



## **DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT BOARD**

744 S.E. Rose Street - Roseburg, Oregon 97470  
(541) 672-6728 Fax (541) 672-7011

### **Douglas County Industrial Development Board (DCIDB) Meeting Minutes February 17, 2009 UT & E Roseburg, Oregon**

#### **Welcome**

Norm Gershon called the meeting to order. Please refer to attachment A for the list of members and guests that attended the meeting. Norm gave a special welcome to newly appointed member Gary Waggoner; he also announced that Kelly Morgan, the Chief Executive of Mercy Medical had been appointed to Board.

#### **New Business**

#### **Approval of Minutes**

Norm requested a motion to approve the minutes of the January 20, 2009 board meeting.

Dave Sabala asked for corrections to the minutes. He asked that PGE on page three be changed to PG&E so the correct company was referenced. He asked that TMF on page four be changed to TMS to properly reflect the company's name.

Lynn Herbert moved to approve the minutes with corrections. Ron Doan seconded the motion. The motion passed unanimously.

#### **Special March Meeting**

Norm advised the IDB that the meeting scheduled for March 17 would be from 10:00 am-2:00pm with the location to be determined. The meeting will cover an orientation that provides the history, ordinance and strategy components of the IDB. Following the orientation there will be some strategy development. Norm announced that there would be a guest speaker during lunch, Rob Pochert, from the City of Beaverton. The speaker will discuss economic gardening. Following lunch The Partnership and DCIDB will discuss common goals.

Ron requested that we notify the IDB of the meeting dates earlier.

Susan Morgan recommended that we invite the outlying city's economic development people. Norm explained that he was developing a guest list that included many of the community development people in the area.

#### **Public Information Group Recommendations**

Norm announced that he had formed a sub-committee called the Public Information Group and that Ron was the Chair. He explained that the group had met once and had come up with some recommendations. He explained that the charge was to get information about the economic development system in Douglas County, what we do and what we have accomplished, out to the public.

One of the recommendations was to have a page on the County website that would include the IDB members, ordinance, meeting dates and minutes. Kevin Potter at the County got the site up in a week.

Norm read the current Ex-officio roster which includes John Loosley, Blaine Nisson, Robb Paul, Eric Swanson and Charmaine Vitek. He then explained that a second recommendation was that the IDB invite all the City Managers to be Ex-officio's to the Board. He asked how the IDB felt about expanding the Ex-officio membership.

Georgia Stiles commented that it was a positive action. Dave Sabala said he thought it was a good idea. Susan Morgan commented that it was a great move to make and asked that we be sensitive because some cities don't have a city manager, but have a clerk or recorder.

Ron moved that the IDB recommend to the Commissioners that the Ex-officio roster be expanded to include the City Managers or a economic development representative. Dave Sabala seconded the motion. The motion passed unanimously.

Ron suggested that we get some feedback from the Commissioners to see if the IDB Public information Group is on track. He commented that the Group was looking at some options for a handout or a brochure that would list economic development groups in the area.

Susan said the Commissioners were supportive of the idea and were in favor of taking some of the money out of IDB funds to do that. Susan said they would like to see a paper presentation that would show the various aspects of economic development in Douglas County and how they work together. Susan felt that this idea would help some of the smaller towns access services.

Ron said that it might be beneficial for the IDB to visit various groups and locations to share the information once the collateral was together.

### **Veterans' Home Discussion**

Norm reminded the IDB that the State of Oregon would be building a Veterans' Home somewhere in the State and would be requesting an RFP from various municipalities to apply for what may be a 200 bed facility. He said it would provide benefits to the veterans as well as an economic boon to the community. Norm said the IDB was considering their role in the process. He explained that he had been meeting with Commissioner Laurance and Roseburg City Manager, Eric Swanson, who are both involved in the project.

Norm suggested that the IDB might be able to provide some funding for hiring a project manager for the process, someone to keep up to date on the RFP and work with the community to make sure we are on target and competitive. Norm thought a general consultant might be a good starting point.

Norm said he had discussed some of the engineering challenges with Eric and that there might be money needed to address this issue. Traffic, zoning and emergency access might all be issues. Norm asked Eric to address this.

Eric said he had invited Dave Leonard to explain the engineering issues. Eric explained that the process was a state process. He said that businesses in the community weren't concerned about client competition, but were concerned about staffing competition. Eric said that UCC was prepared to ramp up programs to meet staff training needs. He stressed the need to evaluate infrastructure concerns involved in growth opportunities.

Eric introduced Dave Leonard to discuss engineering and infrastructure needs. Dave said that there were two components. He said the IDB needed to be concerned with due diligence and affordability. Dave said that zoning and transportation improvements will be important. He also cited utilities as a critical factor since they were late 1920 and early 1930 designs. Dave identified the possible building location on a map and explained how infrastructure and transportation would be impacted and mitigated.

Dave suggested that the project will need to evaluate emergency access as part of the due diligence. He recommended a bound study, as had been done for the City, as a deliverable for the project. This would allow the participants to see if they could afford, or how much they could afford to participate and demonstrate due diligence to the state.

Norm said that he felt the question before the IDB today was, what level of participation the IDB should have, since this is not industrial development and the economic situation seems to call for a more sweeping view. Norm asked if this would be a project the IDB should devote some money to for a grant writer or an engineer to help facilitate the project.

Georgia said she felt that we would be ahead to become involved.

Ron commented that he felt this might be one of the most important things we could do for the area's economy. He said he would like to see the Board move forward with dollars necessary to engage someone that could help move the project forward, someone with grant writing capabilities that could manage the project and ensure the IDB was in the right support mode to move the project along.

Dave commented that this was a good project that would create family wage jobs and it might require a two pronged approach to management and engineering to make is successful.

Susan asked if the ordinance allowed the IDB to participate. Norm responded that he would verify with Kathleen.

Susan commented that this project appears to have the clear economic development potential to put some family wage jobs in place and, if that is the intent of the actions within the venue of this Board, then it is a worthy project to go ahead with. She said she sees tremendous energy in the community to do this. Susan commented that the coordination of the project seems unclear and would like to see someone coordinate the project so it can succeed.

Perry said he was confused about who would take the lead. Norm said the IDB could provide some funds, possibly \$15,000, to hire a project leader to report to the IDB and follow the process. Susan said that the IDB would need a clear job description, a list of deliverables and due diligence to ensure the funds were well spent.

Norm invited Gerry Dutton to speak. Gerry cited many years of service as a Marine and in various support positions for Veterans. Gerry explained the need for the services the Home might provide as well as the economic improvements and job opportunities. Susan asked for Gerry's opinion on who should be hired first. Gerry recommended the hiring of a project manager first.

More discussion of timeline and leadership ensued. Georgia asked to make Perry our point person and Perry accepted.

Norm called for a motion to authorize the expenditure of up to \$15,000 once the IDB defines a work plan and goes out to bid for a project manager. Dave Sabala so moved. Georgia seconded the motion.

Norm called for discussion. Eric explained that he thought that it would be a work order at the County level and that there would be no bid process. Norm explained that this would simply recommend to the Commissioners that the IDB would like to contribute to the project.

Susan said that the Commissioners would not want any direct jurisdiction over this project and would expect it to be managed at this level. Norm agreed and said Perry would be assigned point person from the Board.

Norm called the question. The motion passed unanimously.

### **Review of Financial and Loan Status**

Norm referred the members to the pages in the packet. He said the good news was that all of the notes were current. He then said that the budget committee would be receiving further instruction on our budget from Sandee to make it more understandable.

### **Letter of Support – Port of Umpqua**

Norm asked if the Board was interested in sending a letter of support to the Port of Umpqua that “Supports the request for continued annual maintenance dredging by the US Army Corp of Engineers to maintain and increase industrial development opportunities.”

Norm called for a motion allowing him to sign such a letter. Georgia so moved. Lynn seconded. The motion passed unanimously.

### **Wetlands**

Georgia Stiles said that everyone was working hard to get more wetlands for use in wetland mitigation. She suggested that the IDB tell the Realtors exactly what we need and let them find the property.

General discussion regarding the wetlands process, DSL requirements and difficulties in defining requirements ensued. Susan recommended that Georgia meet with the DSL and get a “wetlands 101”. It was determined that the IDB would need more education on wetlands and restrictions prior to pursuing this matter.

Dave Leonard informed the Board that the City and the County had commissioned a wetland mitigation study to identify potential mitigation sites in the County.

Norm asked Georgia to follow up on the idea and update the IDB at the next meeting.

### **Reports**

#### **The Partnership**

Norm referred the IDB to Helga’s report and asked Helga for highlights. Helga Conrad gave out some additional information on Economic Gardening to prepare the Board for the presentation by Rob Pochert on March 17<sup>th</sup>. She explained that many regions were turning toward economic gardening.

Helga let the Board know that she was applying for feasibility study funds from the USDA. She was looking for funding for a feasibility study for a kitchen incubator. She is also pursuing a regional partnership with the Port of Umpqua and developing a grant application for a feasibility study for Coos and Douglas for potential solar cluster manufacturing. With the solar sector feasibility study they would really like to hire a very knowledgeable solar person.

Norm said that the Regional Workforce Investment Board is making application for a grant for a feasibility study, in cooperation with UCC, of having a south county manufacturing training facility.

Norm let the Board know that Communities for Healthy Forests will be having a meeting in one week at UCC.

He reminded the Board that the next meeting would be March 17<sup>th</sup> from 10-2, with the location to be arranged. He asked that members invite people from all over.

**Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Douglas County Industrial Development Board

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Tania Korpi,  
Staff

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Norm Gershon, President

**A Tape Of The Meeting Is Available At The CCD Office.**

Attachment A

**The following is the list of DCIDB members who attended the meeting:**

Lynn Herbert, Norm Gershon, Georgia Stiles, Gary Waggoner, Dave Sabala, Perry Murray, Ron Doan, Charmaine Vitek, Susan Morgan

**Staff:**

Tania Korpi, CCD Business Development; Helga Conrad, UEDP; Liz Thompson, UEDP

**Guests:**

Gerald Dutton, Director LDS Emp. Resources; Dan Huff, Interim City Manager, City of Sutherlin; John Ayer