

**INFORMAL WORK SESSION MINUTES**  
**September 24, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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**Present:** Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla.

**Staff:** Ken Huffer, Silas Halloran-Steiner, Mark Lago, Christian Boenisch, Carrie Martin, Ashley Watkins, Josephine Ko and Nohely Barajas-Montalvo

**Guests:** Abisha Stone, SEDCOR and Nicole Montesano, News Register and others as listed on the sign-in sheet

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Commissioner Olson called the meeting to order at 1:30 p.m.

**A. CALENDAR SESSION:** This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed the joint schedule for September 23 – October 15, 2019. No other county business was discussed.

**B. 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 1:30 p.m.

1. Work Session – SEDCOR Quarterly update - Abisha Stone presented the quarterly update (see Exhibit "A") and reviewed the highlights of the county grant program that was recently rolled out. Awards were recommended by the newly formed Economic Development Advisory Committee (EDAC) and will be distributed on Thursday, September 26<sup>th</sup>. There are additional ideas that the EDAC committee has suggested and hopefully these new ideas can be implemented in the next open period of the grant cycle. Ms. Stone also requested the extension of the SEDCOR contract with Yamhill County which will expire in February 2020 and an amendment may be needed if changes are necessary. The Commissioners thanked Abisha for all her hard work and the work that SEDCOR has done and is still doing in Yamhill County. The consensus of the board was to direct staff to move forward with drafting an extension of the existing contract.

**C. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates – Ken Huffer introduced Mark Lago, the new Public Works Director and Christian Boenisch introduced County Counsel's new Legal Assistant, Nohely Barajas-Montalvo.

2. Thursday Formal Session Agenda Review

- a. Consent Agenda Review (keep or move to non-consent)

The consensus of the Board was to leave item D1 on Thursday's consent agenda.

- b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 – F11 to Thursday's consent agenda, except for items F6 and F10 which will remain on the non-consent agenda.

3. Executive Session - None

4. Commissioner Updates/Announcements/Discussion:

- a. Discussion to pay for ad space in the West Valley Bulletin Board (Commissioner Olson) The consensus of the board was to have staff review the proposal and the possibility of funding this from the individual Commissioner discretionary accounts.
- b. Discussion of appointing the Chair to be the voting delegate for Yamhill County at the Federal Land Management Subcommittee Meeting. (Commissioner Olson)
- c. Discussion of the jail security camera project (Ken Huffer) The consensus of the board was to add the notice of intent letter to the non-consent agenda for Thursday.

There was some discussion and clarification of timelines regarding the proposed ordinance increasing the Board of Commissioners membership from three to five. Originally, it had been tentatively set over to today to review the draft ordinance and economic impact. Ken Huffer stated that staff was still finalizing the information and a work session for the following week was scheduled to discuss the draft ordinance and for staff to present the economic impact information.

Following commissioner updates the meeting adjourned at 3:10 p.m.

Keri Hinton  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
10/24/19 by Board Order  
# 19-433



**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 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 checked="" type="checkbox"/> Quarter 6 <input type="checkbox"/> Quarter 7 <input type="checkbox"/> Quarter 8
<b>Report Completed By:</b> Abisha Stone	<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**

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: <input type="text" value="31"/> YTD: <input type="text" value="31"/>	
• Number of jobs created	Jobs Created Q1: <input type="text" value="0"/> YTD: <input type="text" value="0"/>	
• Amount of investments	Investments Q1: <input type="text" value="0"/> YTD: <input type="text" value="0"/>	
• Number of recruitment projects	Active Projects Q1: <input type="text" value="1"/> Completed Projects: <input type="text" value="0"/>	
• Establish Advisory Committee and meet	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
• Narrative project update	<p>Amendment Note: Yamhill County 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.

**Report Quarter 2: June 2018**

**Grant Milestones**

**Reported Activities**

Check if amended

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Yes  No

Company Visits Q2:  YTD:

Jobs Created Q2:  YTD:

Investments Q2:  YTD:

Active Projects Q2:  Completed Projects:

Amendment Note: The Q2 report is being offered in September to keep consistent with the contract timeline. Additionally, this template labels this period as Q1 in this quadrant, but the data is reflective of Q2.

Business Visits - Abisha has made more than 70 business visits to provide support in their efforts to grow jobs, including wineries, manufacturers and processors. Abisha is working with a company who has recently relocated to Yamhill County and is building a production facility; an existing large manufacturer who is undergoing a significant expansion and will be adding 90 jobs in the next few months, with up to 60 more in the next year (expansion investment to be reported at a later date); and a business owner who has sighted a location for a new build to expand his existing business.

Economic Development Advisory Council (EDAC) - SEDCOR has established a steering committee for the Yamhill County EDAC. Having already met several times, the EDAC members have developed a council and committee structure to achieve its goals. The EDAC is currently in the process of recruiting participation of both the sub-region public partners and the private business community. The group expects for both the council and the grants review committee to be fully established and in service by late fall.

Workforce development - We are participating in a CTEC program partnership in Sheridan between a local manufacturer and the high school. We are supporting the development of a program that will provide hands-on experience and real life application of math and scientific theory.

City of Yamhill - Abisha has partnered with RDI and the city of Yamhill to lead a community development project, beginning with community meetings to be held on Sept. 27 and Oct. 18.

Marketing - SEDCOR continues to support businesses by marketing their work on social media and in print form. A.R.E/Tiger Manufacturing were featured in both the newsletter and the Fall Enterprise Magazine. Yamhill's 175th anniversary event was promoted on the SEDCOR website and Facebook page, and several businesses are highlighted in the widely distributed annual report. SEDCOR is also investing in website

redevelopment as a part of its larger marketing strategy for the region. This work, in concert with the implementation of its new CRM system, will give SEDCOR the ability to support the region's recruitment marketing needs.

**Report Quarter 3: September 2018**

**Grant Milestones**

**Reported Activities**

**Check if amended**

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q3:  YTD:

Jobs Created Q3:  YTD:

Investments Q3:  YTD:

Active Projects Q3:  Completed Projects:

Amendment Note: The Q3 report is being presented in December to keep consistent with the contract timeline. Additionally, this template labels this period as Q1 in this quadrant but the data is reflective of Q3.

SEDCOR Yamhill County BR&E Manager Abisha Stone would like to introduce President Erik Andersson to the commissioners. Erik began working at SEDCOR in November.

This quarter, Abisha made thirty business visits, providing support on projects such as the development of waste water treatment systems, supply chain management and workforce development. She is currently providing support to a large company that recently expanded to a new location outside of Dundee and is supporting a recruitment project in Newberg.

EDAC - The Economic Development Advisory Council held its first meeting on Nov. 27, 2018. We are still recruiting business partners and plan to meet monthly while the Grants Review Committee is building the grant review program, at which time, they will begin meeting quarterly. The EDAC is tasked with developing a collaborative approach to developing economic capacity throughout the county, through partnership, education, advocacy and by translating opportunity into action.

Professional Development - Abisha was recently accepted into the REAL Oregon statewide agricultural leadership program where she is representing Yamhill County and the Mid-Valley, while expanding her knowledge about natural resources and agriculture in Oregon.

Opportunity Zone training - SEDCOR co-hosted with the Confederate Tribes of Grand Ronde. Held in Grand Ronde on Nov. 28, 2018. The training was aimed at educating local leaders and EcDev practitioners on the benefits of the program so that they could better partner with investors on projects that meet the needs of their communities.

**Report Quarter 4: March 2019**

**Grant Milestones**

**Reported Activities**

Check if amended

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q4: **25** YTD: **128**  
 Jobs Created Q4: **5** YTD: **95**  
 Investments Q4: **1.2mm** YTD: **3.4mm**  
 Active Projects Q4: **2** Completed Projects: **0**

This quarter, SEDCOR's Yamhill County BRE Manager, Abisha Stone, made 25 business visits and hosted numerous educational and networking events focused on our traded sector industries. We have a few projects underway in the region and are continuing to work with businesses regarding regulatory concerns and providing support for retention and expansion efforts.

As discussed during the Q3 report-out, Abisha has prepared a more detailed narrative summarizing this year's activities in the attachment titled, SEDCOR Annual Report.

**Report Quarter 5: June 2019**

**Grant Milestones**

**Reported Activities**

Check if amended

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q5: **23** YTD: **151**  
 Jobs Created Q5: **0** YTD: **95**  
 Investments Q5: **0** YTD: **3.4mm**  
 Active Projects Q5: **2** Completed Projects: **0**

This quarter, the Yamhill County BRE Manager, Abisha Stone, made 23 company visits with local businesses. We did not see any additional investments or jobs created this quarter. Please note that the year to date numbers reflect our work from the beginning of the SEDCOR contract period and not the beginning of the year.

We currently have two recruitment projects in motion, one of which is sighting a location in Willamina, the other is an international food company looking to set up a west coast production facility and is focusing on the Mid-Willamette Valley. We will be touring suitable locations with them in July.

This quarter SEDCOR also hosted an industry roundtable focused on DEQ regulation for wastewater management, and partnered with Business Oregon, the Department of Commerce and Oregon Department of Ag to host an export and international trade training at Chemeketa's Yamhill campus. We also continue to host the monthly Yamhill County EcDev practitioners meeting where we discuss significant issues facing us in the county and work with our statewide partners at Business Oregon, the COG and Regional Solutions, to identify real solutions.

As you may recall, last year SEDCOR, SBDC and MEDP jointly wrote for a grant to provide for a Venture Catalyst position in the Mid-Valley. We were awarded that grant and partnered with the Oregon Entrepreneurs Network to develop and structure the position. In early June we hired the Mid-Valley Venture Catalyst who will now begin working to directly support entrepreneurs in our region. We have seen examples of success with this approach in Central and Southern Oregon and are very excited to have this resource as we build an “entrepreneurial ecosystem” for the region. Through our partnerships with the Oregon Entrepreneurs Network and the Oregon Technology Business Center, we are building resources for young, growing businesses by offering programs such as the Virtual Incubator Program and TechStars Start-Up Weekend.

The county grant program continues to attract applicants and the final deadline for submissions is June 30<sup>th</sup>. So far we have received many inquiries for projects such as workforce development projects, distillery startups, an environmentally friendly exhaust system for a coffee roaster, an equine therapy program, a downtown multi-use market facility, and employment related mediation services – to name just a few. We are very excited about the interest expressed in the grant program. Our next step will be to engage the Grants Review Subcommittee of the EDAC to provide review and recommendation to the BOC.

We also shared a marketing update last quarter wherein we referenced work we are doing to support the marketing efforts of the individual communities in Yamhill County. Please find the attached example of a city-county flyer that was created for the City of Willamina. These flyers are used when new businesses approach city staff, seeking information about relocating to their area. We are currently working with the smaller communities that do not have the staff or resources to build their own marketing materials. SEDCOR’s Marketing and Communication Manager has also been working closely with Carrie Martin to update and maintain the Grow Yamhill website.

Lastly, we wanted to provide a brief update on the EDAC. The group met again recently and discussed how to approach strategic planning for the county. We discussed how and when to start this work and wrestled with what the process should look like. This group understands the amount of work that goes into developing a county-wide economic development plan and wants to make sure that the process honors and enhances each individual community. We are also looking to identify additional resources to support this work. We were not awarded the USDA REDI grant so we will continue to seek additional funding as well.

**Report Quarter 6: September 2019**

**Grant Milestones**

**Reported Activities**

Check if amended

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q6:  YTD:

Jobs Created Q6:  YTD:

Investments Q6:  YTD:

Active Projects Q6:  Completed Projects:

This was a very busy quarter for SEDCOR and Yamhill county. The Yamhill County BRE Manager engaged in 32 business visits this quarter and participated in expansion projects that totaled just over \$1.35 million dollars in investments.

At the end of June, we closed the application process for two of the three county grant programs – the Small Grants and the SIF. A more detailed report was provided to the BOC in August, which included funding recommendations. The highlights of that report were that we received a total of 50 applications for a combined total ask of just more than \$820,000. We made seven (7) awards with the \$150,000 we had to offer over both programs. This year we were excited to see greater geographic diversity of applicants and of monies awarded. The Grants Review Subcommittee is currently drafting a proposal for the Board regarding proposed improvements for next year’s (2020) grant program.

In July, we toured a representative of an international company who is looking to relocate to the Mid-Valley and showed them two Yamhill county locations. Since then, both sites have been purchased for use in other projects, and development planning is underway.

On August 1<sup>st</sup>, SEDCOR welcomed our new Director of Operations, Jenni Kistler. Jenni comes to us from the League of Oregon Cities and has already show to be a true asset to the organization and a much-respected team member. At the end of August, welcomed our new Marketing and Communications Manager, Erica Hertzsch, who has an impressive background in Marketing. Erica is a great mix of process mindedness and creativity and brings a much-welcomed design and branding element to the team.

Also, in August, we co-hosted a visit between Business Oregon’s Japanese delegation and International Trade Managers, at a business just outside of Newberg, where we discussed opportunities for increasing export of locally made Oregon products to Japan, Korea and Australia.

Earlier this month, Abisha Stone and Mike White (the new Mid-Valley Venture Catalyst) met with nine (9) entrepreneurs who either already have or will be submitting applications for the county’s Start-Up Grant. The application window is open until the end of December. The program requires applicants to participate in the Launch Mid-Valley/OEN initiative programming and provides them with

comprehensive support for business development, led by the Mid-Valley Venture Catalyst. One of the goals of this grant program is to engage entrepreneurs in a way that provides support beyond the grant itself and, so far, we are seeing success with that intent.

We were proud to prominently feature a Yamhill County business on the cover of our Fall Enterprise magazine, and to honor the good work of ARE Manufacturing by awarding them the SEDCOR Manufacturer of the year award at our annual meeting,

As we at SEDCOR reflect on our time and experience serving the Yamhill County Economic Development Contract, which began in January of 2018 and ends in December of this year, we are very pleased with the progress that has been made. To date, we have made 183 direct-to-business visits and have had innumerable interactions with local businesses. We have seen over \$4.75 million dollars in investment from existing business expansions and a steady increase in traded sector jobs.

To satisfy the needs of our growing business climate and local economy, SEDCOR actively participates in growing our regional and local talent base while also helping to strengthen our communities.

We have seen McMinnville develop and publish a strategic plan for the city and participated in the development of Newberg's soon-to-be-published community development plan. We've supported community visioning sessions in the City of Yamhill and have launched discussions on plan development with city managers and business partners in both Amity and Dayton.

Yamhill is a strong, growing county that continues to punch above its weight in manufacturing and new business development. The EDAC is a committed group of public and private professionals, undertaking the work of identifying the needs, opportunities future direction for economic development in Yamhill county. We now have a well-structured grant program which includes a committee review process and a focus on impact.

With all the work already accomplished we also recognize that there is more to do. At the end of this year, we will be partnering with Business Oregon, the Council of Governments, local commercial & industrial realtors and City Managers to build out our existing property and buildable lands inventory in Yamhill county. Some of the ground work has already been laid as this work is vital to our continued active recruitment of new businesses and retention of existing business partners who have plans for growth.

Now that SEDCOR is once again fully staffed, we will be focusing on expanding our marketing presence and support throughout the region. We will be completing the development work on city and industry specific marketing pieces for businesses and site selectors

and working on projects such as supporting the maintenance of the Grow Yamhill Website.

In order to keep momentum on the good work at hand and continue to deliver on expectations into the future, we respectfully ask for the Board to consider our request to exercise the extension of our contract.

**Report Quarter 7: December 2019**

**Grant Milestones**

**Reported Activities**

**Check if amended**

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q7:  YTD:

Jobs Created Q7:  YTD:

Investments Q7:  YTD:

Active Projects Q7:  Completed Projects:

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**Report Quarter 8: March 2020**

**Grant Milestones**

**Reported Activities**

**Check if amended**

- Number of company visits
- Number of jobs created
- Amount of investments
- Number of recruitment projects
- Narrative project update

Company Visits Q8:  YTD:

Jobs Created Q8:  YTD:

Investments Q8:  YTD:

Active Projects Q8:  Completed Projects:

Enter text here

By submitting this report you certify it is true and accurate

**Certified by:**

**Submitted Date:**

**Reviewed by:**

**Date:**

*B.O. 19-433  
Exhibit "A"  
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