

Combined NOEA Board/Col-Pac EDD Meeting

September 8, 2006

Pelican Pub and Brewery

Pacific City, Oregon

The following members and guests attended:

Bill Campbell – Tillamook Co planning	Mark Labhart, NOEA/Col-Pac
Tom Donohue – Tillamook Co Csm candidate	Don McDaniel, NOEA/Col-Pac
Andy Duyck, Col-Pac	Van Moe, NOEA
Val Folkema, NOEA/Col-Pac	Sam Patrick, NOEA/Col-Pac
Lylla Gaebel, Col-Pac/NOEA	Peter Roscoe, Col-Pac
Julie Gassner – MTC	Amy Stricklin, Nestucca Valley Dev Council
Mark Gervasi – Col-Pac	Susan Trabucco, Col-Pac
Dennie Houle, OECD	Ginny Van Loo – Clackamas County BOC
Shirley Kalkhoven, NOEA/Col-Pac	Janet Wright, Col-Pac/NOEA
Karen Kent, Col-Pac	

AGENDA ITEM 1 – Welcome and Introductions

The combined meeting was called to order by Col-Pac President, Lylla Gaebel. Attendees introduced themselves.

AGENDA ITEM 2 – NOEA Business

Don McDaniel called the NOEA portion of the meeting to order.

- August 4, 2006 Minutes – The board approved the minutes unanimously. (SK, SP)
- August Financial Statement – All 2003 – 2005 funds have been committed, with the expectation of 210 jobs to be retained or created and \$7 million in additional investment leveraged. Uncommitted balances for the 2005 – 2007 biennium are \$139,108 Regional Investment and \$162,113 Rural Investment.
- NOEA Contracting
 - Composites Universal Application – Questions/Comments: Who will be trained on the new router as equipment is fairly sophisticated? Wages are slightly above median wage for Columbia County. Realistic sales and employment projects. NOEA would offset some of the installation costs for the new equipment. The Board unanimously approved the \$25,000 application. (VM, SP)
 - Tillamook County North County Buildable Land Inventory Application – Bill Campbell presented the application. Tillamook County has received a \$35,000 grant from DLCD Special Planning/Technical Assistance program. The project will identify a buildable land inventory and needs assessment including an Economic Opportunities Analysis for the sub-region of the county consisting of the Manzanita, Nehalem and Wheeler communities. The goal of the project will be to identify those lands designated and zoned for commercial and industrial development and job creation.
Questions: How does the project relate to NW Oregon Lands Inventory? Response: Currently, the NW Oregon Lands Inventory only includes Port of Tillamook Bay properties: Properties identified in this study will be added to the NW Oregon inventory. Provisions for updating in future? Would be designed to allow for future updating. Doesn't create jobs? Response: Without technical assistance funds, other projects in NW Oregon wouldn't have been able to go forward. By funding this, wouldn't this open the door to funding other local planning projects? Would want to be assured would get new inventory into the Regional Lands inventory. The Board approved the \$15,000 request (SP, VM) with Don McDaniel and Janet Wright (Columbia County alternate) voting no.

AGENDA ITEM 3 – Col-Pac Annual Meeting

Lylla Gaebel called the Col-Pac meeting to order. Introduced new Board member.

- August 4, 2006 Minutes – The board approved the minutes unanimously. (DMc, MG))
- August Financial Statement – Accepted as presented.
- EDA Partnership Planning Application – Contract was signed. Anne Berblinger was commended for her hard work getting Col-Pac into the program. A thank-you will be sent to her. (TH, AB)
- Col-Pac Nominating Committee – The 2006 – 2007 Board of Directors were unanimously approved. (MG, JW). Mark Gervasi, Chair of the Nominating Committee, presented the following 2006 – 2007 Slate of Officers which was unanimously approved: Mark Labhart – President, Andy Duyck – Vice-President, Tony Hyde – Secretary-Treasurer, Don McDaniel – At-Large. (MG, JW)
- September/October Meetings
 - September 15th – Governor’s Office on Rural Policy Commission Meeting: Economic development policy initiatives important to NW Oregon include: Needs and Issues Inventories – Need lead agency to be mentor/sponsor for each project even if the project can’t be funded right away as oftentimes collaborative efforts lead to funding down the road; include infrastructure, community facilities, workforce; policy impacts: infrastructure allocation formula needs to be re-evaluated for funding decisions based on number of primary residences or licensed vehicles; workforce needs to be tied into all discussions, but using existing resources such as the current workforce boards – don’t invent new planning mechanisms; will be important to not just streamline the Needs and Issues process, but to make it a uniform process across the State – institutionalizing the process gets all jurisdictions on the same page. Other issues with policy implications to discuss: Rural Development Capacity: Planning, Community Development, Staffing, Business Development Readiness, affordable housing on the Coast. An agenda for the meeting is to be sent out next week, Mary will forward to the Board. Mary will also send out the write-up of issues discussed at NW Oregon’s 2003 Spring and Fall Forums.
 - September 26th – Commercial Salmon Closure Planning – Coastal discussion with the Governor’s Office, OECD, EDA and local community representatives. Mark, Val, Peter R and Mary will be attending.
 - September 28th – Economic Gardening Training – Chris Gibbons will provide information on engaging businesses in economic development.
 - October 27th – Combined NOEA/Col-Pac and Regional Workforce Meeting/Introduction to Lean Manufacturing, at the Scappoose Creek Inn.

AGENDA ITEM 4 – Annual Lunch

- Col-Pac Annual Report – Mary gave a “State of Col-Pac” address including:
 - Work Efforts to Date – Have primarily focused on stabilizing Col-Pac finances. This year has been the “tipping point” with acceptance into EDA’s Partnership Planning Program. Col-Pac’s strong staff (Rich Cook and Karen Kent) has also contributed to stabilizing the organization.
 - Looking Ahead – See moving Col-Pac into providing more economic development services, such as the NW Oregon Works (NOW) Initiative, expansion of the industrial lands database, expansion of business development services, and marketing of Col-Pac and its services.
 - Thank-You to the Col-Pac Leadership – Thanks to Lylla Gaebel for her leadership, and looking forward to working with Mark, Andy, Tony and Don as the new Executive Officers.
- NW Update – Funding of approximately \$58,700 will be committed this month with a RFP released as soon as the funding is in place. RFP Review Committee members will be Ed Wegner (Clatsop County), Christy Vail, Skip Hauke (Greater Astoria Chamber), Al Smiles (Seaside Chamber) and Janet Wright.
- Col-Pac 2006 – 2007 Workplan – The Board approved the attached workplan, with two amendments: addition workforce to funding applications, and including outreach to civic organizations:

Col-Pac 2006 – 2007 Workplan
(Draft 9/8/06)

USDA Intermediary Relending Loan Fund

- Loan out \$250,000 in funds
- Work on a minimum of two business loans with OECDD and/or NOEA
- Work to minimize loan losses

Regional Economic Development

- Manage a business development “Readiness Assessment” establishing regional and local development benchmark baselines, key economic indicators and indigenous assets, industry clusters with the highest growth potential, business community commitment and readiness to follow through on business development activities, and specific county workplans.
- Assist NW Oregon counties update their Needs and Issues Inventories and identify priority projects for implementation. Work with the Governor’s Office of Rural Policy to streamline the inventory process.
- Provide one-on-one business development technical assistance

Industrial/Commercial Database

- Add 10 new properties to the database
- Explore database marketing opportunities

Regional Economic Development Outreach

- Provide information on Col-Pac services to all members by attending at least one local meeting per member and meeting with local civic organizations
- Continue to participate in the Oregon Association of Economic Development Districts and the Association of Oregon Counties, as partnerships and collaborative activities are explored with OECDD.
- Provide staff, management and coordinating services to the NW Oregon Regional Partnership, NW Oregon Area Commission on Transportation and Workforce Response Team to advance the region’s Transportation, Workforce Development and Business Development program priorities. Participate at the Governor’s NW Oregon Economic Revitalization Team meetings.
- Continue to develop the NW Oregon website in areas of outreach and communications

Col-Pac Finances

- Add two new Col-Pac members
- Explore other funding opportunities, eg, other grants, fee for service activities
- Increase Col-Pac’s Revolving Loan Fund

Val Folkema, Chair

Lylla Gaebel, Col-Pac President

Recorded: Mary McArthur, Executive Director