



**Combined Meeting  
ColPac EDD & NW Oregon Economic Alliance  
Thursday, February 8, 2023  
10:00 am—12:00 pm**

**Hybrid Virtual Meeting Information**  
[https://us02web.zoom.us/j/87841741308?](https://us02web.zoom.us/j/87841741308?pwd=UWNYMEhudkVqdIzJRE1EcDBxdXBDQT09)  
 pwd=UWNYMEhudkVqdIzJRE1EcDBxdXBDQT09



**Banks Fire Department - Station #13  
13430 Main Street  
Banks, Oregon 97141**

Meeting ID: 878 4174 1308  
 Passcode: 549750  
 Call In: +1(253)205-0468

|                    |  |  |
|--------------------|--|--|
| 10:00—10:05 am     | <b>1. Welcome and Introductions</b>  | Casey Garrett  |
| 10:05—10:15 am     | <b>2. NOEA Business Meeting</b><br><ul style="list-style-type: none"> <li>▪ October 12, 2023, Meeting Minutes (attached)</li> <li>▪ December 2023 Financials (attached)</li> </ul>   | Casey Garrett<br><b>Action Item</b><br><b>Action Item</b>  |
| 10:15—10:30 am     | <b>3. ColPac Business</b><br><ul style="list-style-type: none"> <li>▪ October 12, 2023 Meeting Minutes (attached)</li> <li>▪ October - December 2023 Financial Statements (attached)</li> <li>▪ Loan Board Update / New Member Nomination (attached)</li> <li>▪ Review of 2024 ColPac Membership Roster (handout)</li> <li>▪ Approve EDA Technical Assistance Planning Grant for Timber and Wood Products Economic Analysis and USDA Rural Capacity Grant. (attached)</li> </ul> | Casey Garrett<br><b>Action Item</b><br><b>Action Item</b><br><b>Action Item - ColPac Staff</b><br><b>Action Item - ColPac Staff</b><br><b>Action Item - ColPac Staff</b>                                       |
| 10:30 – 11:30 am   | <b>4. Oregon Board of Forestry<br/>Habitat Conservation Program (HCP)<br/>Presentation</b><br><ul style="list-style-type: none"> <li>• AOC – HCP Overview</li> <li>• Private Sector Viewpoint: Hampton Lumber</li> <li>• Counties Perspective:<br/>Tillamook County<br/>Columbia County<br/>Washington County<br/>Clatsop County</li> </ul>  | Casey Garrett<br><br>AOC - Brandon Persinger,<br>Hampton – Laura Wilkeson<br>Columbia/Clatsop/Washington/Tillamook<br>Commissioner Skaar<br>Commissioner Garrett<br>Commissioners Willey<br>Commissioner Bangs |
| 11:30 – 12:00 noon | <b>5. Industry Partner Spotlight: Pacific Seafood<br/>Discussion of Permitting Challenges</b>  | Dan Occhipinti – Pacific Seafood   |
| 12:00 – 12:10      | <b>6. Break – Grab Lunch</b>   |  |
| 12:10 – 12:30      | <b>6. Member Updates/Roundtable</b><br>Projects, Grant Applications, Challenges/Issues, etc.   | Members  |

**Attachments**

- 1) Col-Pac/NOEA October 12, 2023 Meeting Minutes
- 2) NOEA December 2023 Financial Statement
- 3) ColPac October – December 2023 Financial Statement
- 4) Loan Board Memo
- 5) Grant Application Approval Memo

**Next Meeting**

April 11, 2024  
 Columbia County – OMIC R&D Center  
 ColPac 30<sup>th</sup> Anniversary Celebration



## ColPac EDD /NOEA Combined Board Meeting

November 9, 2023

Hybrid (In Person & Virtual) Meeting

### The following members attended the meeting:

|   |  |
|---|--|
| Henry Balensifer—ColPac/City of Warrenton | Betsy Johnson – ColPac/Columbia County     |
| Peter Brandom – ColPac/City of Cornelius  | Scott Jorgensen – ColPac / City of Rainier |
| Colin Cooper – ColPac EDD                 | Marsha Kirk – ColPac/City of Banks         |
| Brett Estes – DLCD                        | Greg Manning - Consultant                  |
| Kevin LaCoste — ColPac/Clatsop CC         | David McCall – Bay City                    |
| Casey Garrett – ColPac/Columbia County    | Melanie Olson – Business Oregon            |
| Melyssa Graper – DEQ                      | Frank Spence – Port of Astoria             |
| Nathan George – City of Tillamook         | Leon Telesmanich – SBDC Tillamook          |
| Brian Fawcett – Port of Columbia County   | Lianne Thompson – ColPac/Clatsop County    |
| Sarah Lu Heath – ColPac EDD               | John Walsh – ColPac City of St. Helens     |
| Tony Hyde – ColPac/Columbia County        | Liane Welch – Bay City                     |
| Lydia Ivanovic – ColPac EDD               | Jerry Willey – ColPac/Washington County    |
| Keith Ziobron – Consultant, CHA           | Steve Wright – ColPac/City of Seaside      |
| Tony Hyde—ColPac                          |  |

### AGENDA ITEM-1 Welcome and Introductions

#### AGENDA ITEM-2 NOEA Business

- September 14, 2023 Meeting Minutes—Approved with no objections. (JW/ES)
- November 2023—Financials were held over to February meeting with no objections.
- No additional NOEA Business

#### AGENDA ITEM-3 Col-Pac Business

- The Board approved the nomination of Columbia County Commissioner Casey Garrett as Chair and Clatsop County Commissioner Lianne Thompson as Vice-Chair for ColPac and NOEA.
- September 14, 2023 Meeting Minutes—Approved with no objections.
- October - December 2022 Financial Statements – Accepted with no objections. (JW/ES)
- C. Cooper presented two options for proposed changes to the NOEA/ColPac 2024 meeting dates to align with NWACT. The NWACT is changing their meetings date to align with the Oregon Transportation Commission (OTC) meeting dates, which will allow the NWACT to ensure timely input to the OTC. The Board agreed to move the meetings by one month with Executive Meetings occurring on alternate months.

AGENDA ITEM-4 Other Business/Project Updates

- Kevin LaCoste, Interim President, and Kristen Wilken, Dean of Workforce Education and Training at Clatsop County, provided an update on the plans and opportunities at the Clatsop County Maritime Environmental Training Research Station (MERTS) Campus. Kevin described that the Oregon Higher Education Coordinating Committee (HECC) issued a \$8 million matching grant to upgrade the MERTS Campus and recently provided the College a two-year extension to identify 1:1 matching funds. Kristen provided details about the current MERTS campus curriculum and how the curriculum would be enhanced by using the grant funds to renovate and upgrade the current buildings and cite a new state-of-the-art marine pilot simulator.
- Sarah Lu Heath introduced Keith Ziobon and Greg Manning to present the EPA Brownfield Assessment and Loan Program. Keth provided a description of the work to date for local assessment work in Tillamook and Clatsop Counties and the opportunity for future site cleanup loans using the EPA Revolving Loan Program and possible sub-grant awards.

AGENDA ITEM-5 Member Updates

Members roundtable was abbreviated due to the length of presentations.

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Casey Garrett, ColPac Board President

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Casey Garrett, NOEA Board Chair

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Recorded: Colin Cooper, Executive Director

**Statement of Activity  
ColPac EDD General Fund**

| ColPac EDD<br>General Fund           | FY 2023-24 Approved Budget |                |                  | Oct - Dec 2023 |                |                 | FY YTD          |
|--------------------------------------|----------------------------|----------------|------------------|----------------|----------------|-----------------|-----------------|
|                                      | Receive                    | Disburse       | Balance          | Receive        | Disburse       | Balance         | Balance         |
| <b>Opening Balance</b>               |                            |                | <b>213,107</b>   |                |                |                 | <b>199,365</b>  |
| <b>Programs</b>                      |                            |                |                  |                |                |                 |                 |
| Grant Mgmt/Admin                     | 59,000                     | 1,000          | 58,000           | 11,411         | 76             | 11,335          | 11,335          |
| Vernonia Sewer I                     | 5,000                      | 0              | 5,000            | 6,120          |                | 6,120           | 6,120           |
| Clatskanie                           | 8,000                      | 0              | 8,000            |                |                | 0               | 0               |
| Tillamook                            | 11,000                     | 0              | 11,000           | 4,101          | 38             | 4,063           | 4,063           |
| Clatsop Brownfields                  | 10,000                     | 0              | 10,000           | 1,190          |                | 1,190           | 1,190           |
| St Helens Sewer                      |                            |                |                  |                | 38             | (38)            |                 |
| Vernonia Sewer II                    | 25,000                     | 1,000          | 24,000           |                |                | 0               | 0               |
| Food Systems                         | 2,490                      | 2,490          | 0                | 9,598          | 2,872          | 6,726           | 6,726           |
| NWOTA                                | 25,000                     | 1,000          | 24,000           | 0              | 259            | (259)           | (259)           |
| NOEA/NWACT                           | 30,000                     | 1,000          | 29,000           | 7,520          | 0              | 7,520           | 7,520           |
| Special Projects                     | 15,000                     | 500            | 14,500           | 0              | 0              | 0               | 0               |
| TFFF Value Chain                     |                            |                | 0                |                |                | 0               | 0               |
| Innovation Programs                  |                            |                | 0                |                |                | 0               | 0               |
| HCP Research                         |                            |                | 0                |                |                | 0               | 0               |
| Regional Broadband                   | 0                          | 0              | 0                | 0              | 0              | 0               | 0               |
| HB3395 Infra/Housing Coordination    | 208,000                    | 15,000         | 193,000          | 7,992          | 170            | 7,822           | 7,822           |
| Financing/Loans Mgmt                 | 50,000                     | 10,000         | 40,000           | 0              | 406            | (406)           | (406)           |
| <b>General Fund Revenues</b>         |                            |                |                  |                |                |                 |                 |
| EDA Partnership Planning             | 75,000                     | 0              | 75,000           | 0              | 0              | 0               | 0               |
| Membership Dues                      | 18,750                     | 0              | 18,750           | 0              | 0              | 0               | 0               |
| Interest Income                      | 850                        | 0              | 850              | 54             | 0              | 54              | 54              |
| CET Shared Expenses                  | 375,000                    | 369,500        | 5,500            | 95,327         | 93,989         | 1,337           | 1,337           |
| <b>Programs &amp; Revenues Total</b> | <b>859,090</b>             | <b>400,490</b> | <b>458,600</b>   | <b>131,901</b> | <b>97,773</b>  | <b>34,128</b>   | <b>34,128</b>   |
| <b>General Fund Expenses</b>         |                            |                |                  |                |                |                 |                 |
| Payroll & Employee Expenses          | 0                          | 378,688        | (378,688)        |                | 82,602         | (82,602)        | (82,602)        |
| Contract & Professional Services     | 0                          | 27,500         | (27,500)         |                | 3,038          | (3,038)         | (3,038)         |
| Operational Expenses                 | 0                          | 41,885         | (41,885)         |                | 5,029          | (5,029)         | (5,029)         |
| <b>Expenses Total</b>                | <b>0</b>                   | <b>448,073</b> | <b>(448,073)</b> | <b>0</b>       | <b>90,669</b>  | <b>(90,669)</b> | <b>(90,669)</b> |
| <b>Ending Balance</b>                | <b>859,090</b>             | <b>848,563</b> | <b>223,635</b>   | <b>131,901</b> | <b>188,442</b> | <b>(56,541)</b> | <b>142,825</b>  |

NOEA

Financial Statement

FY 2023-2024

| October - December 2023                         |        |          |           |            |
|---|--------|----------|-----------|------------|
|   | Budget | Received | Disbursed | FY Balance |
| <b>NWACT Revenue</b>                            |        |          |           |            |
| ODOT NWACT Administration                       | 30,000 | 7,520    |           | 13,298     |
| <b>NWACT Expenditures</b>                       |        |          |           |            |
| ODOT NWACT Administration                       | 30,000 |          | 7,520     | (13,298)   |
| NWACT Balance                                   |        |          |           | 0          |
| <b>NOEA Loan Fund Revenue</b>                   |        |          |           |            |
| Loan Fund Beginning Balance                     | 38,160 |          |           | 38,160     |
| Interest Earned                                 | 1,000  | 565      |           | 812        |
| Total Revenue                                   | 39,160 |          |           | 38,407     |
| <b>NOEA Loan Fund Expenditures</b>              |        |          |           |            |
| Oregon Ethics Commission                        | 50     |          | 0         | 0          |
| Liability Bond                                  | 320    |          | 0         | (320)      |
| Audit Filing Fee                                | 20     |          | 0         | 0          |
| Bank Fees                                       | 0      |          | 0         | 0          |
| Total Expense                                   | 390    |          | 0         | (320)      |
| <b>Net Balance</b> (Revenues Less Expenditures) | 38,770 |          |           | 38,087     |

February 8, 2024      Columbia Pacific EDD Board of Commissioners  
To:                      Lydia Ivanovic, Program Manager  
From:                  Loan Administration Board Update and New Board Member Nominees  
RE:                     ColPac Small Business Loan Programming  
Project:

### **Annual Meeting and Training Requirements**

ColPac's Loan Administration Board is required to meet at least annually. All LAB meeting shall be open to the public and held as prescribed by the Oregon Open Meeting Law, with the exception of consideration of loan applications, borrow requests to modify loan terms + agreements, work out agreements, or collection actions, which meeting will be held in executive sessions and closed to the public. A public meeting notice ahead of a LAB meeting occurring will be posted.

A LAB orientation and Brownfields Training will be conducted on March 1, 2024. The loan board will receive program-specific training on an as need basis to ensure the highest level of skill and engagement necessary to successfully run and advise on a ColPac loan programs.

Updates on the loan program will be provide to the ColPac Board of Commissioners during the review of the budget.

### **Loan Administration Board Membership & Nominated Members**

- **Action required** – vote on nominees.

#### **Proposed nominees:**

**Jack Ficken.** VP Relationship/Commercial Loan Officer, Lewis & Clark Bank – Professional in the Financing Field (Clatsop County)

Jack Ficken Astoria High School later enrolling in Clatsop Community College, earning his degree in 1984. Continuing his pursuit of academic excellence, Jack graduated from Oregon State University in 1986 with a Bachelor's Degree in Agricultural Economics. Entering the professional arena, Jack dedicated over two decades of his career to Versa Corporation/Walluski Western LTD, where he served as an Agricultural Sales Representative. His expertise extended across the United States and Canada. In 2012, Jack began a new chapter in his career, joining Lewis & Clark Bank (formerly known as Clatsop Community Bank). Since then, he has served as a Commercial Loan Officer and Relationship Manager.

Jack Ficken is not only a professional in the agricultural and financial sectors but also a dedicated community leader. His leadership position in various organizations reflects his passion for making a positive impact beyond the workplace: Clatsop Community College Foundation, the CEDR Board, Astoria/Warrenton Chamber of Commerce, Clatsop Community Action, Rotary Club, Columbia River Maritime Museum (Klep Trust), and the Clatsop Working Watersheds Cooperative.

Jack Ficken finds fulfillment in his personal life, characterized by a deep-rooted connection to agriculture, a successful career in finance, and a passionate commitment to community service. He is happily married and is the proud father of two adult sons.

**Jason Moon.** Director, Columbia County SBDC – Small Business Interest (Columbia County)

For over 15 years, Jason Moon has been working and advocating for small business clients in a variety of complex roles, most recently as the Director of Columbia County’s Small Business Development Center. His extensive professional background in manufacturing, technology, and financial services make him an empowering force for business owners.

Jason, a military veteran with a degree in Business Administration, has been a trustworthy leader with a proven track record in banking, product and team development, marketing and business and community development. He's experienced with successful implementation of engineering management systems, marketing and business development plans, social media strategies, website design and development, making him both creative and analytical minded.

Jason has an immense fondness for everything music, collecting vinyl records and 80's Pop Culture, although his real passion is leveraging my expert knowledge and partnerships to create, identify, and develop opportunities for businesses to succeed.

**Loan Administration Board Membership**

Per ColPac Bylaws, the Loan Administration Board shall consist of seven members of which must represent the following: two professionals from the commercial lending field, an elected or appointed public official, one attorney, one representative of a small business, and two at-large positions.

|    | Member          | Title   | Representative                      | Region                    | Years Served                  |
|----|-----------------|---|-------------------------------------|---------------------------|-------------------------------|
| 1  | Tom Rabbe       | Loan Board President - SVP/Commercial Banking Officer (retiring soon) | Professional in the Financing Field | Western Washington County | Incumbent                     |
| 2  | Robert Blumberg | CEO/President, Wauna Credit Union (Clatskanie)                        | Professional in the Financing Field | Columbia                  | Incumbent                     |
| 3  | Mark Thompson   | President, Forefront Economics Inc                                    | Professional in the Financing Field | Western Washington County | Incumbent                     |
| 4  | Jack Ficken     | VP Relationship Manager/Commercial Loan Officer, Lewis & Clark Bank   | Professional in the Financing Field | Clatsop County            | <i>Proposed member</i>        |
| 5  | Tom Connaughton | Owner, Tillamook Jeweler  | Small Business Interest             | Tillamook                 | Incumbent                     |
| 6  | Jason Moon      | Director, Columbia County SBDC  | Small Business Interest             | Columbia County           | <i>Proposed member</i>        |
| 7  | Vacant          |   | At Large Position                   |                           |                               |
| 8  | Vacant          |   | Elected or Appointed Official       |                           |                               |
| 9  | Vacant          |   | Attorney                            |                           |                               |
| 10 | Don Olson       | ColPac Board Treasurer  | Loan Board Treasurer & Ex-Officio   |                           | <b>Pending Board Approval</b> |

**Current Programming**

| Program             | Loan Awards     | Targeted Benefit  | Program History  | Action Item  |
|---------------------|-----------------|---|--|--|
| USDA (IRP) RLF      | \$50k – 250k    | Working and fixed capital   | USDA Loan fully paid off   | Seeking recapitalization - Spring USDA opportunity |
| USDA RBEG           | \$50k – 250k    | Working and fixed capital   | Fund capitalized by grant money                                  | Can make additional loan                           |
| Kiva Microloans     | \$1,000 - \$15k | Start Up Capital  | N/A – ColPac provides referrals                                  | Pending  |
| Biz Or CLLLR        | \$50k - 250k    | Community Lender Loan Loss Reserve; Capital and Operational Costs | N/A  | Pending new loans                                  |
| EPA Brownfields RLF | \$50k - \$500k  | Brownfields Cleanup   | N/A - Loan fund must be expended before subgrants can be awarded | Marketing + Direct Outreach; Loan board training   |
| EDA RLF             | \$1M ask        | Start-Up support; Job creation                                    | Pending Recapitalization   | <i>Application in Review</i>                       |





To: Columbia Pacific EDD Board of Commissioners

From: Colin Cooper, Executive Director  
Sarah Lu Heath, Deputy Director

Date: February 8, 2024

RE: Timber and Wood Products Employment Economic Study and Rural Business  
Development Grant – Support Rural Capacity

**ColPac Board approval is sought to apply for two grants that support CEDS and are within the current FY 23-24 workplan.**

1. Staff intend, with Board approval to apply for a United States Department of Commerce – Economic Development Administration (EDA) for a Technical Planning Grant to complete a detailed Timber and Wood Product Economic Study. The study will also investigate and evaluate employment opportunities with the value chain of regional timber and wood product production, e.g. mass timber, and other dimensional wood products. Staff also seek approval to pursue additional funding sources for this work.
2. Staff, with Board approval intend to apply for the United States Department of Agriculture (USDA) Rural Business Development Grant to continue the Rural Capacity project of the past two years, previously funded by Business Oregon.

**Action:** Move to approve Staff application for the two grants as described above