

Combined NOEA/Col-Pac EDD/Regional Partnership Board Meeting

September 9, 2005

Forest Grove Community Auditorium

Forest Grove, Oregon

The following members and guests attended:

| | |
|-------------------------------|------------------------------------|
| Joyce Aho, Col-Pac | Shirley Kalkhoven, NOEA/Col-Pac |
| Mike Avent, Col-Pac | Karen Kent, Col-Pac |
| Don Bacon, Col-Pac | Jeff King, City of Forest Grove |
| Rich Cook, Col-Pac | Mark Labhart, Col-Pac |
| Val Folkema, NOEA | Don McDaniel, NOEA/Col-Pac |
| Mark Gervasi, Col-Pac | Van Moe, NOEA |
| Dennie Houle, OECDD | Sally Stevens, Col-Pac |
| Tony Hyde, NOEA/Col-Pac | Elena Uhing, City of Forest Grove |
| Greg Jenks, Port of St Helens | Pete Williamson, Port of St Helens |

AGENDA ITEM 1 – Welcome and Introductions

The joint meeting was called to order by NOEA Chair, Val Folkema. Attendees introduced themselves. Elena welcomed Jeff King as Forest Grove's new economic development director.

AGENDA ITEM 2 – NOEA Business

Val Folkema called the NOEA portion of the meeting to order.

- Approval of July 8, 2005 Minutes – The board unanimously approved the minutes. (TH/SK)
- August Financials – Only uncommitted balances are in the 2003 – 2005 biennium, approximately \$145,000. All of the 1999 – 2001 projects will be completed by the end of 2005. NOEA has moved all the Wells Fargo money market funds to the State Investment Pool, which meets public budget collateral requirements.
- Board Member Updates/Appointments – Still needed is updating NOEA membership, including adding one alternate per County. Tillamook County has reappointed its current three members: Val, Shirley and Van, and has added Mark Lsbhart as the alternate.
- NOEA Contracting – The Board unanimously approved extending the EDCTC Industrial Lands Scoping contract and the Tillamook Lightwave contract to December 31, 2005. (TH/VM)
- OECDD Update – One of the action items from the last Legislative Session was establishing an Interim Committee to review OECDD. However, because no funding was allocated for this review, the Economic Development Commission will serve as the Interim Committee and include a couple of legislators. The Commission is looking at expanding their bi-monthly meetings throughout the State to include discussions from local practitioners to provide feedback on changes or improvements to the Department. Elena suggested that it would be helpful for the Committee to set up a website for feedback, given the cost of travel.

Salsgiver has also re-organized OECDD in an effort to provide a more comprehensive approach to economic development, integrating department activities more closely with that of the local Regional Investment Boards and Economic Development Council. Dennie, as NW Oregon's Business Development Officer, will be the primary OECDD liaison, as Bev Thacker has been moved over to management the State's Certified Industrial Lands program.

NOEA's 2005 – 2007 Regional Strategy will go before the OECDD Commission at its September 16th Meeting. Shirley will be presenting the Strategy. Mary handed out a draft NW Oregon 2005 Annual Update which Shirley can provide to the Commission. At the Regional/Rural Investment meeting at the Oct 3 – 4 Back to Business Conference in Eugene, the Regional/Rural Investment fund split of the approved \$7.1 million will be discussed.

- Workplan – Since have approximately \$145,000 in 2003 – 2005 funds still to spend, the Board had a discussion on the approach: Call for applications, "strategic reserve fund," business development fund, workforce training. How do we want to deploy our resources? Having a balance of funding allows NOEA to be more flexible, nimble and strategic as deals come along. The Board agreed unanimously to stay the course, not have a call for applications. NOEA resources blend well with OECDD funding, and can fund other types of businesses, eg, service businesses, etc. that OECDD typically can't.

Lenders forums are an opportunity to identify potential projects. NOEA and Col-Pac could co-sponsor, and include local economic development councils. Sponsor lunches in all 3 counties.

AGENDA ITEM 3 – Col-Pac Business

Mark Gervasi called the Col-Pac meeting to order.

- July 8, 2005 Minutes – The board approved the minutes. (TA/JA)
- August Financial Statement – Board members committed to talking to local elected officials regarding getting membership fees for those entities currently not paying dues.
 - OECD Commission Dinner Co-Sponsorship – The Board ratified the email decision to provide up to \$1,000 in funding for the dinner.
 - 2005 – 2006 Budget – The Board unanimously approved the budget. (TH/PW)
 - Technical Assistance – Col-Pac has some discretionary funds available for technical assistance projects. In the past, a small amount of resources have gone toward event hosting and training. However, guidelines need to be established so that funding decisions are consistent and understood. Mary handed out a list of potential types of technical assistance as well as potential considerations. The Board added activities such as attendance at larger EDA conferences, and establishing a limit of providing no more than 50% of the cost of a project. A sub-committee including Dennie, Pete, Joyce, and Mary was established to draft guidelines for spending of Col-Pac’s technical assistance funds. Agenda item for Oct 28th. The Board unanimously approved paying Tony’s \$135.00 registration to the Back to Business Conference. (PW/DB)
- Col-Pac Workplan Update
 - Industrial Lands Database – Final detailing is being completed this month, and the project will be complete.
 - Revolving Loan Fund – Rich has a couple of working applications, but is interested in hearing of any leads.
 - Work is underway on an analysis and workplan for potentially expanding an aviation cluster at the Scappoose Airport. The clustering of aviation services, training, and related manufacturing at the airport may result in increasing sales for existing companies, and attracting new business development. Funded through grant from EDA, Col-Pac is working with the Airport companies to identify the next action steps for development.
- October 28th Annual Meeting
 - Mark appointed a Nominating Committee comprised of Sally, Shirley, Elena and Tony to prepare the 2005 – 2006 Officer Slate. Open seats need to be filled as well.
 - Meeting Format – The Board agreed to have a breakfast meeting prior to the Fall Regional Forum.

AGENDA ITEM 4 – NW Oregon Regional Partnership

- October 28th Fall Forum – The Forum is set for McMenamins Grand Lodge in Forest Grove. Registration information will be sent out the first week in October.

Val Folkema, NOEA Chair

Mark Gervasi, Col-Pac President

Shirley Kalkhoven, Regional Partnership Chair

Recorded: Mary McArthur, Staff