



## Executive Committee

Thursday, October 27, 2022

11:00 am – 12:00 pm

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Meeting ID: 242 305 541 331

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Phone Number: 872-242-8088

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### AGENDA

- |    |       |   |                             |
|----|-------|---|-----------------------------|
| 1) | 11:00 | Call to Order & Agenda Review   | Chair,<br>Commissioner Buch |
| 2) | 11:05 | Roll Call   | Staff,<br>Justin Peterson   |
| 3) | 11:10 | Public Comment  | Chair                       |
| 4) | 11:15 | Minutes of September 8, 2022 (Attachment A)   | Chair                       |
|    |       | <b>ACTION: Approval of Minutes</b>  |                             |
| 5) | 11:20 | CWEDD Project Tracker Update  | Staff                       |
| 6) | 11:40 | November 10th CWEDD Meeting agenda (Attachment B)   | Staff                       |
| 7) | 11:50 | Other Business  | All                         |
|    |       | <ul style="list-style-type: none"><li>Brownfields EPA Grant Application Linn and Benton</li><li>DEI next steps?</li></ul> |                             |

**CWEDD EXECUTIVE MEETING**  
**Thursday, September 08, 2022**  
**11:00 am-12:00 pm**  
 Microsoft Team's Meeting Remote Connection

**DRAFT MINUTES**

**Members:** Commissioner Heather Buch, Paul Schuytema, Kelly Hart, Randy Groves

**Guests:** Meg Walker (New communications coordinator with OCWCOG)

**Staff:** Jenny Glass, Justin Peterson, Emma Chavez, Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review		<p><b>Meeting called to order at 10:59 am by Chair Commissioner Heather Buch.</b></p> <p><b>There were no changes to the agenda.</b></p>
2. Roll Call	<p>Meg Walker, Communications officer at the Oregon Cascades West COG introduced herself to the CWEDD Executive Members as she is new to the group.</p> <p>Ashlyn Muzechenko was having audio problems during roll call. After logging out and back in she was able to introduce herself as the new Community and Economic Development (CED) Administrative Assistant. Muzechenko will be taking minutes for CWEDD and other programs.</p>	<p><b>Staff Justin Peterson completed roll call.</b></p>
3. Public Comments		<p><b>There were no public comments.</b></p>
4. Approval of Minutes from April 28, 2022 (Attachment A)	<p>There were no changes to the minutes, and no discussion on the minutes.</p>	<p><b>Paul Schuytema moved to approve the April 28, 2022; meeting minutes as</b></p>

<p><b>Action: Approval of Minutes</b></p>		<p><b>presented. Randy Groves seconded the motion. Motion carried.</b></p>
<p>5. Letters of Support (Attachment B)</p> <p><b>Action: Approval to send Letter of Support Parameters to the CWEDD Board</b></p>	<p>Commissioner Heather Buch introduced and asked for clarification on which letter of support was in question.</p> <p>Staff Justin Peterson reviewed the guidelines regarding requests for letters of support. The guidelines should capture most of the suggestions that were mentioned during past meetings, and should help reduce the number of last-minute requests for letters of support that come in. Staff Peterson asked for thoughts, questions, or concerns.</p> <p>Paul Schuytema noted that staff should also send the guidelines out to those who are considering asking about letters of support.</p> <p>Staff Jenny Glass noted that this is a great idea on being proactive, in letting people know that The COG is a helpful entity for getting the grant applications.</p> <p>Randy Groves mentioned that he likes this guidelines idea and sending it out to those who ask for letters of support, it adds structure, and defines expectations. Groves agreed that the proactive outreach, is important because these guidelines will reduce the last-minute asks for letters of support.</p> <p>Kelly Hart noted that she likes this process for the letters of support, however, she feels that it is important to get these out in a timely manner. She also asks about a process about last minute 11<sup>TH</sup> hour requests, and asking the CWEDD Director to approve it, and where a no response means it is approved.</p> <p>Commissioner Heather Buch noted that she is usually a proactive approver, and she doesn't feel that just having a no response, means</p>	<p><b>Paul Schuytema moved to send the letter of support parameters to the CWEDD Board. Randy Groves seconded. Motion carried.</b></p>

	<p>that they approve.</p> <p>Randy Groves brought up the public meeting laws, and how the idea proposed by Kelly Hart might not work. The idea of having no response also means no consensus and could go against public meeting laws. Groves advised that this needs to be thought out.</p> <p>Paul Schuytema stated he understood the public meeting laws and noted that mainly you just need a yes from a quorum from the Executive Committee.</p> <p>Randy Groves also noted that there could be a list of requirements or parameters that are a policy, and if the grant proposal meets all those requirements, the CWEDD Director or Chair could sign it on behalf of the Executive Committee.</p> <p>Kelly Hart stated that, that is what she was meaning to convey in her idea. She also noted that setting up a consistent and specific policy to would be ideal. She also stated that she is fine with the guidelines as presented.</p> <p>Paul Schuytema noted that it might be best to just send the guidelines created by the OCWCOG staff to the Board, get it approved, and then revise, and amend as necessary.</p> <p>Commissioner Heath Buch noted that they will probably still be getting last-minute requests, and maybe after these points have been approved, then the Executive Committee can go back and change the guidelines to adapt to the situations they are having with requests for letters of support. The Chair also noted that they are needing to check the legality of just by-passing the Executive Committee and the Director approving the letters of support.</p> <p>Randy Groves noted that they should recommend the guidelines to the</p>	
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	<p>Board, and then keep Hart’s idea in mind and check with the legality of it.</p> <p><b>Off Topic Discussion:</b></p> <p>Commissioner Heather Buch advised that there is a new member to the LCOG Board of Directors and they may need to be added to the Board, or a new member found to replace the member who retired from the 4J position. (This conversation was not on the agenda)</p>	
<p>6. CWEDD Project Tracker (Attachment C)</p>	<p>Staff Justin Peterson introduced the project tracker, as a way to track projects and assist with EDA reporting. The idea is for the forms to be an easily fillable PDF, that explains what the project is, and notes how the project aligns with the Comprehensive Economic Development Strategy (CEDDS).</p> <p>Paul Schuytema noted that this is exactly what is needed. The form is simple but with enough information. He added that there should be an online version to allow the region and stakeholders to see what’s going on.</p> <p>Commissioner Heather Buch questioned how many people would be filling these forms out.</p> <p>Staff Justin Peterson answered that this is totally new, and staff would reach out to project leads for information. The form would get filled out, and then it would be shared out to the CWEDD region. Staff Peterson noted that it isn’t certain how much of a response staff will receive. The intent would be to send the form to leads of some of the regionally significant projects in the region.</p> <p>Staff Jenny Glass advised that the Board had expressed a lack of good progress on the CEDDS implementation. However, that is mainly because there isn’t much communication about the projects that are going on across the region.</p>	

	<p>Staff Glass then shared an idea about posting the project information from across the region on the CWEDD website in an interactive map format. Staff could prefill applications and forward to project leads to finalize the form.</p> <p>Paul Schuytema noted that the Business Referral Network created by Mike Corwin before he retired, would be a great place to start when looking for projects relating to goals and desires with the CEDS and seeing who is out there. It would also help with outreach to those project leads and to explain why the CEDS is important.</p> <p>Commissioner Heather Buch wanted to know how they would be updated, who would be responsible to update them and fill them out.</p> <p>Staff Jenny Glass answered that she doesn't have rigid answers to those questions right now, but it would be an opportunity for economic development staff across the region to fill them out and get the information. She noted that staff know what some of the projects are, but not all of them.</p> <p>Paul Schuytema stated that generating an email list of lead project contacts and emailing out to gently nag about getting project updates throughout the region is a good idea.</p> <p>Commissioner Heather Buch stated that a lot of economic development folks especially at Lane County are very busy, and maybe CWEDD can help to aid them in getting this information out, without being burdened. She also noted that there isn't an initial input of information, and that it will not be ideal for it to be posted on the website and not kept up with.</p> <p>Jenny Glass answered saying there were a lot of good points made and if Commissioner Buch had any ideas on how the COG could lessen the burden, that would be helpful. Currently Staff is planning on pre-filling the forms with information they already know about some of the projects prior to sending to project leads.</p>	
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	<p>Kelly Hart added that the form could be dual purpose and where the information may be used for the project tracker as well as in preparation for grant application submittals. Another idea to make the form more worthwhile for project leads would be adding a multiple-choice element. The dual purpose could make it easier and more worthwhile.</p> <p>Commissioner Heather Buch stated that she really liked that idea.</p> <p>Paul Schuytema noted that the process will vary depending on who they are reaching out to. He stated that there should be a place on the form, stating who actually filled out the form along with who the project lead is which often times differs. He noted that for future reference, this would be idea.</p> <p>Kelly Hart noted that instead of everyone using their own language, ask “did you get funding from these agencies” and include a list of agencies that are commonly used along with a write in option for any agency not on the list. This may allow for retrieving metrics from the form, such as dollar amounts from each of the agency.</p> <p>Staff Jenny Glass responded that she likes this idea and stated that pulling metrics would add value.</p> <p>Paul Schuytema agreed that check boxes and text boxes would be helpful. He went on to note that google forms, or air table could be used. Additionally, having a shareable spreadsheet would be ideal. He went on to state that he and Hart could test this system.</p> <p>Staff Jenny Glass and Justin Peterson noted that this was going to be on the agenda for the next CWEDD Board meeting. However, there seems to be more work to be thought out on the process and the agenda topic can move to the November meeting instead.</p>	
7. CWEDD Additional Funding for Rural Capacity Building	Staff Jenny Glass advised that OCWOG has received funding for rural capacity support throughout the CWEDD region. through Business Oregon, with match funding from the Ford Family Foundation.	

	<p>Staff Jenny Glass advised that for this work, Staff Anne Whittington is going out into the region and making connections with the small communities and building relationships. Whittington has gone to Lane County and will be going to Lincoln counties in September. So far, this funding is only for the current fiscal year, however, Staff are hoping that funding will continue into the future, as it is needed to support the rural communities.</p> <p>Paul Schuytema expressed his excitement about the program and stated that it will help rural communities to apply for larger grants that they apply for without assistance.</p> <p>Staff Jenny Glass noted that a role for CWEDD could be advocacy for continued support for the funding.</p> <p>Paul Schuytema agreed and noted that there are dual benefits.</p> <p>Commissioner Heather Buch asked who Whittington met with, as she has some ideas of who might need some outreach and information in Lane County.</p> <p>Staff Jenny Glass responded that staff and CWEDD Executive Members can hold a debrief as to who Whittington has reached out to and who she can do additional outreach to.</p>	
<p>8. September 29<sup>th</sup> CWEDD Meeting Agenda (Attachment D)</p>	<p>Commissioner Heather Buch noted that the Board agenda looks pretty full. She also noted that it will be a virtual meeting via Microsoft Teams. She then asked about the CARES funding agenda item and what the discussion was about.</p> <p>Staff Jenny Glass answered that this was EDA CARES funding received last fiscal year. The funds were distributed throughout the region. There was a total of \$170,000 in grant funding that went out across the region. Whittington will provide a debrief on all the projects that were funded.</p>	

	<p>Paul Schuytema noted that the meeting looks productive, and everyone will get a lot out of it.</p> <p>Kelly Hart questioned if they are adjusting item 6, and Staff Jenny Glass confirmed that they are.</p>	
9. Other Business	<p>Diversity Equity and Inclusion</p> <p>Staff Jenny Glass stated that CWEDD needs to report on their Diversity Equity and Inclusion (DEI) measures... She added that as a team, the CWEDD needs to decide the approach they are going to take over the next three years, and they are needing to do some planning work before the Spring when the new three-year contract is submitted for the CWEDD.</p> <p>Staff Justin Peterson noted the three-year cycle will end March 2023, and the next three-year cycle will begin April 2023, the due date hasn't been made yet, but it will need to be completed before the cycle ends in March.</p> <p>Staff Jenny Glass added that planning needs to be done in January and February of 2023 and the DEI planning can be done at the same time.</p> <p>Commissioner Heather Buch noted that DEI is critical, and it is important for it to be included in the Plan. She also noted that at Lane County there are representatives the staff can reach out to plan it out who works on the DEI full time.</p> <p>CWEDD Board Meetings Agenda Topics</p> <p>Staff Jenny Glass advised that with the rescheduling of the CWEDD Board meetings, the next two are fairly close together in September and November. She stated that Staff is looking for agenda topic ideas for the November meeting. Some ideas in mind include the Mass</p>	

	<p>Timber which received \$41million in funding from the EDA, and Blue Economy, which is a project that just got kicked off last week.</p> <p>Paul Schuytema thinks Mass Timber is a great presentation to update everyone on, especially since it is the only “Build Back Better” project that received funding in the state of Oregon, and that he can provide an update on the Blue Economy.</p> <p>Commissioner Heather Buch said any of those two would be good projects to hit on.</p> <p>Paul Schuytema voted for Mass Timber since it is a big deal and a big number to touch on.</p> <p>Paul Schuytema gave an update on the Blue Economy. He noted that Blue Economy wants to put together a coastal advisory committee. Schuytema added that they want to add staff support for it and have the funding to do so. He also touched on wanting to have the CWEDD represented on the committee.</p>	
10. Adjournment	<p><i>The Next CWEDD Board Meeting is scheduled for September 29, 2022</i></p> <p><i>The Next CWEDD Executive Committee Meeting is scheduled for October 27, 2022</i></p>	<b>Meeting adjourned at 11:58AM.</b>



## Board Meeting

Thursday, November 10, 2022

9:00 am – 11:00 am

Join TEAMS by clicking [HERE](#)

Passcode: 2022

Via Zoom Phone: 1-669-900-9128

Meeting ID: 885 7468 8282

Passcode: 2022

### AGENDA

- |                                    |       |   |   |
|------------------------------------|-------|---|---|
| 1)                                 | 9:00  | Call to Order & Agenda Review   | Chair,<br>Commissioner<br>Buch  |
| 2)                                 | 9:05  | Roll Call   | Staff,<br>Justin Peterson   |
| 3)                                 | 9:10  | Public Comment  | Chair   |
| 4)                                 | 9:15  | Minutes of September 29, 2022 Meeting (Attachment A)  | Chair   |
| <b>ACTION: Approval of Minutes</b> |       |   |   |
| 5)                                 | 9:20  | <b>Mass Timber Grant Update</b> <ul style="list-style-type: none"><li>• Expected Next Steps</li><li>• Project Timelines</li><li>• Ways to Engage</li><li>• Q and A</li></ul>  | Guests, Leigh<br>Mcilvaine with<br>DLCD, and<br>Others  |
| 6)                                 | 9:45  | <b>Broadband Grant Updates</b> <ul style="list-style-type: none"><li>• Consultant Updates: LCOG Feasibility Study Update and OCWCOG Feasibility Study Update</li><li>• Broadband Action Team (BAT)</li><li>• Oregon Broadband Office Update</li></ul> | Brenda Wilson,<br>Jenny Glass,<br>Rachael Maddox<br>Hughes, and<br>Seth Thompson<br>with Biz Oregon |
| 7)                                 | 10:30 | <b>Blue Economy Update</b><br>Update on the Blue Economy Work from EDALC.   | Guest, Paul<br>Schuytema  |
| 8)                                 | 10:40 | <b>Brownfields Grant Application Linn and Benton Counties</b><br>OCWCOG Staff will provide an update about the EPA Coalition Grant Application for Linn and Benton Counties.  | Staff, Justin<br>Peterson   |

- 9) 10:45 **Discussion: CEDS Working Groups (Open time for any updates)** **Staff,  
Jenny Glass and  
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?*
- 10) 10:50 **Other Business (if time allows)** **Chair/Staff**
- *Moving to Hybrid Meetings for 2023*
  - *Executive Committee Updates*
  - *Staff Updates*
  - *Jurisdiction Updates*
- 11) 11:00 **Adjournment** **Chair**
- Next Meeting: TBD 2023 – CWEDD BOARD MEETING  
Scheduled for Thursday February 09, 2023, from 9:00am to 11:00am.*

## 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	
Jim Lepin	Mayor	City of Millersburg	
Sherrie Sprenger	Commissioner	Linn County	
Alan Rowe	Councilor	City of Adair Village	
Dean Sawyer	Mayor	City of Newport	
Paul Shuytema	Executive Director	EDALC	
Chris Workman	City Manager	City of Philomath	
Kelly Hart	Director	City of Lebanon	
John Pascone	President	AMEDC	
Pam Barlow-Lind	Tribal Planner	CTSI	
Kate Porsche	Economic Development	City of Corvallis	
<b>Lane Members</b>	<b>Title</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Greg James	Board Member	WillamaLane Parks and Rec	
Tom Cotter	Council Member	City of Veneta	
Randy Groves	City Councilor	City of Eugene	
Heather Buch	Commissioner	Lane County	
Patti Chappel	President	Emerald People's Utility Dist.	
Mary Walston	Board Member	4J School 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.