



Columbia Development Authority

CDA Zoom Board Meeting DRAFT MINUTES

Date: Thursday, February 18, 2021
8:20am

Meeting 8:22am

Welcome and greetings from Chairman Don Russell

- Welcome new board members: Jill-Marie Gavin, Alternate CTUIR, John Shafer, Board Member Umatilla County, Jim Doherty, Board Member Morrow County and Robert Blanc, Alternate Port of Umatilla

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 Professional Service Contractor.
- **Guests Present: BRAC Tom Lineer and Michele Lanigan, Ben Berenberg Stanfield City Manager, Robert Echonrode UEC, Tamra Mabbott Morrow Co. Planner, JR Cook NE Oregon Water Assc., Brad Baird Anderson Perry and Assc., Steve Williams Cleaver Farming, Dan Clark and Sam Pambrun-OR Trail Advocates, Stan Hutchison OMD, Jessica Key Senator Merkley, Byron Smith City of Hermiston and Ryan DeGrofft Business Oregon.**
- Old Business
- 1. Approval of CDA Board Meeting Minutes October 22, 2020 **Motion to approve** CDA Minutes was made by **Bill Tovey, 2nd Ryan Neal** all in favor; anyone oppose, none; the motion passes unanimously.
 - New Business

Greg Smith Executive Director

1. **Review of CDA's Financial Statements Oct. 2020-Jan. 2021.** Mr. Smith summarized that the QuickBooks report and BEO stmts attached to the board packet for the boards review have been reconcile to the penny through January 31, 2021. The CDA checking account balance is \$108,383.98. Note; there were two transactions during this time, one in December in which the CDA received a payment of \$8000.00 from Columbia Basin Farming sublease and one in January that the CDA wrote a check to SDIS (Special Districts Insurance Services) for \$1,869.00.
2. **B of EO Signature Card Authorization** Mr. Smith shared that the CDA will need a vote by the board and letter explaining the changes in authorization which will need to be made on the CDA checking account with BOE. The letter must be signed by the Chairman of the board authorizing the update for the signature card. CDA authorizes the following signer: Don Russell, Kim Puzey, Ryan Neal, Bill (William) Tovey, John Shafer and Jim Doherty. Debbie will prepare the letter for signature. **Motion** was made by Mr. Neal and **2nd** by Bill Tovey; anyone oppose, none; the motion passes unanimously. Mr. Smith stated that the CDA requires two signatures on each check.



3. **Review of 4/2021-3/2022 Grant/Budget.** Mr. Smith explained line by line in the budget, starting with employee wages, travel, legal support services Schwabe, Williams and Wyatt, planning support services is with Anderson Perry and Assc. And other professionals, contract support services which is Ed Orloski, office supplies, rent and missing from this report is the Appraisal and Closing fees on the real estate noted on the budget sheet. CDA staff has reached out to Colliers to give us individual values on each parcel type and areas at the depot, sales prices and potential lease rates on the Port and Depot Industrial areas. It will take a number of months for those to be completed. The CDA reached out to Mid-Columbia Title Company once we receive the estimate from the appraisal for the closing costs. **Motion** by Kim Puzey to approve the CDA Grant Budget and to include additional appraisal and closing costs not included in this budget because CDA is waiting to hear back from the appraiser with an estimate, those two items will be included into this budget. Questions: Mr. Doherty asked for the scope of work for the planning, legal, contractual part of the budget, Mr. Smith explained that the legal costs in the past have been somewhere around \$20,000.00 and charge us an hourly fee, but with the last documents needing to be reviewed with suggested revisions the cost will be going up. Schwabe invoices the CDA by an hourly fee. Planning there are two primary items the CDA will be working on: site layout work and preparation for the transportation planning, utilities, etc. Mr. Baird shared there will be additional planning for water and where the road will be built. It is a reimbursable budget an outright grant. The CDA will share the SOW for each to the board: Legal, Planning, Contract Services. Mr. Doherty asked about the revenue side of the grant and how to shore the grant on the back side. The grant is a reimbursable funding and it is an outright grant from the Federal Government; Ms. Nelson asked about the Match grant quarterly cost how does that work, as well as what would the cost be per partner so that they can budget? Mr. Smith shared that it is required by OEA of 10% of the overall cost of doing business divided by our five members and the estimate by looking at the current budget it would be 10% of that budget including the appraisal fee and closing costs which could be close to \$13,500-\$14,000 per partner. Mr. Tovey asked about the additional CDA fund that is separate from the grant, it receives the sublease income for some igloos and bare land, Mr. Smith shared that there is a separate checking account which is reflected in our financials \$108,383.98 BEO account, Mr. Smith shared that once the CDA is the owner of the land there will be a seven year draw down on Federal funding, the goal is to increase revenue to offset the Federal funding. There is personnel 3% annual increase built into the budget, the travel budget includes board members or alternate board members of the CDA cost of travel to attend CDA related travel and conference fees. If there is no opposition a vote would be needed. There was a 2nd by Bill Tovey, all in favor, anyone oppose, none; the motion pass unanimously.
4. **Economic Development Update by CDA Board Members:**
CTUIR- Mr. Tovey-on Feb. 22nd Covid-vaccination's and OR National Guard will provide vaccinations about 1200 shots, CTUIR received \$750,000 to put in broadband with Covid funding, completing a Pandemic Preparedness building, food distribution and PPE 10,000 square ft. storage building, housing at Lucky 7 Court will have new energy efficient homes, which is about a 3 million project, Ms. Gavin-CTUIR workforce is being vaccinated right now, September opening of the bowling alley, arcade and food court. CDFI small business grant allocations.
Umatilla County-Mr. Shafer-Covid vaccine eligibility in the County update, explained the level of extreme in Umatilla Co with testing being lower because of the weather, Umatilla Co has a need for more vaccines. Not a lot in economic development with Covid. Ms. Nelson gave out 3 million in grant funding. Ms. Nelson projects across the county.
Port of Umatilla-Mr. Puzey-the Port is working remotely, the last 180 days project development has been great, important projects that will provide Signiant tax breaks that



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will benefit Umatilla Co and the City of Umatilla, there is good information coming out of DC with new programs that will be rolling out and good relationships with Peter DeFazio, Wyden and Merkley.

Morrow County-Mr. Doherty-asked that Mr. Russell to share information on Morrow County. Mr. Doherty is very happy with the support of the County during this past election and is gearing up to serve another four years. He is looking forward to serving on this board, working and meeting with CDA partners. Mr. Russell shared the new construction of the new Gov. building, Morrow Co Covid planning and are working to get their fair share of those vaccines while looking at the data, turn over in some key positions and are fully staffed now and welcomed Tamra Mabbott the new planning director and are happy to have her back.

Mr. Neal-Positive attraction in economic development, three new businesses coming steel fabricator business to employ 100 people, organic food processor, clean industries, building flex space bldg already 3 new customers for that new flex space building, new data center construction at east beach, 20 inch loop system east beach, going out to bid for an anaerobic digester this spring to put in the 1st phase of that project, 27000 rail at east beach, golf course improvements, communications director took photos of areas around Morrow Co and will be displayed at the Port, housing continues to be a positive growth with 400 new homes to be built, Ms. Mittlesdorff-bill your right the city met the deadline broadband project, connect OR project is complete with a UP inspection coming soon, complete engineering for the build grant, work in Heppner with small leases and inquiries for a land sales.

UEC-Mr. Echenrode gave a brief update-investing in the community with the BRC, \$250,000 grant though USDA for the Funland park project, participating in the USDA replacement funds program for manufactured homes and would like to support the tribes project as well, watching power supply and challenging times, UEC is in a good position right now.

5. **Conveyance Schedule** –Mr. Smith shared that the CDA staff spoke with Col. Brandy Williams, Ms. Williams shared that the depot transfer is of most important to the Army and that her goal is to get this project off her desk by the end of the year. Mr. Smith shared the schedule with the board. Number one is which the PA Amendment it is in the CDA hands right now, the CDA is working with Morrow Co for the protection and oversite of the South Oregon Trail section which is located in Morrow County, its size is equivalent to two football fields. Morrow County and the CDA are working through the process right now. Morrow County legal counsel and CDA legal council will work together. Mr. Smith shared three options for this oversite. Mr. Snow shared a fourth option.

Mr. Lineer-shared that the schedule is a goal, good target dates to meet, but he cannot control other people's schedules and as they are tasked with other projects. Mr. Smith shared that this property has been sitting in the state for so many years like it is today. The CDA will continue to put pressure on our Army partners to get their job done. Mr. Lineer encourages us to continue press those folks.

Mr. Clark asked to speak and he shared that he had a conversation with Mr. Wilson/OGC, that every other state SHPO besides Oregon provides the monitoring for historical properties,he was surprised to find out about this. OTAC would like the properties to be preserved indefinitely, #1 we have to have deed restrictions and obligations built into the deed. Mr. Clark clarified that OSHPO does not monitor sites in the State of Oregon. Talked about a no fee monitor would do this but would Morrow County agree to enforce deed restrictions and who will do the monitoring? Since the land will be conveyed at a bargain price, CDA should build in a \$50,000 fund for monitoring and a variety of organizations would do the enforcement. OTAC has asked the Army about deed restrictions and the Army said OTAC should talk with the CDA about this. These are details that need to be considered, Oct. 13th Mr. Clark sent a complaint letter sent about the inaccuracy of the amount of land covered. CDA Attorney Mr. Snow shared that we are talking about the details and working with Morrow Co.



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on a resolution concerning the Southern Oregon trail section. Mr. Clark shared that with regard to finalizing this, that there has been no response to the tribes and the tribes letter stated that the protections for the south trail of 600 feet is not adequate and that there is no provision for the OTAC to participate in the schedule. Mr. Smith did spend a better part of a day with OTAC, OTAC is not a signatory of the PA Amendment, but was a party to the mitigation process though Section 106. Mr. Clark said that they are acknowledged by the Army as an interested party. Mr. Puzey suggested that if we want to litigate further, we move to another meeting. Mr. Smith shared that the CDA will look forward to working with OTAC when we begin the process of gathering historical information about the trail and the design of the kiosk area there.

6. **Umatilla and Morrow Counties Resolutions**-Mr. Smith shared that the CDA did receive the Umatilla County Board of Commissioners resolution signed on February 3rd; this resolution is for the 1944 Igloo Explosion site in Umatilla County and states that the county agrees to maintain, protect and preserve this site in perpetuity.
7. **HB 2017 Connect Oregon Award Allocation**-Mr. Smith shared that he recently met with ODOT and they would like to be able to work on an intergovernmental agreement between the CDA and ODOT in anticipation of design work that will set the CDA up for 2024 construction timeline. Mr. Puzey suggest that the CDA continue to work with Anderson Perry to determine the best use of the funds and general feasibility of the project, Mr. Neal -envisioned coming in on the west side of the property in Morrow County and that the Port has their own engineering team. Mr. Smith shared the legislative intent was to have the 7 million splits between Umatilla and Morrow Counties. Mr. Baird shared the upcoming work would be to layout the road routes utilizing HB2017 funds and splitting those funds is just not enough to do much on either side. Mr. Tovey shared that he thought that the CDA is premature to make any decisions right now on where the money should go and should wait to look at the overall cost of the project first and then make a decision. Mr. Shafer asked if there was a traffic safety study or an IAMP, Mr. Baird shared that there was a IAMP study done a few years ago. Ms. Gavin, asked if there is a hard timeline from ODOT? Mr. Smith shared legislative language that has deadlines, and she understands that it would be good to start laying the framework for this project. Ms. Gavin asked what would the CDA like to see moving forward? Mr. Smith asked that the board give him direction on how to best utilize the funding. **Motion** was made by Mr. Puzey to have the Port of Morrow, Tribes, Morrow County planner and Public Works Director, Anderson Perry & Assc. and Port of Morrow engineer, determine a plan and a cost. Mr. Doherty asked that the Morrow County Planner and Public Works Director be included in this meeting. Mr. Tovey 2nd all in favor; anyone oppose, none; the motion passes unanimously. Note: CDA staff will be meeting with ODOT the morning of February 23rd to get the ball rolling. Mr. Neal proposed to utilize 3.5 million off Paterson Ferry Rd.

Vice Chairman Tovey was asked by Chairman Don Russell to conduct the rest of the meeting at 9:54am and asked to be excused.

8. **Confirm nomination timeline of the Board Chairman and Vice Chairman.** CDA Attorney Mr. Snow suggests this board confirm which date the board wishes to use and reconfirm. The term is 2 years for Chairman and Vice Chairman. Mr. Smith asked that Mr. Russell continue to be chair through the end of the year. Mr. Smith said the board would like to see the chair and vice chair rotate every two years. Mr. Doherty said we would be acting outside of the by-laws if that does not cause a problem, Mr. Smith shared that we would look to amend the by-laws. Mr. Puzey said that this sounds reasonable. Mr. Tovey shared that he thought that keeping the current board chair and vice chair through the end of the year would be good. Ms. Gavin asked Mr. Smith if December 31st timeline for an election every two years would be held for chair and vice chair be his recommendation. Mr. Smith shared that the CDA board may want to amend the by-laws for the chairperson and vice chairman to rotate by the end of every two years. Ms. Gavin shared about the amendment to the by-laws that the CDA board may want to begin those conversations by October. Mr. Shafer is wondering if there is a legal issue with an alternate being a



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chairman of the board and is wondering if this is something we should consider or should we have a different chair? Mr. Smith Question is it appropriate for an alternat to serve as a chair or vice chair to serve in that capacity. CDA Attorney said he would have to look at the IGA to determine what is says and will get back to the board about this. Mr. Tovey asked to discuss this at the next board meeting agenda.

9. **Business Oregon Grant Opportunities**-Business Oregon Ryan DeGrofft. Note: we did not discuss this at this time, because the CDA meeting ran late and Mr. DeGrofft was not available.

- 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:

- **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.

Adjournment 10:06am