



Southwest Washington Economic Development District Meeting

Parker's Restaurant ~ Castle Rock

October 6, 2016 ~ 11:30 AM

MINUTES

Present:

Mike Karnofski, Cowlitz County	Jeff Wilson, Port of Longview
Adam Smee, City of Kalama	Jana L. Jacob, Wahkiakum Port Dist. 1
Susan Humbyrd, City of Woodland	Chris Bailey, Lower Columbia College
Mike Wallin, City of Longview	Paige Lake, Wahkiakum Chamber
Joe Phillips, City of Longview	Ted Sprague, Cowlitz EDC
Jen Slemp, City of Napavine	Alyssa Joyner, SW WA Workforce Development
Peter Abbarno, City of Centralia	Jerry Petrick, Small Business Development Center
Bill Marcum, Kelso Longview Chamber	Mike Backman, Wahkiakum County
Carrie Backman, Wahkiakum WSU Extension	Sheila Gray, Lewis WSU Extension
Eric Yakovich, Port of Kalama	

Cowlitz-Wahkiakum Council of Governments (CWCOG) Staff:

Bill Fashing, Anisa Kisamore, Rachele Nugent

- 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 Susan Humbyrd and seconded by Joe Phillips, to approve the minutes of July 21, 2016, as presented. All in favor. Motion carried.
- 3. Inter-local Agreement Update.** Bill Fashing gave a status report on the Inter-Local Agreement document. Members received a copy of the final document with their packets. Cowlitz County has signed the agreement and Wahkiakum County has it on the agenda for the October 11, 2016 Board of Commissioners meeting.
- 4. SWEDD Operational Procedures.** A draft copy of the operational procedures document was reviewed by members present and discussed. The draft included suggestions that were given at the July 21, 2016 meeting.

Motion: A motion was made by Susan Humbyrd and seconded by Paige Lake, to accept the Operational Procedures as presented. Discussion followed. All in favor. Motion carried.

- 5. SWEDD Funding – Membership Investment Schedule/In-Kind Contribution.** A draft copy of a SWEDD Membership Investment Guidelines document was reviewed and discussed. Changes from previous discussions in July were included in this draft version under consideration. A clarification was made that member entities might take a couple of years of investment to reach the recommended cash investment level and that board participation would be allowed for entities working toward the approved investment levels.

Motion: A motion was made by Bill Marcum and seconded by Susan Humbyrd, to accept the Member Investment Schedule as presented. Discussion followed. All in favor. Motion carried.

6. **Scope of Work- Review and Next Steps.** EDA made changes to the Scope of Work Document. The Mid-Year Report will be mailed out after the end of January.

7. **Director's Report.** The planning grant has been approved and the scope will be implemented. Members received a copy of the final document with their packets.

Roundtable. Members shared events/activities going on in their jurisdictions.

There being no further business, the meeting adjourned at 12:45 p.m.



Mike Karnofski, Chairperson