



## Southwest Washington Economic Development District Meeting

Parker's Restaurant ~ Castle Rock

July 21, 2016 ~ 11:30 AM

### MINUTES

#### Present:

Mike Karnofski, Cowlitz County

Adam Smee, City of Kalama

Rick Roberson, City of Kelso

Mike Wallin, City of Longview

Joe Phillips, City of Longview

Armondo Galaviz, City of Napavine

Mark Anders, Port of Chehalis

Troy Stariha, Port of Kalama

Eric Yakovich, Port of Kalama

Jeff Wilson, Port of Longview

Jennifer Keen, Port of Woodland

Ilona Kerby, Lower Columbia CAP

Paige Lake, Wahkiakum Chamber

Scot Walstra, Cowlitz EDC

Alyssa Joyner, SW WA Workforce Development

Jerry Petrick, Small Business Development Center

Gary Fredricks, Cowlitz WSU Extension

#### Cowlitz-Wahkiakum Council of Governments (CWCOG) Staff:

Bill Fashing, Deborah Johnson, Anisa Kisamore, Stephanie Helem

- 1. Welcome & Introductions.** Chairperson Mike Karnofski called the meeting to order at 11:45 a.m. Introductions were made.
- 2. Approval of Minutes.** A motion was made by Scot Walstra and seconded by Gary Fredricks, to approve the minutes of May 5, 2016, as presented. All in favor. Motion carried.
- 3. Comprehensive Economic Development Strategy (CEDS). Adoption of Annual Report, Action Plan, & Projects List.** A new or revised CEDS is required by the U.S. Economic Development Administration (EDA) every five years. The current CEDS is for 2014-2018, with the next major update scheduled for 2019. The 2016 Annual Report, as required per 13 CFR 303.6, includes project and improvement updates and strategic plans for the region. The yearly action plan is based primarily on prioritized goals and objectives of the strategic direction. An updated project list was provided. A CEDS committee is required to be involved in the CEDS process. CEDS committee members and the public had the opportunity to review and comment on the proposed report. A copy of the comments was distributed followed by a brief overview.  
  
**Motion:** A motion was made by Scot Walstra and seconded by Gary Fredricks, to accept the CEDS report (including action plan and projects list) as presented. Discussion followed. All in favor. Motion carried.
- 4. SWEDD Operational Procedures.** EDA has asked for an update to the bylaws/operational procedures. The current bylaws require a 30-day notice for amendments to the bylaws or operational procedures. A committee, representing the three counties, had the opportunity to review the document and provide input. A draft copy of the operational procedures document was reviewed by members present and suggested edits were discussed. At the next SWEDD meeting, a draft copy of the operational procedures will be presented for final consideration.

Cowlitz and Wahkiakum counties are moving forward with a new Interlocal Agreement, with the Council of Governments as the signatory. Lewis County will not be asked to sign the agreement. This does not remove Lewis County from the district; they will not have signatory authority towards the foundation document.

