

**Columbia Pacific RC&EDD
Full Council Meeting Minutes
July 7, 2010
EDC of Mason County
Shelton, WA**

Present:

Jesse Cardenas (ColPac), Jane Zepp (ColPac), Jim Neva (Port of Ilwaco), Cathy Russ (PCEDC), David Goodroe (LCEDC – on phone), Matt Matayoshi (EDC of Mason County)

Call to Order: The meeting was called to order by Jim Neva at 10:20am.

Approval of Minutes: Motion was made by Cathy Russ and seconded by Matt Matayoshi to approve the minutes of the June 2, 2010 meeting. **Motion Passed.**

Treasurer's Report: Matt presented the Treasurer's Report. Bank balance as of June 30, 2010 is \$40,334.96. **The board has reviewed and approved the Treasurer's Report as submitted.**

- Jesse commented that EDA officials have informed Jesse that the planning grant request for funds processing is behind. EDA says they will have the grant setup in ASAP (government automated funding program) within three weeks. This will be processed as a continuation of the previous year's planning grant which will save a lot of time. As a result, Jesse expects to be able to draw the first quarterly advance of \$18,750 within a few weeks. The Regional Quest For Success Grant request is in the pipeline and looks favorable by indications so far from the EDA. We appear to be in good standings as we turned in both these grant proposals early. At this time, we are waiting for final word of approval on both grant requests.

FOIA Subpoena Summary: Columbia Pacific RC & EDD received a subpoena request from Daniel Hurley, Attorney, on behalf of The City of Ocean Shores who is in a class action lawsuit "challenging, the City's imposition of storm and surface water charges." Copies of the RC&D project file documents were completed by Jane on June 17th and sent to the attorney along with an invoice to City of Ocean Shores in the amount of \$75.00 to cover the cost of copying and mailing. NRCS received the same request in the form of a Freedom of Information Act (FOIA) and also complied with this requests for documents.

According to Washington's NRCS Financial Officer, Stefan Fetcher: "There should be no NRCS records maintained in the Council's system of records. They may have been provided copies of material through the years, but the official records are USDA's. If our records have been properly maintained, including disposal, the presence of outdated records in Council files has no bearing on a FOIA request to NRCS.

A FOIA request cannot extend to the Council's records. Those may be accessible through state public disclosure laws, but NRCS can play no part in handling such a state public disclosure request. Their system of records, like their financial records and business activities are outside the scope of any NRCS employee." This is a statement provided by Stefan Fetcher to Cindy Burton.

This raises the importance of purging the project files and doing a better job of maintaining the Council's project filing system. Steps will be taken as soon as possible to separate NRCS files from ColPac Council's files and to properly purge files according to retention schedule requirement for such business records. An example of a project history summary created by Cindy Burton and presented to the board in today's meeting. The board agreed to adopt the idea of this one page project history summary to be created for every Council project that is 7 or more years old prior to purging the file documents. Thank you Cindy for your efforts of helping the Council with proper recordkeeping of the council's project filing system and business activities.

Office Space Agreement: The current office space lease agreement paid by USDA expires September 30th, 2010. Negotiations are on-going with USDA officials coordinated through Cindy Burton and the current landlord, Paul Willis, in an effort to decide on a new contracted lease agreement that will be a flat rate of rent that includes garbage and utilities with direct payment to the landlord, Paul Willis. USDA will no longer collect

reimbursements from ColPac for office space. Negotiations include the office space size and rent amount. Steps are being taken by Cindy Burton to clean up and inventory NRCS documents and furniture. Steps are being taken by Jane Zepp to inventory ColPac documents and furniture in an effort to look at the space that is needed for ColPac and space that is needed for NRCS. Jesse will meet with Paul Willis this afternoon to establish a rent amount for the office space currently occupied by ColPac. Outcome of that meeting will be forwarded to board members via email from Jesse.

RC&D Coordinator's Report: Presented as submitted by Cindy Burton and reviewed by the board in absence of Cindy Burton as she is on vacation this week of the meeting.

- Matt commented that Cindy is doing a really good job on projects and working with the Council. "Anytime Cindy has worked on projects up here (in Mason County) she has done everything that he has asked of her for support." "She spends her time well in working with projects"
- Jesse commented that Cindy has done well in working with tribes throughout the district and created good working relationships with them.

Executive Director's Report: Presented as submitted by Jesse Cardenas.

- Jesse is on the training committee of the newly developing WAEDD. This committee will be developing training courses including grant writing training. They will meet quarterly to minimize travel.
- Jesse talked with Steve Harvey, Executive Director, Cowlitz/Wahkiakum Council of Governments inquiring about partnering for a potential regional project, HUD Sustainable Communities Regional Planning Grant Program conversation led to talks of this project potentially expanding the Regional Quest for Success Project beyond district and county boundaries that would increase direct assistance to a variety of regional agencies and organizations including profit and nonprofit organizations using the Regional Quest for Success scope of work and methodologies to develop into a much broader district to district project. Read Jesse's June director's report for more detail on this project, the project proposal application to Columbia Pacific RC&EDD board, or contact the COLPAC office for more information on this project. Education and strengthening cities relationships is a huge part of this project in an effort to teach them their roles in economic development in support of sustainability. Cathy made a motion to allow Jesse to enter into conversation with Steve and work with him to form a project proposal for the HUD Sustainable Communities Regional Planning Grant Program. Matt Seconded. **Motion Passed.**

- August meeting agenda to include review of a service rate structure for members/non-members.

Old Business: There was no old business to discuss.

Good for the Order:

- Board members are looking forward to meeting Tim Gibbs the new Executive Director of Grays Harbor EDC.
- Cathy opened conversation regarding the status of board vacancies and what steps to take in an effort to fill these vacancies. The idea was brought up that in the future it would be helpful to change the Bylaws to reflect a combined position of Secretary/Treasurer. The board asked Jesse to contact Vicki Cummings to see if she would be interested in resigning from the Secretary ColPac Officer Position for the purpose of accepting the position of Vice President. This will be discussed in the next meeting and possibly presented to the full council for voting and approval at a future full council meeting. Other vacancies include, Tribal Representative, RC&D At-Large Representative.

Meeting Adjourned at 11:55am.

Jim Neva, President

Date