



Board Meeting

Thursday, September 30, 2021

9:00 am – 11:00 am

Join via Zoom by clicking [HERE](#)

Passcode: 2021

Via Zoom Phone: 1-669-900-9128

Meeting ID: 810 9487 2071

Passcode: 2021

AGENDA

- | | | | |
|----|------|---|--|
| 1) | 9:00 | Call to Order & Agenda Review | Chair,
Commissioner
Heather Buch |
| 2) | 9:10 | Roll Call | Staff,
Justin Peterson |
| 3) | 9:20 | Public Comment | Chair |
| 4) | 9:25 | Minutes of June 10, 2021 Meeting (Attachment A) | Chair |

ACTION: Approval of Minutes

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|----|------|--|-----------------------|
| 5) | 9:30 | Oregon Ocean Innovation Hub- Build Back Better (BBB) grant application letter of support (Attachment B)
<i>The EDA announced \$3 billion from the American Rescue Plan to help communities recover and build more resilient local economies including the BBB grant. Oregon State University is applying to the BBB grant to develop a Blue Economy Cluster in Oregon.</i> | Staff, Jenny
Glass |
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ACTION: Approve Letter of Support and Authorize Chair Buch to sign

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| 6) | 9:40 | CWEDD Bylaws Update and Executive Committee Call for Volunteers (Attachment C)
<i>Final review and consideration to approve the updated bylaws and formation of Executive Committee.</i> | Staff, Jenny
Glass |
|----|------|--|-----------------------|

ACTION: CWEDD Bylaw Approval and Executive Committee Formation

- 7) 9:50 **July 8th Meeting Recap and Approval to add [CWEDD metrics framework](#) to CEDS Appendix** Staff,
Justin Peterson
With the Board's approval, the public notice will go out with the previously approved RAIN description amendment.
- ACTION: Approval to post Public Notice of updated CEDS**
- 8) 10:00 **Regional Priorities Survey** Staff,
Justin Peterson
Staff will share the survey results via a presentation.
- 9) 10:20 **Discussion of CED Working Groups** Staff,
Jenny Glass and
Justin Peterson
The CWEDD Board will discuss survey results in breakout groups and proceeding with CEDS implementation based on priorities and existing groups.
- ACTION: Identify potential existing groups to serve as working groups for CEDS implementation; identify champions to lead groups; identify gaps: priorities with no existing groups or champions.**
- 10) 10:50 **Other Business** Chair/Staff
 - *Community Updates*
- 11) 11:00 **Adjournment** Chair
Next Meeting: November 18, 2021

CWEDD BOARD MEETING
Thursday, June 10, 2021
1:00 – 2:30 pm
Zoom Remote Connection

DRAFT MINUTES

Committee Members: Greg James, Greg Ervin, Pat Malone, Kate Porsche, Kelly Hart, Alan Rowe, Paul Schuytema, Pam Barlow-Lind, Matt Michel, Randy Groves, John Pascone, Jim Lepin, and Chris Workman.

Guests: Seth Sherry

Staff: Brenda Wilson, Dan Betschart, Mike Corwin, Anne Whittington, Justin Peterson, Jenny Glass, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review		Meeting called to order at 1:03 by Commissioner Pat Malone. CARES Funding Update added to the agenda.
2. Roll Call		Staff Justin Peterson conducted roll call.
3. Public Comments		There was no public comment.
4. Minutes of May 13, 2021	Page 4; correction to City Councilor Randy Groves name. John Pascone announced that he had joined the meeting via zoom phone.	Consensus to approve the May 13, 2021 meeting minutes with correction.
CARES Announcement	Staff Anne Whittington reported that cities and counties have five days left to apply for technical assistance through CARES ACT Funding provided to CWEDD. Whittington shared the website link in the zoom chat for attendees.	
5. CWEDD and CEDS 101	Staff Peterson advised that this portion of the meeting is designed to provide framework of the Cascades West Economic Development District (CWEDD) and the Comprehensive Economic Development	Staff to assemble member binder into a single document, book marked

	<p>Strategy (CEDS) update.</p> <p>The CWEDD is designated by the EDA to work on economic development efforts in Benton, Lane, Lincoln, and Linn. The CWEDD encompasses two council of governments which is not common. The CEDS highlights key priority areas within the CWEDD region for the next five years. Peterson moved on to review the member binder content including the CEDS one-pager.</p> <p>Staff Jenny Glass shared the web link where the member binder documents are posted.</p> <p>Chair Jim Lepin and Chris Workman joined the meeting and the CWEDD Board now reached quorum.</p> <p>Peterson continued to review the member binder contents.</p> <p>Member Feedback:</p> <ul style="list-style-type: none"> • Chair Lepin stated that the member binders is a great effort that was majorly needed and it may bolster recognition of the CWEDD. • Greg James stated that the binder looks good and he recommended for Staff to compile the documents into a single document, bookmarked by chapter, and for the link to be shared with member. <p>Chair Lepin returned the meeting to Agenda Item 4; approval of previous meeting minutes.</p>	<p>by chapter, and share the link with members.</p>
<p>6. CWEDD Ad Hoc Committee</p>	<p>Peterson advised that at the previous Board meeting there was discussion about the creation of a committee. The committee has met once and their main purpose will be to create a regional priorities survey that will be shared prior to the August meeting, and to build the final August agenda. Staff requests formal approval of the Ad Hoc</p>	<p>Consensus to approve the formation of the CWEDD Ad Hoc Committee with members consisting of: Heather Buch</p>

	<p>Committee.</p> <p>Malone noted that the CWEDD had wanted to form the smaller group to set agenda items and do planning. He noted that he hopes for a Benton County member to fill in for him.</p> <p>Vice Chair Lepin advised that he too remembered that there was a lot of enthusiasm to form the committee. He asked if there were other members who would like to volunteer to serve on the Ad Hoc Committee.</p> <p>Glass reiterated that the Ad Hoc Committee will serve for a short term with only three meetings scheduled thus far.</p> <p>John Pascone volunteered to serve on the committee.</p> <p>Pat Malone moved to approve the formation of the Ad Hoc Committee to include members Heather Buch, Pat Malone, Chris Workman, Paul Shuytema, and John Pascone. Randy Groves seconded the motion. Motion carried.</p>	<p>Pat Malone Chris Workman Paul Shuytema John Pascone</p>
<p>7. Discussion: Formation of Executive Committee</p>	<p>Chair Heather Buch began facilitating the meeting. She advised that this is a discussion about an Executive Committee which is separate from the Ad Hoc Committee. Members need to discuss what an Executive Committee is, what tasks would they take care of, including those that would be on an ongoing basis. Buch noted that there is a lot of work ahead of the CWEDD, especially with the implementation of the CEDS.</p> <p>Glass noted that with CWEDD having a twenty member group and with the current energy to implement the CEDS it makes this an appropriate discussion. Staff is happy to assist with the direction from the CWEDD Board and an Executive Committee would also be helpful to set the structure.</p> <p>Paul Shuytema stated that it makes sense to take advantage of the momentum the CWEDD Board has right now and to form the small</p>	<p>Staff to provide draft bylaws Executive Committee bylaws at July meeting and a final to the August meeting.</p>

	<p>group to do some of the backend group to make the Board meetings as effective as possible and to maximize everyone's time.</p> <p>Randy Groves stated that he thinks this is a good idea. He went on to question what the time commitment would be. Chair Buch stated that at the very least; the Executive Committee would assist with agenda development for the Board and keeping it to 5-7 people but not all parameters have been set yet. She went on to note that she has a very fast pace for meeting productivity. Chair Buch stated that it's possible that the committee may meet monthly but not more often than that.</p> <p>Greg James stated that a monthly meeting with action items would be appropriate. LCOG would need to amend the bylaws for such a new committee but it should not be difficult to structure. There may be need to have good representation of leadership through the region to help move processes.</p> <p>Pat Malone stated that he is in favor of an Executive Committee to assist Staff and the Chair with priority areas.</p> <p>Glass read the CWEDD Board Bylaws, section VI. Committees noting that the Board is able to create additional committees as they see deemed.</p> <p>Chair Buch noted that a decision does not need to be made today and Staff could put together a sample of bylaws for review. Greg Jones agreed with this suggestion and noted that a decision could be made in August. Malone also agreed and noted that good representation will be needed, including from economic development practitioners. He suggested for Staff to possibly do some recruiting by the August meeting.</p> <p>Paul Shuytema advised that after reviewing the bylaws; the logical approach may need to be incorporated into the current bylaws if they will be serving in a directive way.</p>	
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	<p>Chair Buch asked if anyone was opposed to the formation of an Executive Committee. There were no members who spoke up against the creation of an Executive Committee.</p> <p>Executive Committee formation key points shared by members:</p> <ul style="list-style-type: none"> • CWED Board volunteers • Four county region representation • Econ Development Practitioners • Jurisdictional staff positions to be non-voting/Ex-Officios • Determine purpose, level of authority, role, how often to meet, who sets agenda, what are the terms, and how are members appointed 	
<p>8. Other Business</p>	<p>July Optional Meeting – Metrics, Regional Data, and County Snapshots. Meeting time Doodle Poll still available to fill out.</p> <p>Peterson advised that the July meeting is optional. At that meeting; IPRE will share county snapshot data and metrics information sharing. There will not be any decision making at the meeting, however; some of the data may provide good context for the August meeting.</p> <p>Peterson shared the July meeting doodle poll via zoom chat for members who have not participated yet.</p>	
<p>9. Adjournment</p>		<p>Meeting adjourned at 1:54 pm meeting.</p>



Letter of Support from Coalition Partner

To Whom It May Concern:

Cascades West Economic Development District enthusiastically supports Oregon State University's application to the EDA's Build Back Better Program to develop a Blue Economy Cluster in Oregon. As a member of the Oregon Ocean Innovation Hub (O2IH), a multi-stakeholder initiative launched by Lincoln County in 2020 as a response to COVID-19, we agree to have a liaison to serve as a coalition partner in this endeavor.

Cascades West Economic Development District (CWEDD) is designated by the U.S. Department of Commerce's Economic Development Administration to work on economic development efforts in Linn, Benton, Lane, and Lincoln Counties. The CWEDD advocates for, supports, and coordinates regionally significant economic development activities in the Region. Staffed by both Oregon Cascades West Council of Governments and Lane Council of Governments, the CWEDD prepared the 2020-2025 Comprehensive Economic Development Strategy (CEDs) to guide regionally significant economic development projects and activities over the next five years. The Blue Economy Cluster aligns very well with our regional CEDs.

We believe that this initiative will bring significant economic benefits to our region in the form of job retention and creation, economic recovery and long-term resilience. As a coalition partner, the Oregon Blue Economy Initiative is directly aligned with our mission and values. As such, our organization has read the Phase I narrative and commits to participating in the following ways:

Phase I

- Provide a Blue Economy Liaison from our staff to work with the Oregon Blue Economy Initiative coalition members and partners. We will help identify other potential coalition partners and assets that can serve this initiative in our region.

Phase 2

- Work with the Economic Development Alliance of Lincoln County on Blue Business retention, expansion, and recruitment.
- Partner with Oregon Blue Economy Initiative coalition to take advantage of our existing loan instruments as one of the means for Blue business to access regional capital.



Attachment B
Cascades West Economic Development District
Oregon Cascades West Council of Governments
Community and Economic Development
1400 Queen Avenue SE, Suite 205
Albany, Oregon 97322

The Oregon Blue Economy Initiative will address critical Blue workforce training needs, while connecting directly to innovation and entrepreneurship efforts that will build a resilient Blue Economy on the Oregon Coast.

I appreciate your consideration of OSU's application for a Blue Economy Cluster.

Sincerely,

Heather Buch, Chair
Cascades West Economic Development District

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) Executive Committee

1. Composition: An executive committee shall consist of one representative from each County, and one at large member for a total of five. The board chair, and board vice chair, shall serve as the chair and vice chair respectively, of the executive committee. The representatives of each County shall be selected annually by the CWEDD board.
2. Duties: The duties of the executive committee will include, but will not be limited to, acting on behalf of the CWEDD board between meetings. Taking action in situations determined by the Chair to be urgent. Be responsible for routine housekeeping duties, such as determining the content of agendas. Taking needed timely action on issues within the context of decisions or positions previously taken by the CWEDD board. However, the executive committee shall refrain from action on items that can wait for a regular CWEDD board meeting, and refrain from making decisions regarding project priorities.
3. Chair and Vice-Chair: The chair and vice-chair of the board shall serve as the chair and vice chair of the executive committee and will have similar roles and authority as the chair and vice-chair of the board.
4. Meetings and Quorum: A quorum shall be four of five members present. Alternates may serve on the executive committee if the representative is not able to attend a meeting and if the representative so decides. The Executive Committee shall meet as called by the Chair or CWEDD Staff. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS 192.610 through ORS 192.690.
5. Decisions and Recommendations: Decisions and recommendations of the Executive Committee will be communicated to the CWEDD board.

When possible that communication shall be in writing via a memorandum.

~~(A)~~(C) 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.

~~(B)~~(D) 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 the 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	LANE COUNCIL OF COUNCIL OF
COUNCIL OF GOVERNMENTS	GOVERNMENTS

Date

Date

ATTEST:
