



Board of Directors' Meeting Packet

March 19, 2020 at 2:00 pm

**Next OCWCOG Board of Directors'
Meeting:
May 21, 2020 at 2:00 pm**

The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS AGENDA
March 19, 2020; 2:00 pm - REVISED**

Cascades West Center
1400 Queen Avenue SE
Albany, OR 97322

An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.

NOTE: Please contact Kathleen Codinha, at 541.967.8720 or AdminGA@ocwcog.org, no later than noon on Tuesday, March 17th to confirm your attendance at the Albany or Toledo location. Videoconferencing will be available at the Toledo location.

1. **Welcome and Introductions** (Chair Biff Traber)
(2:00 – 2:05 pm)

2. **Public Comment** (Chair Biff Traber)
(2:05 – 2:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair Biff Traber)
(2:10 – 2:15 pm)

- a. Approval of Previous Board of Directors' December 5, 2019 Meeting Minutes (Page 5)
- b. *Cascades West Business Lending* Revolving Loan Fund Resolution and Business Investment Fund Guidelines (Page 13)
- c. Authorizing Economic Development Administration Planning Grant Submittal (Page 24)
- d. Appointments to the Cascades West Economic Development District (CWEDD) (Page 26)
- e. Appointments to the *Comprehensive Economic Development Strategy (CEDS)* – Strategy Committee (Page 28)

ACTION: Motion to approve Consent Calendar.

4. **Executive Session** (Chair Biff Traber)
(2:15 – 2:30 pm)

The meeting will move into executive session per ORS 192.660 (i) under the provisions of Oregon Public Meeting Laws for the purpose of discussing hiring the final Executive Director candidate as OCWCOG's Executive Director.

ACTION: Discussion only, no action taken.

5. **Authorization to Hire Executive Director** (*Chair Biff Traber*)
(2:15 – 2:30 pm)

The Board members will authorize Finance Director Sue Forty and Human Resources Manager Ryan Schulze to hire the final Executive Director candidate.

ACTION: Motion to approve the hiring of the final Executive Director candidate.

6. **Other Business** (*Chair Biff Traber*)
(3:15 – 3:20 pm)
7. **Adjournment** (*Chair Biff Traber*)
(3:20 pm)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS'
MEETING MINUTES
January 16, 2020**

MEMBERS: Commissioner Pat Malone, Benton County; Commissioner Will Tucker, Linn County; Mayor Dann Cutter, City of Waldport; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Mayor Dean Sawyer, City of Newport; Mayor Biff Traber, City of Corvallis; Mayor Don Ware, City of Brownsville; Councilor Mike Caughey, City of Harrisburg; Councilor Max Glenn, City of Yachats; Councilor Chas Jones, City of Philomath; Councilor Carol Korn, City of Tangent; Councilor Ken Lorensen, City of Halsey; Councilor Debbie Nuber, City of Scio; Councilor Alan Rowe, City of Adair Village; City Administrator Rick Hohnbaum, City of Monroe; and Tribal Planner Pam Barlow-Lind, Confederated Tribes of Siletz Indians.

STAFF: Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Community Services Program (CSP) Director Jennifer Moore; Senior and Disability Services (SDS) Director Randi Moore; Community and Economic Development (CED) Director Phil Warnock; Human Resources Manager Ryan Schulze; Executive Assistant Mary Stanley.

The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors' (Board) Meeting was called to order by Chair Biff Traber at 2:00 pm on Thursday, January 16, 2020 at the Cascades West Center in Albany.

1. Welcome and Introductions

Chair Traber began by explaining that the video connectivity between Toledo and Albany may not capture all everyone due to the camera angle. Councilor Max Glenn verified the audio connection was fine in Toledo.

2. Public Comment

There were no public attendees at the meeting.

3. Consent Calendar

Chair Traber noted there were no changes to the Consent Calendar. Consent Calendar items included: a) Approval of Previous Board of Directors' December 5, 2019 Meeting Minutes and b) Financial Update.

Commissioner Pat Malone made a motion to approve the Consent Calendar. Mayor Jim Lepin seconded the motion. Motion passed unanimously.

4. Executive Director Recruitment Update

Human Resources Manager Ryan Schulze noted that the Executive Director position was closed for applications on January 13th with 25 applications received. On February 5th, online interviews with the top 11 potential candidates will be held with the Executive Committee to screen candidates and move the top candidates forward for panel interviews.

Human Resources Manager Schulze noted that panel members will consist of Executive Committee and Board Committee members, as well as external partners. Panel interviews for the top three to five candidates will occur on February 21, 2020 and will be all day. The format will be three panels, Round Robin style, face-to-face.

Human Resources Manager Schulze asked for interested parties who would like to be on a panel to notify him to attend. Chair Traber commented that February 21st was chosen in the event an offer is presented to a candidate, as the next Executive Committee meeting is scheduled for February 27th and the next Board of Directors' meeting is March 19th. This would shorten the time frame for having an interim Executive Director period. Human Resources Manager Schulze stated City Manager and/or City Administrator representation would be present at the panel interview.

Councilor Glenn inquired what the anticipated date for selection would be and whether City Manager representation would be included. Chair Traber replied tentative selection take place during the March Board meeting and confirmed several City Managers have accepted invitations as panelists for the February 21st interview. (The Toledo audio cut out momentarily, so Councilor Glenn missed Human Resources Manager Schulze's note about representation on the panel interview.)

5. 501(c)3 Relaunching

Community Services Program (CSP) Director Jennifer Moore remarked that the Cascades West Community Development Corporation (CWCDC) is a 501(c)3, and referenced the Memorandum dated January 16, 2020, which provided a brief overview of the CWCDC's primary objectives. CSP Director Moore noted that the mission of the CWCDC would align and support the *Stand By Me* Delaware (\$BM DE) financial empowerment program. She commented that some funding opportunities require 501(c)3 for grant applications.

CSP Director Moore added that OCWCOG is mindful of the overreaching mission of the CWCDC, and found it advisable to harness the full spectrum of opportunities the CWCDC can provide. The goal and intent is to revitalize the CWCDC to stay true to the mission and to use the *Stand By Me* program as its first project.

CSP Director Moore noted that the last time the CWCDC governing Board met was 2014, so all CWCDC Board of Director positions have been vacated. OCWCOG Staff suggest that the OCWCOG Board of Directors appoint the Executive Committee as the interim CWCDC Board, which will enable the CWCDC to avail fast approaching grant opportunities, as well as be purposeful with a candidate slate to staff the CWCDC moving forward.

CSCP Director Moore indicated that she spoke with Community and Economic Development (CED) Director Phil Warnock to address the broader purpose of the CWCDC, which is to 1) support and integrate with the Cascades West Economic Development District (CWEDD); 2) support and implement the *Comprehensive Economic Development Strategy (CEDS)*, and 3) act as a vehicle for OCWCOG lending. A balanced geographic representation on the CWCDC Board is of foremost importance, as are areas of support and interest.

Mayor Sharon Konopa inquired as to when the CWCDC was established. She stated from memory that nothing was ever done with the CWCDC after it was created initially; the initial goal was to funnel funds into an account to create a loan assistance program for businesses, but funds were lacking.

Finance Director Sue Forty remarked that OCWCOG has been paying the government to keep the account up-to-date and active, so as long as the structure and intent of the CWCDC does not change, the account can remain a 501(c)3. She noted that the Senior Services Foundation could benefit from this relaunch as well. Finance Director Forty noted that she worked closely with CSP Director Moore to review and make slight modifications to the Bylaws; very few changes needed to be made.

Mayor Lepin asked if the *Stand By Me* program would fall under the OCWCOG or CWCDC Board direction. CSP Director Moore stated the *Stand By Me* program falls under the OCWCOG umbrella, as an OCWCOG program. However, she explained that some level grant funders require applications be submitted under a 501(c)3 in order to award monies. Since the CWCDC account was dormant, but already established, OCWCOG staff felt this would be a good opportunity to relaunch this account, and use it for grant applications.

Mayor Lepin asked if the *CEDS* had a Board. CED Director Warnock explained that the *CEDS* Board has been dormant long enough and it's a moot point. The dormant *CEDS* Board does, however, parallel the CWEDD structure in the Executive. Its Charter and Bylaws were updated for the CWEDD economic district.

Mayor Lapin asked how reviving the CWCDC will help. CED Director Warnock replied that certain foundational monies cannot be leveraged without reviving the CWCDC; additionally, a larger pool of monies will now be available, as economic development has become oriented towards systems development, i.e., housing, infrastructure, jobs, workforce, and training, that tie into financial literacy.

Finance Director Forty explained that OCWCOG cannot have the Finance Committee be the CWCDC Board, as the oversight changes the structure of the 501(c)3. If OCWCOG is the only benefactor, then the 501(c)3 becomes a component unit of the agency, in this case, OCWCOG. If that happens, the component unit (OCWCOG) requires a full audit among other costly factors. Finance Director Forty stated that this is the reason why the CWCDC Board needs to have two Board members that are not OCWCOG Board of Directors and additional members that are community members, who are not on the OCWCOG Board.

Chair Traber noted that until the next OCWCOG Board of Directors' meeting in two months, it is worthwhile having the CWCDC Board spend time to assemble community members and forward any recommendations for the OCWCOG Board. He would like staff to work on relevant grant applications.

Mayor Don Ware motioned to reconstitute a CWCDC governing board and appoint the Executive Committee as the interim CWCDC Board. Councilor Debbie Nuber seconded the motion. Motion was passed unanimously.

6. 2020-2021 Dues Discussion: Membership, Transportation, and Special Project

Finance Director Forty informed the Board that earlier in the Finance Committee meeting, discussion included the current member dues balance and that the dues percentage was low; as of January 16th, six members had not paid their dues (Adair Village, Monroe, Lebanon, Millersburg, Sweet Home, and Linn County). Finance Director Forty commented that those members will be sent a reminder letter to pay; their dues represent the \$81,000 deficit in the budget; no member has refused to pay thus far.

Deputy Director Rachael Maddock-Hughes presented how yearly dues are calculated; one of the pieces of the formula is using the Consumer Price Index (CPI). Historically, the Portland CPI has been used. Last year, the U.S. Bureau of Labor Statistics changed the geographic regions and Portland didn't meet the population threshold. During the Finance Committee, the initial recommendation was to use the West Region CPI, but that Region includes California and growth in California could skew numbers for the Linn, Benton, and Lincoln Region (LBL Region). The recommendation of the Finance Committee is to use the Seattle CPI as part of the formula to calculate member's increases, as several LBL Region members also use this CPI.

Deputy Director Maddock-Hughes noted on the Fiscal Year (FY) 2020-2021 Dues spreadsheet, distributed during the meeting, that there were some highlighted numbers. The highlighted data is based on the Seattle CPI information. The other numbers are provided as comparison and is the most recent 2019 certified population data from Portland's CPI report.

Deputy Director Maddock-Hughes commented that three elements are under consideration: 1) the change of which CPI to be used; 2) explanation of the population data; and 3) the transportation dues changes. She noted that the Portland CPI data is no longer going to be used and the Finance Committee is recommending using the Seattle.

Councilor Mike Caughey inquired if there were any alternatives knowing the high cost of living in the Seattle area. Deputy Director Maddock-Hughes replied the original recommendation was to use the West Region which includes Oregon, Washington, Idaho, California, Nevada, Arizona, Alaska, Guam, and Hawaii. The Finance Committee had concerns with the inclusion of California, which would skew numbers much higher. Seattle CPI is 2.2%, West Region CPI is 2.8%. Several of OCWCOG's member jurisdictions use the Seattle CPI data for dues calculations. Deputy Director Maddock-Hughes noted that questions arose last year regarding population estimates and if they were current.

Deputy Director Maddock-Hughes noted that Finance Committee recommended to use the 2018 data and that population totals be revisited should a large population jump take place; the county areas would be most affected. The Finance Committee recommended to move forward using the population numbers presented on the OCWCOG FY2020-2021 Dues spreadsheet, unless major errors are spotted with PSU's numbers.

Mayor Lepin encouraged members that rely on PSU's published populations to evaluate these numbers because he has found they may be inaccurate at times.

Finance Director Forty remarked transportation dues have always been \$15,000, and were originally initiated as a match for U.S. Department of Commerce Economic Development Administration (EDA) dollars for community and economic development. The recommendation is to increase to \$25,000, and increase the bottom limit from \$250 to \$300 for the smaller communities, and increasing dues annually instead of larger increases less frequently. Finance Director Forty added this would help offset the increase in transportation projects, and needed match dollars for the CED department.

CED Director Warnock said transportation dues have traditionally been used to match monies that funnel through the state and federal programs. Projects of regional significance, housing and transportation choice, *Highway 20 Corridor Study*, etc. these programs all have a match dollar requirements and the ability to look for new programs is hampered due to lack of funds. Current funding challenges are being met by offsetting in-kind, sponsor, and

donation funds. The increase would allow the pursuit of new opportunities. OCWCOG applied for two discretionary grants this past year, but must generate matching funds. Chair Traber explained that the Finance Committee covered this discussion earlier.

Mayor Kanopa motioned to approve the FY2020-2021 dues structure changes for Membership, Transportation, and Special Projects as included in the OCWCOG FY2020/2021 Dues spreadsheet, using the Seattle CPI for the increase.

Mayor Kanopa motioned to approve the FY2020-2021 dues increase for Members, Transportation, and Special Projects from \$15,000 to \$25,000, increase minimum dues for smaller communities from \$250 to \$300, and update transportation dues annually. Mayor Jim Lepin seconded both motions. Motions passed unanimously.

Councilor Chas Jones noted that the dues increase for the Port of Newport looked very high; Deputy Director Maddock-Hughes indicated she would correct that formula error.

7. PERS Incentive Fund Update

Finance Director Forty stated that OCWCOG has requested an actuarial report be conducted to see what new rates will be. The date to open a side account has been pushed back to the end of February, which can be extended if necessary. As soon as a decision has been made to fund a side account, the new lower rates will be available within two months. Updates will be provided as the process moves forward.

Mayor Traber thought it was a good practice if an agency has reserves to direct into a side account so that rates don't increase in the future and OCWCOG might get matching funds from the State of Oregon

8. OCWCOG Program Updates

Community and Economic Development (CED)

CED Director Warnock remarked that 18-24 months ago, CED had only 1.5 full-time planning staff; today they have five, with three recruitments. A large part of that work is with the Albany Area Metropolitan Planning Organization (AAMPO) and the Corvallis Metropolitan Planning Organization (CAMPO), special transportation projects, and current- and long-range planning services. Long-range planning efforts are underway with Toledo, Yachats, Waldport, Philomath, Monroe, Sweet Home, and Lincoln City.

CED Director Warnock noted that historically, there has been no community and economic development presence in Toledo or Newport. However, as January 15th, recruitment for a Coastal Planner is moving forward; this individual will be housed in the Toledo office. Chair Traber asked when the new Planner would be on board in Toledo. CED Director Warnock said he or she would be in Toledo within the next six to eight weeks. Councilor Max Glenn stated he was pleased to have a Coastal Planner in Toledo. CED Director Warnock commented that the Coastal Planner will rotate between Yachats, Waldport, and Toledo.

CED Director Warnock spoke about the housing project, which the Board requested OCWCOG address last year. He noted that Staff has started to go through the raw information that was gathered to determine trends that are meaningful and create refined community profiles. The initial data was presented on January 14th to the Coastal

City/County Manager's meeting and they were enthusiastic to use some of the data for budgeting purposes. Some additional changes and refinement to the data sets will be forthcoming presented in the near future. Mayor Dann Cutter added the data sets were met with great enthusiasm.

Chair Traber asked if a data package will be sent out in the future. CED Director Warnock replied it would.

Rick Hohnbaum left the meeting at 2:48pm.

Community Services Program (CSP)

CSP Director Moore apprised the Board that the *Stand By Me* contract and Memorandum of Understanding (MOU) with the State of Delaware has been executed and is moving forward in full partnership. CSP Director Moore stated her Department can use CED Director Warnock's data for mapping and setting benchmarks for poverty hotspots and measuring successes.

Commissioner Malone asked where to find background information on the *Stand By Me* program. CSP Director Moore indicated she will begin to add a *Stand By Me* component in the Board meetings and background information on the program.

Commissioner Malone added the program has a good track record in Delaware. CSP Director Moore added she was grateful for the full Board of Commissioners that assisted bringing the program to Linn and Benton Counties, and especially Commissioner Oshiro for making a connection with the State Treasurer's office who showed interest and support for the program.

CSP Director Moore noted that a total of 18 community stakeholders have been identified to visit and share program information; 16 have been confirmed. OCWCOG will be working with the State of Oregon's Financial Education Program Manager at the implementation level as the program moves forward.

Senior and Disability Services (SDS)

SDS Director Randi Moore discussed the relaunched *Program to Encourage Active and Rewarding Lives (PEARLS)* program which is aimed at reducing late-life depression and is free for residents in the tri-County Region. She asked that consumers be referred to *PEARLS* and various other programs through the OCWCOG ADRC Call Center.

During the last Legislative session, SDS Director Moore noted that, along with growth in the tri-County Region, it was discovered understaffed Aging and People with Disabilities, and Area Agencies on Aging offices, resulted in consumers not being served well. The Legislature approved increased funding for staff; there OCWCOG has five new Case Manager positions are now open and four Eligibility Specialist positions are open for recruitments. With these hires, service levels will be higher in the OCWCOG Region.

SDS Director Moore noted that data collection and the positive impact to consumers will be rolled back up to Legislature in 2021.

Tribal Planner Pam Barlow-Lind asked if the service level increases will only effect Linn and Benton Counties. SDS Director Moore replied it will rolled out to Lincoln County and serving all three Counties moving forward.

Finance Update

Finance Director Forty announced that OCWCOG is working on draft budget which will be presented to the Board in March. Included in the budget will be increased full-time employees are being added, indirects calculated, etc.

Finance Director Forty noted that OCWCOG Finance Staff has been working on a software conversion with Yachats; there were issues with this conversion, but those issues are working themselves out.

Finance Director Forty also commented that OCWCOG is working on a small services model, focused on small communities who are strapped with cost of living, minimum wage increases, PERS increases, etc. A state-of-the-art cloud software package will be offered to smaller communities for a reasonable price through OCWCOG. Should these communities have emergencies, OCWCOG can step in and assist finance and payroll staff. A generic *Standard Operation Procedures (SOP)* manual is being drafted for every process that OCWCOG performs and the software that is used. The intent is to roll this out locally and Region-wide.

Finance Director Forty noted that a Request for Proposals (RFP) has been sent for new auditors. A new audit recommendation will be presented at the March Board meeting.

9. Other Business

Community Services Consortium / OCWCOG Merger

Chair Traber updated the Board regarding the merger. The next meeting will take place on January 17th and address what terms will be written into an MOU, which will be presented to the Board. Finance Director Forty, Deputy Director Maddock-Hughes, Mayor Cutter, CSC Executive Director Martha Lyon, and other CSC staff will begin to address how things can move forward.

Mayor Ware stated he has a relative that needs services from both agencies and is confused about roles each agency is currently playing. He said, in the future, the merger should make things easier for consumers.

Interim Executive Directors at OCWCOG

Mayor Cutter mentioned that he and Chair Traber have been the Interim Executive Directors for a little over a month, and his appreciation for the Staff has grown and working within OCWCOG has been eye opening.

Commissioner Malone asked how things were going for Mayor Cutter as the Interim Executive Director. Mayor Cutter stated he and Chair Traber are at the Albany office on Friday's to be available for different issues.

Chair Traber commented his time as Interim Executive Director has been smoother than expected and expressed appreciation of staff while two people work together at the same time to oversee operations.

Commissioner Malone noted that the Senior Leadership have kept things moving forward, so this is working as expected.

Conference Room Update in Albany

Mayor Cutter stated the upstairs (large) conference room would be closing over the period of about 60 days and migrating meetings to the downstairs conference room. The upstairs would be strictly office space and meetings would be conducted downstairs. Once the new Executive Director comes onboard, additional changes and remodeling are likely to occur. The large upstairs conference room will be converted to office space, with the possibility of an additional small conference room.

Commissioner Malone asked if better technology would be in the renovated downstairs conference area. Deputy Director Maddock-Hughes noted that the updated audio-visual equipment currently in the upper conference room will be installed in the lower conference area, as well as an upgrade to the look and functionality of that space.

Technology Updates

Mayor Cutter commented that a large technology revitalization to better serve members is currently underway. Because technology is an integral part of so many OCWCOG programs, the goal is to streamline and provide a higher level of service, to meet commitments, and modernize the technology.

Deputy Executive Director Maddock-Hughes thanked Chair Traber and Mayor Cutter for their input as technology is being upgraded. Upgrading to more modern systems, internally and externally, has been a struggle.

Mayor Lepin stated that Millersburg has had great technology support and has been improving over time.

Mayor Cutter added that the goal is if we're doing good, to do great; if we're doing great, to do outstanding. He would like OCWCOG to raise the level to meet time commitments that staff promise for both internal staff and external customers.

Other Business

Commissioner Malone expressed appreciation for the Coast to Valley Express, which runs from Newport to Sweet Home, is being moved along by OCWCOG and is now more user friendly.

Councilor Jones announced that Representative Dan Rayfield (District 16 Corvallis) would be hosting a Town Hall meeting in the Benton County Historical Museum in Philomath on January 29th at 7:00pm.

10. Adjournment

Meeting adjourned at 3:13 pm.

Meeting minutes taken by Mary F. Stanley.



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MEMORANDUM

DATE: March 19, 2020
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development Director
RE: **Cascades West Business Lending - Revolving Loan Fund Resolution and Business Investment Fund Guidelines**

Revolving Loan Fund Resolution

Background

The U.S. Department of Commerce's Economic Development Administration (EDA) is the funding agent for the OCWCOG Revolving Loan Fund (RLF). The EDA requires an annual resolution (attached) by the OCWCOG Board of Directors (Board). The Board is asked to approve this resolution annually to comply with our EDA funding agreement.

The Loan Program Advisory Committee (LPAC) reviewed and recommends the adoption of the resolution to Board. The resolution confirms that the loan program work plan is consistent with, and supportive of, OCWCCOG's current economic development strategies and that the work plan is being operated in accordance with the policies and procedures contained in the work plan.

ACTION: **Approval of the required annual EDA Revolving Loan Fund Resolution.**

Business Investment Fund Guidelines

Background

The Business Investment Fund (BIF) Guidelines have not been updated since 2012. *Cascades West Business Lending* Staff has refined the plan to reflect the intended outcomes and parameters. Updates to Guidelines include increase loan amount, change of job creation requirement, and clean-up of outdated information. The LPAC reviewed and recommends the adoption of the attached Guidelines to OCWCOG Board of Directors.

ACTION: **Approval of required BIF Guidelines for implementation.**

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #2020-03-02

Authorizing Economic Development Administration Planning Grant Submittal

WHEREAS, the U.S. Department of Commerce's Economic Development Administration (EDA) has invited a planning grant application for the period of April 1, 2020 through March 31, 2021; and

WHEREAS, the OCWCOG Board of Directors (Board) finds that past planning grants have supported a sound and effective program for community and economic development in Linn, Benton, Lincoln, and Lane Counties; and

WHEREAS, the Board finds that local funds available to match the requested grant are severely constrained;

NOW THEREFORE, Oregon Cascades West Council of Governments resolves that:

1. Application for an EDA planning grant is hereby authorized.
2. The amount of the grant request shall be \$75,000 in Federal funds.
3. \$75,000 is committed as cash-match for this project. Funds will be made available as needed for the project. These funds are not, and will not be, conditioned or encumbered in any way that would preclude their use, consistent with EDA investment assistance requirements.
4. The Chairperson and/or the Executive Director are authorized and empowered to execute any and all grant documents for application, acceptance, or amendment of this grant.

ADOPTED this 19th day of March 2020, at Albany, Oregon.

Biff Traber
OCWCOG Board Chair

Dann Cutter
OCWCOG Interim Executive Director

BUSINESS INVESTMENT FUND (BIF)

BIF Guidelines **Updated December 6, 2012** **(AMENDED March 19, 2020)**

INTRODUCTION

Background:

The Regional Business Investment Fund (BIF) is a project of the Benton-Lane-Lincoln-Linn Regional Strategy 1993-95 Action Plan. The former Benton-Lane-Lincoln-Linn Regional Strategy Board (Board) selected Oregon Cascades Council of Governments (OCWCOG) to service and manage BIF projects.

OCWCOG's Loan Program Advisory Committee (LPAC) advises OCWCOG staff and the OCWCOG Board on matters relating to the development and operation of the Lending Program, which includes the Business Investment Fund (BIF).

In 2009, the Loan Program Advisory Committee (LPAC) delegated the responsibility of reviewing and making recommendations on OCWCOG business loan applications to the Loan Review Subcommittee (LRS).

BIF PURPOSE

The purpose of the BIF is to improve the business competitiveness and creation of family wage jobs for the Benton, Lane, Lincoln, and Linn Region's residents, by providing access to capital for existing, start-up, and relocating out-of-state businesses that are unable to qualify elsewhere for loans or grants. The BIF is a flexible investment program that encourages start-ups or expansions of existing firms, or relocation to the region by out-of-state firms.

The BIF offers viable businesses the opportunity to finance start-up or expansion needs, when they cannot be met by the private sector or other government loan programs. The BIF is meant to be available to viable projects, which carry a degree of risk that more conventional and conservative lenders would likely avoid.

ELIGIBILITY AND USE OF PROCEEDS

A. **Eligible Projects must meet the following criteria**

1. Businesses that comply with statutory requirements of allowable uses for the expenditure of Oregon Lottery profits.
2. Projects must be unable to obtain full financing from the traditional private lender or other public loan programs.

3. Any legitimate business purpose described in C below.

B. Ineligible Projects and Activities

1. Projects involving the relocation of any firm within Oregon that would cause unemployment at the location where such work previously was performed.
2. Projects are located outside the Region of Benton, Lane, Lincoln, and Linn Counties.
3. Projects for which funds are otherwise available from private lenders or other public agencies, with terms which will permit the accomplishment of the project.
4. Projects requiring an ongoing perpetual infusion of economic development or other public funds or personnel.
5. Projects that create a conflict of interest for any current or former OCWCOG Board member, Loan Review Subcommittee member, Loan Program Advisory Committee member, employee, or people related to them by blood, marriage, or law.

C. Eligible Use of Proceeds

1. The BIF may be used for long term industry development activities, which include, but are not limited to:
 - (a) Research
 - (b) Product development and marketing
 - (c) Feasibility studies
 - (d) Total quality management and other work force training programs
 - (e) Technical and management assistance
 - (f) Development of industrial parks and facilities
 - (g) Refinancing of loans made by other lenders
 - (h) Purchase of equipment, leasehold improvements, machinery or supplies
 - (i) Business construction, conversion, enlargement, repair modernization or development

D. Ineligible Use of Proceeds

1. Ongoing operating expenses.
2. Reimbursing a business for expenses incurred prior to the award.
3. Assist existing Oregon businesses in relocation, unless an expansion of operations is involved.

LOAN CRITERIA

A. Job Creation

A minimum of one (1) full time equivalent (FTE) job must be created or saved for each \$50,000 borrowed from the BIF. These jobs shall be created within three (3) years from the date of contract and shall have an option of one (1) additional year extension, subject to the approval of the OCWCOG staff. Job will be defined as a full time equivalent (FTE) position created or saved by BIF funding which is filled for not less than twelve (12) months.

B. Leverage Ratio

The BIF program will attempt to leverage other sources of financing to the maximum extent possible. BIF funds will not exceed 75% of the total eligible cost for any single project for a minimum leverage ratio of 3:1 (three dollars of BIF to one dollar of other investment). A minimum of 10% of the eligible project cost must be in the form of new cash or in-kind equity match. Other project costs must be provided by private financing, borrower equity, and/or Federal, State, or local funds.

C. Security Requirements

All projects shall be collateralized to the greatest extent possible. Funds will be secured by liens, trust deeds, assignments, and/or personal guarantees, as appropriate. As stewards of public funds, OCWCOG may take legal means deemed appropriate to protect the public's financial interest. Funds may be subordinated to other financing sources.

D. Repayment Terms

The length (term) of the award shall be recommended by the Lending Program staff. The term shall be based on the life of the asset securing the loan and the cash flow of the business. Loan terms will generally not exceed the full useful life of the assets being financed, or the assets securing the loan. Generally the term will not exceed more than ten (10) years. For loans financing or refinancing real property the term of the loan will ordinarily not be greater than the useful life of the real property of the project and will generally be made for no more than 15 years. Shorter-term loans will be encouraged in order to accelerate the reuse of BIF dollars. Repayment will normally be accomplished in equal principal and interest installments over the life of the loan. Interest only payments may be permitted for a period of time, as recommended by the Lending Program staff, or Loan Review Subcommittee. Except in cases of loan renegotiation, standard loan repayment terms will be generally be adhered to.

E. Interest Rates

The Loan Program Advisory Committee shall determine the BIF program interest rates. Generally, interest rates will be set at approximately the Wall Street Journal published prime rate at the time of loan closing and address current market standards. The minimum interest rate will be 5%. Interest rates will be fixed over the life of the loan,

except that a rate review will ordinarily be conducted after a period of three years. If the promised number of jobs has not been created by the business by that time, OCWCOG shall have discretion to call the note or raise the loan rate to a market rate. This will ordinarily be done only when OCWCOG staff has reason to believe the borrower has not acted in good faith in making job creation estimates. In the event of a technical or payment default on a note, the interest rate may be increased to 2.5% over the initial note rate for the remaining term of the loan.

F. Fees & Charges

A per payment servicing fee of \$12.00 will be assessed on all loans with ACH payment processing, a requirement of the loan program. In the event the borrower cancels their ACH payment authorization or is canceled by OCWCOG or the bank of account due to rejected item activity, the per payment servicing fee will increase to a total of \$55.00. Payoffs are excluded from this assessment, may be processed with a check or wire transfer and are subject only to the \$12.00 servicing fee.

In the event a payment is returned due to non-sufficient funds a \$25.00 rejected item fee will be assessed per occurrence. Unpaid servicing and NSF fees shall accrue and be added to all payoffs.

OCWCOG will charge and collect a loan application fee of \$500 at the time the application is made. The applicant is responsible for direct costs associated with the loan closing which may include, but are not limited to, filing and recording fees, escrow fees, title insurance, appraisals, and attorney fees.

In addition, the applicant, immediately upon receiving the loan proceeds, shall pay a loan fee to OCWCOG of one and one-half per cent (1.5%) of the principal amount of the loan. The \$500 loan application fee is credible toward the 1.5% loan fee.

All loan fees are non-refundable.

G. Loan Amount

Awards will generally be limited to no more than \$250,000.

LOAN SELECTION AND APPROVAL PROCESS

The loan selection and approval process includes three stages as follows:

A. APPLICATION

Normal and prudent lending standards are used in evaluating the strength and ability-to-repay of both companies and individuals. Loans may be made in cases where the employment and other benefit potential (and the quality of business planning) outweigh risks that more conservative lenders would likely avoid. This would apply, for example, to viable business startups, which are routinely excluded from consideration by private lenders.

Application Procedure and flow:

1. Lending Program staff provides preliminary review for eligibility and rough fit with BIF loan criteria. If another public lending program is more appropriate, the staff will work with the prospective borrower on an application for that program.
2. Lending Program staff request a written application or decline the request. If negative, applicant is informed in writing of the reasons for the declination. If positive, Lending Program staff review application needs with applicant and provide counseling regarding the applicant's business plan, if appropriate.
3. Formal application process includes a conference with the applicant to review BIF Application Checklist and all subsidiary forms and financial schedules. Also, the applicant principals authorize credit checks, and when necessary, an Environmental Assessment is completed by the staff. The applicant submits a formal application accompanied by loan fees and all supporting documents.

B. REVIEW AND DECISION OF FORMAL APPLICATION

Procedures and flow:

1. Review by staff for completeness and regulatory compliance, submission of additional information by applicant, as appropriate.
2. If recommendation is positive, submit formal credit memo and staff recommendation to Loan Review Subcommittee.
3. Loan Review Subcommittee recommends approval or denial.
4. OCWCOG Executive Director approves or denies the loan.
5. Lending Program staff notifies applicant in writing of the decision.

C. LOAN CLOSING

Procedures and flow:

1. Upon OCWCOG approval, Lending Program staff prepares loan closing documents with attorney consultation, as necessary.
2. Loan closing takes place with the applicant by OCWCOG staff. Disbursement of proceeds is determined based on conditions of approval.
3. Filing of liens, as available, and completion of any remaining legal, regulatory or housekeeping matters, all to be carried out by Lending Program staff.

LOAN SERVICING

Loan Monitoring and Servicing

Policies and procedures for managing and servicing the portfolio of the BIF include: closely monitoring payment performance; periodic review of financial data and employment generation; personal inspections and site visits; and management counseling and/or referral, as appropriate.

The BIF is an "understanding" creditor who is willing to be flexible, but serious in its desire to be re-capitalized by loan repayment in order to re-lend to deserving businesses within the service area, thereby generating jobs.

Loan monitoring, such as financial statement review and employment reporting, insurance premium payments, etc., will be established in a tickler system to assure the activity and regularity. Financial statements will generally be required on either a quarterly or annual basis, with employment verified annually. Site visits will generally be made annually unless circumstances demand greater or less frequency.

Because early problem detection can lead to successful correction, follow-up communication and monitoring of borrowing businesses will be made after loan closing until full repayment. Should payment monitoring indicate a delinquency, a written notice or reminder will be generated and forwarded 15 days after the due date. Thereafter, personal contact will be made, by phone or inspection at the site, for discussion of problems. The follow-up and direction will be driven by an assessment of problems after considering all conditions. Counseling will be offered whenever appropriate.

If allowing additional time to bring any payments current becomes inappropriate, modification or revision of the loan agreement will be considered if workable and beneficial to the health of the business. Modifications will not be approved unless they enhance the borrower's repayment ability without detriment to the BIF. The borrower must make a good faith effort under these conditions. While considering the legitimate special needs of the borrower, the BIF will operate in a manner that also protects its assets. Should default occur which does not show reasonable prospects for remedy, the BIF will move in conjunction with its attorney against the loan collateral and assets of the borrower and guarantors, as appropriate. In any case, where delinquency reaches 90 days, a default will be declared by OCWCOG. Upon such default the loan shall be put on non-accrual status. The staff will notify the borrower. Within 15 days following the default decision, the borrower may submit a plan to cure the default with a plausible solution to correct the default. If a plausible plan is not received, liquidation of collateral and other legal remedies will be pursued against the borrower and all guarantors.

A. Servicing Procedures

OCWCOG will be responsible for monitoring the loans and responding to the needs of the borrowers. OCWCOG will provide the following services on each account:

1. Monthly Billing Statement reports showing principal and interest received, balances remaining, and fess charged.

2. Late payment notices to borrower.
3. Year end statements to borrower showing interest payments made.
4. Any other record keeping or services required for management of the account.
5. Site visits made, if deemed necessary by OCWCOG staff.
6. Quarterly or annual financial statements will be received by every borrower and will be reviewed by Lending Program staff.

B. Problem Loans

To avoid problems with credit delinquency and possible losses, OCWCOG will, when necessary, review with the borrowers those factors that indicate loan payment deterioration. Some of the danger signals include:

1. Delinquency
2. Unanticipated renewal, modifications, or extension request
3. Adverse financial trends
4. Improperly prepared or incorrect financial statement information
5. Overly optimistic projections
6. Failure to provide requested information in a timely manner
7. Lost, sold, or missing collateral or other assets
8. Borrower(s) reluctant to permit OCWCOG to visit business
9. Inquiries or notices from other creditors and frequent, or sporadic, credit inquiries
10. Antagonistic attitude toward other creditors
11. Tax liens, mechanic liens, or judgments
12. Overdrafts or overdrawn accounts, including missing or lost checks for payment of the BIF loan

C. Delinquent Loans

Loans become delinquent the day after the payment is due. Collection procedures commence if payment is not made within 15 days following payment due date, or if the business exhibits some of the danger signals listed above. OCWCOG determines the seriousness of the problem by a review of:

1. The loan collateral position
2. Availability cash for repayment
3. Extent of borrower's involvement and current situation with other creditors of the business
4. General attitude and willingness to repay by borrower

The collateral position of the loan will be determined by verifying the value of collateral held, by actually locating the collateral, reviewing its condition, checking for correct filing of UCC forms and other security documents, and estimating the BIF equity position based on a liquidation valuation.

OCWCOG will determine the ability for repayment by checking the amount of liquidity in cash flow. The extent of the borrower's involvement with other creditors will be determined after searching public records for liens and judgements, and by asking other creditors only for factual information (amount owed, status of loan, terms of the original loan, current terms of the loan, and security).

OCWCOG will determine the attitude of the borrower after an evaluation of past actions, from any communication with the borrower, and from the borrower's reaction to proposals to correct the delinquency.

After OCWCOG gathers the necessary information to make judgement concerning the magnitude of the problem, OCWCOG will attempt direct contact with the borrower for the purpose of a frank discussion. OCWCOG will attempt to obtain full cooperation in order to avoid loss and financial difficulties to the borrower. OCWCOG and the borrower must be willing to identify the problem and settle upon a solution. To be successful, OCWCOG and the debtor must work toward eventual repayment of the loan from the normal cash flow of the business without liquidation of those assets necessary for the continued operation of the business.

At any conference with the borrower, OCWCOG will inform the borrower that the delinquency is critical and must be resolved immediately.

When a workable solution to the loan delinquency is possible, Lending Program staff may draft recommended modifications of the terms and conditions to the original loan. The modifications must be approved by the Executive Director and will be reported to the Loan Program Advisory Committee (LPAC), if approved.

D. Loans in Default

When no workable solution emerges from the process of meeting with the borrower, the loan will be in default. Loans will be considered in default if any portion of a loan payment is more than thirty (30) days past due. The following actions will then be taken to address default by a borrower:

1. OCWCOG will notify the borrower of default by registered mail. OCWCOG may

- charge a fee for each notification.
2. Borrower will be given thirty (30) days to correct default.
 3. If default is not corrected within sixty (60) days, OCWCOG will act promptly to:
 - (a) Notify the Loan Review Subcommittee and the Loan Program Advisory Committee
 - (b) Begin liquidation proceedings

COMPENSATION FOR LOAN SERVICING AND MANAGEMENT

1. The BIF will compensate OCWCOG for all expenses incurred under the BIF program. The compensation will be paid with all loan and servicing fees, plus the interest earned under the BIF program. Operating expenses shall include, but not limited to, the following:

*Wages	*Copies	*Accounting
*Postage	*Marketing	*General Administration
*Attorney	*Phone	
2. OCWCOG will provide reports to the Loan Program Advisory Committee (LPAC) regarding the number of loans made and the status of existing loans.



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MEMORANDUM

DATE: March 19, 2020

TO: OCWCOG Executive Committee

FROM: Phil Warnock, Community and Economic Development Director

RE: **Resolution #2020-03-01: Authorizing Economic Development Administration Planning Grant Submittal**

Fiscal Year (FY) 2020 is the first year in a new three-year planning grant cycle for the U.S. Department of Commerce's Economic Development Administration's (EDA) *Partnership Planning Program*. OCWCOG will submit a proposed Budget to the EDA for the entire three-year project period. The EDA awards funds annually, with the future allocation of funding contingent upon the availability of funds as determined by Congress; satisfactory performance of the program; and the continued relevance of program objectives. All funding allocations are at the sole discretion of the EDA. Resolutions are brought to the OCWCOG Board of Directors for approval on a yearly basis for submission to EDA with the application.

Attached is Resolution #2020-03-01: Authorizing Economic Development Administration Planning Grant Submittal. If approved by the OCWCOG Board of Directors, this Resolution would authorize a funding match for the FY2020 EDA planning grant. This grant award is for the period of April 1, 2020 – March 31, 2021. The first year of the grant is for \$75,000 and requires an equal amount of match from OCWCOG. The Cascades West Economic Development District (CWEDD) funded by this grant covers the four-County Region encompassing Linn, Benton, Lincoln, and Lane Counties. OCWCOG is applying for this grant in coordination with Lane Council of Governments (LCOG). LCOG provides a proportional share of match funding.

ACTION: **Approval of the required Resolution #2020-03-01: Authorizing Economic Development Administration Planning Grant Submittal.**

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #2020-03-02

Authorizing Economic Development Administration Planning Grant Submittal

WHEREAS, the U.S. Department of Commerce's Economic Development Administration (EDA) has invited a planning grant application for the period of April 1, 2020 through March 31, 2021; and

WHEREAS, the OCWCOG Board of Directors (Board) finds that past planning grants have supported a sound and effective program for community and economic development in Linn, Benton, Lincoln, and Lane Counties; and

WHEREAS, the Board finds that local funds available to match the requested grant are severely constrained;

NOW THEREFORE, Oregon Cascades West Council of Governments resolves that:

1. Application for an EDA planning grant is hereby authorized.
2. The amount of the grant request shall be \$75,000 in Federal funds.
3. \$75,000 is committed as cash-match for this project. Funds will be made available as needed for the project. These funds are not, and will not be, conditioned or encumbered in any way that would preclude their use, consistent with EDA investment assistance requirements.
4. The Chairperson and/or the Executive Director are authorized and empowered to execute any and all grant documents for application, acceptance, or amendment of this grant.

ADOPTED this 19th day of March 2020, at Albany, Oregon.

Biff Traber
OCWCOG Board Chair

Dann Cutter
OCWCOG Interim Executive Director



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MEMORANDUM

DATE: March 19, 2020
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development Director
RE: **Appointments to Cascades West Economic Development District Board**

Community and Economic Development Staff recommends the following individuals be appointed to the Cascades West Economic Development District (CWEDD) Board for one-year terms.

Benton County:

- ◆ **Chris Workman**, City of Philomath, City Manager
- ◆ **Kate Porsche**, City of Corvallis, Economic Development Manager

Lincoln County:

- ◆ **Tracy Bailey**, Economic Development Alliance of Lincoln County, Chair
- ◆ **Pam Barlow-Lind**, Confederated Tribes of Siletz Indians, Tribal Planner

Linn County:

- ◆ **Kelly Hart**, City of Lebanon, Community Development Director
- ◆ **John Pascone**, Albany Millersburg Economic Development Corporation, President

The CWEDD Board has twenty members. The requested appointments will join the OCWCOG Board Executive Committee, LCOG Executive Committee, and two-Lane Economic Committee members appointed by LCOG to comprise the CWEDD Board. See attached for full membership.

The primary responsibility of the CWEDD Board is the review and approval of the CWEDD *Comprehensive Economic Development Strategy* (CEDS) published every five years (due in 2020), as required by our planning grant from the federal Economic Development Administration. The CWEDD Board also provides input on an annual *Update Report* required under this planning grant.

ACTION: **Appointment of Benton, Lincoln, and Linn County members to the Cascades West Economic Development District (CWEDD) Board.**

2020 CWEDD Board Membership

OCWCOG Members	Public / Private Sector	Agency	Email	Notes
Pat Malone	Commissioner	Benton County	patrick.malone@co.benton.or.us	<u>Exec Committee</u>
Biff Traber	Mayor	City of Corvallis	biff.traber@corvallisoregon.gov	<u>Exec Committee</u>
Claire Hall	County Commissioner	Lincoln County	cehall@co.lincoln.or.us	<u>Exec Committee</u>
Jim Lepin	Mayor	City of Millersburg	jlepin@cityofmillersburg.org	<u>Exec Committee</u>
Dann Cutter	City Councilor	City of Waldport	dann.cutter@waldport.org	<u>Exec Committee</u>
Sharon Konopa	Mayor	City of Albany	sharonkonopa@juno.com	<u>Exec Committee</u>
Tracy Bailey	Board Chair	Economic Development Alliance of Lincoln County	tracyb@ctsi.nsn.us	<u>County Member</u>
Chris Workman	City Manager	City of Philomath	chris.workman@ci.philomath.or.us	<u>County Member</u>
Kelly Hart	Community Dev. Director	City of Lebanon	khart@ci.lebanon.os.us	<u>County Member</u>
John Pascone	President	Albany-Millersburg Economic Development Corporation	pasconj@peak.org	<u>County Member</u>
Pam Barlow-Lind	Tribal Planner	Confederated Tribes of Siletz Indians	pamela@ctsi.nsn.us	<u>County Member</u>
Kate Porsche	Economic Development	City of Corvallis	kate.porsche@corvallisoregon.gov	<u>County Member</u>
Lane Members		Agency	Email	Notes
Chris Pryor	Council Member	City of Eugene	Chris.E.Pryor@ci.eugene.or.us	<u>Exec Committee</u>
Greg James	Board Member	Willamalane Parks and Recreation District	gregajames@icloud.com	<u>Exec Committee</u>
Heather Buch	Commissioner	Lane County	heather.buch@co.lane.or.us	<u>Exec Committee</u>
Mary Walston	Board Member	Eugene 4j School District	mwalston@4j.lane.edu	<u>Exec Committee</u>
Sonya Carlson	Board Member	EWEB	Sonya.Carlson@EWEB.ORG	<u>Exec Committee</u>
Tom Cotter	Council Member	City of Veneta	tcotter@ci.veneta.or.us	<u>Exec Committee</u>
Greg Irvin	Council Member	Cottage Grove	greg@ervinit.com	County Member
Matt Michael	City Manager	Veneta	mmichael@ci.veneta.or.us	County Member
LCOG Staff			Email	Notes
Brenda Wilson	Executive Director	Lane Council of Governments	bwilson@lcog.org	<u>Staff</u>
Dan Betschart	Loan Officer	Lane Council of Governments	dbetschart@lcog.org	<u>Staff</u>
OCWCOG Staff			Email	Notes
Phil Warnock	Director	Oregon Cascades West Council of Governments	pwarnock@ocwcog.org	<u>Staff</u>
Emma Chavez	Executive Administrative Assitant	Oregon Cascades West Council of Governments	echavez@ocwcog.org	<u>Staff</u>



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MEMORANDUM

DATE: March 19, 2020
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development Director
RE: **Appointments to the *Comprehensive Economic Development Strategy (CEDS)* – Strategy Committee**

The primary responsibility of the CWEDD Board is the review and approval of the CWEDD *Comprehensive Economic Development Strategy (CEDS)* every five years (due in 2020), as required by our planning grant from the federal Economic Development Administration. The *CEDS* helps guide regionally significant economic development projects and activities over the next five years. In order to update the *CEDS*, a Strategy Committee is formed.

The *CEDS* Strategy Committee is made up of the CWEDD Board, and economic development partners from Benton, Lincoln, and Linn Counties. Staff has identified members to serve on the CEDS Committee (see attached) and is requesting their formal appointment from the OCWCOG Board. Subcommittees may be formed during the *CEDS* development to address specific topics and sectors, like business and industry.

ACTION: **Appointment of the *Comprehensive Economic Development Strategy (CEDS)* - Strategy Committee.**

OCWCOG Members	Public / Private Sector	Agency	Email	Notes
Pat Malone	Commissioner	Benton County	patrick.malone@co.benton.or.us	Exec Committee
Biff Traber	Mayor	City of Corvallis	biff.traber@corvallisoregon.gov	Exec Committee
Claire Hall	County Commissioner	Lincoln County	cehall@co.lincoln.or.us	Exec Committee
Jim Lepin	Mayor	City of Millersburg	jlepin@cityofmillersburg.org	Exec Committee
Dann Cutter	City Councilor	City of Waldport	dann.cutter@waldport.org	Exec Committee
Sharon Konopa	Mayor	City of Albany	sharonkonopa@juno.com	Exec Committee
Tracy Bailey	Board Chair	Economic Development Alliance of Lincoln County	tracyb@ctsi.nsn.us	County Member
Chris Workman	City Manager	City of Philomath	chris.workman@ci.philomath.or.us	County Member
Kelly Hart	Community Dev. Director	City of Lebanon	khart@ci.lebanon.os.us	County Member
John Pascone	President	Albany-Millersburg Economic Development Corporation	pasconj@peak.org	County Member
Pam Barlow-Lind	Tribal Planner	Confederated Tribes of Siletz Indians	pamela@ctsi.nsn.us	County Member
Kate Porsche	Economic Development	City of Corvallis	kate.porsche@corvallisoregon.gov	County Member
Lane Members		Agency	Email	Notes
Chris Pryor	Council Member	City of Eugene	Chris.E.Pryor@ci.eugene.or.us	Exec Committee
Greg James	Board Member	WillamaLane Parks and Recreation District	gregajames@icloud.com	Exec Committee
Heather Buch	Commissioner	Lane County	heather.buch@co.lane.or.us	Exec Committee
Mary Walston	Board Member	Eugene 4j School District	mwalston@4j.lane.edu	Exec Committee
Sonya Carlson	Board Member	EWEB	Sonya.Carlson@EWEB.ORG	Exec Committee
Tom Cotter	Council Member	City of Veneta	tcotter@ci.veneta.or.us	Exec Committee
Greg Irvin	Council Member	Cottage Grove	greg@ervinit.com	County Member
Matt Michael	City Manager	Veneta	mmichael@ci.veneta.or.us	County Member
Economic Development Partners	Title	Agency	Email	Notes
Aaron Bretz	Dirctor	Port of Newport	abretz@portnewport.com	
Alison Robertson	Urban Renewal & Economic Development	City of Lincoln City	arobertson@lincolncity.org	
Caroline Cummings	Director	Oregon RAIN	caroline@oregonrain.org	
Courtney Griesel	Economic Development Director	City of Springfield	cgriesel@springfield-or.gov	
Dave Price	SBDC Director	Oregon Coast Community College	dave.price@oregoncoastcc.org	
Dean Craig	Business Services Director	Willamette Workforce	dcraig@willwp.org	
Emily Reiman	Executive Director	DevNW	emily@nedcocdc.org	
Erin Reynolds	City Manager	City of Florence	erin.reynolds@ci.florence.or.us	
Heather DeSart	Executive Director	Northwest Oregon Works	heahter@onwib.org	
Juine Chada	Field Representative	Senator Wyden's Office	juine_chada@wyden.senate.gov	
Kim Parker-Llerenas	Director	Willamette Workforce	kparkerllerenas@willwp.org	
Kristina Payne	Executive Director	Lane Workforce	kristinap@laneworkforce.org	
Mallory Rahe	Extension Community Economist and Instructor	Oregon State University (OSU)	mallory.rahe@oregonstate.edu	
Melissa Murphy	Regional Development Officer	Business Oregon	melissa.murphy@oregon.gov	
Rachel Cotton	Associate Planner	City of Newport	r.cotton@newportoregon.gov	

Robert Killen	Director	Lane Small Busienss Development Center	killenr@lanecc.edu	
Sarah Means	South Valley/Mid-Coast Coordinator	Regional Solutions	sarah.means@oregon.gov	
Seth Sherry	Economic Development Manager	City of Albany	seth.sherry@cityofalbany.net	
Sophie Dykast	Economic Development Coordinator	City of Albany	sophie.dykast@cityofalbany.net	
Sue Thompson	Director of Workforce Investment	Lane Workforce	sue@laneworkforce.org	
Wes Hare	Interim Manager	City of Toledo	manager@cityoftoledo.org	
Jerry Sorte	Community and Economic Development Officer	City of Corvallis	jerry.sorte@corvallisoregon.ogv	
Alysia Rodgers	Economic Development Catalyst	City of Lebanon	arodgers@ci.lebanon.or.us	
Blair Larson	Community and Economic Development Director	City of Sweet Home	blarsen@sweethomeor.gov	
UO Team	Title	Agency	Email	Notes
Aniko Drlik-Muehleck	Project Coordinator	UO Institute for Policy Research & Engagement	aniko@uoregon.edu	
Josh Bruce	Program Director	UO Institute for Policy Research & Engagement	jdbruce@uoregon.edu	
LCOG	Title	Agency	Email	Notes
Brenda Wilson	Executive Director	Lane Council of Governments	bwilson@lcog.org	
Dan Betschart	Loan Officer	Lane Council of Governments	dbetschart@lcog.org	
OCWCOG	Title	Agency	Email	Notes
Sue Forty	Finance Director	Oregon Cascades West Council of Governments	sforty@ocwcog.org	
Phil Warnock	Program Director	Oregon Cascades West Council of Governments	pwarnock@ocwcog.org	
Emma Chavez	Executive Administrative Assistant	Oregon Cascades West Council of Governments	echavez@ocwcog.org	

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