature develop a long-term funding mechanism</li> <li>➤ Staff the NW Oregon Transit Alliance, a five-county regional transit system. (Clatsop, Columbia, Tillamook, Benton, Lincoln)</li> </ul>	<p>Facilitated NW Oregon’s priority list of needed transportation projects (July 2016)</p> <p>Facilitating presentation of NW Oregon transportation issues/projects to Interim Transportation Legislative Committee (September 2016)</p> <p>Assisted with the review of the Critical Oregon Airport Relief (COAR) Program applications. Three were funded.</p> <p>Facilitating NWACT charter review process</p>
	<p>3. <u>Agora Electronic Platform Matching Projects with Potential Funding Resources</u></p> <ul style="list-style-type: none"> <li>➤ Populate platform with a minimum of one project per NW Oregon jurisdiction</li> <li>➤ Match funding for a minimum of 2 projects</li> </ul>	<p>Complete by June 2017</p> <p>Complete by June 2017</p>
	<p>4. <u>Provide Grant Writing/Management/Strategic Planning Technical Support</u></p> <ul style="list-style-type: none"> <li>➤ Assist with a minimum of 5 projects</li> </ul>	<p>Providing the City of Vernonia Senior Center/Food Bank grant management services</p> <p>Providing the community of OTIS grant management services for their water tank replacement</p> <p>Facilitated Port of St Helens Visioning Workshop (August 2016)</p>



Program	Work Activities	Schedule
<p style="text-align: center;"><b>Update NW Oregon's Comprehensive Economic Development Strategy</b></p>	<p>1. <u>Broaden the CEDS Committee</u></p> <ul style="list-style-type: none"> <li>➤ Include new public and private sector leadership, Regional Solutions team members and Oregon Resiliency Plan participants</li> </ul>	<p>To date: Regional Solutions Team members included. Discussion: Identify potential new members for committee</p>
	<p>2. <u>Conduct/Participate in Workshops to Determine NW Oregon's Economic Resiliency</u></p> <ul style="list-style-type: none"> <li>➤ Identify diversity of jobs for residents with varied skill sets and income levels</li> <li>➤ Analyze dependency of NW Oregon economy on external markets</li> <li>➤ Identify degree of business continuity planning in the event of a natural or economic disaster</li> </ul>	<p>Progress reports at Col-Pac Board meetings Complete by June 2017</p>
	<p>3. <u>Establish a Central Resource for Matching Priority Projects with Potential Funding Resources</u></p> <ul style="list-style-type: none"> <li>➤ Institutionalize the Agora platform</li> </ul>	<p>Complete by June 2017</p>

<b>Program</b>	<b>Work Activities</b>	<b>Schedule</b>
<b>Implement NW Oregon's CEDS</b>	1. <u>CEDS Goal 1: Sustain and Retain NW Oregon's Current Businesses.</u> Annual goal is a minimum of 8 business expansions. Lead: County Economic Development Councils. Col-Pac role: Ongoing technical assistance to the county efforts	Ongoing
	2. <u>CEDS Goal 2: Develop Public Services Infrastructure to Support Business Development.</u> Annual goal is a minimum of 4 applications awarded funding, including at least one projects that provides enhanced resilience to climate change-induced natural disasters. Lead: Public entities. Col-Pac role: Ongoing advisory, grant writing oversight, project management as needed	Ongoing
	3. <u>CEDS Goal 3: Diversify and Expand NW Oregon's Regional Economy.</u> Annual goal is enhance/further develop a minimum of 3 of the district's collaborative development activities. Lead: Col-Pac.	Ongoing
	4. <u>CEDS Goal 4: Support the Region's Efforts to Provide Trained Workers for Existing and Future Needs of Business.</u> Annual goal is having a minimum of 5 businesses participate in workforce training and/or certification programs. Lead: County Economic Development Councils and Pacific NW Works county offices. Col-Pac role: Ongoing technical assistance to the county efforts.	Ongoing
	5. <u>CEDS Goal 5: Support the Region's Transportation System.</u> In addition to staffing the NW Oregon Area Commission on Transportation and NW Oregon Connector Transit Alliance, Col-Pac will provide grant management technical assistance as needed. Provide leadership helping the State of Oregon develop a long-term transportation funding mechanism.	Ongoing
	6. <u>CEDS Goal 6: Maintain a High Level of Economic Development Cooperation, Coordination and Communication among NW Oregon Organizations and Leaders.</u> Col-Pac will continue to produce quarterly newsletters, and newspaper columns in the local media	Ongoing