

Col-Pac EDD Annual Meeting

March 14, 2013

Port of Tillamook Bay Officers Mess Hall

Tillamook, Oregon

The following members and guests attended:

Dan Biggs—Col-Pac/EDCTC	Larry McKinley—Oregon Dept of Transportation
JR Becraft—Tillamook County Resident	Gus Meyer—Tillamook Resident
Michele Bradley—Col-Pac/Port of Tillamook Bay	Van Moe—Col-Pac/NOEA/Tillamook Private Sector
Melissa Busby—Col-Pac/MTC	Diane Pohl—NOEA/Col-Pac/City of Clatskanie
Vince Chiotti—Oregon Housing/Cmty Services	Jennifer Purcell—Oregon Dept of Environmental Quality
Susan Conn—Col-Pac/City of St Helens	Peter Roscoe—Col-Pac/Clatsop County Private Sector
MG Devereaux—Oregon State Parks	Cheryl Scott—Col-Pac/PCC
Rob Drake—Col-Pac/City of Cornelius	Marc Siegel—Senator Merkley's Office
Mark Ellsworth—Governor's Regional Solutions	Shawna Sykes—Oregon Employment Dept
Herb Florer—Col-Pac/Port of Astoria	John Walsh—Col-Pac/City of St Helens
Connie Green—Col-Pac/Tillamook Bay Cmty Col	Russ Warr—Col-Pac/City of Astoria
Steve Heinrich—Col-Pac/City of Cornelius	Hiller West—Clatsop County
Peter Huhtala—Col-Pac/NOEA/Clatsop County	Suzanne Weber—Col-Pac/City of Tillamook
Tony Hyde—Col-Pac/NOEA/Columbia County	Katie Wilson—South County Spotlight
Shirley Kalkhoven—Col-Pac/NOEA/City-Nehalem	Patrick Wingard—Dept Land Conservation Dev
Karen Kent—Col-Pac Administrative Manager	Janet Wright—Columbia County
Mark Labhart—Col-Pac/NOEA/Tillamook County	Paul Wyntergreen—City of Tillamook
Ryan Mann—Congresswoman Bonamici's Office	

Excused: Joyce Aho, Mike Avent, Jack Bland, Dennie Houle, Stephanie Hurliman, Kevin Leahy, Brian Little, Birgitte Ryslingle, Patrick Trapp

AGENDA ITEM 1—Welcome and Introductions

The meeting was called to order by Tony Hyde, Col-Pac President. Attendees introduced themselves.

AGENDA ITEM 2—Col-Pac Annual Report

Mary presented the attached 2012 Annual Report

AGENDA ITEM 3—Col-Pac 2011—2012 Audit Results

Mary reviewed the audit; no significant audit findings or issues were identified by the auditing firm. Col-Pac's has a \$2.6 million budget, with unrestricted net assets of approximately \$100,000.

AGENDA ITEM 4—Col-Pac Conflict of Interest Policy

Mary reviewed the Conflict of Interest Policy, and reminded board members to get their signed forms in to Karen.

AGENDA ITEM 5—Col-Pac Partner of the Year

Michele Bradley, General Manager of the Port of Tillamook Bay was honored for her extensive work on the Port's FEMA projects, and involvement in Col-Pac and NWACT.

AGENDA ITEM 6—Col-Pac Board of Directors Election

The Board unanimously approved the attached 2013 Board of Directors. (Green/Bradley). The Board unanimously approved the Nominating Committee's recommended 2013 Officer Slate: President: Peter Huhtala, Vice-President: Tony Hyde, Secretary-Treasurer: Mark Labhart; At-Large: Bob Terry. (Kalkhoven, Pohl)

AGENDA ITEM 7—Col-Pac Volunteer of the Year

Tony Hyde, Col-Pac President for the past 3 years and Columbia County Commissioner was honored for all his hard work and commitment to the start-up and continuation of Col-Pac.

AGENDA ITEM 8—Col-Pac Planning

Key items for 2013 include: Updating Col-Pac's CEDS, completing the NW Oregon Manufacturers/ Suppliers Connectory Network, advancing the Columbia River West Industrial Corridor initiative, and expanding fee-for-service activities that relate to NW Oregon's economic development. As the Governor's budget institutionalizes the Regional Solutions Teams by setting aside funding for projects, Col-Pac's CEDS and the NW Oregon Regional Solutions Team will work together to identify key priorities.

AGENDA ITEM 9—Dave Hunt Request for Col-Pac Endorsement of the Morrow Pacific Project

As Col-Pac's federal funding prohibits the Board from supporting projects of a political nature, and thus respectfully declined endorsing the project. (Hyde/Roscoe)

AGENDA ITEM 10—Salmonberry Rails and Trails Presentation

MG Devereaux—Oregon State Parks provided the presentation. The project is repurposing the rail line while honoring commitments to scenic rail and their economic contributions. The repurposed line will be connecting to other trails, and link to the valley. Built in the early 1900's, difficult to build and maintain because of terrain, landscape and wet climate. \$53 million damage estimate, and considered too much of an investment to rehabilitate. Given that was going to be cost prohibitive, Senator Johnson met with Mark Labhart, Doug Decker, and State Parks to see if something else could be done. Got together a working group that also included scenic rail, Cycle Oregon and others. Looking at a staged repurposing: First segment: west to Cochran. Less work required and could do both rail and trail. Cochran to confluence with Nehalem River has much more damage, unlikely to have rail rehabilitation. Nehalem confluence to Wheeler – opportunities to do both rail and trail, even if trail needs to move off-site from the rail at points. Wheeler down to Tillamook has different sets of constraints, eg, not space to do rail and trail. Plus scenic rail already has robust use of the existing rail. Would need to look at alternative routes for the hiking/biking.

Peter Huhtala, Col-Pac President

Recorded: Mary McArthur, Executive Director

Col-Pac EDD 2012 Annual Report

CEDS Goals and Strategies	Performance Measures	Implementation	2012 Year End Results
1. Sustain and Retain NW Oregon's Current Businesses			
<ul style="list-style-type: none"> - Support local EDC business development activity 	Minimum of 8 business expansions	Lead: Local EDC staff Financing: Col-Pac	<u>Year End:</u> 9 businesses <ul style="list-style-type: none"> - Pacific City Business Expansion into the City of Tillamook - Seaside Business Expansion - Port of Tillamook Bay Business Expansion - Scappoose Airport Business Expansion - Vernonia Business Retention - St Helens Start-Up - 2 Business Start-Ups (Clatsop County) - Astoria Business Expansion
<ul style="list-style-type: none"> - Support training to the region's businesses including LEAN operations practices, new technologies for marketing and operations, upgraded workforce skills 	Minimum of 8 businesses	Leads: Local EDC staff, Regional Workforce Investment Board Financing: Col-Pac	<u>Year End:</u> 5 companies enrolled 140 employees in re-training and advanced training 16 training events/classes involving over 100 individuals
2. Business Financing			
<ul style="list-style-type: none"> - Provide/Package small business financing 	Minimum of 5 businesses Minimum of \$400,000 in financing	Lead: Col-Pac, in coordination with local banking community and EDC staff	<u>Year End:</u> Have worked with 6 companies/entities on loan financing <ul style="list-style-type: none"> - 3 business loans were restructured to increase each company's working capital flexibility - 3 loan packaging deals were started that have the potential of \$150,000 in new loan financing.
3. Public Infrastructure Support			
<ul style="list-style-type: none"> - Support funding of top ranked projects, including working with potential federal and state funding agencies 	Minimum of 4 successful applications for funding	Lead: Local EDC, public works staff, with Col-Pac participating in Scope of Work and application	<u>Year to date:</u> 6 successful applications <ul style="list-style-type: none"> - \$20,000 USDA Rural Business Enterprise Grant (RBEG) for the NW Oregon Manufacturers/Suppliers Connectory Initiative - \$5,000 Bank of the West Community

CEDS Goals and Strategies	Performance Measures	Implementation	2012 Year End Results
		discussions, providing support letters, and inclusion of projects in the NW Oregon's CEDS.	Reinvestment Act grant for small business economic development <ul style="list-style-type: none"> - Port of Garibaldi Commercial Avenue Wharf Rehabilitation - Port of Astoria Pier 2 Upgrade - Port of Tillamook Bay Runway 12 31 Rehabilitation - Teevin Bros T Pier Improvements at Rainier Facility
4. Support Economic Diversification and Growth			
<ul style="list-style-type: none"> - Participate identifying and implementing new industry development activity 	Minimum of 4 new development activities	Lead: Local EDCs, with Col-Pac providing networking support	Year to date activities in development: <ul style="list-style-type: none"> - Live seafood to China - Growing wild rice in NW Oregon - Processing sea salt - Development of a manufacturers consortium
<ul style="list-style-type: none"> - Support business cluster development activity 	1 new business cluster	Lead: Local EDCs, with Col-Pac providing networking support	Year to date: 2 new clusters being explored: <ul style="list-style-type: none"> - Craft brewing - Specialty manufacturing
<ul style="list-style-type: none"> - Assist in the development of regionally significant projects 	Minimum of 2 projects	Lead: Regional Solution Team partners, local EDCs, with Col-Pac providing networking support	Year to date: Provided leadership of 1 project, and participated in development of 2 projects: <ul style="list-style-type: none"> - Columbia River West Industrial Corridor - Salmonberry Rails and Trail Corridor - Tillamook Bio-Digester
5. Support the Region's Transportation System			
<ul style="list-style-type: none"> - Assist with the Implementation of a Coordinated Regional Transit System for Workers, Visitors and Residents 	Assist in the implementation of a minimum of 2 projects or activities that enhance the economic viability of the region	Lead: David Evans Associates (DEA) consultant to the NW Oregon Transit Alliance, the 5 transit district partners. Col-Pac providing administrative staff assistance	Year to date: Provided the administrative support for establishing the NW Oregon Transit Alliance: <ul style="list-style-type: none"> - Legal Entity Status - Marketing Program Implementation - Business Operating Plan - Public Outreach - Fundraising

CEDS Goals and Strategies	Performance Measures	Implementation	2012 Year End Results
<ul style="list-style-type: none"> - Staff the NW Oregon Area Commission on Transportation 	Assist in the implementation of a minimum of 2 projects or activities that enhance the economic viability of the region	Col-Pac providing administrative staff assistance	Year to date: Staffed the NW Oregon Area Commission on Transportation: <ul style="list-style-type: none"> - Successful ConnectOregon4 funding for 5 NW Oregon projects - Participating in Rainier rail safety corridor
6. Maintain a High Level of Economic Development Cooperation, Coordination, and Communication within NW Oregon			
<ul style="list-style-type: none"> - Provide public information on regional economic development resources and activities through regular, ongoing electronic communication: Col-Pac EDD Newsletter, website, and email 	4 Quarterly Electronic Newsletters Updated Col-Pac website	Lead: Col-Pac	<ul style="list-style-type: none"> - 11 Newsletters published, including information on potential grants - Hosted quarterly meetings of all 3 county economic development executive directors to identify areas of potential collaboration
<ul style="list-style-type: none"> - Support/Advocate for established/enhanced economic development service delivery capacity throughout NW Oregon 	Self-sustaining EDCs in Clatsop, Columbia and Tillamook counties SBDC support in Clatsop, Columbia, Tillamook and western Washington counties	Lead: Local EDCs and community colleges Col-Pac: Advisory role	<ul style="list-style-type: none"> - Participating in transitioning of Columbia County Economic Team Executive Director - Managing finances for Columbia County Economic Team
<ul style="list-style-type: none"> - Serve on the Association of Oregon Economic Development Districts and AOC Community Development Committee representing OEDD. 	Recognition of Oregon's economic development districts role in service delivery	Lead: Oregon Association of Economic Development District Col-Pac: Association Vice-President, member of AOC Community Development Committee	<ul style="list-style-type: none"> - Elected Vice-Chair of the Association of Oregon Economic Development Districts - Lead on discussions regarding development of a Statewide Comprehensive Economic Development Strategy (CEDS) supporting Oregon's Business Plan

7. Other			
- Submitted/Received \$75,000 EDA Partnership Planning Grant			Received an additional \$5,000 in Partnership Planning funding. On target to meet contracted outcomes. Asked by EDA to provide peer review for an economic development district in Washington State.
- BioEnergy Feasibility Study—Tillamook			Working with Tillamook Economic Development staff and the Regional Solutions Team to identify options for commercialization of a carcass rendering facility and farm waste methane/fertilizer production
- Col-Pac Financial Sustainability			Identified potential new funding resources: Grant administration, fee for service project management, and application to local lending institutions for community reinvestment act financing.

**Columbia Pacific Economic Development District
2013 Board of Directors**

Positions	Name	Alternate	2013	2012
Clatsop County	Peter Huhtala	Ed Wegner		X
Columbia County	Tony Hyde			X
Tillamook County	Mark Labhart	Dan Biggs	X	
Western Washington Co	Bob Terry		X	
Clatsop County City	Russ Warr		X	
Columbia County City	Diane Pohl	Susan Conn	X	
Tillamook County City	Shirley Kalkhoven	Suzanne Weber		X
Western Washington County City	Steve Heinrich	Pete Edison		X
Port of Astoria	Jack Bland	Herb Florer	X	
Port of St Helens	Mike Avent	Patrick Trapp		X
Port(s) in Tillamook	John Luquette	Michele Bradley	X	
Clatsop Private Sector	Peter Roscoe		X	
Columbia Private Sector				X
Tillamook Private Sector	Van Moe	Val Folkema		X
Western WA Private Sector			X	
Minority	Tim Navarro			X
Workforce	Joyce Aho	Melissa Busby		X
Higher Ed-Clatsop CC	Larry Galizio	Kevin Leahy		
Higher Ed-Tillamook Bay CC	Connie Green	Dan Biggs	X	X
Higher Ed—Portland CC	Birgitte Ryslinge	Cheryl Scott	X	

2013 Officers

President	Peter Huhtala
Vice-President	Tony Hyde
Secretary-Treasurer	Mark Labhart
At-Large	Bob Terry