



## Executive Committee

Thursday, August 29, 2024

11:00 am – 12:00 pm

Virtual Meeting

Join TEAMS Meeting by clicking [HERE](#)

Meeting ID: 228 425 247 560

Passcode: MYbHaF

Mobile 1 Click Number: [+1 872-242-8088](#)

Phone Conference ID: 727 800 088#

### AGENDA

- |    |       |  |                           |
|----|-------|--|---------------------------|
| 1) | 11:00 | Call to Order & Agenda Review  | Chair,<br>Paul Schuytema  |
| 2) | 11:05 | Roll Call  | Staff,<br>Justin Peterson |
| 3) | 11:10 | Public Comment   | Chair                     |
| 4) | 11:15 | Minutes of October 26, 2023 (Attachment A)   | Chair                     |
|    |       | <b>ACTION: Approval of Minutes</b>   |                           |
| 5) | 11:25 | <b>CEDS 2025-2030 Update Discussion and SWOT survey</b><br>The scope of work was finalized at the last CWEDD meeting. Time to discuss next steps and updates from staff.<br><br>Staff created a SWOT survey to send out to partners ( <a href="#">Link</a> ). Staff will create a memo for the full CWEDD Board meeting. | Staff                     |
| 6) | 11:40 | <b>September 12<sup>th</sup> CWEDD Draft Meeting agenda (Attachment B)</b>   | Staff                     |
| 7) | 11:50 | <b>CWEDD Regional Meeting for CEDS Update Discussion (Attachment C)</b><br>Staff scheduled the regional meeting for Tuesday October 29 <sup>th</sup>   | Staff                     |



**8) 11:55 Other Business**

**All**

- HB3395 Infrastructure Funding
- Bylaw Change update
- Funding Updates
- Executive Committee Member updates

CWEDD Executive Committee Roster 2024	
Greg Ervin	City of Cottage Grove – City Councilor
Kelly Hart	City of Lebanon - Staff
Paul Schuytema	EDALC- Lincoln County – Staff
Randy Groves	City of Eugene – City Councilor
Nancy Wyse	Benton County – County Commissioner

**QUORUM REQUIREMENT:** “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 be conducted in compliance with the Oregon Public Meetings Laws as described in ORS 192.610 through ORS 192.690.” (CWEDD Bylaws Section VI B.4).



**CWEDD EXECUTIVE MEETING**  
**Thursday, October 26, 2023**  
**11:00 am-12:00 pm**  
Microsoft Team's Meeting Remote Connection

**DRAFT MINUTES**

**Members:** Paul Schuytema, Alysia Rodgers (*Alternate for Kelly Hart*), Councilor Randy Groves, and Commissioner Nancy Wyse  
**Staff:** CED Planner Justin Peterson; and CED Administrative Assistant Ashlyn Muzechenko.

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review	<p>The Vice-Chair, Paul Schuytema called the CWEDD Executive Committee meeting to order at 11:03am.</p> <p>The Vice-Chair, Paul Schuytema conducted the Agenda Review and the group concluded that there were no changes to the agenda.</p>	<p><b>Meeting called to order at 11:03 am by the Vice-Chair, Paul Schuytema</b></p> <p><b>There were no changes to the agenda.</b></p>
2. Roll Call	Roll call was not conducted as everyone in attendance knew each other.	<b>There was no roll call conducted.</b>
3. Public Comments	There were no members of the public present, therefore there were no public comments presented to the CWEDD Executive Committee.	<b>There were no public comments.</b>
4. Approval of Minutes from July 27, 2023 (Attachment A)  <b>Action: Approval of Minutes</b>	<p>There were no changes made to, or discussion on the July 27, 2023, CWEDD Executive Committee meeting minutes.</p> <p>Commissioner Wyse moved to approve the meeting minutes from July 27, 2023, and Councilor Groves seconded. The motion passed unanimously.</p>	<b>Commissioner Wyse moved to approve the minutes from July 27, 2023, and Councilor Groves seconded. The motion passed unanimously.</b>
5. Innovation Hub Discussion	<p>Vice-Chair Schuytema provided an overview of the Innovation Hub for this CWEDD (Cascades West Economic Development District) Region for the CWEDD Executive Committee Members in attendance.</p> <p>Vice-Chair Schuytema mentioned that Onward Eugene was successful in attaining one of the Innovation Hub planning grants. As</p>	

	<p>well as at the end of October, the final report will be going back to Business Oregon, and a new larger grant program will be opened up in January for more innovation hubs, and not only for those who received the planning grants.</p> <p>One of the recommendations would be to have the “home” of a virtual innovation hub in the CWEDD region. Functionally, the Oregon Cascades West Council of Governments (OCWCOG) would serve as fiscal agent, staffing, and manager for this grant if it was awarded.</p> <p>Currently there are no action items required from the Economic Development Region.</p> <p>Awards will not likely be shared or awarded until Spring of 2024 at the earliest.</p> <p>Staff Justin Peterson asked about a Phase 2 Deadline, Vice-Chair Schuytema answered that there hasn't been one released yet.</p> <p>Peterson noted that Anne Whittington, of OCWCOG was part of the process, and later on himself, and the OCWCOG Executive Director Ryan Vogt were involved in bringing the parties together and planning for looking forward.</p> <p>Councilor Groves added conceptionally this is a great deal, however he would like to see the details before he is fully on-board.</p>	
<p>6. November 9<sup>th</sup> CWEDD Board Meeting Agenda (Attachment B) <b>Action: Approval of CWEDD Board Agenda</b></p>	<p>Peterson shared that the upcoming CWEDD Board meeting will be in Lincoln County with a tour scheduled for afterwards adding an interactive element to the meetings for members.</p> <p>Peterson noted that staff are encouraging members to attend in person, but there is the hybrid element as well to join via teams if in person is not an option for members.</p> <p>Peterson shared an overview of the November 9<sup>th</sup> CWEDD Board</p>	<p><b>The CWEDD Executive Committee approved the November 9<sup>th</sup> CWEDD Board Meeting Agenda by consensus.</b></p>

	<p>Agenda, which is “Attachment B” in the meeting agenda packet.</p> <p>Vice-Chair Schuytema noted that the restaurant management course has launched, and he wouldn’t need a full 30 minutes for his update, but those would be his only edits for the agenda.</p> <p>Peterson shared that staff plan to send out a 2-week reminder after this meeting to try and get more attendees in person at the Lincoln County location.</p>	
<p>7. Other Business:</p> <ul style="list-style-type: none"> <li>• CED Director Update</li> <li>• Executive Committee Member Updates</li> </ul>	<p><b>Other Business:</b></p> <p><i>CED Director Position:</i></p> <p>Peterson shared that OCWCOG has gone through 2 sets of interviews attempting to find a CED Director, for which the right candidate has not been found yet. OCWCOG is still actively searching for a CED Director with the position being posted again just 2 weeks ago with new update materials describing the position’s summary and what the culture is like at OCWCOG.</p> <p><i>Executive Committee Member Updates:</i></p> <p>Councilor Groves shared that Eugene City Council has been hacked twice with racial attacks, where certain groups of people were attacked. His advice is to check with legal counsel on how to go about dealing with an attack if it were to happen.</p> <p>Commissioner Wyse added that while using Zoom, they (Benton County) had issues with being hacked as well.</p>	
<p>8. Adjournment</p>	<p><i>The next CWEDD Executive Meeting is scheduled for January 25, 2024.</i></p> <p><i>The next CWEDD Board Committee Meeting is scheduled for November 09, 2023</i></p>	<p><b>The meeting was adjourned at 11:28 am by The Vice-Chair, Paul Schuytema</b></p>



**CWEDD** | ECONOMIC  
DEVELOPMENT  
CASCADES WEST | DISTRICT

## Board Meeting

Thursday, September 12, 2024

9:00 am – 11:00 am

Oregon Cascades West – Albany Office ABC Conference Room  
1400 Queen Avenue SE, Albany Oregon 97322

OR

Join Virtually via Teams

TEAMS Meeting by clicking [HERE](#)

Meeting ID: 267 001 785 157

Passcode: ycBCiM

Mobile 1 Click Number:

[+ 1 872-242-8088](#)

Phone Conference ID: 149 601 420#

### AGENDA

- |                                    |      |  |  |
|------------------------------------|------|--|--|
| 1.                                 | 9:00 | Call to Order & Agenda Review  | Chair, Paul Schuytema                    |
| 2.                                 | 9:05 | Roll Call  | Staff,<br>Justin Peterson                |
| 3.                                 | 9:10 | Public Comment   | Chair                                    |
| 4.                                 | 9:25 | Minutes of May 9, 2024, Meeting (Attachment A)   | Chair                                    |
| <b>ACTION: Approval of Minutes</b> |      |  |  |
| 5.                                 | 9:30 | <b>CEDS 2025-2030 Update Conversation (Attachment B)</b><br><i>Strategic Conversation about the CEDS update. Process and focus. Organization and the implementation of the CEDS.</i> <ul style="list-style-type: none"> <li>• CWEDD CEDS Scope of Work</li> <li>• CEDS Strategy Committee</li> <li>• Project Update</li> </ul> | Staff, Justin Peterson                   |
| 6.                                 | 9:45 | <b>Strengths, Weaknesses, Opportunities, and Threats (SWOT) – (Attachment C)</b><br>Staff shared a SWOT Survey and developed a memo based on the responses received.   | Staff, Corum Ketchum and Justin Peterson |

- |     |       |   |  |
|-----|-------|---|--|
| 7.  | 10:15 | <b>HB3395 Infrastructure Funding</b><br>Discussion on how the HB3395 infrastructure funding and how to spend the money.   | <b>Staff, Jaclyn<br/>Disney</b>          |
| 8.  | 10:45 | <b>Discussion: CEDS Working Groups (Open time for any updates)</b> <ul style="list-style-type: none"> <li>• <i>Broadband Action Team (BAT)</i></li> <li>• <i>Cascades West Regional Consortium (CWRC)</i></li> <li>• <i>Early Childhood Education</i></li> <li>• <i>Rural Economic Alliance (REAL)</i></li> <li>• <i>Lane Economic Committee (LEC)</i></li> <li>• <i>Blue Economy Update from EDALC</i></li> <li>• <i>Other workgroup updates?</i></li> </ul> | <b>Chair/ Staff,<br/>Justin Peterson</b> |
| 9.  | 10:50 | <b>Other Business (if time allows)</b> <ul style="list-style-type: none"> <li>• <i>Future Bylaw update – CWEDD Executive Committee Quorum Requirements.</i></li> <li>• <i>CWEDD Regional Project list (Attachment D)</i></li> <li>• <i>Regionally Significant Updates (New employer in your city, new grant, etc.)</i></li> <li>• <i>Executive Committee Updates</i></li> </ul>   | <b>Chair/Staff</b>                       |
| 10. | 11:00 | <b>Adjournment</b><br><i>Next Meeting: Regional Meeting scheduled for October 29, 2024, and next Board meeting scheduled for November 14, 2024 (Coast)</i>  | <b>Chair</b>                             |

## Attendance (For Quorum Purposes)

<b>OCWCOG Members</b>	<b>Title</b>	<b>Jurisdiction</b>	<b>Attendance</b>
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	
Rick Booth	Mayor	City of Waldport	
Paul Schuytema	Executive Director	EDALC	
Chris Workman	City Manager	City of Philomath	
Kelly Hart	CED Director	City of Lebanon	
John Pascone	President	LEDG	
Pam Barlow-Lind	Planning Director	CTSI	
Sophie Adams	ED Manager	City of Albany	
<b>Lane Members</b>	<b>Title</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Greg James	Board Member	WillamaLane Parks and Rec	
Sherry Duerst-Higgins	Board Member	Lane ESD/South Land SD	
Randy Groves	City Councilor	City of Eugene	
Rob Ward	Mayor	City of Florence	
Patti Chappel	President	Emerald People’s Utility Dist.	
Pete Knox	Board Member	Lane Transit District	
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.



**CWEDD** | ECONOMIC  
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## Regional CWEDD Meeting

Thursday, October XX, 2024

9:00 am – 3:00 pm

**Location**

**OR**

**Join Virtually via Teams**

**TEAMS Meeting by clicking [HERE](#)**

Meeting ID: 267 001 785 157

Passcode: ycBCiM

**Mobile 1 Click Number:**

**[+ 1 872-242-8088](#)**

Phone Conference ID: 149 601 420#

### AGENDA

1.	8:30	Coffee and Snacks	All
2.	9:00	Call to Order & Agenda Review	Chair, Paul Schuytema
3.	9:20	Comprehensive Economic Development Strategy (CEDS) Overview	Staff, Justin Peterson
4.	9:30	<b>Awarded EDA Grants – 5-minute highlights</b> <ul style="list-style-type: none"> <li>• Cottage Grove Main Street Improvements</li> <li>• Cottage Grove Bohemian Park (Bohemia Foundation)</li> <li>• Eugene – Suzanne Arle Bike Trails</li> <li>• Mass Timber Phase II</li> <li>• Broadband OCWCOG</li> </ul>	Multiple
5.	10:00	<b>Regional Data and Trends</b> <ul style="list-style-type: none"> <li>• Oregon Employment Department Presentation</li> <li>• Childcare</li> </ul>	Multiple
6.	12:00	<b>Lunch and Keynote Speaker</b> -XXX	TBD
7.	1:00	<b>SWOT Analysis Survey Results and Discussion</b>	Staff, Justin Peterson

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002 (TTY/TTD 711) or [amuzechenko@ocwcog.org](mailto:amuzechenko@ocwcog.org).

- |     |      |  |  |
|-----|------|--|--|
| 8.  | 2:00 | <b>Implementation and Action Plan</b> <ul style="list-style-type: none"><li>• <b>xxx</b></li></ul> | <b>Chair/ Staff,<br/>Justin Peterson</b> |
| 9.  | 2:45 | <b>Next Steps</b> <ul style="list-style-type: none"><li>• <b>xxx</b></li></ul>                     | <b>Chair/Staff</b>                       |
| 10. | 3:00 | <b>Adjournment</b><br><i>Thank you all!</i>  | <b>Chair</b>                             |

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Pam Barlow-Lind	Planning Director	CTSI	
Sophie Adams	ED Manager	City of Albany	
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Sherry Duerst-Higgins	Board Member	Lane ESD/South Land SD	
Randy Groves	City Councilor	City of Eugene	
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