

**Economic Development Council of Tillamook County
Executive Board Minutes
January 19, 2010**

Attendees

Board:	Steve Hungerford	Chairperson	Absent: Dale Stockton
	Joel George	Vice Chair	Harold Strunk
	Doug Olson	Secretary—Treasurer	
	Michele Bradley		
	Mark Labhart		
	Bob McPheeters		
	Mike St. Clair		

Guests: Gus Meyer
Mary Sause Port of Garibaldi
Peter Hemm
Jon Carnahan President, TBCC

Staff: Marshall Doak Executive Director, EDCTC
Sally Tuttle SBDC
Carla Lyman Administrative Specialist, EDCTC/SBDC

1. Call to order

The meeting was called to order by Steve Hungerford at 12:14 pm.

2. Public and Member Organization Comments

Gus Meyer expressed his pleasure regarding the new college facility and the full parking lot as well as concern regarding the current Port of Tillamook Bay situation with the Bunkers group. He feels that situation will “set back economics in the total area for years.”

Mary Sause shared information regarding the delivery of rock for the north jetty project, and mentioned that the Port of Garibaldi will be planning events in celebration of its 100th anniversary this year.

3. Consent Agenda

Minutes of December Meeting

Motion to approve the minutes as presented: Joel George. Second: Michelle Bradley. Motion carried unanimously.

Financial Report

- Summary of expenditures and receipts for the month of December 2009. Marshall noted there was not a lot of activity. Most of the month was spent moving in to the new building.
- Year-to-date and income statements. Marshall noted there were no significant changes
- Comparison report, year-to-date. Marshall noted the only significant item to note on this report is the income year-to-date. He pointed out that the county was recently billed for the third quarter; other outstanding dues checks that should bring things closer to parity and that expenditures were significantly under spent.

- Lease for college facilities. Marshall noted the lease amount has not yet been negotiated. Jon Carnahan notes that arrangements can be made to ensure that lease payments to the college do not begin until rent payments for the former offices cease.
- Utilities and misc. charges. Marshall stated that the EDC will be keeping the same 503-842-2236 phone number, but will be dropping the second line and the fax line that were necessary to do business at the former location.
- Audit. EDC accountant Fred Roesener will meet with the auditors within the next month, to determine the beginning and ending balances. Steve Hungerford asked Doug Olson to follow up on the audit situation as it progresses and he agreed to do so.
- **Motion** to accept the financial report: Mike St. Clair. Second: Joel George. Passed unanimously.

The chairman changed the order of the agenda and called next for staff reports

4. New Business

A. Staff Reports

Executive Directors Report

- Marshall reported that since the move to the new college campus, the EDC computers are not hooked up to the internet. We are currently transferring files from the standalone workstations to laptops via thumb drive, as well as using the college email system. From an IT perspective, ultimately the EDC will have a separate server which will house all the files from the current standalone workstations. Only EDC staff will have access to this server, which will help to maintain the EDC as a unique entity.
- Work continues on the division of assets at the former office location. Most of what remains there are hand-me-down items such as throw-away printers, etc. which have no real value. Some items have been sold to other businesses, such as a desk combination sold to Barrett Business Services; other items, such as misc. office products have been donated to non-profit organizations.

Signage. The chairman asked about signage for the center. Jon Carnahan stated that signage will be consistent with other department signs within the college

- Marshall presented a letter regarding the US 101/Hwy 6 interchange at the ODOT downtown businessmen's meeting a month ago that was well received. He has a copy if anyone is interested.
- The county has sent a letter initiating the budget cycle, and conversation will be starting soon with the board regarding that. Marshall reminded the board the bulk of EDC funding comes from the county as a pass-on of video Lottery dollars. The initial response is due to the treasurer's office in March with the presentation in March or early April. Marshall stated, "We will make our deadlines!"
- Work continues on the Block grants for the Women's' Crisis Center, Cedar Creek Childcare Center, and the Hebo Joint Water and Sanitation project. The Hebo Project now has stimulus funds embedded in it so has mandatory quarterly reporting.

Small Business Development Center

- Sally gave a follow up report on the group initiative core grant funding, stating that a lot of projects were squeezed out of the \$3000. SBDC will continue to support the Farmer's Market publication. The final SBDC budget is still in development.

- There have been several requests for revolving loan funds. She also noted that in the two weeks since moving to the college, she has signed up six new clients and believes at least four of those will be long-term clients.

Enterprise Zone Update

Marshall shared that as of last week (January 10-16, 2010), all parties that needed to agree to the project to amend the boundaries of the enterprise zone, specifically the Port of Tillamook Bay properties, have agreed and next will come executable resolutions that will be taken to the state. The board will be updated as more information is available.

Board Addition Update

- Marshall reported that at the January 12, 2010 SBDC Advisory Committee meeting there was unanimous agreement to pursue a more formal union between the SBDC board and EDC board.
- Marshall also stated that the SBDC Advisory Board will be expanding to no more than 12 members and he will be sending out emails to solicit names of possible new appointees with a goal of having new members approved by the college board and on board from the initial joint meeting in March.

Board Member Comments

There was extended discussion on the subject of the SBDC Advisory Committee and EDC Board working more closely together during which the following thoughts were shared:

- Have the SBDC Advisory council as an advisory committee to the EDC Board, possibly meeting with the EDC board on a quarterly basis; have the SBDC meeting prior to or following the EDC board meeting.
- Adding this advisory committee would broaden the perspective of the EDC board.
- It was recommended that the first meeting be a 'get to know you' informational meeting with both groups, to familiarize each group with the goals of the other group.
- Suggestions for other quarterly meetings included having the state economist speak to the open membership, a membership drive, and other program that could draw in other private sector opinions.

5. Other Business

Marshall, Jon Carnahan, and Mark Labhart gave a brief overview of the January 15th Rural Communities Flourish by Choice Not by Chance meeting. Among the subject discussed at that meeting:

- Bio-digestion
- Road Improvements
- Transient Room Tax (for road improvements)

6. Adjournment

The meeting was adjourned by Steve Hungerford at 1:32 pm.

The next regular meeting of the EDC board will be Tuesday, February 16 at the new TBCC board room.