



Executive Committee

Thursday, October 31, 2024

11:00 am – 12:00 pm

Virtual Meeting

Join TEAMS Meeting by clicking [HERE](#)

Meeting ID: 228 425 247 560

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Phone Conference ID: 727 800 088#

AGENDA

- | | | |
|---|---|---------------------------|
| 1) 11:00 | Call to Order & Agenda Review | Chair,
Paul Schuytema |
| 2) 11:05 | Roll Call | Staff,
Justin Peterson |
| 3) 11:08 | Public Comment | Chair |
| 4) 11:10 | Minutes of August 29, 2024 (Attachment A) | Chair |
| ACTION: Approval of Minutes | | |
| 5) 11:12 | HB3395 Infrastructure Funding (Attachment B)
Infrastructure Funding next steps and process on using the funds. <ul style="list-style-type: none">• In compliance with HB3395 guidance• Split 50/50 between COGs after a 15% indirect | Staff, Jaclyn Disney |
| <i>ACTION: Recommendation to CWEDD Full Board on how to proceed with funding</i> | | |
| 6) 11:30 | November 14 th CWEDD Draft Meeting agenda (Attachment C) | Staff |
| 7) 11:40 | CWEDD Regional Meeting Recap
Discussion on the CWEDD Regional Meeting. | Staff |
| 8) 11:50 | Other Business <ul style="list-style-type: none">• Innovation Hubs• Childcare – Sign onto childcare commitment | All |



[Projects \(clackamaschildcarecoalition.org\)](http://clackamaschildcarecoalition.org)

- Bylaw Change update (Attachment D)
- 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 three 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, August 29, 2024
11:00 am-12:00 pm
Microsoft Team's Meeting Remote Connection

DRAFT MINUTES

Members: Councilor Randy Groves, Councilor Greg Ervin, Paul Schuytema, Commissioner Nancy Wyse

Staff: CED Planner Justin Peterson; CAMPO Planner Corum Ketchum, CED Director Jaclyn Disney, and CED Administrative Assistant Ashlyn Muzechenko.

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review	The Chair, Paul Schuytema called the August CWEDD Executive Committee meeting to order 11:06am. There were no additions or other changes to the agenda.	The meeting was called to order at 11:06am by The Chair Paul Schuytema There were no changes to the agenda.
2. Roll Call	CWEDD Staff Justin Peterson conducted roll call for the members and staff in attendance.	Roll call was conducted.
3. Public Comments	There were no members of the public present, therefore there were no public comments presented to the CWEDD Executive Committee.	There were no public comments.
4. Approval of Minutes from October 26, 2023 (Attachment A) <i>Action: Approval of Minutes</i>	Benton County Commissioner Nancy Wyse moved to approve the CWEDD Executive Committee minutes of October 26, 2023. Eugene Councilor Randy Groves seconded. The motion carried successfully, and the minutes were approved.	Commissioner Nancy Wyse moved to approve the minutes of October 26, 2023. Councilor Randy Groves seconded. The motion carried successfully.
5. CEDS 2025-2023 Update Discussion and SWOT Survey	Peterson shared the Strengths, Weakness's, Opportunities, and Threats (SWOT) Survey that was sent out to staff and members. This survey went to the full CWEDD Board and Executive Committee, and the CWEDD CEDS Stagey Committee members. For Oregon Cascades West Council of Governments (OCWCOG)	

	<p>region, there is a list of city managers that received this email too. This survey also went to the Lane city managers as well. The survey is set to close this Friday.</p> <p>Peterson noted that there will be a presentation regarding the survey results at the September full board meeting.</p> <p>There will also be additional feedback reviewed and that information will be taken to the regional meeting on October 29th. After good data review, and further understanding of the SWOT Analysis, then the actual implementation of the CEDS can start.</p> <p>Corum Ketchum, OCWCOG Planner, noted that over two-thirds (2/3) of the responses have been from government staff or elected officials.</p> <p>Chair Schuytema noted he went through this process for Minnesota and the number of responses received over there were 6. His personal goal would be to receive more than that.</p> <p>Peterson added that there was a new grant writer who identified new staff members in the areas to get responses from and involve in the CEDS Work.</p>	
<p>6. September 12th CWEDD Draft Meeting Agenda (Attachment B)</p>	<p>Peterson displayed the September 12th Board Meeting Agenda for the members and staff in attendance. Currently the meeting is 2 weeks out from today's date. This meeting will have an in-person location in Albany, and an opportunity to join virtually via Microsoft Teams if members cannot make the commute. The goal will be to target the coast for the November in-person meeting location.</p> <p>Chair Schuytema reviewed the agenda items presented on the draft full board agenda.</p> <p>CED Director Jaclyn Disney shared an update regarding the HB3395 Infrastructure funding relating to agenda item 7 on the draft agenda.</p>	<p>The CWEDD Executive Committee Members approved the September 12th Board Meeting Agenda by consensus.</p>

	<p>Chair Schuytema asked if it would be good to add an update regarding the CWEDD Innovation Hub Grant and if it should go under CEDS working group or under other business.</p> <p>Peterson answered that it can go under other business and shared the current update with information staff have regarding this topic.</p> <p>Additionally, the goal for the November meeting would be to have the consultant on board and moving forward.</p> <p>Councilor Greg Ervin asked if there was a state of the workforce update or representative for the upcoming meeting.</p> <p>The group noted that for this meeting no, but there could be a comprehensive update added to a future meeting as a presentation.</p> <p>The CWEDD Executive Committee Members approved the September 12th Board Meeting Agenda by consensus.</p>	
<p>7. CWEDD Regional Meeting for CEDS Update Discussion (Attachment C)</p>	<p>Peterson shared that this regional meeting is a bigger venue with CWEDD Board Members, CWEDD Strategy Committee, The Lane Economic Committee, OCWCOG staff, and Lane Council of Governments (LCOG) Staff. There are approximately 75 members who will be attending this meeting.</p> <p>The number would be difficult to do as hybrid, but the goal is to do mainly in person. Staff are currently exploring location areas in Lebanon for a meeting.</p> <p>The goal would be to spread the word as much as possible pushing for in person attendance and to strongly encourage this option for members.</p> <p>Disney noted that some members prefer hybrid formats, but with the funding issue, it has proven difficult to find in person locations, with hybrid facilities, and a large enough venue for all the participants, and</p>	

	<p>food for everyone. The goal is to get maximum participation while being cost conservative.</p> <p>Chair Schuytema stated he would be happy to help in anyway possible to just reach out to him for brainstorming.</p> <p>Peterson noted that adding more time isn't an issue, but it may make sense to have a lot of opportunity in the morning session to hear from everyone in the room as well as in the afternoon too.</p> <p>For a Keynote Speaker the current idea is the bring in the regional solutions team to talk about our regional and holistically on an Oregon level how they are connecting state level solutions with the CEDS.</p> <p>Chair Schuytema stated that with item 5, he knows a few organizations have subscribed to placer AI, which is a geo coded real time data tool that may be interesting to have a small little presentation on during the data and trends session. Schuytema will send some of the information over to Justin as well regarding the movement of people and money through the region. There are at least two licenses in Lincoln County who have already subscribed.</p> <p>The next steps for staff on this topic is to focus on finding the venue and looking for additional funding for budgeting for this regional meeting. Staff have been working closely with LCOG to plan this meeting.</p> <p>Chair Schuytema added that he will investigate some funding opportunities to see if any of the Lincoln County stakeholders have funding, they could use to sponsor to fund this event as it is important for our region.</p>	
<p>8. Other Business:</p> <ul style="list-style-type: none"> • HB3395 Infrastructure Funding • Bylaw Change 	<p>Other Business: <i>Funding Update:</i> Peterson shared that there was a recent announcement that HP received CHIPS funding. This amount was around \$50million in funding for a Corvallis company.</p>	

<p>Updates</p> <ul style="list-style-type: none"> • Funding Updates • Executive Committee Member Updates 	<p><i>HB3395 Infrastructure Funding:</i> This was shared prior in the meeting.</p> <p><i>Bylaw Change Update:</i> Updates on this was shared prior in the meeting.</p> <p><i>Executive Committee Member Updates:</i> There were no further Executive Committee updates shared with the group.</p>	
<p>9. Adjournment</p>	<p><i>The next CWEDD Executive Meeting is scheduled for October 31, 2024.</i></p> <p><i>The next CWEDD Board Committee Meeting is scheduled for November 14, 2024.</i></p> <p><i>The regional meeting for the CWEDD has been scheduled for Tuesday, October 29th.</i></p>	<p>The meeting was adjourned at 11:45 am by The Chair Paul Schuytema.</p>



Housing Capacity and Infrastructure Funding

HB 3395 Funding Update and Discussion of Next Steps

CWEDD Board Meeting 9/12/2024



**OREGON
ECONOMIC
DEVELOPMENT
DISTRICTS**

HB 3395 Funding Plan

Spring 2024

HB 3395 Funding Update from
OEDD

Brief Legislative Background

- Creation of Rural Capacity Fund HB 2345 (2021)
- HB 3174 (2023)
- HB 3395 (2023) – Housing Omnibus Package
- SB 1501 (2024) - Program Change Technical Fix

Spring 2024

HB 3395 Funding Update from
OEDD

LOCAL GOVERNMENT HOUSING SUPPORT

SECTION 37. (1) The Oregon Department of Administrative Services, in consultation with the Department of Land Conservation and Development and the Housing and Community Services Department, shall provide grants to councils of governments, as defined in ORS 294.900, and economic development districts to support housing and community development capacity within cities and counties in this state and within the nine federally recognized Indian tribes in this state.

(2) Councils of governments and economic development districts receiving grants under this section shall partner and consult with local governments, developers, financiers, the Department of Land Conservation and Development, the Housing and Community Services Department, other relevant state agencies and other interested public and private partners to enable local governments throughout the region to encourage community development and the development of infrastructure and needed housing, as defined in section 23, chapter 13, Oregon Laws 2023 (Enrolled House Bill 2001), by:

- (a) Bridging any information gaps;**
- (b) Identifying and securing needed resources, including infrastructure and community facilities;**
- (c) Connecting producers of needed housing with consumers of needed housing; and**
- (d) Working with representatives of historically underrepresented groups to overcome community-specific barriers to obtaining housing.**

SECTION 38. Section 37 of this 2023 Act is repealed on January 2, 2034.

SECTION 39. In addition to and not in lieu of any other appropriation, there is appropriated to the Oregon Department of Administrative Services, for the biennium beginning July 1, 2023, out of the General Fund, the amount of \$5,000,000, to provide grants under section 37 of this 2023 Act.

Spring 2024

HB 3395 Funding Update from
OEDD

(1) Support Housing and Community Development

Objectives:

- Support housing development and infrastructure capacity;
- Support community development capacity.

Requirements:

- Annual reporting of how the money was spent;
- Requirement to coordinate with cities and counties prior to utilizing funds and get input from cities/counties on local needs;
- Explanation of how each project ties into housing.

(2) Consult with Local Governments and Agencies

Objectives:

- Communicate with cities, counties and community partners about available funds and identify needs in your district;
- Facilitate conversations with private and public partners in your district.

Requirements:

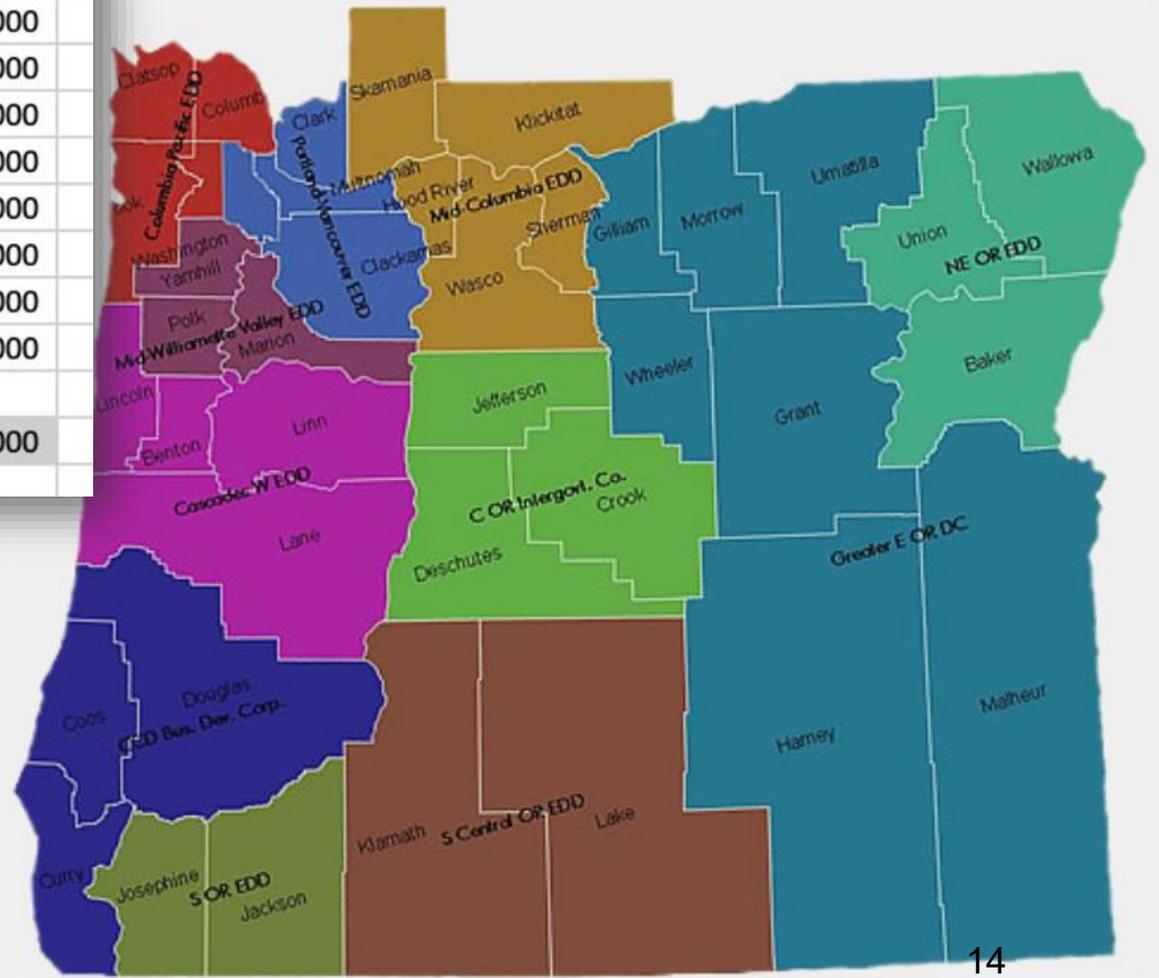
- Bridging information gaps;
- Identifying and securing needed resources;
- Connecting housing producers with consumers;
- Working with underrepresented groups.

Statewide Housing Goals

- **Equity and Racial Justice:** advance equity and racial justice to address disparities in housing and economic prosperity.
- **Homelessness:** build a coordinated and concerted statewide effort to prevent and end homelessness.
- **Permanent Supportive Housing:** invest in permanent supportive housing.
- **Affordable Rental Housing:** work to close the affordable rental housing gap.
- **Homeownership:** expand homeownership for low- and moderate-income Oregonians.
- **Rural Communities:** unlock housing opportunities in small towns and rural communities.

HB 3395 Distribution

<u>EDD</u>	<u>COG</u>	<u>Baseline</u>
9 Tribes at \$20,000 x 2 total \$40,000		\$ 360,000
OEDD Administrative		\$ 250,000
1 Greater Portland Economic Development district	Metro	\$ 399,000
2 Cascades West	OCWCOG, Lane	\$ 399,000
3 MWVCOG	MWVCOG	\$ 399,000
4 Southern Oregon Regional ED, Inc	Rogue Valley COG	\$ 399,000
5 Central Oregon Intergovernmental Council	COIC	\$ 399,000
6 CCD Business Development District		\$ 399,000
7 Greater Eastern Oregon Deve Corp		\$ 399,000
8 Columbia Pacific EDD		\$ 399,000
9 South Central Oregon EDD		\$ 399,000
10 Mid Columbia EDD		\$ 399,000
11 Northeast Oregon EDD		\$ 399,000
Total:		\$ 4,999,000





CWEDD Region	Benton	Lane	Lincoln	Linn
Cities	Corvallis	Eugene	Lincoln City	Albany
	North Albany	Springfield	Depoe Bay	Brownsville
	Philomath	Cottage Grove	Siletz	Halsey
	Monroe	Florence	Newport	Harrisburg
	Adair Village	Junction City	Toledo	Idanha
		Creswell	Waldport	Lebanon
		Dunes	Yachats	Lyons
		Acme		Mill City
		Veneta		Millersburg
		Coburg		Scio
		Oakridge		Sodaville
		Westfir		Sweet Home
				Tangent
				Waterloo



Housing Capacity and Infrastructure Funding

- ✓ Regional Collaboration
- ✓ Needs Assessment
- ✓ Preliminary Activities
- ✓ Next Steps

- Needs Assessment and Qualitative Interviews with City Administrators
- Coordination with Governor's Regional Solutions Team to Connect with Communities and Identify Resources
- Coordination with OEDD for funding administration, reporting, and scope of work
- Collaborate with LCOG staff on Needs Assessment progress at monthly check-ins
- Agreement for HB 3395 – Housing Capacity Funds executed on August 16, 2024
- Update to CWEDD Executive Board August 29, 2024
- Update to CWEDD Board of Directors September 12, 2024



Housing Capacity and Infrastructure Funding

- ✓ Regional Collaboration
- ✓ Needs Assessment
- ✓ Preliminary Activities
- ✓ Next Steps

Next Steps

- Identify projects that :
 1. Align with the Funding Agreement Scope of Work
 2. Align with CEDS Priorities
 3. Align with Statewide Housing Goals
- Contract and Fiscal Administration Activities:
 - Quarterly Reporting
 - Monthly HB 3395 Meetings for OEDD
 - Engage with RS Team for Collaborative funding Opportunities for Identified Projects
- LCOG/OCWCOG Collaboration
 - Funding can be used for planning and grant writing staff to assist communities with projects that align with Scope of Work



Scope of Work

Partner and consult with local governments, developers, financiers, the Department of Land Conservation and Development, the Housing and Community Services Department, other relevant state agencies and other interested public and private partners to enable local governments throughout the region to encourage community development and the development of infrastructure and needed housing, as defined in section 23, chapter 13, Oregon Laws 2023 (Enrolled House Bill 2001), by:

- a. Bridging any information gaps;
- b. Identifying and securing needed resources, including infrastructure and community facilities;
- c. Connecting producers of needed housing with consumers of needed housing; and
- d. Working with representatives of historically underrepresented groups to overcome community-specific barriers to obtaining housing.

Quarterly Reporting

1. List of Stakeholders Engaged each quarter
2. Overview of Activities for quarter and how they helped communities work towards their housing goals
3. Criteria met for use of funding (See Scope of Work)
4. List of any Funding Application Assistance Provided
 - a) Location
 - b) Description
 - c) Granting Entity
 - d) Award Amount
 - e) Timeline



Housing Capacity and Infrastructure Funding

HB 3395 Funding Update and Discussion of Next Steps

CWEDD Board Meeting 9/12/2024

Thanks for your attention! 😊



CWEDD | ECONOMIC
DEVELOPMENT
CASCADES WEST | DISTRICT

Board Meeting

Thursday, November 14, 2024

9:00 am – 11:00 am

Lincoln County

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,
Justin Peterson |
| 3. | 9:10 | Public Comment | Chair |
| 4. | 9:25 | Minutes of May 9, 2024, Meeting (Attachment A)

ACTION: Approval of Minutes | Chair |
| 5. | 9:30 | Placer AI Demo | Guest |
| 8. | 10:00 | CEDS Update and Regional Meeting Update
-xxx | Staff, Justin Peterson |
| 9. | 10:20 | Central Coast Food Hub
• xxxx | Guest |
| 10. | 10:45 | Discussion: CEDS Working Groups (Open time for any updates)

<ul style="list-style-type: none"> • <i>Broadband Action Team (BAT)</i> • <i>Cascades West Regional Consortium (CWRC)</i> • <i>Early Childhood Education</i> • <i>Rural Economic Alliance (REAL)</i> • <i>Lane Economic Committee (LEC)</i> | Chair/ 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.

- *Blue Economy Update from EDALC*
- *Other workgroup updates?*

- | | | | |
|------------|--------------|---|--------------------|
| 11. | 10:50 | Other Business (if time allows) <ul style="list-style-type: none">• <i>CWEDD Executive Committee Quorum Requirements - update</i>• <i>CWEDD Regional Project list (Attachment E)</i>• <i>Regionally Significant Updates</i>• <i>Executive Committee Updates</i> | Chair/Staff |
| 12. | 11:00 | Adjournment
<i>Next Meeting: Scheduled for 2025</i> | Chair |

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	
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	
Lane Members	Title	Jurisdiction	Attendance
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.

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 Oregon Cascades West Council of Governments, Lane Council of Governments, or an Economic Development Professional in either Benton, Lane, Lincoln, or Linn Counties.

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.
- (8) 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. **Meeting and Quorum:** A quorum shall be three 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.
- (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.
- (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.

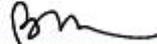
OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS



10/01/2024

Date

LANE COUNCIL OF COUNCIL OF
GOVERNMENTS



Brendalee Moore (Oct 1, 2024 12:55 PDT)

10/01/2024

Date

ATTEST: