

MINUTES
TRI-AGENCY ECONOMIC
DEVELOPMENT AUTHORITY
REGULAR SESSION
Tuesday, December 30, 2008

Members Present: Charles Slert, City
Patrick Bailey, Harbor
David Finigan, County
Kelly Schellong, City
Mike Sullivan, County
Ron Phillips, Harbor Alternate

Members Absent: Ray Martell, Harbor

Others Present: Tamera Buchanan, Del Norte Local Transportation Commission
Eileen Bryner, Del Norte EDC
Will Caplinger, City Planner
Cinda Cain, Deputy County Counsel
Karen Phillips, PS Secretarial Services
Scott Feller, Consultant & Harbor District Commissioner
Jeannine Galatioto, Del Norte County CAO
Rich Young, C.E.O. Harbor District
George Williamson, PlanWest
Mike Young, City Manger
Kelley Atherton, Daily Triplicate

4:55 p.m. CLOSED SESSION:

1. Consider public comments regarding the closed session item listed below. Conduct a closed session pursuant to Government Code Section 54956.9(c) initiation of litigation and Section 54957 – appointment of a public employee, Tri-Agency EDA executive director. **

Chairman Finigan opened the meeting in regular session at 4:57 p.m. and requested public comments with regard to the closed session items, there being none; the meeting was immediately convened in closed session. A second closed session was held at 6:07 p.m. to discuss the appointment of a public employee.

5:00 p.m. CALL MEETING TO ORDER:

2. Call meeting to order in regular session, conduct the pledge of allegiance, and make a report regarding any action taken during closed session.

The closed session was adjourned and the meeting was immediately reconvened in regular session at 5:03 p.m. The following action was taken during closed session: Counsel Cinda Cain reported that there was no action taken during the first closed session. The second closed session was adjourned at 6:33 p.m. No final action was taken.

PUBLIC COMMENT PERIOD:

3. ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. After receiving recognition from the Chairman, please clearly state your name and address for the record. Please limit your comments to five (5) minutes and speak clearly into the microphone. Public comment on items of interest to the public, within the subject matter jurisdiction of the Board of Governors and not otherwise appearing on the agenda are acceptable. However, no action may be taken on any item not appearing on the agenda.

The following public comments were made: Tamera Buchanan announced that David Brewer of the California Transportation Commission (CTC) was retiring and she brought a retirement "card" for him for the commissioners to sign. The "card" consisted on a U.S. Highway 101 sign. Mr. Brewer is the one that was instrumental at the California Transportation Commission for getting the U.S. Hwy 199 project approved.

CONSENT AGENDA

4. Considered and received the Treasurer's Report and consider and receive the *Chetco Federal* statements, covering the period November 1, 2008 through November 30, 2008 showing cash and money market assets. **
5. Considered and received the Monthly Expenditure Report from Humboldt Area Foundation for the Del Norte Economic Development Partnership for the months of October and November 2008. **
6. Considered and adopted the Tri-Agency EDA minutes of the special session of November 4, 2008, regular session of November 25, 2008, special session of November 17, 2008 and the special session of December 17, 2008. **
7. Considered and adopted the Third Amendment to the Memorandum of Understanding Between Tri-Agency Economic Development Authority and County of Del Norte, which outlines the total amount of payment including the information technology support. **
8. Considered and adopted the Amendment to the Memorandum of Understanding Between Tri-Agency Economic Development Authority and Crescent City Harbor District, which outlines the total amount of payment and one year commitment. **

On a motion by Commissioner Sullivan, seconded by Commissioner Schellong, and unanimously carried on a polled vote, the Tri-Agency EDA Commission approved and adopted the consent agenda, consisting of items 4-8, as presented.

REGULAR AGENDA

**BUSINESS ACTIVITIES:
BUDGET/ADMINISTRATIVE:**

9. Consider a presentation by Tamera Buchanan, Executive Director of the Del Norte Local Transportation Commission regarding the Blueprint Planning Process. Take action as necessary and appropriate. **

Executive Director of the Del Norte Local Transportation Commission Tamera Buchanan presented the Blueprint Planning process to the commission. Tamera has informed and involved the tribal councils, the Technical Advisory Committee, the Local Transportation Commission, the City of Crescent City and Del Norte County to work out the land use issues and this process becoming a planning tool for the future. This March there will be a planning meeting held with the Sonoran Institute to discuss the process in a more in depth way. The policies and ordinances of the City, County and Tribes will govern the outcome of the process. The Sonoran Institute will be working to help the convening around all of the issues that the Blueprint Planning process will cover.

10. Consider the Buxton Community ID Final Report – Crescent City, CA, October 2008 as presented by Will Caplinger, City Planner. Take action as necessary and appropriate. **

Will Caplinger presented the Buxton Study, which came out of a joint City and County application for CDBG funds. The grant application outlined included six tasks, the Buxton study, was one of the tasks. The Retail Site Assessment was handed to the commissioners, which gives additional detail using the site located north of the fairgrounds, as it was centrally located, to establish the drive times used in the study. Demographics were taken into consideration and profiles were identified for the households in Del Norte County. A list of retailers was presented in the report including food, retail sales, tux rental, sports memorabilia, etc. Commissioners asked if there was a method for obtaining the amount of sales that are going to Brookings, Grants Pass and Eureka. Staff was unsure how much such a study would cost. The cost of the Buxton study was \$50,000 from the CDBG grant funds. Commissioners expressed concern regarding the study. Will Caplinger stated that the study provided valuable information, noting when asked, that he received the study in November. The study is not complete yet and will continue to be worked on. The City received the study through weekly updates, but this is the first formal presentation of the study to some of their council members. Scott Feller indicated that Arctic Circle and Carl's Junior, of which are listed in the study as possible businesses to attract, had been located in the area and have closed. The Commissioners indicated that they were looking for a more targeted product, not the canned product that they received. Commissioner Schellong asked Jeannine Galatioto to clarify how the study came to be reported on the Tri-Agency agenda first rather than the two partner agencies agendas. Ms. Galatioto stated that she received the study last week in the agenda and that the project was a joint project in that it was funded jointly. The study was part of the CDBG economic development planning and technical assistance grant and the City took the lead on the project. She noted that the majority of the retail studied was within the city limits.

11. Consider and accept the Annual Audit Report for the Fiscal Year ending June 30, 2008 as presented. **

On a motion by Commissioner Phillips, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Tri-Agency EDA Commission approved and accepted the annual audit report as presented.

12. Consider and discuss the appointment of an Executive Director for the Tri-Agency EDA. Take action to appoint an Executive Director or other action as necessary.

After the second closed session (held 6:07 p.m. to 6:33 p.m.) Counsel Cain announced that no final

action was taken in closed session.

13. Report back on assignments given out at the last regular meeting, i.e. Council of Economic Advisors (CEA) report back; representatives of the member agencies to report out to Tri-Agency about what each agency has been doing; retail leakage study; sewage treatment plant; broadband and economic development fiber optic undergrounding issues, etc.; revolving loan fund; commercial and industrial land survey; and report from Reweti Wiki regarding Action Del Norte, among others.

Chairman Finigan reported that the CEA stated that they would give a report; however, they were not present at the meeting tonight. They did agree to work non-politically with the Harbor. A report out will occur at the next meeting. The retail leakage study is being worked on by Commissioner Sullivan. A sewage treatment plant update was given by Mike Young, City Manager. Presently, the plant is 75% complete and it is expected to be operational soon (April 2010), employees are hired, certified and trained. The lab will be moved into the facility soon. The City is working with the Harbor regarding the fish waste and being able to handle that product for a better and less costly result. Testing will begin shortly; however, some may need to be shipped out to Arcata or Eureka. The capacity of the completed plant will be known once it gets up and running and when the fish waste issues are decided. Mike Young was asked to make a presentation at the Economic Summit in March giving data regarding how the plant will effect economic development in the community. The capacity issue was discussed by the commissioners and how it relates to the individual agencies. John Irwin did not make the meeting today and will be on the next agenda to discuss the broadband issues. Broadband is on the California State Association of Counties (CSAC) list of issues according to the County Administrative Officer Jeannine Galatioto. The revolving loan fund is ready to go once the executive director is hired to get the guidelines in order. The commercial and industrial land survey including the City and County, which is being planning/coming together may be on the agenda January 26th for the joint meeting City and County meeting. Reweti Wiki addressed the commissioners with regard to the Action Del Norte process and moving the economic development, social and industry clusters apart to be worked on more intensely with the appropriate agencies, Chamber, foundations, etc. The Cowell Foundation and California Endowment have decided to fund in the community and the community needs to resist letting outside agencies dictate what we need rather than deciding what the community needs and what economic development is wanted. Tying all of the agencies and outcomes together will support the broad public goals. Mr. Wiki indicated that the executive director appointment is necessary in order to work with him in economic development planning. Commissioner Phillips asked if the Work Force Center had been asked to help with the youth in the work force. The Workforce Center is at the table and they are trying to link the workforce with education and aligning the curriculum to make that happen.

COMMISSIONER AND STAFF REPORTS:

14. This agenda item allows the staff and commissioners the opportunity to discuss items of general interest, provide a reference or other resource, ask for clarification or request staff report to the board of governors on a certain matter on a future agenda. Staff report will include, but not be limited to: reporting on activities for Harbor, Airport, Broadband, Wastewater Treatment, Hwy 101/199 (HAS199.COM) or other issues as necessary and appropriate. **


The following staff and commissioners made reports: Chair Finigan mentioned the California Endowment choosing Del Norte County as one of the fourteen communities they are funding over a ten year period and how big an opportunity this will be for us.

ADJOURN:

15. Adjourn the meeting to the next regular session scheduled for January 28, 2008 at 5:00 p.m. or other date as decided.

There being no further business to come before the Commission, Chairman Finigan adjourned the meeting at 6:58 p.m. until the next regularly scheduled meeting on January 28, 2008 at 4:55 p.m.

Respectfully submitted,


Kelly Schellong, Treasurer/Secretary