



Board Meeting

Thursday, February 09, 2023

9:00 am – 11:00 am

Virtual Meeting

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Meeting ID: 279 092 755 526

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Phone Conference ID: 759 041 94#

Contact: Justin Peterson; jpeterson@ocwcog.org

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 | CWEDD Board Membership (Handout) & Election of Officers (Attachments A and B)
See attached bylaws for discussion of membership and election of officers.

ACTION: Election of Officers | Staff, Justin
Peterson |
| 5) | 9:20 | CWEDD Executive Committee Appointment
Kate Porsche resigned from the CWEDD Board and CWEDD Executive Committee after taking a new position as a Director of Industry Engagement with Oregon State University. The new Executive Committee Member is required to be located within Benton County.

ACTION: Appointment of Executive Committee Member | Staff, Justin
Peterson |
| 6) | 9:25 | Minutes of September 29, 2022, Meeting (Attachment C)

ACTION: Approval of Minutes | Chair |

- | | | | |
|-----|-------|---|---|
| 7) | 9:30 | Childcare Updates <ul style="list-style-type: none"> • Holly Mar-Conte is housed at Onward Eugene and serves as Lane County's Childcare Sector Strategist. This item is an update on work to date, next steps, and opportunities on the horizon. • Anne Whittington will provide an update about the efforts in Benton, Linn, and Lincoln Counties. | Guest, Holly Mar-Conte, and Staff Anne Whittington |
| 8) | 10:00 | Update on CWEDD Efforts <ul style="list-style-type: none"> • EDA Authorized Scope of Work (Attachment D) • CWEDD approved Work Plan (Attachment E) • CWEDD Update Presentation • CWEDD Project Tracker (Attachment F) | Staff, Justin Peterson |
| 9) | 10:20 | Discussion: CEDS Working Groups (Open time for any updates, as time allows) <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> • <i>Blue Economy Update from EDALC</i> • <i>Other workgroup updates?</i> | Staff, Justin Peterson |
| 10) | 10:25 | Other Business (if time allows) <ul style="list-style-type: none"> • <i>Executive Committee Updates</i> • <i>Staff Updates</i> • <i>Jurisdiction Updates</i> | Chair/Staff |
| 11) | 10:30 | Mass Timber Grant Update <ul style="list-style-type: none"> • Expected Next Steps • Project Timelines • Ways to Engage • Q and A | Guests, Leigh Mcilvaine with DLCD, and Others |
| 12) | 11:00 | Adjournment
<i>Next Meeting: CWEDD BOARD MEETING Scheduled for Thursday May 11, 2023, from 9:00am to 11:00am.</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	
Alan Rowe	Councilor	City of Adair Village	
Dean Sawyer	Mayor	City of Newport	
Paul Schuytema	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	
Vacant	Vacant	Vacant	
Lane Members	Title	Jurisdiction	Attendance
Greg James	Board Member	WillamaLane Parks and Rec	
Pending	Pending	Pending	
Randy Groves	City Councilor	City of Eugene	
Heather Buch	Commissioner	Lane County	
Patti Chappel	President	Emerald People's Utility Dist.	
Laural O'Rourke	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.

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.
- (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



01/25/22
Date

LANE COUNCIL OF COUNCIL OF
GOVERNMENTS



November 10, 2021
Date

ATTEST:

CWEDD Board Chairmanship History

**No noted Chair and Vice Chair prior to 2016.*

2016	2017
Chair – Mayor Sharon Konopa Vice Chair – Susy Lacer	Chair – Mayor Sharon Konopa Vice Chair – Susy Lacer
2018	2019
Chair – Councilor Dann Cutter Vice Chair – Rob Scoggin	Chair – Mayor Dann Cutter Vice Chair – Rob Scoggin
2020	2021
Chair – Commissioner Pat Malone Vice Chair – Greg James	Chair – Heather Buch Vice Chair – Jim Lepin
2022	2023
Chair – Heather Buch Vice Chair – Paul Schuytema/ Jim Lepin	Chair – TBD Vice Chair - TBD

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CWEDD BOARD OF DIRECTORS MEETING MINUTES**Thursday, September 29, 2022****9:00 am – 11:00 am****Virtual Via Microsoft Teams**

OCWCOG Members	Title	Jurisdiction	Attendance
Nancy Wyse	Commissioner	Benton County	Yes
Claire Hall	Commissioner	Lincoln County	No
VACANT	VACANT	VACANT	VACANT
Sherrie Sprenger	Commissioner	Linn County	Yes
Dean Sawyer	Mayor	City of Newport	No
Paul Schuytema	Executive Director	EDALC	Yes
Chas Jones	Mayor	City of Philomath	Yes
Chris Workman	City Manager	City of Philomath	Yes
Kelly Hart	Director	City of Lebanon	Yes
John Pascone	President	AMEDC	Yes
Pam Barlow-Lind	Tribal Planner	CTSI	No
Kate Porsche	Economic Development	City of Corvallis	No
Lane Members	Title	Jurisdiction	Attendance
Greg James	Board Member	WillamaLane Parks and Rec	Yes
Tom Cotter	Council Member	City of Veneta	No
Randy Groves	City Councilor	City of Eugene	Yes
Heather Buch	Commissioner	Lane County	Yes
Patti Chappel	President	Emerald People's Utility Dist.	Yes
Laural O'Rourke	Board Member	4J School District	No
Greg Ervin	Council Member	City of Cottage Grove	Yes
Matt Michel	City Manager	City of Veneta	No

Staff in Attendance: Sandra Easdale (LCOG), Brenda Wilson (LCOG), Meg Walker (OCWCOG), CWEDD Planner Justin Peterson (OCWCOG), EDA Planner Anne Whittington (OCWCOG), Operations Supervisor Emma Chavez (OCWCOG), GIS Planner Mary Bach-Jackson (OCWCOG), CED Administrative Assistant Ashlyn Muzechenko (OCWCOG).

Guests in Attendance: None

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review	There were no changes to the agenda.	Meeting called to order at 9:04am by Chair Heather Buch
2. Welcome and Roll Call	There were enough members present to have a quorum.	Roll Call was conducted by Staff Justin Peterson
3. Public Comment	There were no members of the public present, therefore there were no public comments made.	There were no public comments.
4. Minutes of May 12, 2022, Meeting (Attachment A) Action: Approval of Minutes	There were a few changes to the minutes, and they were approved by consensus. Chris Workman addressed issues with the name Paul Schuytema on the first page from Pau to Paul, and there was another spelling correction on first page from Commissioner Heath to Heather.	The May 12, 2022, Minutes were approved by consensus with corrections.
5. Letter of Support Request Guidelines (Attachment B) Action: Approval of letter of Support Request Guidelines	Commissioner Heather Buch introduced this agenda item. Staff Justin Peterson gave insight to the letter of support guidelines that staff members put together and the CWEDD Executive committee have looked over. Staff Justin Peterson noted the goal is to be proactive and limit or eliminate the last-minute requests they have been receiving lately. Commissioner Heather Buch noted that this would allow for the applicants to give the members more information on what they are asking for in their letters of support as well as more time in advance for the letters of support. Paul Schuytema made a motion to approve the recommendations, Greg Ervin Seconded. Discussion follows. Greg James had a comment, regarding that this (the new guidelines) can be built in as a standard, but the executive board needs to availability to override this in an emergency situation.	Paul Schuytema made a motion to approve the recommendations, Councilor Greg Ervin seconded, Motion passes unanimously.

	<p>Randy Groves noted that idea was talked about in the last Executive Committee meeting. He also agreed that these guidelines are needed, but the Executive Committee should be able to override in an emergency.</p> <p>Chris Workman asked a question about multiple jurisdictions applying for the same grant.</p> <p>Chair Heather Buch answered that is a concern for hers but doesn't feel that it was covered at the last meeting. She added that it may be possible to support both at the same time.</p> <p>Kelly Hart noted that with multiple projects within the region with the CEDS, it isn't the CWEDD member's role to decide who they support, but to allow all the applicants whose projects support the CEDS to have a letter of support. She also added that it is CWEDD's job to support the CEDS.</p> <p>Chris Workman added that he agrees with Kelly Hart's idea to support multiple applicants applying for the same grants.</p> <p>Randy Groves noted that it can really depend on the type of grants, because there could be limitations on numbers of awards per region. He also added that it would be important to look at timeliness of the applications as well.</p> <p>Chair Heather Buch explained that they should be able to support as many grants as the CEDS are supported by.</p> <p>Chris Workman suggested that if the Exec committee feels they will be limited on the letters of support to send in, then it should be sent to the full board to decide which ones they will support.</p> <p>Randy Groves noted that these things may come few and far between, but there could be a case where they couldn't support both, so it does</p>	
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	<p>happen from time to time. He also added that this will vary depending on the grant, and that it is also important to encourage people to apply for support in a timely manner.</p> <p>Chair Buch stated that it doesn't harm anyone to have a disclosure on the rules on the letters of support. She also touched on the importance of having these guidelines because having to meeting time expectations are troublesome for the full board.</p> <p>Chris Workman noted he is concerned about the first come first served method, he likes the idea of supporting multiple applications for grants. He also added that if there is limited availability for the region it shouldn't be just first come first serve, there should be a process for dealing with these grants.</p> <p>Chris Workman also detailed that a solution or new process for dealing with limited availability on number of applicants for our region could be to set a date and note that they will look at all grant applications until "This Date" which would be specified by the board, and then choose the best option that comes in by them, which he feels could be done by the Executive Committee as long as the choice is unanimously approved.</p> <p>Kelly Hart noted that the applicant can add specific bullets on whether there can only be a specific number for the region, then there could be a meeting called to evaluate which of the applicants are more in tune with the goals of the CEDS.</p> <p>Paul Schuytema added that it makes sense to put out guidelines for applicants to read over which should include the right to approve one or more than one of the grant applications per region. As well as explicitly say they will be approving the applications that are in line with the CEDS to support the growth of the region.</p> <p>Commissioner Heather Buch noted that it would be a great idea to have information on the form itself regarding more than one</p>	
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	<p>application per grant, and to specify that the applications need to be in line with the CEDS.</p> <p>Motion passes unanimously after a lengthy discussion.</p>	
<p>6. Childcare Working Group Update (Attachment C)</p> <p>Action: Information Only</p>	<p>Staff Anne Whittington introduced the working group update for Linn, Benton, and Lincoln Counties. She explained that March Bach-Jackson created the maps for these childcare areas, ages 0 -5 whose parents both are working.</p> <p>Staff Anne Whittington shared that the slots needed are 5,301 and there is a deficit of over 3,000 slots as there are only 1,528 slots available through providers just in Linn County.</p> <p>Chair Buch added she would like to see a map for Lane County.</p> <p>Greg James asked Brenda Wilson about seeing the Lane County maps as well.</p> <p>Brenda Wilson confirmed she will be talking with Lane County Staff and OCWCOG Staff to get those maps for Lane County created and shared with members.</p>	
<p>7. CARES Funding Summary (Attachment D)</p> <p>Action: Information Only</p>	<p>Staff Anne Whittington noted that the CED team was able to provide 23 grants worth around \$171,616. Staff Whittington also added that the CARES Funding Grants have ended.</p> <p>Staff Whittington also noted that the grants renewed relationships between the COG and cities. She also added that there were numerous benefits felt across Linn, Benton, Lincoln, and Lane counties.</p> <p>Chair Buch noted she enjoys seeing all the projects laid out in that form presented in the packet.</p>	
<p>8. CWEDD Additional Funding for Rural</p>	<p>Staff Anne Whittington noted that this is funded by Business Oregon and FORD Family foundation that has around \$86,000.</p>	

<p>Capacity Building</p> <p>Action: Information Only</p>	<p>Currently Staff Justin Peterson and Anne Whittington are in the outreach phase with 27 rural communities in all four counties to potentially partner with on grant writing.</p> <p>Chair Heather Buch asked about the time frame for this project.</p> <p>Staff Anne Whittington noted that this project will end October of 2023.</p> <p>Staff Anne Whittington noted that there is also money available to help with grant writing costs, currently they have been visiting cities in Lane County and have moved to Lincoln now.</p>	
<p>9. Discussion: CEDS Working Groups (Attachment E)</p> <p>Action: Information Only</p>	<p>Staff Justin Peterson noted that this is a standing agenda item where all the working groups can present their updates to the members.</p> <p>Upcoming is the CWRC, which is having a half day work group coming up in October that will address the challenges around wetlands, with multiple groups giving presentations such as the Army Corps and the Department of Statelands (DSL).</p> <p>Staff Anne Whittington summarized the Broadband update is to use Soliarty as the contractor. The Contract was signed August 15th, that will continue until October 2023, the kickoff meeting is on October 13th.</p> <p>Brenda Wilson mentioned that LCOG is in negotiations to hire a vendor for their regional broadband study, called Fenley that is a corporation out of the Seattle area. They are initially focusing on Lane County but are wanting to tie in their efforts to the entire CWEDD Region.</p> <p>Commissioner Buch added that Lane workforce specifically Ashley Espinoza, put out an RFP for an industry specialist on childcare, that has been filled by Holly Mar, and hopefully they can be looped into our regions childcare discussions moving forward.</p> <p>Kelly Hart added that the new Rural Economic Alliance (REAL) has unleashed their new website, the link was also posted in the chat for</p>	

	<p>all members to look over. Which staff added here: ruraleconomicalliance.org</p> <p>Paul Schuytema had a couple quick updates for Blue Economy, they received 1 million dollars for a two-year project that will kick off a convening operation that will focus on blue career pathways, innovation, and jobs. The state legislatures approved funding for 6 sector surveys statewide, one of which was Blue Economy. They are waiting to hear if they received the funding from the state. OSU and Hatfield received funds to develop curriculums to promote the Blue Career Pathways.</p>	
<p>10. Other Business: Executive Committee Updates, Staff Updates, Jurisdictional updates</p>	<p>Executive Committee Updates: (CWEDD Project Tracker) Most of the Executive Committee updates revolved around the Letter of Support Guidelines which were already touched upon in the earlier part of the meeting.</p> <p>Staff Updates: Justin Peterson noted there were no staff updates.</p> <p>Jurisdictional Updates: Staff Justin Peterson noted this is the place for large regional updates for members to share with the group.</p> <p>Chair Heather Buch added that there is a major grant underway in the Port of Coos Bay, that has a mega grant that they have applied for that would add the first container to rail port on the West Coast. The rail would be in Lane County and the port would be in Coos Bay. This would benefit the City of Eugene, as well as multiple other cities and counties across the West Coast Region and more specifically Lane County. They are hoping to hear if they received this grant in a few months.</p> <p>John Pascone noted that the Millersburg Mid-Willamette valley intermodal facility construction is about 95% done, they will be up and operating in November. They will also be getting imports as well as exports. Pascone also noted that this project is 5 years in the making</p>	

	and is finally getting finished up.	
11. Adjournment	The next CWEDD Board meeting is scheduled for Thursday, November 10, 2022.	Meeting Adjourned by Chair Heather Buch at 9:47am

EDA AUTHORIZED SCOPE OF WORK

The EDA investment will be used to support long-term economic development planning efforts, including the development, implementation, and annually updated Comprehensive Economic Development Strategy (CEDS) which is designed to bring together the public and private sectors in the creation of an economic development roadmap to diversify and strengthen the designated area economy. The scope of work will include the following work elements:

- **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY:**
Establish and maintain a CEDS process, which must include an economic development plan and procedures for monitoring its implementation. In addition to the requirements currently noted in 13 CFR § 303.7, Recipients shall include an economic resiliency component in the Comprehensive Economic Development Strategy (CEDS). This component may specifically focus on a strategy to promote disaster resiliency but is encouraged to be a broader analysis about the economic resiliency of the area economy and contain a list of implementation priorities and action items to stabilize and support the designated area overall economic resiliency.
- **PARTNERSHIP COORDINATION:**
Coordinate economic development planning with other economic development Partners such as; University Centers, chambers of commerce, business associations, Tribes, local and state government economic development departments and EDA-funded entities.
- **BUILDING STAFF CAPACITY AND MANAGEMENT STRENGTH:**
Provide staff support and training to develop skills and management expertise that will expand the entity's ability to seek, obtain and successfully implement other economic opportunities within the district. Priority should be placed on EDA Grant applications.
- **TECHNICAL ASSISTANCE:**
Provide technical assistance as appropriate to member agencies regarding topics such as industrial parks, land use regulations, grant training workshops, district committees, economic development programs, business development, tribal entity or local governments.
- **OTHER ACTIVITIES:**
Complete other economic development-related planning activities as approved in writing by EDA

Recipient must comply with all the terms and conditions of this Award, including but not limited to the Standard and Specific Award conditions, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200), and EDA's regulations for the agency's investment programs, which are set out at 13 C.F.R. Chapter III.

Recipient understands that this includes ensuring that all costs will be allocable, reasonable, allowable, and necessary to support project goals.

CWEDD Planning Partnership Three Year Grant Work Plan: 2023-2026

The Cascades West Economic Development District's (CWEDD) Comprehensive Economic Development Strategy (CEDS) is due to be updated by 2025. As such the second year will focus mostly on updating of the CEDS, with economic resiliency incorporated throughout the document. The following Three-Year Scope of Work anticipates this update, however without an approved document, the last year of the work plan is expected to change over time.

Ongoing Years One – Three Work Plan

- 1) Quarterly CWEDD Board Meetings and Quarterly CWEDD Executive Meetings.**
Continue the quarterly meeting schedule. The CWEDD Executive Committee meets the month prior to the full board meeting to help with meeting agenda planning.
- 2) Annual CEDS Update.**
Complete the annual CEDS report each year.
- 3) Attend a minimum of one Training event per year.**
Staff will attend one economic development training per year. Training will help staff develop skills and management expertise to implement economic opportunities.

Year One Work Plan

- 4) Build Partnerships for Regional Collaboration**
Throughout the four county CWEDD region, there can be as many similarities as differences in economic conditions. This task hopes to create a more cohesive structure for the CWEDD region that allows for localized input and regional action. As stated in our current CEDS, "By leveraging the strengths and capabilities of each county towards a wider economic strategy, the region can become more prosperous, resilient, and cohesive." To meet this task, we propose the following objectives:
 - Establish a list of county level staff that can support more localized CWEDD efforts
 - Establish a meeting schedule for staff level regional collaboration
 - Create a regional economic development organization chart
 - Hold an annual meeting between economic development staff and CWEDD Board of Directors
 - Continue to convene "working groups" in our region and monitor their progress towards completing priority actions as directed in the CEDS
 - Coordinate and collaborate with neighboring EDDs to leverage training and resource opportunities for practitioners across Districts
 - Continue linkages of regional economic development organizations that clearly identify the roles of economic development agencies in the District
 - Complete and distribute the CWEDD Project Tracker tool to better understand ongoing regional projects
 - Maintain CWEDD website to function as an information hub for the region. To include:
 - CWEDD board meeting agendas, attachments, and minutes
 - Monthly updates on funding opportunities for economic development projects

- Essential document repository (CEDS, CWEDD initiatives/letters of support etc.)
- Project status for CWEDD initiatives

5) Expand Strategic Cross Sector Partnerships

Conversations about economic development often include conversations about housing affordability, transportation accessibility, and educational opportunity. The pandemic further exacerbated these already growing impediments to attracting businesses and qualified workers. Economic Development professionals must be pro-active in working with diverse stakeholders to address regional needs. The following objectives can help address this task:

- Identify regional contacts in housing, transportation and education sectors and create a “Sector Contact List”
- Invite non-economic development professionals to a regional economic development staff meeting
- Identify a list of opportunities for cross-collaboration amongst economic development, housing, transportation, and education
- Attend at least one housing, transportation and educational meeting per year as CWEDD staff
- Identify grant opportunities that leverage cross sector partnerships or have complementary outcomes

Year Two Work Plan

Year Two will focus on updating the CEDS. While the vision and goals of the existing CEDS are expected to remain similar, revised or new action items could influence the work plan for year three.

6) Update Comprehensive Economic Development Strategy

Staff anticipate that the vision and goals from the 2020-2025 CEDS will remain relevant to the region. Meanwhile, COVID-19 revealed the gaps and fragility of our region. We have started the economic recovery process. The following objectives will help complete this task:

- Continue to incorporate the economic resiliency project completed by the University of Oregon Institute for Policy Research and Engagement (IPRE)
- Utilizing the resiliency study, identify opportunities to improve both the CEDS from both a goal and programmatic perspective
- Develop an updated plan and schedule that meets the CEDS requirements
- Continue to expand and incorporate resiliency into the CEDS document
- Approve an updated 2025-2030 CEDS

Year Three Work Plan

While the vision and goals of the existing CEDS are expected to remain similar, revised or new action items could influence the work plan for year three. As such, the following tasks are written with the idea they could change once an updated CEDS is approved by the CWEDD Board.

7) Enhance Regional Visibility

The Cascades West region is diverse, and that brings both opportunities and challenges for economic development. By marketing the differences as assets that could appeal to a broad range of businesses and employees, this challenge can become an opportunity. To address this task, we propose the following objectives:

- Create a pamphlet or flyer for the region, which highlights the differences and attractive features of each “sub-region.”
- Develop “employer and employee profiles” of individuals that have re-located to the region to share their stories with a broader audience
- Work with state agencies to market our region

8) Maintain Partnerships

While establishing partnerships is important, maintaining those relationships is vital to long term success. Building on tasks identified in Year 1, this task will seek to:

- Update a regional contact list once a year with both economic development staff as well as cross sector partners
- Host a meeting with the CWEDD Board and regional economic development staff at least once a year
- Hold regional meetings with economic development staff at least once a year
- Maintain CWEDD Member Binders for existing and new CWEDD Members

9) Identify and Leverage Funding Sources to Increase Resiliency

Through building and maintaining partnerships, CWEDD should be able to identify regional needs across economic development, transportation and housing. Through identification of these projects and potential funding sources, the region can become more resilient.

- Develop a prioritized list of regional needs
- Continue implementation of CEDS by addressing smaller projects at a staff level
- Continue implementation of CEDS Resiliency Metrics developed by the Institute for Policy Research and Engagement (IPRE)

10) Rural Development

Work with CWEDD board and economic development partners to address specific economic development barriers for rural communities. This will include a regional summit on rural development, priorities, opportunities and successes.

- CWEDD staff will work with partners to plan for and hold a regional needs summit
- Include all agencies and organizations working in rural development
- Hold “one-stop shop” meetings where rural communities can sit and talk with funding and development agencies about economic development projects
- Train staff to manage State and Federal grants to support rural communities that do not have the capacity or expertise
- Provide technical assistance to rural communities (e.g., grant workshops, land use code updates, etc.)



CWEDD Project Tracker

The Cascades West Economic Development District (CWEDD) is designated by the U.S. Economic Development Administration to work on economic development efforts in Benton, Lane, Linn, and Lincoln counties. The CWEDD does this through a collaborative effort by implementing a Comprehensive Economic Development Strategy (CEDS), a five-year economic development plan for the four-county region. Staff recognizes that economic development work is happening across the region; however, this work is often never connected back to the CEDS. The 2020-2025 CEDS recognized Regional and Local economic development stakeholders as key stakeholders in implementing the CEDS. One of the roles of economic development practitioners and stakeholders was sharing and discussing local successes and challenges in economic development (CEDS Page 35). The CWEDD Project Tracker is a way to highlight the successes in the four-county region.

Vision: The District's preferred future includes a growing diversified and resilient economy with a range of employment opportunities that provide stable family wage jobs, lifelong learning and training opportunities, sustainable natural resources, integrated infrastructure, and coordination among economic development efforts throughout the region.

Benefits of the Project Tracker include:

- Increasing regional awareness of your project
- Opportunities to gain support for your project
- Resource sharing opportunities
- Opportunity to present work at a CWEDD Board Meeting
- Including your project in the Economic Development Yearly Report

* Required

1. CWEDD Strategic Priority Areas (Select all that apply): More information about CEDS priority areas can be found at the link below.

https://www.ocwcog.org/wp-content/uploads/2022/12/CWEDD-2020-25-CEDS-Main-Plan-and-Appendices_FINAL_February-2022.pdf

*

- ☐ Priority Area 1: Regional Collaboration and Partnerships
- ☐ Priority Area 2: Sector Diversification Through Business Development
- ☐ Priority Area 3: Infrastructure Resilience
- ☐ Priority Area 4: Workforce Support
- ☐ Priority Area 5: Rural Vitality
- ☐ None of the above

2. Project Name *

3. Lead Contact's Name *

4. Lead Contact's Email *

5. Project Description *

Summarize your project in 3-4 sentences and add a link to a project page

6. Funding Agency and Funding Amount *

List the primary funding agency and the anticipated funding amount.

7. Key Partners *

Select primary Players who will help implement the project

- ☐ Business Oregon
- ☐ Chamber of Commerce
- ☐ CWEDD Board
- ☐ Department of Land Conservation and Development (DLCD)
- ☐ Elected Officials
- ☐ Health Care Providers
- ☐ Higher Education Representatives
- ☐ K-12 Education Representatives
- ☐ Local and County Emergency Managers
- ☐ Local and County Staff
- ☐ Regional Accelerator and Innovation Network (RAIN)
- ☐ Regional Solutions Team (RST)
- ☐ Regional Tourism Staff
- ☐ Small Business Development Center
- ☐ University of Oregon EDA University Center
- ☐ Workforce Investment Boards (WIBs)
- ☐ None of the above
- ☐ Other

8. Regional Collaboration *

How does your project support regional collaboration?

- ☐ Cross- and multi- jurisdictional Partnerships
- ☐ Referrals between business support providers
- ☐ Multi-jurisdictional Project
- ☐ Engagement with CWEDD Board and Working Groups
- ☐ None of the above
- ☐ Other

9. Regional Collaboration - Additional Details

Space to provide any additional detail about how your project supports regional collaboration.

10. Diversity, Equity and Inclusion *

How does your project build a more equitable and inclusive region?

*Equitable Access - Communities that have been chronically under resourced or discriminated against (like rural communities, immigrant communities, Black communities, and Indigenous communities) require additional attention and resources to ensure the opportunity gap does not further widen as a result of natural- and human-created incidents (CEDS Page 4).

- ☐ Project explicitly considers Diversity, Equity and Inclusion
- ☐ Underserved populations explicitly supported by the project
- ☐ Equitable Access*
- ☐ Project supports access to health and education services
- ☐ None of the above
- ☐ Other

11. Diversity, Equity, and Inclusion - Additional Details

Space to provide any additional detail about how your project supports Diversity, Equity, and Inclusion.

12. Resilience *

How does your project support economic resilience?

- ☐ Incorporation of resilience considerations into regional and local economic development strategies
- ☐ Diversification of Industries and Economic Sectors
- ☐ Workforce Flexibility
- ☐ Project explicitly considers Redundancy and Resiliency
- ☐ Pre-Disaster Planning for Response, Continuity and Recovery
- ☐ Internal Coordination and External Communication
- ☐ Presence of infrastructure projects explicitly considering self-sufficiency
- ☐ None of the above
- ☐ Other

13. Resilience - Additional Details

Space to provide any additional detail about how your project supports resilience.

14. How can CWEDD partners support your project? *

- ☐ Funding
- ☐ Identifying Additional Partners
- ☐ Legislative Support
- ☐ Letters of Support
- ☐ Political Support
- ☐ Technical Assistance
- ☐ None of the above
- ☐ Other

15. Who completed this form? *

16. Email contact for follow up questions if this is different from project lead contact

17. Is there anything else you would like to add?

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