



Board Meeting

Thursday, February 11, 2021

9:00 – 11:00 am

Join Zoom Meeting: <https://us02web.zoom.us/j/84207024186>

Passcode: 2021

Via Phone: 1-669-900-6833

Meeting ID: 842 0702 4186

Passcode: 2021

AGENDA

- | | | | |
|----|-------|--|---|
| 1) | 9:00 | Call to Order & Agenda Review | Chair,
Commissioner
Pat Malone |
| 2) | 9:10 | Roll Call | Staff,
Nick Meltzer |
| 3) | 9:20 | CWEDD Board Membership (Handout) & Election of Officers (Attachment A and B)
See attached bylaws for discussion of membership and election of officers

ACTION: Election of Officers | Chair |
| 4) | 9:30 | Public Comment | Chair |
| 5) | 9:40 | Minutes of November 12, 2020 Meeting (Attachment C)

ACTION: Approval of Minutes | Chair |
| 6) | 9:45 | 2020-2025 CEDS Final Review
Review of 2020-2025 Comprehensive Economic Development Strategy (CEDS) document, process and background. The final version will be distributed prior to the meeting and an overview presentation will be provided at the meeting.

ACTION: Approval of 2020-2025 CEDS | Staff |
| 7) | 10:15 | CARES Act Funding Update
Discussion about next steps related to economic recovery with the recently hired Economic Recovery Coordinator, Anne Whittington.

ACTION: Discussion | Meltzer and
Whittington |

- | | | | |
|----|-------|---|--------------------|
| 8) | 10:35 | Other Business <ul style="list-style-type: none">• OCWCOG staffing updates• 2021 Proposed Meeting Schedule (Attachment D)• Member Binders | Chair/Staff |
| 9) | 11:00 | Adjournment | Chair |

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

BYLAWS

I. PURPOSE AND DUTIES

The purpose of the Cascades West Economic Development District Governing Board (District Board) is to serve as the governing body of the Cascades West Economic Development District (District), which is an Economic Development District Organization recognized by the federal U.S. Department of Commerce Economic Development Administration. Purpose and duties of the District are enumerated in its Articles of Agreement.

II. MEMBERSHIP, TERMS, VACANCIES, AND REMOVAL

- (A) The District shall be governed by a District Board of twenty (20) members, appointed as specified in the District's Articles of Agreement.

- (B) Each District Board member serving as a representative of the Lane Council of Governments (LCOG) Executive Committee or the Oregon Cascades West Council of Governments (OCWCOG) Executive Board shall serve on the Cascades West Economic Development District Governing Board as long as their Council of Governments term lasts. Each District Board member who is a county representative shall be reaffirmed or reappointed, annually.

- (C) County District Board Members are subject to removal if they miss two (2) consecutive District Board meetings. In such an event, the Council of Governments which originally appointed the representative may remove that member from the District Board. The district Governing Board may request the removal, but shall not have the power of removal.

- (D) In order to be eligible for various types of federal Economic Development Administration assistance, including public works and loan guarantee programs, areas must actively participate in the Economic Development District's planning process. County government participation provides for inclusion of its incorporated area. Active participation is defined as being a member of the Council of Governments:

III. ORGANIZATIONAL PROCEDURES

- (A) The District Board shall meet at least once a year. At least one (1) month notice shall be given to the membership for a regular meeting. Regular meetings shall be held in Benton, Lincoln, Lane, or Linn Counties.

- (B) Additional meetings in person, or electronically, may be called by the Chair with the concurrence of two (2) additional members, or by a majority of the full membership of the District Board.
- (C) Meetings may be held by telephone or other means of electronic communication, and the District Board members may participate in any meeting by telephone or other means of electronic communication with advance notice of 48 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all District Board members and any member of the general public can attend, understand, and either hear or read the comments of all members participating in the meeting.
- (D) Each member shall be entitled to one vote on matters before the District Board.
- (E) A quorum shall consist of a simple majority of the membership of the District Board.
- (F) Except as otherwise provided in these Bylaws, a simple majority of the members present and voting shall be sufficient to decide a question before the District Board.
- (G) Unless otherwise specified, Roberts Rules of Order Revised shall govern the proceedings of the meetings of the Board.

IV. OFFICERS

- (A) The officers of the District Board shall consist of a Chair and Vice-Chair elected from among the representatives and by the duly appointed representatives on the District Board for one-year terms after March 1st. Officers may be re-elected for up to three consecutive terms.
- (B) A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such an event, a new Vice-Chair shall be elected, at the next regular or special meeting of the District Board and they shall serve the balance of their term of that office.
- (C) Duties of the Chair: The Chair shall have general supervisory and direction powers of the District, shall preside at all District meetings, and shall be a non-voting ex-officio member of all committees of the District. The Chair is the sole official spokesperson of the governing body on all matters of policy and position, unless this responsibility is delegated in writing or electronically, to another member of the governing body, or a member of a board or committee appointed by the governing body.

- (D) Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair.

The Chair and Vice-Chair shall not be residents of the same Council of Governments Region.

V. ELECTION OF OFFICERS

- (A) An annual organizational meeting shall be held by the District Board no later than June 30th of each year during which officers for the coming year will be elected at that meeting
- (B) Nominations may be made from the floor and candidates receiving a simple majority vote of those members present at the annual organizational meeting shall be declared elected.

VI. COMMITTEES OF THE DISTRICT BOARD

- (A) A Comprehensive Economic Development Strategy Committee for the District will be appointed by the Boards of the Councils of Governments. Federal requirements and balancing membership between the two Council of Governments areas will be considered in appointing the Strategy Committee.
- (B) In order to carry out work of the District Board, committees may be created by a majority vote of the District Board. The purpose and scope of activity of each committee shall be outlined in writing.
- (C) The Chair may appoint committee chairs and members.

VII. STAFF AND FINANCES

- (A) The OCWCOG shall provide staff and administrative services for the Cascades West Economic Development District. The Executive Director of OCWCOG shall be the Executive Director of the Cascades West Economic Development District.
- (B) At the direction of the District Board, the Executive Director is empowered to pursue and enter into such contracts, grants, and agreements as to carry out the planning functions of the district consistent with the adopted Comprehensive Economic Development Strategy (CEDS).
- (C) The District shall be funded by grants, gifts, contracts, and contributions. All revenue shall be deposited with the OCWCOG for use in conducting the Cascades West Economic Development District work program. Cascades West Economic Development District funds so deposited shall be accounted for in a manner that

maintains this identity separate from other revenues of OCWCOG; however, they shall be integrated into the OCWCOG normal accounting system and audited as a part of the OCWCOG’s annual audit. OCWCOG will provide an annual account summary at the same meeting in which a Chair and Vice Chair will be elected.

- (D) Expenditures shall be authorized, approved and completed as if they were OCWCOG expenditures. The Cascades West Economic Development District shall be assessed its share of OCWCOG indirect costs in the same manner as other programs of OCWCOG.

VIII. AMENDMENTS

Amendments to these Bylaws shall be adopted by the Councils of Governments which are parties to the Articles of Agreement establishing the Cascades West Economic Development District. The District Board shall not amend its own bylaws, but may propose amendments for the consideration of the Councils of Governments.

IN WITNESS WHEREOF, the parties hereto have caused these Bylaws to be adopted by motion of their respective governing bodies, signed by the Chief Executive Officer and duly attested to by the respective clerk, recorder, or secretary.

OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS

LANE COUNCIL OF COUNCIL OF
GOVERNMENTS

Date

Date

ATTEST:

CWEDD Board Chairmanship History

**No noted Chair and Vice Chair prior to 2016.*

2016	2017
Chair – Mayor Sharon Konopa Vice Chair – Susy Lacer <i>Date of election: January 7, 2016</i>	Chair – Mayor Sharon Konopa Vice Chair – Susy Lacer
2018	2019
Chair – Councilor Dann Cutter Vice Chair – Rob Scoggin <i>Date of election: June 14, 2018</i>	Chair – Mayor Dann Cutter Vice Chair – Rob Scoggin
2020	2021
Chair – Commissioner Pat Malone Vice Chair – Greg James <i>Date of election: May 14, 2020</i>	Chair – Vice Chair –

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CEDS COMMITTEE MEETING

Tuesday, November 12, 2020

9:30 – 11:00 am

Zoom Remote Connection

DRAFT MINUTES

Committee Members: Mayor Biff Traber, Mayor Jim Lepin, Chris Workman, Kelly Hart, Jerry Sorte, Greg James, Commissioner Heather Buch, Councilor Tom Cotter, Councilor Greg Irvin, and Matt Michael

Guests: Paula Miranda, Courtney Flathers, and Sandra Easdale

Staff: Brenda Wilson, Dan Betschart, Ryan Vogt, Nick Meltzer, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review		<p>Meeting called to order at 9:06 am by Vice Chair Greg James.</p> <p>It was noted that a quorum was not met and action items will need to be held for the next meeting.</p>
2. Welcome and Roll Call		Staff Nick Meltzer conducted roll call.
3. Minutes of July 29, 2020 Meeting		A quorum was not met and the minutes were tabled for the next meeting.
4. 2020-2025 CEDS Update	Staff Nick Meltzer advised that the CWEDD Board had initially intended to do a light update of the Comprehensive Economic Development Strategy (CEDS) document. The CEDS Committee has been holding monthly meetings and have found that some of the goals no longer align and were very specific. The Institute for Policy Research and Engagement (IPRE) Team has proposed changing from goals to priorities. Meltzer shared the priorities with members and	General consensus from members present that the work is headed in the right direction and for staff to continue as presented.

	<p>asked for their feedback. Mayor Biff Traber and Kelly Hart noted that they felt the change from goals to priorities and the priorities themselves make sense.</p> <p>Mayor Jim Lepin stated that changing the goals to priority areas makes the document a reference document rather than an implementation document. To this, Meltzer answered that while the goals are changed to priority areas; each priority are will have strategies for implementation, implementation ideas, indicators, and key partners. This allows the document to have suggestions on how locals can implement. Staff looks forward to continue the implementation piece in the monthly committee meetings.</p> <p>The Chair Greg James noted that the change seems powerful because each region does have its own goals that fall under the priority areas and it allows flexibility and creativity around pulling projects together.</p> <p>The CEDS is on track to have a draft in December and final approval in January.</p> <p>The Vice Chair Greg James stated that general consensus can be given by members present without full approval due to lack of quorum. He asked if anyone disagreed. No one mentioned any disapproval.</p>	
<p>5. CARES Act Funding Update and Proposed Programming</p>	<p>Meltzer reported that the CWEDD staff went after two CARES ACT opportunities; non-competitive planning money and addition of revolving loan funds. Today, staff will be providing an update on the planning funds CWEDD received.</p> <p>Staff received notice of fund approval in August 2020 and were not able to announce it until early September. COG currently has an Economic Recovery Coordinator position open as noted as a task in the original plan. Because the funds are stimulus, EDA is looking for entities to spend the funds within a two year timeframe. Although staff did not find out until early September that the funds could be spent,</p>	<p>General consensus for staff to make use of funds are reported and ensure the opportunity is broadly distributed to all jurisdictions within the CWEDD region.</p>

they could have been spent since August. EDA sends a quarterly disbursement based on work plan put together. While in the process of hiring the coordinator, they will probably not be in place until early January. Staff has been thinking how to spend the funds for two quarters to spend. Some will be used as internal staff dollars to do maps for the regions and is also proposing to use funds for micro grants under the technical assistance category. This will help funds local economic recovery efforts with three categories; placemaking, co-op planning, and supporting residents at local level. The application will be simple and short to make it easy enough for local jurisdictions to apply.

Vice Chair James stated that the suggestion makes sense specifically for smaller communities to have access to funds in a variety of ways to respond to COVID. He would like the news to be shared broadly across the region.

Mayor Lepin stated that he also supports the idea of micro grants and that the funds could be used to develop business registry which is a high need under circumstances such as COVID.

Mayor Traber stated that he likes the idea of micro grants. He went on to state that business registry is more for preparation, rather than ongoing. Traber mentioned that he has mixed feelings about that. He went on to ask Meltzer if there is an intent to make the grants more available to smaller communities since the larger communities received funds earlier in the year and smaller communities may have a higher need. He is not sure if sending it to practitioners is the best thing because not all small cities have practitioners available. To this Meltzer advised that the funds can't go directly to businesses. In terms of getting it to focus towards smaller cities; staff made the form fairly easy in order for a city staff to be able to fill it out rather than needing a planner. Traber responded that the simplicity is good but ensure to get it to all communities.

	<p>Chris Workman advised that the city of Philomath was able to set up a grant program for small businesses and the businesses received approximately \$1200. The city made it a priority and contracted with the chamber of commerce to contact all business in town, whether chamber members or not. Any assistance at a regional level would be helpful.</p> <p>Lepin stated that he agreed with Traber but to Workman’s report; that is the reason why a business registry is needed. In order to communicate with businesses in situations like COVID for all cities, but specially for small cities. To this, Traber responded that he agrees with the business registry. However, money is restricted to the government agent entities spending it themselves rather than handing them out to business. The recipients could use it for a business registry. Workman followed up to note that the city of Philomath is not able to keep an active registry due to staffing. If funds could be used to do a region wide registry, it would be helpful. Traber pointed out that the discussion is probably not for a regional position because of the timeframe needed to spend the funds. However, this could be added into the CEDS update document. James stated that this is great conversation and it’s shown how important it is to reach out and be connected with the business communities. He asked that staff ensure the grant opportunity is broadly communicated to large and small communities.</p>	
<p>6. Other Business</p>	<p>OCWCOG – Meltzer reported that COG is in the process of hiring a new Economic Development Director. COG has also worked internally to provide more support to CWEDD and EDA at large. Justin Peterson who is not present today, will begin attending meetings and provide staffing to the CWEDD. Mayor Lepin thanked staff Meltzer and Emma Chavez for assisting with the transition period with staffing.</p> <p>LCOG – Brenda Wilson reported that LCOG is working with the congressional delegation on possible legislative changes that would</p>	

	<p>allow them to get federal dollars to the region, “farther and with less red tape”. She will continue to update the CWEDD on this work.</p> <p>The vice Chair expressed his gratitude to Meltzer and staff for helping bridge the gap through the transition period and keeping process moving forward. He went on to state that the CWEDD appreciates the hard work and focus provided to bring the process to fruition.</p>	
7. Adjournment		Meeting adjourned at 9:41 am.

CWEDD Board 2021 Meeting Dates

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Passcode: 2021

Via Phone: 1-669-900-6833

Meeting ID: 842 0702 4186

Passcode: 2021

Board

Meets quarterly on the
2nd Thursday of the Month
9:00 – 11:00 am

February 11

May 13

August 12

November 18

(November meeting is on the 3rd Thursday
due to Veteran's Holiday)