![CWEDD | ECONOMIC DEVELOPMENT DISTRICT — CASCADES WEST logo]

Executive Committee
Thursday, April 27, 2023
11:00 am – 12:00 pm

Virtual Meeting
Join TEAMS Meeting by clicking **HERE**
Meeting ID: 229 110 614 04
Passcode: LnZsKe
Mobile 1 Click Number: **+1 872-242-8088**
Phone Conference ID: 505 159 102#

AGENDA

1)	11:00	**Call to Order & Agenda Review**	**Chair, Commissioner Buch**
2)	11:05	**Roll Call**	**Staff, Justin Peterson**
3)	11:10	**Public Comment**	**Chair**
4)	11:15	**Minutes of October 27, 2022 (Attachment A)** **ACTION: Approval of Minutes**	**Chair**
5)	11:20	**Broadband Action Team Structure (Attachment B)**	**Staff**
6)	11:35	**May 11th CWEDD Draft Meeting agenda (Attachment C)**	**Staff**
7)	11:45	**Other Business** • CED Director Update • CWEDD Project Tracker	**All**

CWEDD Executive Committee Roster 2023	
Heather Buch	Lane County- County Commissioner
Kelly Hart	City of Lebanon - Staff
Paul Schuytema	EDALC- Lincoln County – Staff
Randy Groves	City of Eugene – City Councilor
Nancy Wyse	Linn County – County Commissioner

CWEDD EXECUTIVE MEETING
Thursday, October 27, 2022
11:00 am-12:00 pm
Microsoft Team's Meeting Remote Connection

DRAFT MINUTES

Members: Commissioner Heather Buch, Paul Schuytema, Kelly Hart, Councilor Randy Groves, Kate Porsche
Staff: Jenny Glass

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review	Kate Porsche gave her resignation to the CWEDD Board, as she will be moving to new position in Portland as a Director of Industry Engagement. Staff Jenny Glass shared an announcement that she is resigning her last day is December 02, 2022. The new job is working with the San Francisco Federal Reserve and working with the Portland office and serving Oregon Washington, and Alaska.	**Meeting called to order at 11:04 am by Vice Chair Paul Schuytema** **There were no changes to the agenda.**
2. Roll Call		**Staff Jenny Glass completed roll call.**
3. Public Comments	There were no members of the public present.	**There were no public comments.**
4. Approval of Minutes from September 08, 2022 (Attachment A) ***Action: Approval of Minutes***	There were no changes to the minutes, and no discussion on the minutes.	**Randy Groves moved to approve the minutes from September 08, 2022, and Kelly Hart seconded. The minutes passed unanimously.**
5. CWEDD Project Tracker Update ***Action: Information and Discussion***	Staff Jenny Glass introduced this agenda item as it was created by Staff Justin Peterson as a result of the last meetings ideas and discussion. Staff Jenny Glass noted that this data could be moved easily into a	

	google form, as well as easily share the data to the CWEDD Board and other important boards and committees. Staff Jenny Glass shared the google form draft for the CWEDD Project Tracker. Staff Glass described different aspects of the form to the CWEDD Executive Committee members. Paul Schuytema asked for the draft version of the form to be sent out to the executive committee members to share with their partners. Staff Jenny Glass noted that since it is a Gmail form, staff was having to use personal emails for it. However, it could be moved to a teams form instead to work with the staff's work emails as they are through Microsoft. CWEDD Executive Committee Members agreed that this form is attractive and well representing and approve of the formatting. Paul Schuytema added the idea of adding verbiage to the collaboration section, however noting the importance of keeping it good and simple. Paul Schuytema wanted to add "engagement with the CWEDD Board" to the equity and inclusion section of the google form. Commissioner Heather Buch added that it may be a good idea for CWEDD to further define equity and inclusion and there could be more than one definition in people's minds. Staff Jenny Glass noted that staff can move "engagement with the CWEDD Board" to the regional collaboration section. Kelly Hart added that there might need to be a section where applicants can write in a summary detail of how their project meets the	

	guidelines. Paul Schuytema questioned what Equitable access in resilience means. Kelly Hard agreed. Staff Jenny Glass noted that this could probable be moved up to equity and inclusion, and she will talk with Staff Justin Peterson. Paul Schuytema added technical support as an option in the support section of the google form. Paul Schuytema noted that in the who completed this form section, to add both name and email fields. Kelly Hart added that putting in a part about partner support under the support category could be a good idea.	
6. November 10th CWEDD Board Meeting Agenda (Attachment B)	Paul Schuytema noted that the Mass Timber Grant update and Broad Band presentation, should take precedence and the Blue Economy update should go to the next meeting so there is time for both of those big updates. Staff Jenny Glass noted that even with the exclusion of Blue Economy, there will still be a pretty packed agenda. Staff Jenny Glass shared with the CWEDD Executive Committee the rest of the November 10th Agenda. The CWEDD Executive Committee members all agreed the agenda looks great and full.	
7. Other Business: • Brownfields EPA Grant Application Linn and Benton • DEI Next Steps	Staff Jenny Glass gave the Brownfield update, which includes an old mill site in Lebanon. Staff Jenny Glass added that the next steps for Diversity, Equity, and Inclusion (DEI) include if CWEDD wants to move the dial on DEI, what the DEI work requires.	

	Paul Schuytema noted that one way to work on DEI is to advance the CWEDD Project tracker as it will be working on reporting some of those items. Another idea proposed by Paul Schuytema was to use standing item in an agenda to give DEI updates from all the communities involved in the CWEDD Board Meetings.	
8. Adjournment	*The next CWEDD Executive Meeting is scheduled for January 26, 2023* *The next CWEDD Board Committee Meeting is scheduled for November 10, 2022*	**Meeting adjourned at 11:43 am by Vice Chair Paul Schuytema**

Linn, Benton, Lincoln, and Lane Broadband Action Team Participation Guidelines

Mission and Vision Statement

The LBLL Broadband Action Team is a region-wide, community-based group of stakeholders that have come together to bridge the digital divide throughout the region. The BAT's core mission is to help expand access to affordable, high-speed internet to as many County residents as possible. We will accomplish this by working to identify the pressing connectivity needs of the region, expanding network infrastructure, pursuing grant funding, distributing digital inclusion resources, and engaging the community. The Broadband Action Team recognizes that it need not be the principal entity achieving each of these goals, but will assist in their pursuit by building relationships, facilitating collaboration, and prompting relevant conversations amongst key entities. We will always strive to tailor our efforts and perspective to the on-the-ground needs of our community members.

Goals and Operating Principles

1) The Broadband Action Team will center its work on the unserved, underserved, and otherwise grant-eligible citizens and locations we hope to serve during all meetings, initiatives, and planning sessions.
2) The Broadband Action Team will seek to remove the different types of barriers unserved and underserved community members face preventing their access to affordable, high-speed internet connectivity.
3) The Broadband Action Team will work to expand affordable future-proof broadband infrastructure to as many residents as possible by supporting projects that seek to achieve this objective.
4) The Broadband Action Team will work to establish its processes as a statewide "best practice" of multi-stakeholder, cross-sector mission-driven collaboration.
5) The Broadband Action team will remain a respectful forum that values civility, discourse, progress, and service above all else.
6) The Broadband Action Team facilitators and members may discuss rules and policies that impact broadband services in the region but recognize that the BAT itself does not speak in a cohesive, singular voice.
7) The Broadband Action Team, in addition to providing time for specific project updates, will provide an opportunity for "open sharing" for all members to share status updates about their needs, services, or pursuit of the missions, goals, and principles listed above.
8) The Broadband Action Team, through exercising the principles above, will strive to remove roadblocks to development and build itself and its participants into an advantageous position to receive grant dollars.
9) The Broadband Action Team will welcome stakeholders to the table that are willing to engage with the group and adhere to all other principles listed above. We welcome the advancement of individual stakeholder interests that align with the principles listed above.

![CWEDD Economic Development District - Cascades West logo]

Board Meeting
Thursday, May 11, 2023
9:00 am – 11:00 am

Albany ABC Conference Room
OR
Virtual Meeting
Join TEAMS Meeting by clicking HERE
Meeting ID: 279 092 755 526
Passcode: 6RXZm5
Mobile 1 Click Number:
+ 1 872-242-8088
Phone Conference ID: 759 041 94#

AGENDA

1⟩	9:00	**Call to Order & Agenda Review**	**Chair, Commissioner Buch**
2⟩	9:05	**Roll Call**	**Staff, Justin Peterson**
3⟩	9:10	**Public Comment**	**Chair**
4⟩	9:15	**Minutes of February 9, 2023, Meeting (Attachment A)** **ACTION: Approval of Minutes**	**Chair**
5⟩	9:20	**Oregon Employment Department Update** • Patrick O'Connor is the Regional Economist for Marion, Polk, Yamhill, Linn and Benton Counties. Patrick will provide an update on the economic conditions in the region.	**Guest, Patrick O'Connor OED**
6⟩	10:15	**Broadband Action Team Update** Discussion on the BAT (Attachment B)	**Staff, Ryan Vogt**
7⟩	10:30	**Update on CWEDD Efforts** • CWEDD Update Presentation • CWEDD Binders (Link) • CWEDD Project Tracker (Attachment C)	**Staff, Justin Peterson**

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8) 10:45 Discussion: CEDS Working Groups (Open time for any   **Staff,**
         updates)   **Justin Peterson**
- *Broadband Action Team (BAT)*
- *Cascades West Regional Consortium (CWRC)*
- *Early Childhood Education*
- *Rural Economic Alliance (REAL)*
- *Lane Economic Committee (LEC)*
- *Blue Economy Update from EDALC*
- *Other workgroup updates?*

9) 10:50 Other Business (if time allows)   **Chair/Staff**
- *Executive Committee Updates*
- *Staff Updates*
- *Jurisdiction Updates – Regionally Significant*

10) 11:00 Adjournment   **Chair**
         Next Meeting: CWEDD BOARD MEETING Scheduled for
         Thursday August 10, 2023, from 9:00am to 11:00am.

Attendance (For Quorum Purposes)

OCWCOG Members	Title	Jurisdiction	Attendance
Nancy Wyse	Commissioner	Benton County	
Claire Hall	Commissioner	Lincoln County	
Alex Johnson II	Mayor	City of Albany	
Sherrie Sprenger	Commissioner	Linn County	
Chas Jones	Mayor	City of Philomath	
Dean Sawyer	Mayor	City of Newport	
Paul Schuytema	Executive Director	EDALC	
Chris Workman	City Manager	City of Philomath	
Kelly Hart	CED Director	City of Lebanon	
John Pascone	President	AMEDC	
Pam Barlow-Lind	Tribal Planner	CTSI	
Seth Sherry or Sophie Adams	ED Manager/ ED Coordinator	City of Albany	
Lane Members	**Title**	**Jurisdiction**	**Attendance**
Greg James	Board Member	WillamaLane Parks and Rec	
Bryan Cutchen	Mayor	City of Oakridge	
Randy Groves	City Councilor	City of Eugene	
Heather Buch	Commissioner	Lane County	
Patti Chappel	President	Emerald People's Utility Dist.	
Kori Rodley	City Councilor	City of Springfield	
Greg Ervin	Council Member	City of Cottage Grove	
Matt Michel	City Manager	City of Veneta	

Quorum Requirement: CWEDD business may be conducted provided a quorum of members attends. A quorum shall consist of a simple majority of the membership of the District Board. The CWEDD members may participate by telephone or other means of electronic communication, provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephone or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.