

## INFORMAL WORK SESSION MINUTES

June 19, 2018

1:00 p.m.

BOC Conf. Room, 434 NE Evans St.

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Present: Commissioners Mary Starrett and Stan Primozich. Richard L. "Rick" Olson was excused.

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Todd Sadlo and Kim Aldrich.

Guests: Nicole Montesano, News Register.

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Commissioner Starrett called the meeting to order at 1:00 p.m.

**A. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:00 p.m.

1. Work Session – SEDCOR – Abisha Stone/ Chad Freeman
  - a. Review/discussion of Quarterly Report (Exhibit A) – Ms. Stone reported on her community outreach to local businesses, meet and greets with various committees and local economic development partners over the last 90 days.
  - b. End of work session

**B. DEPARTMENT UPDATES:**

1. TEDxMcMinnville - Kitri McGuire and Lacey Dykgraaf and Anna Matzinger. Ms. McGuire presented the TEDx event planned in McMinnville for January 26, 2019 at Linfield College on a broad variety of topics and videos. Over 80 applications were received to fill 7 speaker slots, half from local communities within Yamhill County. Next steps: selecting speakers and performers and seeking sponsorship/marketing. Aiming for ticket sales of 300, which will include scholarship tickets available for students. A Facebook live stream will also be available.

**C. PRELIMINARY CONSENT AGENDA:**

Minutes

1.
  - a. April 10, 2018, Informal Session;
  - b. April 24, 2018, Informal Session and;
  - c. April 26, 2018, Formal Session

Plans

2. Approval of the Proposed Facilities' Capital Improvement Project List for 2018-19.

Contracts/Grants

3. Approval of a bid proposal by Brockamp Jaeger, Incorporated to complete the Courthouse ADA Ramp Project. Bid Amount: \$54,400.

4. Approval of a change order to the agreement between Public Works and Haworth, Inc. (B.O. 17-318) for the upgrade to the main power service to Yamhill County Public Works. Additional cost is \$14,193.54.
5. Approval of amendment #2 to the agreement between Yamhill County and the Oregon State Marine Board for the Facility Grant Agreement #1485 for the Fabrication and Installation of Boarding Floats at Rogers Landing County Park.
6. Approval of agreement between Yamhill County and Mid-Willamette Valley Council of Governments to act as the fiscal agent for the following project: The Economic Development Revolving Loan Fund Program, in addition to an increase of loan program staff billing rates for the 2018-19 fiscal year.
7. Approval of amendment #1 to the agreement for Dog Kenneling Services between Yamhill County and Homeward Bound Pets (B.O 17-375).
8. Approval of a real estate purchase and sale agreement between Yamhill County and Habitat for Humanity for the foreclosed property at 207 W. 4<sup>th</sup> Street in Newberg.

Mr. Boenisch noted that there will be a language correction for Item 8 to include a declaration of surplus.

9. Approval of amendment #4 to the agreement between Yamhill County Health & Human Services and Lutheran Community Services Northwest (B.O. 15-293) for parenting education services.
10. Approval of amendment #9 to the agreement between Yamhill County Health & Human Services and Lutheran Community Services Northwest (B.O. 12-555) for Oregon Health Plan Services.
11. Approval of an agreement between Yamhill County Health & Human Services and the Dayton School District, not to exceed \$42,495.93.

Personnel

12. Approval to authorize Leave Without Pay (LWOP) for employee #1516 from 6/28/18 through 8/17/18.

The consensus of the Board was to move items C1 through C12 to Thursday.

**D. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off)**

1. Consideration of the renewal application of the Recology Western Oregon's Franchise Holding.

Mr. Boenisch opened the discussion regarding the renewal application. Financial ability, performance to date, infrastructure and renewal within the public interest are obligations of the contract. At any time if the agreement is opposed, it resets the 10 year clock. The agreement is set as a month to month renewal. Kim Aldrich noted no significant complaints. Although the county acted as a conduit to receive complaints; it is unknown the volume of customer complaints directly received by Recology Western Oregon. Ms. Aldrich suggested that a customer survey be conducted before the next renewal. Ms. Aldrich will contact Recology to ask for them to attend the hearing on Thursday to answer concerns and answer questions.

**E. EXECUTIVE SESSION:** None.

**F. COMMISSIONER UPDATES/ANNOUNCEMENTS:**

Following commissioner updates the meeting adjourned at 1:55 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
8/23/18 by Board Order  
# 18-305



**Strategic Economic Development Corporation (SEDCOR)  
Quarterly Report to Yamhill County Board of Commissioners**

<b>Contractor:</b> SEDCOR	<b>Contract Amount:</b> \$294,010.00 (2018/19)
<b>Applicable Criteria:</b> Provide economic development services throughout Yamhill County as identified in Agreement for Services, Attachment A	<b>Grant Reporting Period:</b> <input checked="" type="checkbox"/> Quarter 1 <input type="checkbox"/> Quarter 2 <input type="checkbox"/> Quarter 3 <input type="checkbox"/> Quarter 4 <input type="checkbox"/> Quarter 5 <input type="checkbox"/> Quarter 6 <input type="checkbox"/> Quarter 7 <input type="checkbox"/> Quarter 8
<b>Report Completed By:</b>	<b>Anticipated Completion Date:</b> December 31, 2019

This is a cumulative report. After initial submission, each reporting period narrative will be added to previously provided material.

**Milestones:** If a milestone has been amended, place a "N/A" next to the milestone and mark the amended box. Mark new milestones with an asterisk ("\*")

**Activities:** Provide a brief narrative discussing activities associated with each milestone. If there was no activity during the reporting period, please explain what road blocks the project is experiencing and what is being done to complete the project in a timely fashion.

**Report Quarter 1 : March 2018**

Grant Milestones	Reported Activities	Check if amended <input checked="" type="checkbox"/>
• Hire BRE manager for Yamhill County	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
• Establish SIF guidelines	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
• Number of company visits	Company Visits Q1: 31 YTD: 31	
• Number of jobs created	Jobs Created Q1: 0 YTD: 0	
• Amount of investments	Investments Q1: 0 YTD: 0	
• Number of recruitment projects	Active Projects Q1: 1 Completed Projects: 0	
• Establish Advisory Committee and meet	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
• Narrative project update	<p>Amendment Note: Yamhill Country awarded SEDCOR the contract in March 2018. SEDCOR presented its Quarter 1 report in June 2018.</p> <p>Yamhill County BRE Manager Abisha Stone was hired in late March and began work on April 9. She has an office in McMinnville and Salem.</p> <p>Abisha has been diligently working to meet the objectives outlined in the Yamhill County contract. She has met with city managers and</p>	

economic development partners in Yamhill County, including The Confederated Tribes of Grand Ronde.

She plans to meet with the Carlton City Manager Dennis Durham in June. He began his new job on May 30.

Throughout Yamhill County, Abisha has met with 31 private business owners to share how the economic development partnership between SEDCOR and Yamhill County can assist traded sector businesses meet their objectives. She currently is working on one recruitment project and several retention projects in Yamhill County.

Abisha and the SEDCOR team have taken an active role in promoting local start-up and workforce development programs, including the Chehalem Valley Innovation Accelerator and by holding a seat on the steering committee for the Chemeketa Works program.

In March, SEDCOR along with Business Oregon attended the Natural Products Expo West in Anaheim, representing Yamhill County and the Mid-Valley region. On May 10, SEDCOR held its first Willamette Valley Oregon Economic Forum, bringing 400 Mid-Valley public and private industry partners together to learn about the current economic climate and the drivers of change. In June, SEDCOR will represent Yamhill County and its regional partners to an international audience at Select USA in Washington, DC.

In the first 90 days of SEDCOR's work in Yamhill County, Abisha has been developing the framework for a Yamhill County Economic Development Advisory Committee. She is working with local economic development partners, county commissioners and partners in Marion County, who are currently working to revise their own board. With a core team identified and a framework outlined, SEDCOR team members will be hosting their first official meeting on June 29 in Newberg.

Beyond the tangible deliverables, Abisha is visiting with local communities to engage in conversations about regional economic development opportunities and is receiving positive feedback about SEDCOR having a BRE manager in Yamhill County to assist traded sector businesses as well as public partners.

Abisha is grateful for the warm welcome she has received from the Yamhill County Commissioners, city officials and businesses.

She looks forward to continue meeting with local leaders and businesses and serving the citizens of Yamhill County.