



CDA Zoom Board Meeting Agenda

Date: Thursday, February 18, 2021
8am-9am

Welcome and greetings from Chairman Don Russell

- Welcome new board members: Jill-Marie Gavin, Alternate CTUIR, John Shafer, Umatilla County and Jim Doherty, Morrow County

General Introductions of guests or members of the press joining by Zoom or phone.

- **CDA Board Members:**
 - Chairman Don Russell, Morrow County Alternate
 - Vice Chairman Bill Tovey, CTUIR
 - Kim Puzey, Port of Umatilla
 - Ryan Neal, Port of Morrow
 - Lisa Mittelsdorf, Alternate Port of Morrow
 - Gail Nelson, Alternate Umatilla County
 - Loren Snow, CDA Attorney
- **CDA Staff:** Greg Smith, CDA Director, Debbie Pedro, CDA Admin, Ed Orloski Contractor.
- **Guests Present:**
 - Old Business
 1. Approval of CDA Board Meeting Minutes October 22, 2020
 - New Business

Greg Smith Executive Director

1. Review of CDA's Financial Statements Oct. 2020-Jan. 2021
 - Signature Card Authorization
 2. Review of 4/2021-3/2022 Grant/Budget
 3. Economic Development Update by CDA Board Members
 4. Conveyance Schedule
 5. Umatilla and Morrow Counties Resolutions
 6. HB 2017 Connect Oregon Award Allocation
 7. Confirm nomination timeline of the Board Chairman and Vice-Chairman
 8. Other Grant Opportunities
- Other Discussion for the Good of the Order

Note: If an item is to move to an Executive Session the board chairman will make the recommendation

Public Comment:

- Adjournment
- **Recess for Executive Session Announcement**

The Columbia Development Authority may meet in executive session pursuant to ORS 192.660(2)(e), which allows the CDA to meet in executive session to discuss property negotiations.

Note: Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.



CDA Zoom Board Meeting Minutes

Date: October 22, 2020

10:00am to 10:30am

Welcome and greetings from Chairman Don Russell

General Introductions of guests or members of the press join by phone

- **CDA Board Members Present:**

- Chairman Don Russell, Morrow County
- Bill Tovey, CTUIR
- Kim Puzey, Port of Umatilla
- Bill Elfering, Umatilla County
- Ryan Neal, Port of Morrow
- Lisa Mittelsdorf, Alternate Port of Morrow
- Jim Doherty, Alternate Morrow County
- Gail Nelson, Alternate Umatilla County

- **CDA Staff Present:**

Greg Smith, CDA Director, Debbie Pedro, CDA Admin, Ed Orloski Contractor.

- **Guests Present:** Stan Hutchison-ORNG, Michele Lanigan-BRAC, UEC- Robert Econrode, John Shafer-Umatilla Co Commissioner, Melissa Lindsey-Morrow Co, Jessica Keys-Senator Merkley, Kathleen Caffey-Senator Wyden, Jade McDowell-EO, Andrew Sykes- Gazette Times, Ryan DeGrofft-Biz Oregon, Byron Smith-City of Hermiston, Dan Dorran, Dan Clark-OTA, Wendell Baskins-OTA, Patrick Collins-Rep. Greg Smith, Brad Baird-AP&A joined later in the meeting.

- **Old Business**

1. Approval of CDA Board Meeting Minutes October 8, 2020. **Motion to approve** CDA Minutes with changes (Mr. Elfering suggested the following corrections to the Oct. 8th meeting minutes-1. the vote that came after #6 happened at the end that paragraph, roll call vote should move below where it says the Umatilla Co. Property, 2. word spelling antique should be adequate) so moved by Bill Elfering and 2nd by Mr. Neal, all in favor; anyone oppose, none; the motion passes unanimously.

- **New Business**

Greg Smith Executive Director

1. Rescind a vote made at the October 8, 2020 CDA board meeting regarding depot property.

Motion moved by Mr. Puzey is for the good of the region that we rescind the motion of October 8th (*the motion made was to memorialize the intent to deed all the industrial property to the Ports of Morrow and Umatilla on their respective sides of the county line as soon as the transfer of the depot is completed*), and 2nd by Mr. Neal, all in favor; anyone oppose, none; the motion passes unanimously.



2. Would Umatilla and Morrow Counties be able to provide the following:

Mr. Smith shared that one of the suggestions to move along with Section 106, issues outstanding is the Igloo Accident site and the Southern Oregon Trail Section is to have Morrow County oversee the protection of the Southern Oregon Trail Section and Umatilla Co. oversee the protection of 1944 Igloo Accident site. Mr. Russell said he would like to run this through their planning director to see if this is something they could do. Mr. Tovey thought that we should check with SHPO in this process to see if they would be supportive.

Mr. Smith said that each county would report on the properties and notify SHPO of the compliance to those protections. Mr. Russell shared that the document would show each property is in compliance. Mr. Smith gave credit to Mr. Orloski for the suggested following details:

 - "Morrow County commits to assume responsibility for the South Trail, its perpetual oversight, semi-annual monitoring, and enforcement, if necessary, following dissolution of the CDA or the sale of a portion of property on which the South Trail is located."
 - Umatilla County commits to assume responsibility for the 1944 UMCD Igloo Accident site, its perpetual oversight, semi-annual monitoring, and enforcement, if necessary, following dissolution of the CDA or the sale of a portion of property on which the 1944 UMCD Igloo Accident site is located."

Motion by Mr. Elfering and 2nd by Mr. Russell to have Mr. Smith to reach out to each county on the task of the monitoring of the two properties.
3. Oregon Trail Advocates

Mr. Smith shared that the OTA had invited Mr. Smith to walk the OT to decide where and how much of the trail should be preserved also where the best location for the kiosk area should be. CDA is setting aside the N and S Oregon Trail Sections and the work that has been done on the two-year mitigation process is complete. I have been counseled by our consultants that it would not be advised to meet with the OTA at the site, to further discuss and open section 106 again. Mr. Tovey with CTUIR said he would agree with Mr. Smith that this is not the time to tour with OTA, CDA should wait until we get through the transfer process. Mr. Clark said let's get on the ground, and decide how much should be preserved, where it should be preserved and restrictions with protective covenants, we should invite BRAC, Army to join and attend and get on the ground look at where the most appropriate site should be, he said that CTUIR, and SHPO are supportive. Mr. Smith shared that ACHP sent a letter that they are satisfied with the mitigation process, we have also heard from BRAC, that they satisfied with the mitigation process and section 106 is closed. Mr. Clark said let's not assume that the process is over yet. Mr. Clark said ACHP commented after CTUIR comments and SHPO. Tribes, OTA and SHPO have all called for restrictions to go with the land and what should be enforced.

Mr. Clark said CTUIR has agreed to be there to tour the depot. Mr. Russell said he agrees with Mr. Smith and that we have talked about this for a very long time and that we need to move forward with the plan Mr. Smith has shared. Ms. Lanigan said that we can



Columbia Development Authority

go forward with what we have now in the PA and meeting with OTA folks is not going to impede that process, she said that BRAC would be willing to be support it if you choose to meet with them. Mr. Smith shared that we should not meet with them. After the property is transfer then we will meet with OTA. Mr. Puzey shared that he supports Mr. Smith in this decision.

Mr. Elfering supports Mr. Smith decision, while the desire has been to protect those properties after CDA owns them and we want to assure you our intent is to protect the properties has been mitigated through section 106. Mr. Baskins-OTA shared that it is a concern and will move forward. One of the county reps did not want protection on the Morrow Co. side because they may want to develop there. We need something in writing of a restriction and saved for prosperity down the line.

- Other Discussion for the Good of the Order

Note: If an item is to move in an Executive Session the board chairman make the recommendation

Public Comment:

- Adjournment 10:32am
- **Recess for Executive Session Announcement**

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Note:

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COLUMBIA DEVELOPMENT AUTHORITY
 PO BOX 200
 BOARDMAN OR 97818-0200

***** SUMMARY OF ACCOUNTS *****

@XXXXX@5813 BUSINESS SHORT - PUBLIC 110,252.98

* * * C H E C K I N G A C C O U N T S * * *

Due to COVID, the restriction of Six debits on Savings or Money Market will be temporarily lifted. Savings accounts will continue to be charged the excessive withdrawal charge of \$1 per withdrawal after the 3 withdrawals allowed per month as outlined in your Account Disclosure. Contact your local branch with questions.

BUSINESS SHORT - PUBLIC		Image Statement	1
Account Number	@XXXXX@5813	Statement Dates 12/01/20 thru 12/31/20	
Previous Balance	102,252.98	Days in the Statement Period	31
1 Deposits/Credits	8,000.00	Avg Ledger Balance	110,252
Checks/Debits	.00	Avg Collected Balance	109,994
Service Charge	.00		
Interest Paid	.00		
Ending Balance	110,252.98		

DEPOSITS AND OTHER CREDITS

Date.....	Description.....	Amount.....
12/01	DDA DP	8,000.00

DAILY BALANCE INFORMATION

Date.....	Balance
12/01	110,252.98

COLUMBIA DEVELOPMENT AUTHORITY
 PO BOX 200
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BUSINESS SHORT - PUBLIC		Image Statement	0
Account Number	@XXXXX@5813	Statement Dates 11/01/20 thru 11/30/20	
Previous Balance	102,252.98	Days in the Statement Period	30
Deposits/Credits	.00	Avg Ledger Balance	102,252
Checks/Debits	.00	Avg Collected Balance	102,252
Service Charge	.00		
Interest Paid	.00		
Ending Balance	102,252.98		

DAILY BALANCE INFORMATION

Date.....Balance
 11/01 102,252.98

COLUMBIA DEVELOPMENT AUTHORITY
 PO BOX 200
 BOARDMAN OR 97818-0200

***** SUMMARY OF ACCOUNTS *****

@XXXXX@5813 BUSINESS SHORT - PUBLIC 102,252.98

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Due to COVID, the restriction of Six debits on Savings or Money Market will be temporarily lifted. Savings accounts will continue to be charged the excessive withdrawal charge of \$1 per withdrawal after the 3 withdrawals allowed per month as outlined in your Account Disclosure. Contact your local branch with questions.

BUSINESS SHORT - PUBLIC		Image Statement	0
Account Number	@XXXXX@5813	Statement Dates 10/01/20 thru 10/31/20	
Previous Balance	102,252.98	Days in the Statement Period	31
Deposits/Credits	.00	Avg Ledger Balance	102,252
Checks/Debits	.00	Avg Collected Balance	102,252
Service Charge	.00		
Interest Paid	.00		
Ending Balance	102,252.98		

DAILY BALANCE INFORMATION

Date.....Balance
 10/01 102,252.98

COLUMBIA DEVELOPMENT AUTHORITY
 PO BOX 200
 BOARDMAN OR 97818-0200

We wish all of our customers a very Happy New Year! May 2021 be extraordinary year for everyone!

Sign up today for Christmas Club 2021. It's a great way to save for next year's holidays and earn interest on what you save! Ask at your local branch.

***** SUMMARY OF ACCOUNTS *****

@XXXXX@5813 BUSINESS SHORT - PUBLIC 108,383.98

* * * C H E C K I N G A C C O U N T S * * *

Due to COVID, the restriction of Six debits on Savings or Money Market will be temporarily lifted. Savings accounts will continue to be charged the excessive withdrawal charge of \$1 per withdrawal after the 3 withdrawals allowed per month as outlined in your Account Disclosure. Contact your local branch with questions.

BUSINESS SHORT - PUBLIC		Image Statement	1
Account Number	@XXXXX@5813	Statement Dates	1/01/21 thru 1/31/21
Previous Balance	110,252.98	Days in the Statement Period	31
Deposits/Credits	.00	Avg Ledger Balance	109,890
1 Checks/Debits	1,869.00	Avg Collected Balance	109,890
Service Charge	.00		
Interest Paid	.00		
Ending Balance	108,383.98		

CHECKS

Date..	Check No.....	Amount
1/26	1063	1,869.00

* Denotes a Skip in Check Number

DAILY BALANCE INFORMATION

Date.....	Balance	Date.....	Balance
1/01	110,252.98	1/26	108,383.98

OEA Budgetary Spreadsheet Estimate

Project Title: Grant

Re April 1, 2021- March 30, 2022

Grantee: Port of Morrow

Category	Approved Budget			1st Quarter April 1, 2020 - June 30, 2021			2nd Quarter July 1, 2020 - September 30, 2021			3rd Quarter October 1, 2019 - December 31, 2021			4th Quarter January 1, 2022- March 31, 2022			Cumulative Totals			Remaining Balance		
	OEA Funds	Match	Total	OEA Funds	Match	Total	OEA Funds	Match	Total	OEA Funds	Match	Total	OEA Funds	Match	Total	OEA Funds	Match	Total	OEA Funds	Match	Total
Personnel																					
Greg Smith - Executive Director	\$ 109,458	\$ 12,162	\$ 121,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,458	\$ 12,162	\$ 121,620			
Debbie Pedro - Admin	\$ 70,452	\$ 7,828	\$ 78,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,452	\$ 7,828	\$ 78,280			
Grant/Payroll Management	\$ 4,725	\$ 525	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,725	\$ 525	\$ 5,250			
Subtotal	\$ 184,635	\$ 20,515	\$ 205,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,635	\$ 20,515	\$ 205,150			
Fringe Benefits																					
Fringe Benefits-All Employees 42%	\$ 77,547	\$ 8,616	\$ 86,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,547	\$ 8,616	\$ 86,163			
	\$ -			\$ -			\$ -			\$ -			\$ -								
Subtotal	\$ 77,547	\$ 8,616	\$ 86,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,547	\$ 8,616	\$ 86,163			
Total Salaries + Fringe Benefits	\$ 262,182	\$ 29,131	\$ 291,313	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,182	\$ 29,131	\$ 291,313			
Travel																					
Statewide Travel/National Guard/SHPO	\$ 2,192	\$ 244	\$ 2,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,192	\$ 244	\$ 2,436			
Local Travel-Mileage .57.5 cents per mile	\$ 2,880	\$ 320	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880	\$ 320	\$ 3,200			
BRAC Related Expenses	\$ 4,230	\$ 470	\$ 4,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,230	\$ 470	\$ 4,700			
ADC, BRAC Related Conference/Meetings	\$ 9,648	\$ 1,072	\$ 10,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,648	\$ 1,072	\$ 10,720			
Out of area Travel - Economic Development	\$ 3,886	\$ 432	\$ 4,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,886	\$ 432	\$ 4,318			
Subtotal	\$ 22,836	\$ 2,538	\$ 25,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,836	\$ 2,538	\$ 25,374			
Subtotal	\$ 22,836	\$ 2,538	\$ 25,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,836	\$ 2,538	\$ 25,374			
Contractual/Subaward																					
Legal Support Services	\$ 74,250	\$ 8,250	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,250	\$ 8,250	\$ 82,500			
Planning Support Services	\$ 90,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 10,000	\$ 100,000			
Contract Support Services	\$ 90,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 10,000	\$ 100,000			
Subtotal	\$ 254,250	\$ 28,250	\$ 282,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,250	\$ 18,250	\$ 182,500			
Operation Expense/Other																					
Office Rent and Related Expenses	\$ 27,299	\$ 3,033	\$ 30,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,299	\$ 3,033	\$ 30,332			
Office Supplies	\$ 3,708	\$ 412	\$ 4,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,708	\$ 412	\$ 4,120			
Communications (Cell and Fiber)	\$ 2,358	\$ 262	\$ 2,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,358	\$ 262	\$ 2,620			
Postage and Freight	\$ 742	\$ 83	\$ 825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742	\$ 83	\$ 825			
Advertising	\$ 990	\$ 110	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 990	\$ 110	\$ 1,100			
Membership Dues	\$ 1,170	\$ 130	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,170	\$ 130	\$ 1,300			
Other	\$ 742	\$ 83	\$ 825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742	\$ 83	\$ 825			
Subtotal	\$ 37,009	\$ 4,113	\$ 41,122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,009	\$ 4,113	\$ 41,122			
Total Direct Costs	\$ 576,277	\$ 64,032	\$ 640,309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576,277	\$ 64,032	\$ 640,309			
Grand Total	\$ 576,277	\$ 64,032	\$ 640,309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576,277	\$ 64,032	\$ 640,309			

UMATILLA: REVISED PROPERTY TRANSFER SCHEDULE

2/15/21		Start
2/15/21 – 3/5/21	15	Office of General Counsel (OGC), Deputy Assistant For Secretary of Army, Installations, Housing & Partnerships (DASA-IHP), Environmental Law Divisions (ELD), and CDA conclude Army-CDA “MOA”
3/5/21 – 3/19/21	25	OGC, ELD and CDA conclude PA amendment
3/22/21 – 4/7/21	13	PA amendment sent by Army to signatories for 10-day review. State Historic Preservation Office (SHPO), Advisory Council on Historic Preservation (ACHP), CDA, and CTUIR. *Courtesy review to be given to Joint Base Lewis-McCord (JBLM)
4/8/21 – 4/23/21	12	PA amendment signed by all signatories
4/26/21 – 5/14/21	15	OGC, ELD, CDA agree to final text of the Finding of Suitability to Transfer (FOST) document
5/17/21 – 6/18-21	33	FOST published for 30-day public comment period
6/21/21 – 6/30/21	8	Incorporate public comments into FOST, if any
7/1/21 – 7/16/21	12	Environmental Safety & Occupation Hazards (ESOH) signs FOST
5/17/21 – 8/6/21	60	Deed draft, review, edit Start-to-Finish between CDA, HQ U.S. Army Corps of Engineers (USACE), ELD, And USACE -Seattle District
8/9/21 – 8/27/21	15	HQ USACE Deed prepared and assembled
8/30/21 – 9/17/21	15	Closing Ceremony – sign Easement & Equitable Servitude (EES) document, MOA, and quitclaim Deed
9/20/21 – 9/30/21	9	HQ USACE Chief of Real Estate signs Deed. Property Transfer is complete. CDA records within 14 days