



**City of North Bonneville Staff Report  
November 2011**

Business Startup Informational Calls, Visits and Packets Distributed:	4
Referrals to SCORE for business counseling:	2
Business Retention (ongoing):	21
Business Relocation:	1

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**EDC Loans**

Total Loans to Date:	62
Amount Loaned to Date:	\$780,710
Loans Year to Date:	0
Amount Granted Year to Date:	0
Current SCEDC Revolving Private Loans:	10
Current Delinquent Loans:	8 (6 working to bring current)
Loans in Process:	0

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**WIF Loans/Grants**

Total Loans to Date:	47
Amount Loaned to Date:	\$4,184,284
Total Grants to Date:	24
Total Amount Granted to Date:	\$385,000
Loans Year to Date:	2
Amount Loaned Year to Date:	\$50,000
Amount Granted Year to Date:	\$25,000
Current WIF Revolving Public Loans:	6
Current WIF Revolving Private Loans:	6
Current Delinquent Loans:	0
Loans in Process:	1

EDC staff met with clients in the EDC offices as well as via telephone regarding start-up businesses. EDC director visited several businesses to discuss their concerns and need for assistance. SCEDC also worked closely with several businesses to provide business plan and financial assistance. EDC staff used Business Resource Center to aid clients in researching and applying for business licenses and to gather information from the state.

Director:

**Activity Report:** Spent several hours meeting with businesses looking for loans. A majority of the businesses are interested in loans in order to help them stay in business, but there was discussions with

a few new companies. One loan was approved during the month, one was denied (due to lack of valid collateral) and 2 loans were restructured. The loans along with EDC budget discussions, contracts and daily meetings took up much of our time during the month.

11/1/11

- NFF grant administrative work
- Submitted Gorge Commission Certification request for approved loan
- Followed up on current loan request for adjustment

11/2/11

- Out sick

11/3/11

- Attended Greater Portland Metro Export Initiative update
- Participated in the Small Business Showcase put on by the Chamber
- Reviewed proposed project model update
- Submitted request to move funds, approved by board

11/4/11

- Attended CGBREZ meeting
- Attended SET planning meeting
- Staff review of Community and Capacity Land Stewardship grant quarterly report for submittal, grant administered by EDC
- Staff prepared information to add to loan application per USDA guidelines
- Reviewed options with bank representative to increase interest rate for loan fund
- Discussed export opportunities in Washington state with Klickitat EDC Director
- Provided Whistling Ridge LOS to CGBREZ members to gain support in other gorge communities

11/7/11

- Attended Rapid Rural Appraisal update and planning meeting
- Prepared budget for National Forest Foundation grant administered by the EDC
- Reviewed articles on sale of First Independent bank and discussed changes that may affect EDC
- Reviewed and discussed project proposed by Paul Spencer on city-scale composting

11/8/11

- Attended Chamber Break at Top Gear Driving School
- Met with Jim Price on Interpretive Center budget concerns
- Joined ADO Conference call to discuss affects of Governors' proposed budget on our state contracts
- Discussed social networking workshop with local professional

11/9/11

- Worked on 2012 contracts
- Meeting with Board Chair to discuss EDC budget concerns
- Met with WIB to discuss an existing loan and a loan request
- Contacted businesses to discuss WIB decisions

- Discussed use of EDC as a fiscal agent for a project
- 11/10/11
- Attended Pubtalk, co-sponsored by the EDC, Chamber and Port held at Old School Grill in Carson
  - Prepare written report on successful EDC projects due to ADO funding in order to show Governor the positive impact state contract amounts have in local economic development efforts
  - Staff completed documents for EDC retreat
  - Contacted Forest Service on grant extension request
  - Brad Andersen obtained approval from AG Rob McKenna to speak at EDC annual event
- 11/14/11
- Meeting with Director of Klickitat County EDC, Mike Cannon
  - Amended contract for business
  - Completed Board financials
  - Discussed loan options available for businesses through the EDC
- 11/15/11
- Attended EDC contract planning meeting
  - Training with Lynn Longin with Dept of Commerce on new ADO electronic submittal process
  - Contacted company interested in relocating their manufacturing company to Skamania County
  - Met with local business owner looking to sell business and individual interested in purchasing the business (separately)
- 11/16/11
- Met with individual looking to start a business, plan to work with business as well as getting SCORE rep to help support them
  - Set up Government contracting workshop
  - Researched free tax preparation in Skamania County
  - Met with business needing a short term loan. Contacted all loan committee members to discuss.
  - Prepared documents for board retreat
- 11/17/11
- EDC Board retreat
  - Prepared loan documents
  - Met with business looking to move into Skamania County
  - Discussed using EDC as fiscal agent for additional NFF grant with Jamie Tolfree
  - Reviewed grant proposal for Interpretive Center and proposed changes
- 11/18/11
- Updated website with Port information
  - Finalized loan documents and met with business owner
  - Attended City-scale compost project meeting
  - Loan request research
  - Prepared and sent SET (Stronger Economies Together) e-invitations
  - Discussed and researched loan options through other agencies for local business

11/21/11

- Discussed loan program with 1 new and 1 existing business
- Reviewed and encouraged businesses to take advantage of the Washington State Export Voucher program from the DOC
- Reviewed Governor's budget plan
- Met with company and discussed changes affecting their business and possible options

11/22/11

- Met with current business owner
- Updated website property marketing data
- Discussed property value with County Assessor for use as collateral

11/23/11

- Updated and submitted contracts for review and approval
- Reviewed additional information for loan request
- Follow up done on SET invitations
- Discussion on information requested for grant request
- Searched rural business resource websites

11/28/11

- Meeting with Chamber on holiday event
- Received notice that the EDC received a grant from the Gorge Community Foundation for \$1,000 for storefront art project
- Researched crowd funding for businesses

11/29/11

- Attended WIB/OIB appropriations meeting
- Contacted SET invitees on commitment letters

11/30/11

- Discussed property held by state for scenic area loan fund