



DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT BOARD

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Douglas County Industrial Development Board (DCIDB) Meeting Minutes March 17, 2009 Cascade Room, Douglas County Fairgrounds 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.

New Business

Approval of Minutes

Norm requested a motion to approve the minutes of the February 17, 2009 board meeting. Lynn Herbert moved to approve the minutes. Dave Sabala seconded. The motion passed unanimously.

Aldercraft

Norm moved the Aldercraft issue to the end of the meeting in hopes that Kathleen would be able to arrive in time for the discussion.

Veterans' Home

Perry Murray informed the IB that Dave Leonard of Pinnacle Engineering had provided a conceptual layout of the Veterans' Home. The facility in this concept is residential style. The concept includes a new access around the BLM piece and new utilities for water and sewer to be connected under the freeway. Perry said that Pacific Corp was approaching the load limit in the area and might have to install a new substation. Perry said he had volunteered to do a load calculation for Pacific Corp's use in determining the need.

Norm informed the Board that Kathleen had recommended that the IDB participate in the project by entering into an intergovernmental agreement with the City of Roseburg agreeing and contribute the \$15,000 approved in the February meeting to the hiring of a Project Manager by the City.

General discussion regarding the timeline for the RFP, possible local match, the role of the VA and RFP guidelines ensued. It was determined that having a project manager would help the project move forward by providing a lead person with instructions and goals that could research and respond to these issues and help coordinate the different players interested in bringing the Veterans' Home to Roseburg and Douglas County.

Norm recommended that the IDB participate in the Veterans' Home project by entering into an agreement with the City of Roseburg, with the City to hire the Project Manager and the IDB to provide \$15,000 for the Project Manager. The IDB unanimously concurred with this use of the funds allocated in the February 17, 2009 meeting.

Georgia enquired if the \$15,000 was a cap. Norm responded that, after talking to Sandee, it had been determined that that was about the limit for the IDB budget for this year.

Lynn asked if this would prevent the City from contributing more. Norm replied that the City or County could contribute what they wished; this was just the IDB contribution.

Perry announced, as an off agenda item, that the Pacific Connector Pipeline would be meeting in Sutherlin on April 2, 2009.

DCIDB Proposed Budget

Norm announced that the budget committee had met last Tuesday. The committee consisted of Lynn, Perry, Lauren, and himself. Norm told the IDB that Sandra Correll had attended the budget committee meeting to bring the IDB up to speed and provide some feedback on expenditures that the IDB might consider.

Tania Korpi referred the members to the budget information included in their packet. She told them the budget was due to the County on March 20. Tania explained that the IDB had only small areas of control over the IDB budget, they do not have input on the revenues as most of the revenue is derived from lottery dollars. She also mentioned that the IDB could expect to see a 40% reduction in lottery payments. Lynn said other sources of revenue are contracts and land sales.

Tania explained that the IDB was requesting \$25,000 in Other Professional Services so funds would be available for any contract services that might arise while working on the Veterans' Home or other job creation projects.

Norm referred members to the summary page for the proposed budget. He explained that these would be the items proposed to the Commissioners if approved by the IDB.

Tania explained that these were the items that the IDB could make decisions on and that the other items were guided by land sales contracts, encumbrances or payments.

Norm indicated the budget included \$95,000 for The Partnership and \$36,000 for the CCD staffing contract. Tania explained that the CCD contract had not increased in several years.

Tania said the budget committee had decided to include \$500 for travel as it may incur some costs related to travel for outreach in Douglas County.

Tania explained that the \$12,000 under miscellaneous would be for industrial park maintenance issues such as mowing, blackberry control, and water service connections. Norm commented that the County doesn't like miscellaneous accounts. Tania said she had been working with Sandee to get better account listing to reduce the items under miscellaneous.

Norm explained that the budget for the industrial park projects was developed by Robb Paul and that he had requested \$450,000 for the Oak Creek Pump Station, \$50,000 for Oak Creek Electrical and \$25,000 for Bolon Island planning. Tania explained that there would be a \$200,000 grant that would offset the Oak Creek pump station project and the IDB would have a net expense of \$300,000 for Oak Creek.

Kelly Morgan asked how these projects or capital expenditures were arrived. Norm, Lynn and Helga explained that the industrial park project were aimed at making the parks "shovel ready" and that Rob worked with Helga to identify what needed to be done. They also said that projects were planned to reduce costs by maximizing grant funds that might be received to help with a project and that was a consideration in planning projects.

Susan Morgan explained that the Oregon Western Lumber project was proceeding and the planning department was working on the dredge spoils overlay.

Norm updated the IDB on the Public Information Group and explained that part of what might appear under Other Professional would be the contracted services for having a brochure that explained the economic development system in Douglas County.

Norm gave a special thank you to the Douglas County IT Department and Kevin and Joanne for their hard work and prompt response in getting the IDB link up on the County and keeping it updated.

Norm called for a motion to approve the IDB Proposed Budget as presented. Lynn Herbert so moved. Dave Sabala seconded the motion. The motion passed unanimously.

Ex-officio Recommendation

Norm reminded the Board that they had recommended to the Commissioners that the City Managers be appointed as Ex-officio members. Tania read the list of the current ex-officio members. Norm said the purpose of the expansion was to help invite participation and reach out to more communities.

Susan Morgan presented an update on the change in the IDB ordinance which would allow the addition of all Douglas County city administrators or their representative as ex-officio to the IDB. The IDB concurred that the change was necessary and that the timeline of the reading of the change of ordinance was appropriate.

General discussion regarding the need to find a new location to accommodate the Board members ensued. Possible locations such as the Ford Room at the Library and the Community Center and the Senior Center in Winston were discussed. Eric Swanson said there would be a meeting room available at the new Safety Center when it was completed. Norm said he would look for a location.

Garry Waggoner asked if we could tour the industrial sites and have a meeting at each location. The IDB consensus was that this would be a good idea.

Reports

Norm announced that the Sutherlin Industrial Park had been certified Shovel Ready by the State, which means it can be ready within six months of a company choosing the location.

Dave Sabala said that they had received an OK to run fiber optic to Glide and that this would place a fiber connection about 2-3 miles from the Dixonville site. He said that they were fulfilling their commitment to spread fiber to outlying Industrial sites.

Norm said that the Public Information Group was working on a brochure and was hoping to have something to show to the Board in April.

The Partnership

Helga let the Board know that Project Code had visited and had short listed Douglas County with the Winchester site. The company does potting soil and seeds.

She said that there were two more state leads: Project Tray, which is dental and medical trays, and Project Parkway II, which is a solar lead and we are submitting the Dixonville and IP site in Gardiner.

Helga said she had received a scholarship offer to attend and Economic Gardening boot camp.

Georgia reminded the IDB of the wetlands issue she has been following. She explained that she had been talking to Susan, Eric and a private individual. Georgia said that there were people working on the wetlands issue and that there were private parties willing to sell wetlands for mitigation purposes.

City of Roseburg

Eric said the City Council has approved the final resolution to submit a grant application to do a feasibility study for improving utilities out to the Dixonville site. Eric Swanson said the City would be meeting with Sandra Jackson regarding project management. Susan said that the County would like to sit down with the City to discuss

job objectives and scope. Eric said the City had an opportunity to talk to Paul Mather and had gotten a list of items related to the Veterans' Home to discuss, including State money and match.

Lynn asked where the IDB might be able to help regarding the rail yard. Eric said letters of support will be needed as the process moves forward.

Port of Umpqua

Charmaine Vitek explained that the Port was pushing on with their marketing plan.

City of Myrtle Creek

Aaron Cubic said the City was in their budget process and the stimulus package and were "throwing things at the wall and hoping something would stick." The City has adopted an Economic Development Plan. The City is doing a couple of downtown development projects. They are doing a "Paint the Downtown Area" where the City will buy the paint for any business owner or property owner that would like to paint their property. The City is working with a property owner on ten acres of industrial land to see if they can do anything.

City of Sutherlin

Dan Huff informed the IDB that they were dredging up the sewer plans from Orenco and were going to see if they could use them. He said that they were getting ready for Clean Up Sutherlin Day and were also in the midst of the budget process. The City is also preparing for the Water and Sewage treatment rebuild.

Aldercraft Lease

Norm explained that Aldercraft was leasing a County owned building in the City of Drain. They currently pay \$1500/month for the lease, but are looking for a temporary reduction due to economic conditions.

Tania informed the IDB that Aldercraft had four employees and that their current lease expires in October, 2009. She said that lease also calls for Aldercraft to pay utilities and insurance.

Norm said he was concerned with creating a precedent for other companies with IDB leases, but that the Aldercraft lease was the only current lease. He said that, given the IDB's goals and the current economy he felt the IDB should consider a lease reduction, at least until the lease renewal.

Perry suggested that it be contingent on ensuring that the company has been doing the proper housekeeping and disposal of wastes. Susan said that public works would check on it.

Dave Sabala moved to reduce the payments from \$1500 to \$750 per month, contingent on an inspection ensuring there were no hazardous waste issues, until the contract renewal in October, 2009. Georgia Stile seconded the motion. The motion passed unanimously.

Gary enquired about a possible review of the Company's financials. Norm said that would be a consideration during the lease renewal negotiations.

Charmaine thanked the IDB for their letter of support for the dredging. She let the members know that the grant had been renewed and the Port was receiving \$1,130,000 for the process.

Adjournment

There being no further business, the meeting adjourned to learn about Economic Gardening from speaker Rob Pochert.

Respectfully submitted,

Douglas County Industrial Development Board

Tania Korpi,
Staff

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, Kelly Morgan, Perry Murray, Eric Swanson, Charmaine Vitek, Susan Morgan

Staff:

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

Guests:

Todd Way, DFN; Aaron Cubic, City of Myrtle Creek; Carol Malmay; Chris Claflin, OECDD; Lara Adair, UCAN-Head Start; Nancy Southfeild, UCAN; Yvette Rhodes, The Ford Family Foundation; Joyce Aske, The Ford Family Foundation; Scott Harvey, Pinnacle Western, Inc.; Lily Brislen, Umpqua CDC; and others.