



**Agenda**  
**Tuesday, February 28, 2023**  
**1pm**  
**Columbia Development Authority**  
**Board Meeting**  
**By ZOOM**

Note: please join us by **Zoom**.

**Welcome and Greetings from**  
**Introductions CDA Board Members**

**CDA Board Members:**

- Chairman, Kim Puzey, Port of Umatilla
- Vice Chair, Lisa Mittelsdorf, Port of Morrow
- John Shafer, Umatilla County
- Don Sampson, CTUIR
- Jeff Wenzholz, Morrow County
- Alternate Umatilla County Dan Dorran, Alternate Port of Umatilla Robert Blanc, Alternate Port of Morrow Joe Taylor, Alternate Morrow County David Sykes

**CDA Staff:** Greg Smith, CDA Director, Debbie Pedro, CDA Assistant **Elizabeth Howard, Schwabe** - CDA Attorney

**Guests Introductions** and members of the press: Doug Olsen, Shannon Souza, David Brown, Steve Williams, Bill Saparito, Ryan DeGrofft, Michele Lanigan, Erika Lasater, Ben Burgener, Josh Burns, Pete Tubner, Tess Milio, Patrick Collins, Tamra Mabbott,

**Consent Agenda**

1. Approve CDA Board Meeting Minutes January 24, 2023
2. Approve the CDA- BEO January 2023 Statement \$142,626.71 and QuickBooks January 2023 Balance Sheet and P/L \$142,626.71. Note: 1-5-23 a deposit was made in the amount of \$8,000 for sub-lease by Columbia Basin Farms.
3. Port of Morrow Report on Grant Expenditures through January 2023.

**Old Business:**

1. Deed Update
2. OLDCC Grant Budget Review April 2023-March 2024
3. Business Oregon – Ryan DeGrofft
4. Project Letter of Intent



**New Business**

1. Economic Development Updates by CDA Members

Other:

**Public Comment**

**Adjourn**

**Executive Session**

**Note:** If an item is to move to an Executive Session the board chairman will make the recommendation at this time.

*An Executive Session will be held to consider information or records that are exempt by law from public inspection, including attorney-client privileged information or records, and to conduct deliberations with persons designated by the Board to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e) and ORS 192.660(2)(f). Further pursuant to ORS 192.660(2)(f), a public body "has the authority to meet in executive session to obtain other professional legal services from its legal counsel." Or. Dept of Justice, Attorney General's Public Records and Meetings Manual 2019: Public Meetings, Voting § (E)(1)(h) ORS 192.660 subsection 5 When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.*

**Return to Regular Session**

**Adjourn**

Join Zoom Meeting

<https://us02web.zoom.us/j/84034775464?pwd=aDRaTIVSYXZXdzUrbFhHZDRvazA1Zz09>

Meeting ID: 840 3477 5464

Passcode: 039461

One tap mobile

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+13462487799,,84034775464#,,,,\*039461# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

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Find your local number: <https://us02web.zoom.us/j/kcbsgcSpW4>



**MINUTES**  
**Tuesday, January 24, 2023**  
**1pm**  
**Columbia Development Authority**  
**Board Meeting**  
**By ZOOM**

Note: please join us by **Zoom**.

**Welcome and Greetings from**  
**Introductions CDA Board Members**

**CDA Board Members:**

- Chairman, Kim Puzey, Port of Umatilla
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**CDA Staff:** Greg Smith, CDA Director, Debbie Pedro, CDA Assistant

**Elizabeth Howard, Schwabe** - CDA Attorney

**Guests Introductions** and members of the press:

**Consent Agenda**

1. Approve CDA Board Meeting Minutes December 22, 2022, and January 5, 2023, **A motion by Mr. Sampson to approve the December 22, 2022 and January 5, 2023 Minutes; second by Mr. Wenholz, Motion Carries.**
2. Approve the CDA- BEO December 2022 Statement 134,626.71 and QuickBooks December 2022 Balance Sheet and P/L of 134,626.71 **on 1-5-23 a deposit was made \$8,000 sub-lease by Columbia Basin Farms and as of 1-19-23 which brings the BEO checking account current to 142,626.71. A motion by Mr. Sampson to approve; second by Mr. Wenholz, Motion Carries.**
3. Port of Morrow Report on Grant Expenditures through December 2022

**Old Business:**

1. Strategic Plan:
2. SWOT Items of Importance **It was determined that a strategic planning session would be next step and staff can work through some of the items on this list.**
  - a. Agreement to have staff and CDA partners work with Business Oregon on six applications for grant funding. **CDA board members agree this is a good opportunity. Ryan DeGrofft w/Business Oregon will work with staff. Ms. Mittelsdorf thought this would be a good opportunity to bring all the planners together and work session, Mr. Sampson thought a facilitator and experts that would be good to help with the work. Mr. DeGrofft Industrial site**



master planning would be technical and with the help of an engineer. Distinction between Industrial master planning and strategic planning.

- b. OMD/Water Ms. Howard shared OMD has reached out to the CDA, they would like to temporarily retain a portion of the water rights from two wells on Morrow Co. side wells 4 and 5 with approximately 2.22sfs at maximum and up to 7 years per our water rights agreement between the CDA and OMD, at which will later be transferred to CDA. OMD is working with the Oregon Water Resources Dept. so that those water rights will be available for the OMD to use during that time. OMD asked if the CDA would like those water rights available to the CDA's property. There may be a small amount of water available to help with industrial development and will not replace other resources. Would the board like them to proceed with the CDA being included in the process, this is to preserve the water right for the future. Mr. Shafer shared he would like to make sure that this will not impact the farmers in our area. Ms. Mittelsdorf asked about the CDA water rights agreement and asked if all the CDA board could receive those. Note: The water rights agreement was signed in 2016.
3. Project Letter of Interest Ms. Souza shared the interest in the CDA property for future development and potential funding opportunity for the project with DOE. Mr. Smith shared that the CDA is not prepared to sign the agreement as written. Mr. Blanc asked Mr. Smith to share what is his thoughts on the letter. Mr. Smith shared that the CDA does not own the land and cannot enter into any agreements until CDA owns the land. Mr. Sampson shared that a process needs to be put in place for future projects before the CDA makes any decisions. Ms. Mittelsdorf has concern about there being 960 acres of solar on CDA land.

## New Business

Mr. Smith shared that that he will be joining the Ports in DC in March. Meetings is scheduled with Congressman and Food Processor

4. Economic Development Updates by CDA Members **There were none.**

Other:

## Public Comment

## Adjourn

## Executive Session

**Note:** If an item is to move to an Executive Session the board chairman will make the recommendation at this time.

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## Columbia Development Authority

*authority to meet in executive session to obtain other professional legal services from its legal counsel.” Or.*

*Dept of Justice, Attorney General’s Public Records and Meetings Manual 2019: Public Meetings, Voting § (E)(1)(h)*

*ORS 192.660 subsection 5 When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.*

### Return to Regular Session

### Adjourn

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279 N Main St.  
P.O. Box 39  
Heppner, OR 97836

(541)676-9125

Account Number	Deposits	Statement Date	Checks	Page
XXXX XX0123	1	January 31, 2023	0	1 of 1

COLUMBIA DEVELOPMENT AUTHORITY 1785  
PO BOX 200  
BOARDMAN OR 97818-0200

National FFA Week will be celebrated February 18-25.  
We're proud of all our area FFA members and their  
dedication to agriculture. Let's continue to Grow  
Generations Together!

XXXX XX0123 Business Short Form - Public Summary							1/1/2023 - 1/31/2023	
Previous Balance	Deposits		Checks		Withdrawals		Ending Balance	
	No.	Amount	No.	Amount	No.	Amount		
134,626.71	1	8,000.00	0	0.00	0	0.00	142,626.71	

Deposits and Other Credits to Business Short Form - Public			Amount
Date	Description		
01-05	Boardman Branch DEPOSIT		8,000.00
			<b>1 deposit for 8,000.00</b>

Withdrawals and Other Debits to Business Short Form - Public	
No withdrawal activity during period	

Daily Balance Summary for Business Short Form - Public							
Date	Balance	Date	Balance	Date	Balance	Date	Balance
01-01	134,626.71	01-05	142,626.71				

Balances and Fees			
Low Balance (01-01-2023)	134,626.71	Average Balance	141,594.45
Interest Paid This Year:	0.00	Current Interest Rate:	0.00%
Interest Earned in 2022	0.00	Average Collected Balance:	141,594.45
<b>Total Assessed This Cycle:</b>		<b>Total Assessed This Year:</b>	
Total Returned Item Fees	0.00	Total Returned Item Fees	0.00
Total Overdraft Fees	0.00	Total Overdraft Fees	0.00

Statement Summary					
Account Number	Account Name	Beginning Balance	Deposits	Withdrawals	Ending Balance
XXXX XX0123	Business Short Form - Public	134,626.71	8,000.00	0.00	142,626.71
	<b>Totals</b>	<b>134,626.71</b>	<b>8,000.00</b>	<b>0.00</b>	<b>142,626.71</b>



Checking - 0277 

Columbia Development Authority  
**Balance Sheet**  
As of January 31, 2023

	<u>Jan 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CDA Checking Account-BEO	142,626.71
Total Checking/Savings	<u>142,626.71</u>
Total Current Assets	<u>142,626.71</u>
<b>TOTAL ASSETS</b>	<b><u>142,626.71</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	134,626.71
Net Income	8,000.00
Total Equity	<u>142,626.71</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>142,626.71</u></b>

Columbia Development Authority  
**Profit & Loss**  
January through February 2023

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	Jan - Feb 23
Other Income/Expense	
Other Income	
Sub-Lease Income	8,000.00
Total Other Income	8,000.00
Net Other Income	8,000.00
Net Income	<u>8,000.00</u>



9:03 AM

02/22/23

**Columbia Development Authority**  
**Reconciliation Summary**  
CDA Checking Account-BEO, Period Ending 01/31/2023

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	<u>Jan 31, 23</u>	
Beginning Balance		134,626.71
Cleared Transactions		
Deposits and Credits - 1 item	8,000.00	
Total Cleared Transactions	<u>8,000.00</u>	
Cleared Balance		<u><b>142,626.71</b></u>
Register Balance as of 01/31/2023		142,626.71
Ending Balance		142,626.71

9:03 AM

02/22/23

**Columbia Development Authority**  
**Reconciliation Detail**  
CDA Checking Account-BEO, Period Ending 01/31/2023

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						134,626.71
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	01/05/2023	DEP	Columbia Basin Far...	X	8,000.00	8,000.00
Total Deposits and Credits					8,000.00	8,000.00
Total Cleared Transactions					8,000.00	8,000.00
Cleared Balance					8,000.00	142,626.71
Register Balance as of 01/31/2023					8,000.00	142,626.71
<b>Ending Balance</b>					<b>8,000.00</b>	<b>142,626.71</b>

OEA Budgetary Spreadsheet Estimate																					
Project Title: Grant																					
RfI April 1, 2023- March 30, 2024																					
Grantee: Port of Morrow																					
Approved Budget				1st Quarter April 1, 2023 - June 30, 2024			2nd Quarter July 1, 2023 - September 30, 2023			3rd Quarter October 1, 2023 - December 31, 2023			4th Quarter January 1, 2024- March 31, 2024			Cumulative Totals			Remaining Balance		
Category	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
<b>Personnel</b>																					
Greg Smith - Executive Director	\$ 116,124	\$ 12,903	\$ 129,027	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,124	\$ 12,903	\$ 129,027
Greg Smith - Fringe	\$ 48,772	\$ 5,419	\$ 54,191	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,772	\$ 5,419	\$ 54,191
Debbie Pedro - Admin	\$ 74,741	\$ 8,305	\$ 83,046	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,741	\$ 8,305	\$ 83,046
Debbie Pedro-Fringe	\$ 31,391	\$ 3,488	\$ 34,879	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,391	\$ 3,488	\$ 34,879
Project Manager	\$ 58,500	\$ 6,500	\$ 65,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,500	\$ 6,500	\$ 65,000
Project Manager-Fringe	\$ 24,570	\$ 2,730	\$ 27,300	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,570	\$ 2,730	\$ 27,300
Grant/Payroll Management	\$ 7,519	\$ 836	\$ 8,355	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,519	\$ 836	\$ 8,355
Grant/Payroll Management Fringe	\$ 3,159	\$ 350	\$ 3,509	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,159	\$ 350	\$ 3,509
Subtotal	\$ 364,776	\$ 40,531	\$ 405,307	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,776	\$ 40,531	\$ 405,307
<b>Travel</b>																					
Statewide Travel/OMD/Capital	\$ 1,665	\$ 185	\$ 1,850	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,665	\$ 185	\$ 1,850
Local Travel-Mileage .625 cents mile	\$ 3,240	\$ 360	\$ 3,600	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,240	\$ 360	\$ 3,600
BRAC Related Expenses	\$ 3,892	\$ 433	\$ 4,325	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,892	\$ 433	\$ 4,325
ADC, BRAC Related Conference/Mtg	\$ 4,963	\$ 552	\$ 5,515	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,963	\$ 552	\$ 5,515
Out of area Travel - Economic Dev.	\$ 5,409	\$ 601	\$ 6,010	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,409	\$ 601	\$ 6,010
Subtotal	\$ 19,169	\$ 2,131	\$ 21,300	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,169	\$ 2,131	\$ 21,300
<b>Contractual/Subaward</b>																					
Legal Support Services	\$ 310,500	\$ 34,500	\$ 345,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,500	\$ 34,500	\$ 345,000
Planning Support Services	\$ 54,000	\$ 6,000	\$ 60,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000	\$ 6,000	\$ 60,000
Subtotal	\$ 364,500	\$ 40,500	\$ 405,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,500	\$ 40,500	\$ 405,000
<b>Real Estate Services</b>																					
Real Estate	\$ -	\$ -	\$ -	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Services	\$ 4,500	\$ 500	\$ 5,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 500	\$ 5,000
Subtotal	\$ 4,500	\$ 500	\$ 5,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 500	\$ 5,000
<b>Organizational Expenses</b>																					
Office Rent and Related Expenses	\$ 31,394	\$ 3,488	\$ 34,882	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,394	\$ 3,488	\$ 34,882
Office Supplies	\$ 4,500	\$ 500	\$ 5,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 500	\$ 5,000
Communications	\$ 3,240	\$ 360	\$ 3,600	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,240	\$ 360	\$ 3,600
Postage and Freight	\$ 90	\$ 10	\$ 100	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ 10	\$ 100
Advertising	\$ 1,350	\$ 150	\$ 1,500	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350	\$ 150	\$ 1,500
Membership Dues	\$ 1,260	\$ 140	\$ 1,400	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,260	\$ 140	\$ 1,400
Other	\$ 900	\$ 100	\$ 1,000	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 100	\$ 1,000
Subtotal	\$ 42,734	\$ 4,748	\$ 47,482	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,734	\$ 4,748	\$ 47,482
<b>Total Direct Costs</b>	<b>\$ 795,679</b>	<b>\$ 88,410</b>	<b>\$ 884,089</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 795,679</b>	<b>\$ 88,410</b>	<b>\$ 884,089</b>
<b>Grand Total</b>	<b>\$ 795,679</b>	<b>\$ 88,410</b>	<b>\$ 884,089</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 795,679</b>	<b>\$ 88,410</b>	<b>\$ 884,089</b>

# CDA GRANT EXPENDITURES

PORT OF MORROW | 4-1-2022 THRU 1-31-2023 | AS OF 2-23-2023 | CL090-22-01 |

04/12/22 Payroll Bi-Weekly 4/8/2022	7,916.00
04/26/22 Payroll Bi-Weekly 4/22/2022	7,916.00
05/10/22 Payroll Bi-Weekly 5/6/2022	7,698.08
05/24/22 Payroll Bi-Weekly 5/20/2022	7,843.36
06/07/22 Payroll Bi-Weekly 6/3/2022	7,698.08
06/21/22 Payroll Bi-Weekly 6/17/2022	7,698.08
07/05/22 Payroll Bi-Weekly 7/1/2022	7,770.72
07/19/22 Payroll Bi-Weekly 7/15/2022	7,705.40
08/02/22 Payroll Bi-Weekly 7/29/2022	7,705.40
08/16/22 Payroll Bi-Weekly 8/12/2022	7,931.80
08/30/22 Payroll Bi-Weekly 8/26/2022	8,008.10
09/13/22 Payroll Bi-Weekly 9/9/2022	7,855.50
09/27/22 Payroll Bi-Weekly 9/23/2022	8,008.10
10/11/22 Payroll Bi-Weekly 10/7/2022	8,084.40
10/25/22 Payroll Bi-Weekly 10/21/2022	8,008.10
11/08/22 Payroll Bi-Weekly 11/4/2022	7,931.80
11/22/22 Payroll Bi-Weekly 11/18/2022	8,008.10
12/06/22 Payroll Bi-Weekly 12/2/2022	7,931.80
12/20/22 Payroll Bi-Weekly 12/16/2022	8,084.40
01/03/23 Payroll Bi-Weekly 12/30/2022	7,983.20
01/17/23 Payroll Bi-Weekly 1/13/2023	7,906.40
01/31/23 Payroll Bi-Weekly 1/27/2023	8,002.40

**LRA TOTAL WAGES**

**400.4200.00**

**\$173,695.22**

**P/R COST 42%**

**415.4200.00**

**\$72,952.36**

**PAYROLL COSTS | LRA TOTAL**

**4XX.4200.00**

**\$246,647.58**

4/30/2022 ANDERSON PERRY & ASSOCIATES - PROFESSIONAL SERVICES	7,282.82
5/31/2022 ANDERSON PERRY & ASSOCIATES - PROFESSIONAL SERVICES	13,550.33
6/30/2022 ANDERSON PERRY & ASSOCIATES - PROFESSIONAL SERVICES	4,242.50
7/31/2022 ANDERSON PERRY & ASSOCIATES - PROFESSIONAL SERVICES	9,593.76
8/31/2022 ANDERSON PERRY & ASSOCIATES - PROFESSIONAL SERVICES	5,920.00

**CONTRACT SERVICES | LRA TOTAL**

**506.4200.00**

**\$40,589.41**

4/30/2022	DEBORAH PEDRO - APRIL PHONE	100.00
4/30/2022	GREGORY SMITH - APRIL PHONE	100.00
5/31/2022	DEBORAH PEDRO - MAY PHONE	100.00
5/31/2022	GREGORY SMITH - MAY PHONE	100.00
6/30/2022	DEBORAH PEDRO - JUNE PHONE	100.00
6/30/2022	GREGORY SMITH - JUNE PHONE	100.00
7/31/2022	DEBORAH PEDRO - JULY PHONE	100.00
7/31/2022	GREGORY SMITH - JULY PHONE	100.00
8/30/2022	DEBORAH PEDRO - AUGUST PHONE	100.00
8/30/2022	GREGORY SMITH - AUGUST PHONE	100.00
9/30/2022	DEBORAH PEDRO - SEPTEMBER PHONE	100.00
9/30/2022	GREGORY SMITH - SEPTEMBER PHONE	100.00
10/30/2022	DEBORAH PEDRO - OCTOBER PHONE	100.00
10/30/2022	GREGORY SMITH - OCTOBER PHONE	100.00
11/30/2022	DEBORAH PEDRO - NOVEMBER PHONE	100.00
11/30/2022	GREGORY SMITH - NOVEMBER PHONE	100.00
12/31/2022	DEBORAH PEDRO - DECEMBER PHONE	100.00
12/31/2022	GREGORY SMITH - DECEMBER PHONE	100.00
1/31/2023	DEBORAH PEDRO - JANUARY PHONE	100.00
1/31/2023	GREGORY SMITH - JANUARY PHONE	100.00

**TELEPHONE | LRA TOTAL**

**515.4200.00**

**\$2,000.00**

4/22/2022	VISA 8246** - 8246: OFFICE SUPPLIES	64.10
5/22/2022	VISA 8246** - 8246: OFFICE SUPPLIES	281.86
6/21/2022	VISA 8246** - 8246: SUPPLIES & STORAGE	91.15
7/22/2022	VISA 8246** - 8246: office supplies	16.58
8/22/2022	VISA 8246** - 8246: office supplies and OWL	1,791.34
9/21/2022	VISA 8246** - 8246: Google storage	1.99
10/23/2022	VISA 8246** - 8246: OFFICE SUPPLIES, SHIPPING FEES	541.24
11/21/2022	VISA 8246** - 8246: Google storage	1.99
12/22/2022	VISA 8246** - 8246: OFFICE SUPPLIES & Google storage	97.47
1/22/2023	VISA 8246** - 8246: OFFICE SUPPLIES CHAMBER LUNCH & Google storage	42.98

**SUPPLIES | LRA TOTAL**

**550.4200.00**

**\$2,930.70**

5/13/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	39,513.50
5/16/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	20,391.00
5/16/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	4,680.00
5/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	23,041.00
5/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	633.50
6/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	20,943.00
7/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	29,407.50

8/31/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	4,889.36
8/31/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	798.00
8/31/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	1,083.00
9/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	12,642.00
9/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	8,907.00
9/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	399.00
10/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	9,167.13
11/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	9,204.00
11/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	260.00
12/30/2022	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	19,699.50
1/31/2023	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	7,470.00

**LEGAL | LRA TOTAL**

**555.4200.00**

**\$213,128.49**

4/30/2022	D. PEDRO REIMB. Depot tour/CDA board mtg/Umatilla chamber lunch	106.47
4/30/2022	G SMITH REIMB. Depot tour/CDA board mtg/Umatilla chamber lunch	106.47
5/31/2022	DEBORAH PEDRO - REIMB. depot tours, chamber mtg, water mtg	93.01
5/31/2022	G SMITH REIMB. TC Energy Mtg, Tri Cities Dev.Mtg, Water Mtg	70.78
6/21/2022	VISA 8246** - 8246: DEPARTMENT OF DEFENSE CONF.REGISTRATION	595.00
6/21/2022	VISA 6348** - 6348: travel exp. Project Visit Nikola/TC Energy	2,432.59
6/28/2022	BOARDMAN CHAMBER OF COMMERCE - Luncheon - Debbie	15.00
6/30/2022	DEBORAH PEDRO - REIMB. chamber mtg	50.31
6/30/2022	GREGORY SMITH - REIMB.: TRAVEL EXP.	61.70
7/22/2022	VISA 8246** - 8246: County Planners mtg, SKY NRG Utility mtg	294.85
7/31/2022	DEBORAH PEDRO - REIMB. planners mtg, BRAC, board mtg	128.75
7/31/2022	G. SMITH REIMB. Board mtg/planners mtg,/BRAC/SkyNRG project mtg	258.75
8/30/2022	GREGORY SMITH - REIMB.: Depot tours	67.50
8/30/2022	DEBORAH PEDRO - REIMB. DEPOT TOURS, Mtg's, Board Training	143.75
9/21/2022	BOARDMAN CHAMBER OF COMMERCE - Luncheon - Debbie	15.00
9/30/2022	D. PEDRO Mileage Reimb chamber/OMD Ceremony/Port Umatilla mtg	80.00
9/30/2022	GREGORY SMITH - REIMB.: OMD Ceremony	20.00
10/23/2022	VISA 6348** - 6348: AIRFARE - ADC	695.18
10/30/2022	DEBORAH PEDRO - Mileage Reimb: DEPOT TOURS, CHAMBER MTGS	247.50
10/30/2022	DEBORAH PEDRO - expense reimb.: ADC Air Fare	787.23
10/30/2022	GREGORY SMITH - REIMB.: Depot tours & Board mtg	133.75
10/30/2022	VISA 6348** - 6348: AIRFARE - ADC mtg expenses	429.96
10/31/2022	VISA 8246** - 8246: ADC travel exp	19.55
11/21/2022	VISA 8246** - 8246: ADC mtg in Phoenix	1,359.10
11/21/2022	VISA 6348** - 6348: AIRFARE - ADC mtg in Phoenix	1,925.91
11/30/2022	DEBORAH PEDRO - reimb: ADC, Irrigon Chamber Luncheon, Depot tours	133.52
11/30/2022	GREGORY SMITH - REIMB.: ADC mtg	113.39
12/31/2022	DEBORAH PEDRO - reimb: ADC, Irrigon Chamber Lunch & depot mtg	42.50

12/31/2022	GREGORY SMITH - Mileage Reimb: Depot tour	25.00
1/31/2023	DEBORAH PEDRO - reimb: Mtg's, depot tours	72.70
1/31/2023	GREGORY SMITH - Mileage Reimb: MEETINGS	29.47

**TRAVEL | LRA TOTAL**

**570.4200.00**

**\$10,554.69**

8/22/2022	VISA 8246** - 8246: Oregon economic development training	213.80
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**EDUCATION CDA | LRA TOTAL**

**570.4200.00**

**\$213.80**

5/19/2022	ASSOCIATION OF DEFENSE COMM. - MEMBERSHIP DUES	450.00
7/22/2022	VISA 8246** - 8246: Domain renewal, google cloud storage	193.99
10/1/2022	HERMISTON CHAMBER OF COMMERCE -#823 MEMBERSHIP DUES 2023	325.00
10/19/2022	SPECIAL DISTRICT INSURANCE - CDA MEMBERSHIP DUES	140.00
10/23/2022	VISA 8246** - 8246: GOOGLE STORAGE	1.99
10/30/2022	UMATILLA CHAMBER OF COMMERCE - CHAMBER MEMBERSHIP DUES	120.00
11/30/2022	VISA 8246** - 8246: BUSINESS NAME FILING FEE	50.00
12/21/2022	BOARDMAN CHAMBER OF COMMERCE - MEMBERSHIP DUES CDA	165.00
12/27/2022	IRRIGON CHAMBER OF COMMERCE - 2023 DUES CDA	50.00
1/22/2023	VISA 8246** - 8246: Condon Chamber Membership	100.00
1/31/2023	VISA 8246** - 8246: Zoom Subscription	99.59

**DUES & SUBSCRIPTIONS | LRA TOTAL**

**580.4200.00**

**\$1,695.57**

4/30/2022	LRA Lease	2,906.83
5/31/2022	LRA Lease	2,906.83
6/30/2022	LRA Lease	2,906.83
7/31/2022	LRA Lease	2,906.83
8/31/2022	LRA Lease	2,906.83
9/30/2022	LRA Lease	2,906.83
10/31/2022	LRA Lease	2,906.83
11/30/2022	LRA Lease	2,906.83
12/31/2022	LRA Lease	2,906.83
1/31/2023	LRA Lease	2,906.83

**LEASE EXPENSE | LRA TOTAL**

**594.4200.00**

**\$29,068.30**

TOTAL OF LEDGER	EXPENSES YEAR TO-DATE	<b>\$546,828.54</b>
	<i>LESS QUARTER 1 GRANT ACCRUAL</i>	\$ (192,986.47)
	<i>Q1 MATCH (5 ENTITIES x \$4,288.59) THROUGH 6/30/2022</i>	\$ (21,442.95)
	<i>LESS QUARTER 2 GRANT - RECEIVED 12/9/2022</i>	\$ (147,839.00)
	<i>Q2 MATCH (5 ENTITIES x \$3,285.30)</i>	\$ (16,426.50)
	<i>LESS QUARTER 3 GRANT - RECEIVED 1/25/2023</i>	\$ (110,955.00)
	<i>Q3 MATCH (4 ENTITIES x \$2,466.00) - RECEIVED</i>	(9,864.00)
	<i>Q3 MATCH (1 ENTITIES x \$2,466.00) - NOT YET RECEIVED</i>	(2,466.00)
	<b>EXPENSES TOWARDS 4<sup>TH</sup> QTR ENDING 3/31/2023</b>	<b>\$44,848.62</b>



**Budget Justification DRAFT**  
**COLUMBIA DEVELOPMENT AUTHORITY**  
**Grant Application**  
**April 1, 2023-March 31, 2024**

The budget justification for this grant is outlined below. A total of **\$795,679.00** Federal funds is requested combining with **\$88,410.00** of local matching funds in the form of cash for a total project budget of **\$884,089.00** for 12 months.

**PERSONNEL**

As the fiscal agent, the Port of Morrow (POM) will continue the employment of three staff to serve as the CDA, Redevelopment Executive Director, the Director of Economic Development Coordination/Assistant to the Director and Project Manager. The primary function of these positions will be to manage the day-to-day operations of the CDA, oversee the contracts and activities associated with the development of the CDA property that was transferred from the Army to the CDA in March 2023. CDA employees will be responsible for all required grant reporting. The salaries for these individuals reflect the activities to take place over the course of 12 months (April 1, 2023, to March 31, 2024).

As noted in this grant narrative, the Redevelopment Executive Director is a key position for this grant. Please see attached resume in the grant narrative.

CDA is requesting continued funding to cover the cost of payroll management for this project identified in the table below at approximately .06 FTE for 12 months. Specific duties include:

- Responsibility for payroll management
- Preparation of bi-weekly payroll
- Accounts payable
- Payment and record keeping
- Audit reporting

The fringe benefits are calculated annually based on prior fiscal year actuals. The fringe benefits include worker’s compensation, social security, state unemployment, and medical, vision and dental insurance.

Note: CDA Executive Director, Director of Economic Development Coordination/Administrative Assistant, Project Manager and Payroll Management wage adjusted to reflect the Consumer Price Index increase.

<b>Personnel /Salaries</b>	<b>Federal Share</b>	<b>Non-Federal Share</b>	<b>Grant Totals</b>
CDA Executive Director (1 FTE) Annual Salary	\$116,124.00	\$12,903.00	\$129,027.00
Director of Economic Development Coordination (1 FTE) Annual Salary	\$74,741.00	\$8305.00	\$83,046.00
Project Manager (1 FTE) Annual Salary	\$58,500.00	\$6500.00	\$65,000.00
Payroll Management (.06 FTE) Annual Salary	\$7,519.00	\$836.00	\$8,355.00

Sub-Total Personnel/Salaries (for calculating fringe	\$256,884.00	\$28,544.00	\$285,428.00
Fringe Benefits (42% )	\$107,892.00	\$11,987.00	\$119,879.00
<b>Personnel &amp; Fringe Sub Total</b>	<b>\$364,776.00</b>	<b>\$40,531.00</b>	<b>\$405,307.00</b>

## TRAVEL

The following travel cost estimates are based on local travel policies as well as federal travel policies for lodging and meal per diem rates at the known locations.

Category	Airfare	Transportation or Mileage	Lodging Meals	Per Diem	Conference fees	Total
Statewide Travel Salem, Legislative, Oregon Military Dept., meetings, 2 people	\$ 0	2960 miles at .62.5 per mile \$1850			\$ 0	<b>\$1850.00</b>
Local Travel .62.5 cents per mile	\$	5760 miles at .62.5 per mile \$3600			\$0	<b>\$3600.00</b>
Army Related or Legislative Meetings, Expenses 3/4 nights, 2 trips, 2 people	\$1379.00	(Taxi,/Uber) Airport Parking \$250.00	\$1348.00 per 2 persons X 2 trips \$2696.00	Hotel per day \$258 Meal per day\$79	\$0	<b>\$4325.00</b>
Defense related Conf/Mtg 4 nights, 2 trips, 2 people	\$1379.00	(Taxi/Uber) Airport Parking \$250.00	\$ 1348.00 per 2 persons X2 trips \$2696.00	Hotel per day \$258 Meal per day \$79	\$1190.00	<b>\$5515.00</b>
Out of area Travel, Lodging, Meals, Economic Development, Project Development	\$3030.00	832 miles at .62.5 per mile \$520.00	\$1230.00 per 2 persons X 2 trips \$2460.00	Hotel per day \$205 Meal per day \$69	\$0	<b>\$ 6010.00</b>
<b>Total</b>	<b>\$5788.00</b>	<b>\$6470.00</b>	<b>\$7852.00</b>		<b>\$1190.00</b>	<b>\$21,300.00</b>

## LOCAL/IN-STATE TRAVEL

The basis for local and professional development travel estimate includes:

- CDA meetings which may be as far as Pendleton or Heppner, Oregon
- Property site visits will increase this year as CDA plans for development at the site
- Consultant and Project interaction with community partners and professionals
- Communication with Umatilla, Morrow County Planning Departments and Port of Morrow Planners
- Travel to Salem, Portland, Oregon and out of region, for meetings with Oregon Military Department, state legislature, tours, and projects.
- Travel for project development will contribute to development at the property. Work and meetings with projects and project developers increase. Meetings and tours of locations at the site for economic prosperity, will grow through the management of contracts, leases, and sales. Site visits will increase as the demand for the property and site selection elevates. The CDA anticipates trips to project locations for ongoing negotiations. Overnight stay is probable for travel out of the region.

Two trips to Salem

12 trips to various CDA meetings

Three trips to project meetings

25 tours of the CDA property

- Trips related to other meetings or trainings. Overnight stay is likely for travel to Salem, Bend, Portland, but not limited to other regions in/or out of the State of Oregon.

## OUT OF STATE TRAVEL

The CDA anticipates two people, which may include staff and/or CDA board members to travel to Washington DC. Currently the Army is due to transfer the property to the CDA in March of 2023, CDA anticipates a check in with BRAC on major deliverables as well as ADC conferences. Due to the limited flight schedules between the east coast and the rural airport in Pasco, WA, there is a necessity for an additional overnight stay. From time to time a trip out of the Portland International airport may be another option, Portland is a three-hour drive from CDA offices. There may also be meetings with legislative members of congress, as well as projects which will enable the CDA to assist with infrastructure and funding for the site. We anticipate two people to travel to defense-related conferences, meetings with congress and project meetings that will bring jobs, opportunity, and economic health to the region.

## LEGAL AND PLANNING SUPPORT SERVICES

<b>Contractual Services</b>	<b>Federal Share</b>	<b>Non-Fed Services</b>	<b>Grant Totals</b>
Legal Support Services	\$	\$	\$345,000
Planning Support Services	\$	\$	\$60,000
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$410,000</b>

## LEGAL SUPPORT SERVICES

<p>Land Use Work – two land use hearings, but excludes any appeals to Land Use Board of Appeals or the Oregon Court of Appeals. The land use work is anticipated to include:</p> <ul style="list-style-type: none"> <li>a. master plan development in Umatilla County;</li> <li>b. partition/subdivision of the CTUIR parcel;</li> <li>c. partition/subdivision/boundary line adjustment of the Cleaver Farm parcel; and</li> <li>d. larger subdivision(s) in Umatilla County and/or Morrow County</li> </ul>	\$45,000	85 hours x \$530/hour*
<p>Transfer to CTUIR. The CTUIR sale tasks are anticipated to include:</p> <ul style="list-style-type: none"> <li>a. drafting and negotiating the sale agreement;</li> <li>b. preparing and/or negotiating an access easement for the benefit of CTUIR;</li> <li>c. securing the grant of a right of way for utilities;</li> <li>d. transferring groundwater rights to the CTUIR;</li> <li>e. other work associated with closing the sale to CTUIR; and</li> <li>f. otherwise complying with CDA’s obligations as set forth in the MOA.</li> </ul>	\$45,000	85 hours x \$530/hour*
<p>Negotiating the sale of farm property to Cleaver Farms, in coordination with CTUIR. The Cleaver Farm sale tasks are anticipated to include:</p> <ul style="list-style-type: none"> <li>a. drafting and negotiating the sale agreement; and</li> <li>b. other work associated with closing the sale</li> </ul>	\$20,000	38 hours x \$530/hour*
<p>Negotiating letters of intent, options, leases and sales agreements.</p>	\$100,000	189 hours x \$530/hour*
<p>Contracts: This work includes assisting with public contracting questions, developing additional RFPs, developing internal systems and processes to select contractors and drafting and negotiating agreements with contractors</p>	\$35,000	66 hours x \$530/hour*

Public relations: This work includes responding to public relations/media inquiries and public records requests related to the development of the property and management of the CDA	\$15,000	28 hours x \$530/hour*
Supporting water, electrical, and sewer development to Parcel 1. This work may entail providing legal advice regarding water rights available to be transferred to Parcel 1 (i.e., from the cities or ports); negotiating contracts to develop the infrastructure needed for these utilities; negotiating easements for the utility related infrastructure; and negotiating agreements to deliver services to Parcel 1.	\$60,000	113 hours x \$530/hour*
Other: Recognizing that legal needs are not always predictable, we have included an “other” category of legal work that would be associated with CDA’s development of Parcel 1.	\$25,000	47 hours x 530/hour*
<b>TOTAL</b>	<b>\$345,000.00</b>	

\*\$530 per hour represents a weighted, blended rate for senior partners, partners, and associates

During the April 1, 2023 to March 31, 2024 grant cycle, the CDA is projecting work will include the following, for a total budget estimate of \$345,000:

1. Land use related work: This work is anticipated to include up to two land use hearings in Umatilla (or Morrow) County, but excludes any appeals to Land Use Board of Appeals or the Oregon Court of Appeals. The estimated costs for this work between 4/1/23 and 3/31/24 are \$45,000. The land use work is anticipated to include:
  - a. master plan development in Umatilla County;
  - b. partition/subdivision of the CTUIR parcel;
  - c. partition/subdivision/boundary line adjustment of the Cleaver Farm parcel; and
  - d. a larger subdivision(s) in Umatilla County and/or Morrow County
2. Negotiating the sale of farm property to Cleaver Farms, in coordination with CTUIR: This work excludes the partition of the acres to be owned by Cleaver Farms, which work is covered under the land use related work referenced in paragraph 1 of this section. The estimated costs for this work between 4/1/23 and 3/31/24 are \$20,000. The Cleaver Farm sale tasks are anticipated to include:
  - a. drafting and negotiating the sale agreement; and
  - b. other work associated with closing the sale.
3. Negotiating letters of intent, options, leases and sale agreements: CDA has had extensive interest from a number of companies in developing, leasing and/or owning parts of Parcel 1 once it is owned by CDA. It is difficult to estimate the scope and costs of legal services that may be required for this work between 4/1/23 and 3/31/24, however, the best estimate at this time is a cost of \$100,000 in light of the potential number of transactions and agreements that may be at issue, and the potential complexities associated with purchasing and/or leasing property from the CDA due to the history of the site as the former Umatilla Depot and the lack

of existing infrastructure on Parcel 1.

4. **Contracts:** This work includes assisting with public contracting questions, developing additional RFPs, developing internal systems and processes to select contractors, and drafting and negotiating agreements with contractors. The estimated costs for legal services required for this work between 4/1/23 and 3/31/24 are \$35,000.
5. **Public relations:** This work includes responding to public relations/media inquiries and public records requests related to the development of the property and management of the CDA. The estimated costs for legal services for this work between 4/1/23 and 3/31/24 are \$15,000.
6. **Supporting water, electrical, and sewer development and delivery to Parcel 1:** This work may entail providing legal advice regarding water rights available to be transferred to Parcel 1 (i.e., from the cities or ports); negotiating contracts to develop the infrastructure needed for these utilities; negotiating easements for the utility related infrastructure; and negotiating agreements to deliver services to Parcel 1. It is difficult to estimate the costs of legal services that may be required for this work because the property has not yet been transferred to the CDA and there are many unknowns associated with this work. However, estimated for costs associated with this work between 4/1/23 and 3/31/24 is \$60,000.
7. **Other:** Recognizing that legal needs are not always predictable, we have included an “other” category of legal work that would be associated with CDA’s development and management of Parcel 1 at \$25,000.

## **PLANNING SUPPORT SERVICES**

### **PROJECT UNDERSTANDING**

The purpose of this Scope of Work (SOW) is to begin work on Master and Strategic Planning that will include infrastructure for the re-use of the depot property.

Planning Support Services anticipates a cost of **\$60,000.00** to complete the next steps for site development. The following tasks are anticipated to be completed as part of this effort.

#### **TASK NO. 1 - MEETINGS/CORRESPONDENCE**

This task includes preparation for and attendance of meetings and general correspondence with the CDA and others, as appropriate, during and to the completion of the work.

#### **TASK NO. 2 – STRATEGIC AND MASTER PLANNING WORK**

Infrastructure Assessment and Master Planning for infrastructure. Will include water, wastewater design, broadband, power, natural gas and accessing all CDA property, road analysis, development priorities for the site, understanding of the land use designations, resources for protection, such as fire, wildlife refuge, historical and cultural sites. Review of current infrastructure such as buildings, igloos and road matrix. Prioritize the use of current assets and develop and prioritize next steps and tasks to begin developing the land.

#### **TASK NO. 3 – PARTICIAN CTUIR FROM CDA**

This task includes work on a partition for the transfer of 4011 acres from the CDA to CTUIR as determined through a MOA between CDA and CTUIR. The Programmatic Agreement between the Army and CDA is also an exhibit therein to the this transaction.

- CDA will partition 4011 acres of depot property to CTUIR within 180 days of the transfer of land from the Army to CDA.
- Work closely with applicable planning departments in Umatilla, Morrow Counties and CTUIR.

### **ENGINEERING SERVICES**

This Engineering Master Services Agreement is between the Columbia Development Authority, an entity formed by Intergovernmental Agreement between the County of Morrow, County of Umatilla, CDA of Morrow, CDA of Umatilla and the Confederated Tribes of the Umatilla Indian Reservation Oregon Municipal Corporation, (hereinafter referred to as “**CDA**”), and Engineering Service Provider (hereinafter referred to as “**Engineering Services**”).

1. **PROJECT:** Work shall be performed under the engineering services in connection with a project generally described as: Provide professional engineering services from time to time as assigned by Work Order, which may include, but not be limited to:
  - a. to administer the newly transitioned use of the Umatilla Army Depot (Depot) located in Morrow and Umatilla Counties from military to civilian use;
  - b. to develop a design through the Master and Strategic Planning. This will provide the development of jobs and economic vitality to the region.
  - c. to oversee the development of an economic diversification strategy to address the adverse economic impacts associated with the property at the Depot and to develop economic opportunities through transition of the Depot to civilian uses;
  - e. to coordinate all levels of assistance and intergovernmental efforts involving the Authority, the final Plan that will include Master and Strategic Planning and transition to civilian use;
  - f. to review and comment upon the zoning and development at the Depot so as to accommodate future civilian uses of the Depot; and
  - g. to perform such other functions as may be necessary for implementation of the final Master and Strategic Plan.
2. **SCOPE OF WORK:** The Engineering Services shall be responsible for the performance of all services as set forth in Work Orders issued by CDA from time to time (the “Services”). The Consultant shall be responsible for providing, the Engineer’s cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with the CDA projects, subdivisions of properties, infrastructure feasibility, master and strategic planning and road construction.
  - a. The Consultant is validly organized and exists in good standing under the laws of the State of Oregon and has all the requisite powers to carry on the Consultant’s business as now conducted or proposed to be conducted and the Engineer is duly qualified, registered or licensed to do business in good standing in the State of Oregon.

3. **WORK PRODUCT:** All work product of the Engineer prepared pursuant to the work assigned, including but not limited to, all maps, plans, drawings, specifications, reports, electronic files and other documents, will be retained by the CDA.

**Planning Support Services Cost**

The estimated fee for the services outlined herein is \$60,000 at 400 hours at \$150.00 per hour. The work will be completed on a time and materials basis.

It is hard to estimate what the cost will be for an engineering services of record, our best breakdown of the total fee is as follows:

Task No.	Task Name	Estimated Fee
1	Meetings/Correspondence	\$10,000
2	Strategic and Master Planning	\$32,000
3	CDA and CTUR Partitioning Work. Parking Lot at South Oregon Trail.	\$15,000
4	Other General Services	\$3,000
<b>Total Estimated Fee</b>		<b>\$60,000</b>

**Procurement Statement**

All procurements with OLDCC grant funds will be by applicable state and local laws, regulations, and applicable federal laws and regulations, including compliance with the procurement standards in CFR 2 Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor selection criteria (including cost) will be included in any Request for Proposals (RFP).

**OPERATION EXPENSES/OTHER**

The additional operating expenses are estimates for this effort.

Category	Federal Share	Non-Federal Share	Grant Totals
Rent and Related Expenses	\$31,394.00	\$3,488	\$34,882.00
Supplies	\$4540	\$460	\$5000.00
Communications	\$3240	\$360	\$3600.00
Postage/Freight	\$90	\$10	\$100.00
Advertising	\$1350	\$150	\$1500.00
Membership Dues	\$1260	\$140	\$1400.00
Other	\$900	\$100	\$1000.00
<b>Total</b>	<b>\$42774.00</b>	<b>\$4,708.00</b>	<b>\$47,482.00</b>

**Office Rent and Related Expenses**



Office space location for the CDA remains at the POM (Port of Morrow) facility, with rent expense as \$2906.82 per month for 12-month grant cycle (1225 SF including offices, restroom, conference room and break area). The monthly expenditures include the following rent, power, phone, water, sewer, garbage, and janitorial. Office rent was established based on lease rates charged to other tenants within the POM complex. No suitable facility is available for a redevelopment office at UAD. The POM facility will continue to provide an easily accessible office and meeting place for CDA business near UAD with the necessary ancillary services.

### **OFFICE SUPPLIES**

Defined in this supply's category are expenditures for office supplies and consumable supplies including items such as paper, pens, desk top computer, marketing materials, ink, and toner. The anticipated cost of \$5000 is estimated based on past expenses and need for a new computer/laptop, the cost includes inflation, and scaling costs by the projected staff allocation of 3 FTEs.

### **OTHER OPERATION EXPENSES**

#### **Communication**

Communication costs are for communication services including three cellular phones and related services. The proposed value of \$3600.00 for 12 months is estimated based on past expenses and scaling costs by the projected staff allocation of 3 FTEs.

#### **Postage and Freight Costs**

- Included in this cost category is postage for standard, overnight and bulk mailings, delivery charges. The proposed value is estimated based on the assumption the transfer of title is completed in March of 2023 postage and handling will be at a minimum of \$100.00.

### **Advertising Costs**

- Include publication of public notices, job notices, job announcements, and requests for proposals/qualifications (RFP's). The proposed value is estimated based on CDA's ability to begin projects at the property and will include notices to bid projects through advertising services at \$1,500.00.

### **Membership Dues**

- This expenditure includes becoming Chamber of Commerce members in local cities and towns to provide community outreach and familiarizing the business sector of the BRAC processes. It is the opinion of the Executive Director that the best way to reach local decision makers is by becoming members and participating regularly. Note: The following chambers do not participate in lobbying.

The following are membership dues:

Boardman Chamber 165.00

Hermiston Chamber 325.00

Irrigon Chamber 50.00

Umatilla Chamber 120.00

Heppner Chamber 150.00

Condon Chamber 200.00

Special District Association of Oregon 135.00

Other Dues: 255.00 (incase membership dues go up)

### **Other Expenses**

- Other expenditures are costs not accounted for in the listed categories. \$1000 may account for inflation on office supplies, rentals, software products and meeting expenses.

### **COMMERCIAL CLOSING COSTS**

Will include transfer of 4011 acres to the Confederated Tribes of the Umatilla Indian Reservation for Wildlife Habitat Management. This estimated cost will include title insurance and is based on closing costs on the transfer of property from the Army to the CDA in March 2023's escrow, recording fee and excluding the Title Insurance since CTUIR will be paying that portion. **\$5000.00**

# DRAFT

## Narrative OLDCC Grant April 2023-March 2024

### Goals related to OLDCC mission instructions

Mission: Provide a community-based program of financial and technical assistance in coordination with other domestic Federal programs to help communities.

To enable impacted communities to reuse Depot property, (which has been transferred to the CDA in March of 2023) to create jobs, and to bring economic development to the site.

### Goals related to the OLDCC mission

The primary focus of the CDA is creation of future employment opportunities to offset the negative regional impacts of base closure. The goal is to bring future high caliber employment that will provide competitive family wages and salaries, healthcare benefits, and improvements to the local tax base, jobs that promote sustainable, long-term economic development for the benefit of the Community and Region.

### CAGE Code:

### Grant Introduction/Background

In 1941, the Army created the Umatilla Army Depot (UMAD), now known as the UMCD. During its 70-year history, UMCD expanded to 19,729 acres, 17,055 acres owned in fee simple as a complex of warehouses, munitions magazines, shops and office buildings, with remaining acreage in easements. The Base was selected for closure under the 2005 round of the Base Realignment and Closure Act (BRAC). The destruction of the UMCD stockpile of chemical weapons at the specially constructed Umatilla Chemical Agent Disposal Facility was completed in October 2011.

The Department of Defense Office of Economic Adjustment (OEA) recognized the UMADRA as an LRA for purposes of planning for the reuse and redevelopment of the UMCD in 2009.

UMADRA, comprised of Umatilla County, Morrow County, the Confederated Tribes of the Umatilla Reservation, Port of Morrow, and Port of Umatilla, prepared a Redevelopment Plan in 2009/2010 with an OEA grant of \$776,411. The plan was submitted to the Army and the Department of Housing and Urban Development (HUD) in August 2010. In October 2010 HUD issued a letter of approval.

The UMCD did not close by the BRAC statutory deadline of 15 September 2011 because, as noted above, the chemical destruction was still underway until October 2011. In mid-2011 the Army concluded that the UMCD could not close under BRAC because it did not close by

the BRAC deadline of 15 September 2011. The Oregon Congressional delegation became involved and introduced legislation to allow the UMCD to close under BRAC authorities. In December 2012, legislation in both the 2012 National Defense Authorization Act (NDAA) and the Appropriations Bill was enacted to allow the UMCD to close under BRAC authorities. The UMCD held a closure ceremony on July 17, 2012, and officially closed on August 1, 2012.

In September of 2012, the OEA provided a \$447,622 grant of federal funds with a local cash match of \$49,736 for a total of \$497,358 for 13 months. The grant provided for:

1. An LRA Redevelopment Office with staffing for an Executive Director and administrative assistant
2. Preliminary Development Feasibility Analysis
3. Land Use Analysis

In September of 2013, the OEA provided an additional \$821,054 grant of federal funds with a local cash match of \$92,000 for a total of \$913,054. The grant provided for:

4. Continued operations support for the planning LRA office with likely conversion to an ILRA during the grant period.
5. Support for the Umatilla County Planning Office and Morrow County Planning Office to provide the necessary assistance to the LRA/ILRA for the land, utilities, and transportation planning.
6. Infrastructure Analysis and Business and Operations Plan.
7. Assistance in the preparation of an EDC application.
8. Consultant support for three Interchange Area Management Plans (IAMPs), conducted per Oregon Department of Transportation (ODOT) standards.
9. Legal assistance in the formation of the ILRA, EDC application, and other transactional documents.
10. Funding to support an audit.

In September of 2014, the OEA provided an additional \$417,467 grant of federal funds with a local cash match of \$46,386 for a total of \$463,853. The grant provided for:

1. Continued operations support for the Columbia Development Authority for an Executive Director and administrative assistant.
2. Land survey services to provide boundary surveys and legal descriptions for the parcels to be conveyed to the CDA from the U.S. Army.
3. Legal support services to provide BRAC counsel and assistance with completing the EDC.
4. Environmental support services provided by the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Department of Sciences and Engineering.

In September of 2015, the OEA provided an additional \$317,640 grant of federal funds with a local cash match of \$35,293 for a total of \$352,933. The grant provided for:

1. Continued operations support for the Columbia Development Authority for an Executive Director and administrative assistant.

2. Contracted services with the Confederated Tribes of the Umatilla Indian Reservation Division of Science and Engineering for the provision of environmental support services.
3. Legal assistance for EDC transactional documents and related matters also issues related to environmental reviews and liability assessment associated with the EDC.

In September of 2016, the OEA provided an additional \$357,279 grant of federal funds with a local cash match of \$39,757 for a total of \$397,036. The grant provided for:

1. Continued operations support for Columbia Development Authority for an Executive Director and administrative assistant.
2. Contracted services with the Confederated Tribes of the Umatilla Indian Reservation Division of Science and Engineering for the provision of environment support services.
3. Legal assistance for EDC transactional document and related matter and issues related to environmental reviews and liability assessment associated with the EDC.

A significant accomplishment was the negotiation of water rights resulting in a water rights agreement between Oregon Military Department (OMD) and the CDA executed July 25-26, 2016.

The Redevelopment Plan recommended transfer of 7,500 acres for the benefit of the Oregon Army National Guard (OARNG). On November 27, 2017, the Army assigned 7,500 acres of real property and improvements to the National Guard Bureau (NGB) via a Form 1354. NGB followed by subletting the property to the Oregon Military Department (OMD). Planning and development for infrastructure improvements, new facilities and training facility are well underway. The CDA's Redevelopment Plan also calls for the establishment of a 5,677-acre wildlife habitat refuge, 640 acres of agricultural zoning, and 3,150 acres of industrial zoning. The Army will eventually transfer 9,539 acres to the CDA in two phases, 9,475 acres in Phase 1 and 64 additional acres of which still require environmental remediation, in a Phase 2 transfer.

April 2019- March 2020 the CDA was awarded \$365,176 Federal Grant and \$65,652 Non-Federal Grant totaling \$430,828. During this time frame the CDA negotiated with the Confederated Tribes of the Umatilla Indian Reservation on the following:

#### CDA Obligations

The CDA has agreed to the following:

- A. To transfer fee title to at least 4,059 acres of Depot Land that the CDA receives from the U.S. Army to the CTUIR, which lands include a portion of the Wildlife Habitat within the UDR Zone and are designated "CTUIR Land" in the Depot Map. The CDA transfer of the land to the CTUIR shall be made on an "as-is" and "where-is" basis. The CDA has made no representations to the CTUIR on the condition of the CTUIR Land. The land to be transferred by the CDA to CTUIR shall be subject to survey and legal description by the CTUIR pursuant to Section IV.D of this MOA.
- B. To ensure that the CTUIR and its tenants have access to utilities on the same basis as

tenants of the CDA industrial and agricultural lands pursuant to easements negotiated by and acceptable to the Parties.

C. In 8-10 years following Army's transfer of the Property to the CDA, upon request by the CTUIR, the CDA commits to submitting letters to the Secretary of Interior and Bureau of Indian Affairs in support of the CTUIR application to have the 4,059 acres taken in trust for the CTUIR. The CDA will also request and recommend that both Umatilla and Morrow Counties and Ports of Umatilla and Morrow submit letters in support as well.

D. To ensure that the CTUIR, its employees, Tribal members, tenants and agents have use of all roads within Depot Land under the CDA's jurisdiction for management, use and security of CTUIR Land pursuant to an easement negotiated by and acceptable to the Parties.

E. To recognize and agree that the CTUIR may restrict public access to and/or use of portions of the CTUIR Land for wildlife management and security reasons.

F. To negotiate with the CTUIR to allocate a portion of CDA groundwater rights to meet the needs of the CTUIR Land. The Parties understand that the water needed for CTUIR Land consists of water for preservation of shrub steppe wildlife habitat.

#### CTUIR Obligations

The CTUIR has agreed to do the following:

A. To accept fee title to and manage the CTUIR Land to protect, preserve and enhance wildlife resources and habitat and for other purposes as determined by the Board of Trustees.

B. Upon request of the CDA, the CTUIR will negotiate in good faith with the CDA for management of that portion of the Wildlife Habitat tract (1,600+/- acres) owned by CDA and zoned by Umatilla County as UDR Zone.

C. The CDA and CTUIR agree to evenly split the proceeds from the sale of the Farm Parcel. CTUIR's share will be used to manage the CTUIR Land and for other purposes as determined by CTUIR's Board of Trustees.

D. Upon the Parties execution of this MOA, the CTUIR will contract to have a survey and legal description of the CTUIR Land prepared at the CTUIR's expense which survey shall include the 1861 Old Emigrant Wagon Road (35UM498) and utility easements. The survey and legal description will be used to prepare the deed to transfer title of this portion of Depot Land to the CTUIR.

E. To grant to the CDA a 150' wide utility ROW to serve CDA industrial lands along the eastern boundary of Depot Land designated as the Utility ROW on the Depot Map. The width of the Utility ROW may be expanded as mutually agreed by the Parties to serve the economic development project referred to in Section V.A. of this MOA. The Utility ROW and associated utilities shall be designed to provide necessary infrastructure for the benefit of both Parties that minimizes impact to wildlife habitat.

F. To permit the CDA, its employees, tenants and agents, to use the existing roads across the CTUIR Land to access the land referred to on the Depot Map as Heavy Industrial Zone (aka the "Demil Parcel,") pursuant to an easement negotiated by and mutually agreeable to the Parties.

G. To grant to the CDA a utility ROW for existing utility lines serving the Heavy Industrial Zone as shown on the Depot Map, pursuant to an easement negotiated by and mutually agreeable to the Parties

#### Joint CDA-CTUIR Obligations

The Parties have agreed to the following:

- A. To work cooperatively to attract a singular economic development project (agreed to by both Parties), to CDA land within Umatilla County and/or to CTUIR Land to generate the revenues needed for the development, improvement and management of the Parties' respective portions of the Depot Land. Any such economic development project shall be covered by a "Development Agreement" between the CDA and CTUIR with the revenues to be split evenly between the Parties regardless of the location of the economic activity on Depot Land. Nothing shall preclude the Parties to this Agreement from developing future projects for their sole benefit, or from entering into other joint development agreements for the mutual benefit of both CDA and CTUIR.
- B. To work cooperatively to achieve compliance with all applicable federal, state, tribal and local cultural resource protection laws and to manage, maintain, protect and preserve historic properties and properties of religious and cultural significance, including but not limited to the Coyote Coulee, the North Trail, the South Trail and 1944 UMCD Igloo Accident site, all located on Depot Land.
- C. To develop and maintain a good neighbor relationship between the Parties so that the goals of each Party for the management and development of Depot Land can be achieved.
- D. To work cooperatively to develop, fund and provide fire prevention, law enforcement, emergency response and security services to Depot Land as the budget of the Parties permit.
- E. The terms of the sale, lease, or other disposition of the 39.59-acre Farm Parcel on the Depot Map shall be mutually agreed upon by the CDA and CTUIR, and the proceeds from such sale or disposition shall be shared equally by the Parties.
- F. To work cooperatively to ensure that the development, use and management of Depot Land by the Parties is carried out in a manner that recognizes and seeks to minimize impact to the wildlife resources and those portions of the property determined eligible for listing in the National Register for Historic Places (NRHP).
- G. That each Party may use and manage Depot Land they own as determined by that Party in accord with applicable federal, state, tribal, and local law.
- H. The Parties agree that following Army's transfer of 9,539 acres, a portion of which is the closed Landfill, the CDA will convey 4,059 acres to CTUIR, which includes the Landfill. Both parties shall be protected in perpetuity as the Landfill is covered under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA).

Section 106 consultations concluded on July 17, 2019. The next task will be working with U.S. Army Corps of Engineers, Albuquerque District and consulting parties on actual implementation of the Specifications (e.g., interpretive panels) as identified in the PA amendment.

Once the MOA with the Tribes was completed in 2019, the Section 106 mitigation could reconvene. CDA worked with the US Army, Oregon State Historic Preservation Officer, CTUIR and the Oregon Trail Advocates on the plan for the protection and preservation of historical, religious and cultural significance. Those properties are the South Oregon Trail section of the Route (35UM497), the North Oregon Trail Route (35UM498), the Coyote Coulee, and 1944 UMCD Igloo Accident site and Fallout Shelter.

Note: The PA Amendment will be completed and signed by the Army, CDA, CTUIR, Oregon State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (ACHP). The parties agreed on a comprehensive plan to mitigate the potential adverse effects of property transfer out of federal control.

April 2020, OEA awarded a grant to the CDA for April 2020-March 2021 in the amount of \$478,100.00 Federal funding and \$53,124.00 Non-Federal funding for a total of \$531,224.00.

#### Environmental

##### Accomplished April 2020-March 2021

The following five documents relating to the LUCs were made available for public comment:

1. Easement and Equitable Servitude (EES): Documents those portions of the property encumbered by land use controls and identifies enforcement by EPA and ODEQ. Note: The RCRA permit closure plan is mentioned in the EES, but not attached to it.
2. The ESDs are an attachment to the EES, but are not included in this document.
3. Site 34, The Landfill Explanation of Significant Differences (ESD): The 17.49-acre Landfill (closed) was a permitted landfill used for the disposal operationally generated industrial waste.
4. Site 47, The Deactivation Furnace ESD: Remediation of the 15.97acre Deactivation Furnace was completed in 1998. However, since then the lead exposure limits for unrestricted use have decreased and LUCs will be implemented to address these changes.
5. Site 39, The Quality Assurance (QA) Function Range MFR: The 635.68-acre QA Function Range was used for testing of conventional munitions, weapons and related materials. The ESD's are an attachment to the EES, but is not included in this document as it's provided separately.

Note: CDA along with legal counsel provided additional suggested comments. We still have not received the final signed document.

#### Properties of Religious and Cultural Significance (PRCS) Eligible for listing in NRHP

1. Programmatic Agreement (PA) amendment – on going negotiations with SHPO, ACHP, CTUIR and Army.

- Exhibits to PA amendment were completed.
- CDA and Consulting Parties reviewed the draft PA amendment several times.



## Real Estate

2. MOA between Army and CDA is currently with OGC. CDA anticipates only one or two additional meetings with DASA-IHP, OGC and ELD as the document is nearing its conclusion.

- Exhibits to MOA have been finalized and surveys were completed by CDA engineer. Four new exhibits will be added, 2 resolutions and corresponding access easements for Umatilla and Morrow Counties.
- The U.S. Army Corps of Engineers -Seattle District cannot begin drafting the Deed to the Property until the Finding of Suitability to Transfer (FOST) is published for its 30-day public comment period. Drafting the Deed, review and agreement by all stakeholders on surveys, legal descriptions, and easements is a complex process that could consume financial resources and will likely take up to 4 months to conclude.

## Planning Support Services

Accomplished April 2020-March 2021

The majority of the work and the most intensive work was completed, specifically the site survey and the site industrial park layout work. This list is based on what we initially did coupled with changing efforts as the planning and preliminary engineering work proceeded. There are several other smaller tasks throughout this process as assigned by the CDA.

Site Survey Work – A completed site survey for the purpose of updating the overall maps of the CDA property.

- Secured several prior survey documents and maps
- Conducted research to establish and confirm survey control for the depot
- Completed easement research to properly depict existing easements onto updated maps
- Completed ground surveying to confirm control and to accurately depict property lines to separate parcel ownership between the OMD, CDA, and counties.
- Transferred all information onto a mapping database to set the basis to prepare site maps for planning and site layout purposes

Site Industrial Park Layout Work – site layout alternatives for group discussion.

- Investigated typical industrial property lot sizes, both acreage and dimensions
- Developed a site layout that would maximize readily available industrial property while maximizing access to a new road network
- The developed site layout included a potential new industrial road connecting each interstate interchange, and included a loop road around the storage igloos
- Developed approximate footprint areas for wastewater lagoons, water infiltration areas, water system, all while protecting other site features, such as the storage igloos, potential solar development areas, etc.
- Worked with NOWA to determine the size of area needed for their infiltration project and where it could be located on CDA property
- Developed preliminary design criteria to evaluate anticipated water and wastewater needs for industrial developed areas

- Secured measurements of features located in the corridor along the south side of OMD between the east and west industrial properties to help place the UEC transmission line as it relates to other corridor needs, such as roads, rail, other utilities, etc.

Infrastructure Systems Evaluations – evaluations on what would be needed to provide infrastructure service to the properties, from a high-level perspective.

- Evaluated on site infrastructure and its availability to serve CDA and county properties, specifically wells that will be under CDA ownership
- Reviewed well logs, aquifer well sources, and water rights information
- Evaluated alternatives for wastewater system treatment and disposal, to include on site disposal, City of Hermiston, etc.

Completed a basic evaluation of other utilities potentially needed for industrial site development, such as power, gas, etc.

ODOT Interactions – engaged ODOT as it relates to the HB 2017 funding and ODOT expectations for the two interstate interchanges.

- Set up and attended meetings with ODOT to discuss their thoughts and general requirements for use of HB 2017 funds
- Determined what the HB 2017 funds could be used for as well as exclusions as it relates to their use
- Coordinated with ODOT as to potential schedules for preliminary use of the funds for engineering design purposes

Umatilla Electric Coordination – interacted with UEC to assist with development of their transmission line corridor through the CDA property.

- Coordinated with UEC for their transmission line needs in terms of width, cornering capabilities, preferred routes, etc.
- Evaluated the most probable location for the UEC transmission line corridor Site Mapping and GIS System Preparation – All efforts above were incorporated into development of site maps that are accurate.
- Prepared overall site maps using prior mapping efforts coupled with more recent mapping efforts
- Focused efforts on accurately depicting property lines and boundaries
- Overlaid important site features on the mapping, such as the igloo accident area, Oregon trail protection areas, etc.
- Completed mapping efforts in a GIS format so the mapping can be readily expanded in the future, and more easily shared in a web-based application in the future

CDA Meetings – Presentations in CDA Board Meetings

Rail Design

Accomplished April 2020-March 2021

- Engineer attended CDA work session meetings to review draft site layout figures, site visit and discussions.

- Attended CDA meetings to discuss other infrastructure related items, as needed  
Deliverables included 10% design submission to UPRR for review (11"x17" full size). The drawings were formatted for Union Pacific Rail Road (UPRR) review and approval as per UPRR Industry Track Standards.

The following key understandings consistent understanding of the Rail Design scope:

- Concept layouts for rail service to support both the Port Industrial and the Depot Industrial sites.
- Rail Engineer provided coordination with UPRR to get the plans into rail access and coordination with UPRR on the review and approval of the development concept in rail access.

A preferred layout was designed and accepted by CDA Board

Submitted the Rail Development Concept (10% Design Concept) to UPRR for review.

### **April 1, 2021-March 31, 2022**

April 2021, OLDCC awarded a grant to the CDA for April 2021-March 2022 in the amount of \$542,325 Federal funding and \$60,260 Non-Federal funding for a total of \$602,585.

Grant Cycle the CDA worked to take official ownership of the depot property; however, this did not take place during this grant cycle. The Army/CDA deed should be complete and a scheduled closing should take place by June 2022. The grant enabled the CDA to continue to carry out the BRAC-mandated process for the UAD redevelopment. The specific need for the grant funded the CDA for continued on-going operations and expenses attorney fees, conveyance services so that the CDA would take possession of the first phase/Parcel 1 that would include 9511.37 acres of depot land to be transferred to the Columbia Development Authority later this year.

The Columbia Development Authority utilized funds to continued planning for the redevelopment of the Umatilla Army Depot, located in Umatilla and Morrow counties in Eastern Oregon. The Columbia Development Authority continued its operational support and consulting services associated with the following:

- Legal Assistance and Conveyance Services were the main priority for this grant cycle.

Reviews and suggested edits for Economic Development Conveyance transactional documents, environmental reviews of the FOST, FONSI, ECP Updates and reviewed the ECP Recertification and Programmatic Agreement Amendment as well as Resolutions to protect the historical properties.

- Conveyance and Redevelopment assistance to support on-going negotiations and development of key documents with the Army, document reviews, and transactional support.

- The PA Amendment went out for its 30-day public review and then was signed by the State Historic Preservation Office (SHPO), Advisory Council on Historic Preservation (ACHP), CDA, and CTUIR. On January 5, 2022 the CDA received the signed Programmatic Agreement Amendment and supporting documents. This Amendment 1 to the Programmatic Agreement

Among the Department of the Army, the State Historic Preservation Officer, and the Advisory Council on Historic Preservation Regarding the Closure and Transfer of Select Parcels of Umatilla Chemical Depot, Oregon. By carrying out the terms of the Agreement as amended, the Department of the Army will fulfill its responsibilities under Section 106 of the National Historic Preservation Act and the regulations of the Advisory Council on Historic Preservation.

- FOST (Finding of Suitability to Transfer) The FOST is under its final reviews by the CDA, EPA and the Army. The CDA expects this document will be finalized by April 1, 2022.
- FONSI (Finding of no Significant Impact) for the closure, disposal, and reuse of Umatilla Chemical Depot. The UMCD was closed in August 2012 under the 2005 Base Realignment and Closure Act. Of the 17,148.72 acres, 9,511.37 acres will transfer out of Army Control. As a result of the property leaving Army control, an Environmental Assessment (EA) was developed in accordance with the National Environmental Policy Act (NEPA) and associated implementing regulations issued by the Council on Environmental Quality (CEQ), Code of Federal Regulations (CFR), 40 CFR 1500–1508 and the Army implementing regulation, “Environmental Analysis of Army’s Actions” (32 CFR Part 651). The EA and draft FONSI underwent a 30-day public comment period in August 2016. Since then the Programmatic Agreement (PA) was amended and underwent a 30-day public comment period from July 15 to August 16, 2021. The FONSI has since been updated and completed its public review on October 25, 2021.
- ECP (Environmental Conditions Report Update) for Parcel 1 was completed and updated on December 1, 2021.
- EDC (Economic Development Conveyance) approval letter was received on February 18, 2022.
- Planning for infrastructure is ongoing. Due to the fact that the CDA does not own the property, it is impossible to apply for infrastructure grants, and as such, CDA and CDA partners are on hold until we own the property. An initial plan for water, sewer and other utilities was completed under the 2021 grant award.

Planning for the use of HB2017 funding to begin to develop access to the properties is ongoing. The CDA has acquired \$7M to utilize towards the development and design a road to access the Depot Industrial area by the southern boundary in Umatilla Co and to begin planning for a road to access the Port Industrial area in Morrow County from the west. Access is important to redevelopment as we have industrial development property in two counties.

- Preliminary map of electrical needs for future development on the Umatilla Co side of the property was clearly designed.
- The CDA continued to work with sub-leases that include 11 igloos, a small sublease on Ag property and a small space leased on the ground to the construction company that is performing the remediation for the Army. The CDA was advise by local BRAC that they would not allow for additional sub-leases as we are so close to transfer. The CDA agrees that we would not want to slow down the process at this time.

## April 2022-March 2023

During April 2022, OLDCC awarded a grant to the CDA for April 2022-March 2023 in the amount of \$700,223.00. Federal funding award of \$630,197.00 and Non-Federal funding of \$70,026.00.

The following has been completed during this grant cycle:

1. The negotiation and finalization of a Memorandum of Agreement (“MOA”) with the United States Army along with other work required to be able to finalize the conveyance of Parcel 1 and Parcel 2 to the CDA. This transaction is scheduled to close in March 2023. Our work on this transaction has included:
  - a. due diligence concerning the sale and transfer of property to CDA, including extensive review of retained easements and rights of way, water rights, utilities, and access issues (road and rail);
  - b. substantial revisions of the draft deed, which included, among other things, the significant change of the quit claim deed to a bargain and sale deed;
  - c. work with Morrow County and Umatilla County to recognize Parcel 1 and Parcel 2 as legal lots of record upon conveyance to the CDA;
  - d. reviews and drafting of easements, licenses and memoranda of agreement with third parties, including with Umatilla County (water pipeline), the Oregon Military Department (rail, electric utilities), and Umatilla Electric Cooperative (electric utilities);
  - e. extensive work was done on title search for the property,
  - f. evaluating preliminary title reports and working with First American Title Company to issue title insurance for Parcel 1; and
  - g. drafting and negotiating a bill of sale to transfer personal property located on Parcel 1.
2. Evaluating in efforts related to the April 2019 MOA with the CTUIR and with the future transfer of property to the CTUIR.
3. Evaluating infrastructure needs in response to letters of intent and other forms of potential future tenant/owners’ interest in Parcel 1.
4. Navigating public records requests, including a public records petition.
5. Developed a public contracting policy for the CDA, evaluating existing

engineering contracts and the need for amendment or termination of the same, and developing requests for proposals for needed engineer of record contracts that will support development of Parcel 1.

6. Drafting, revising, and negotiating confidentiality agreements with potential developers.
7. Responding to various letters of intent (which cannot be negotiated until after the sale of Parcel 1 is closed).
8. Will begin to work on master planning and land use requirements associated with the future development of Parcel 1.

## **Grant April 1, 2023-March 31, 2024**

### **Need for Assistance**

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We anticipate during the grant cycle April 1, 2023 - March 31, 2024 the CDA will take official ownership of the depot in March 2023. The proposed grant will enable the CDA to develop a master plan for infrastructure development, which will be determined through strategic planning, a feasibility study on infrastructure is likely to also occur. It will allow for the CDA to begin construction projects that are mandated through the Programmatic Agreement Amendment and to utilize the funds to start construction on a road that will support the location of projects at the site. The assistance will allow for the CDA to negotiate contracts and bring industry and jobs back to the depot site.

### **Grant Abstract**

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The Columbia Development Authority is receiving technical and financial support for the continued planning and redevelopment of the Umatilla Army Depot, located in Umatilla and Morrow counties in Eastern Oregon. The grant is for continued Columbia Development Authority operational support and consulting services associated with the following:

- Legal assistance will provide professional services related to the partition 4019 acres and will provide review of all transactional agreements in order to transfer this parcel to CTUIR. Legal services to provide suggestions, edits and documents as the CDA works to develop the site.
- Planning assistance to begin construction on a road that will help CDA to attract development and provide access to CDA properties. To design a parking lot and kiosk area at the southern Oregon trail area per the Programmatic Agreement Amendment. To oversee CDA projects as assigned and to provide expert input on projects for development of the property.

This grant advances the Columbia Development Authority's ability to begin the master planning for 9,511.37 acres of the Depot at the onset of local control for economic development of the sit. A partition of the 4019 acres to be transferred to the Confederation

Tribes of the Umatilla Indian Reservation. The Army and Columbia Development Authority expect to conclude the second phase of parcel 2 of 28.07 acres at a later time.

### **Results or Benefits Expected**

The expected results of the grant assistance will be to have a Master Plan for Infrastructure in place. Partition and subdivision of the site and transfer 4019 acres of Wildlife Habitat to the CTUIR through a quick claim deed from the CDA. The CDA and CTUIR will begin work on a joint project during this grant cycle. The grant will allow the CDA to be able to begin construction on a road for future industrial development and construction of a parking lot and kiosk area at the southern Oregon Trail area and build a fence to memorialize the 1944 igloo accident site. The grant will allow us to negotiations with industrial prospectors to bring economic opportunities by creating jobs back to the region will be vital to the economic health of the area.

### **Approach and Timeline**

#### APPROACH AND TIMELINE

The Columbia Development Authority's office is located at the Port of Morrow in Morrow County. The CDA will continue to staff the redevelopment office to maintain management, coordination, communication, planning, and reuse activities of the CDA.

The Port of Morrow will continue to act as the fiscal agent for this grant. The Port of Morrow serves as the economic development agency for Morrow County. They are responsible for managing several Federal and State Grants each year. As the fiscal agent of this grant, the Port of Morrow will ensure equity and parity in the management and use of federal funds on behalf of the CDA. The Port of Morrow is instrumentality of local government in the state of Oregon.

Legal Support services are key components in providing professional services related to the Army transfer for reviews, edits, agreements, and transactional documents including the list below in regards to the real estate that will be conveyed to the Columbia Development Authority.

Legal Support Services will provide professional services as we transition the property back to the community for development.

During the April 1, 2023 to March 31, 2024 grant cycle, we are projecting that our legal work will include the following:

1. Land use related work: This work is anticipated to include up to two land use hearings in Umatilla (or Morrow) County but excludes any appeals to Land Use Board of Appeals or the Oregon Court of Appeals. The land use work is anticipated to include:

- a. master plan development in Umatilla County;
  - b. partition/subdivision of the CTUIR parcel;
  - c. partition/subdivision/boundary line adjustment of the Cleaver Farm parcel;  
and
  - d. a larger subdivision(s) in Umatilla County and/or Morrow County.
2. The transfer of 4011 acres to CTUIR as provided for in the April 1, 2019 CDA-CTUIR MOA: This work excludes the partition of the acres to be owned by the CTUIR, which work is covered under the land use related work referenced in paragraph 1 of this section. The CTUIR sale tasks are anticipated to include:
  - a. drafting and negotiating the sale agreement;
  - b. preparing and/or negotiating an access easement for the benefit of CTUIR;
  - c. securing the grant of a right of way for utilities;
  - d. transferring groundwater rights to the CTUIR;
  - e. other work associated with closing the sale to CTUIR; and
  - f. otherwise complying with CDA's obligations as set forth in the MOA.
3. Negotiating the sale of farm property to Cleaver Farms, in coordination with CTUIR: This work excludes the partition of the acres to be owned by Cleaver Farms, which work is covered under the land use related work referenced in paragraph 1 of this section. The Cleaver Farm sale tasks are anticipated to include:
  - a. drafting and negotiating the sale agreement; and
  - b. other work associated with closing the sale.
4. Negotiating letters of intent, options, leases and sale agreements: CDA has had extensive interest from a number of companies in developing, leasing and/or owning parts of Parcel 1 once it is owned by CDA. The potential complexities associated with purchasing and/or leasing property from the CDA due to the history of the site as the former Umatilla Depot and the lack of existing infrastructure on Parcel 1.
5. Contracts: This work includes assisting with public contracting questions, developing additional RFPs, developing internal systems and processes to select contractors, and drafting and negotiating agreements with contractors.
6. Public relations: This work includes responding to public relations/media inquiries and public records requests related to the development of the property and management of the CDA.



7. Supporting water, electrical, and sewer development and delivery to Parcel 1: This work may entail providing legal advice regarding water rights available to be transferred to Parcel 1 (i.e., from the cities or ports); negotiating contracts to develop the infrastructure needed for these utilities; negotiating easements for the utility related infrastructure; and negotiating agreements to deliver services to Parcel 1.
8. Other: Recognizing that legal needs are not always predictable, we have included an “other” category of legal work that would be associated with CDA’s development and management of Parcel 1. Our estimate costs for legal services that may fall into this category.

A projected timeline for major deliverables, objectives and milestones the Columbia Development Authority is working on:

The Conveyance Package: a conveyance of real and personal property for the purposes of job generation. The Finding Of Suitability to Transfer by deed under CERCLA has completed its 30 day public review, this document is currently under review and signature by ODEQ, the Army expects this document to be signed by the Army by April 2022. The MOA between the Army and the CDA is currently providing its final draft and suggested edits to the Office of General Counsel. A title search will be conducted by title companies in Umatilla and Morrow Counties will be conducted in April 2022. The Deed shall be the equivalent of a good and sufficient deed, conveying any and whatever title is held by the Army. The CDA assumes that at closing June 2022 the the Army shall deliver the applicable Deed and the Army-CDA Easements, Water Rights held by the CDA, in final form of execution by the CDA along with any other documents reasonably required by the title company to record such Deed and issue a standard coverage owner's policy of title insurance with respect to the Parcels that will transfer from the Army to the CDA.

Prepare for closing and transfer documents for the land that will transfer from CDA to CTUIR of 4059 acres for Wildlife Habitat management by September 2022.

Planning Support Services

Planning and development of the CDA Property

EASEMENT PREPARTION February 2023

The Columbia Development Authority (CDA) has made significant progress with site planning activities for the layout, roads, utilization of water rights, and utilities needed to serve various properties that were formerly part of the Ordinance facility at Camp Umatilla just west of Hermiston, Oregon.

The development of several needed easements for the CDA property. Future utilities are expected to be placed within a new right-of-way developed as part of the separately funded House Bill 2017 roadway work, other easements will need to be created.

SITE PARTITIONING WORK February 2023

This task includes preparing a tentative and final partition plat (subdivision plan) to create needed and future parcels for site development.

WATER RIGHTS WORK March 2023

This work also includes establishing a new well permit(s) for any proposed wells. Anticipated task items include: Research current water rights-related agreements to clearly establish which water rights are to become CDA owned.

Other Planning May Include:

Assist with preparation of utility agreements with utility providers. Further refine infrastructure costs and plans that were developed under grant cycle 2021-2022.

### **Scope of Work/Work Program**

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#### **A. Anticipated Projects**

Following is a partial list of projects that CDA anticipates starting and/or completing during the duration of the grant cycle April 2023-March 2024. Projects may vary from what is stated and are not guaranteed. All, some, or none of the projects may be started or completed. Projects, including those anticipated below, will be assigned by CDA and commenced by Engineering Services and Project Manager.

Prioritizing the projects and developing a timeline will be done by CDA Project Manager with the Engineer. The projects below appear in no order of importance:

1. Infrastructure Master Planning and Strategic Planning
2. Design and Record Umatilla and Morrow County Plats and Subdivisions
3. Partition of Property to be transferred to the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).
4. Begin the Construction on a Road. This road will provide access to CDA property in Umatilla and Morrow Counties. Note: an IGA has been signed between CDA and Oregon Department of Transportation.
5. Begin construction of a parking lot at the southwest Oregon Trail Site per the Programmatic Agreement Amendment

## SCOPE OF WORK

The Engineer will be responsible for providing engineering services commonly expected of licensed and experienced firms in the engineering fields. All work submitted to CDA shall be approved by an Engineer licensed in the State of Oregon.

CDA intends for the engineering service to provide the following services as specifically detailed by specific Work Orders issued during the term this grant, which may include, but is not limited to:

- B.** Meet with CDA staff to consult on anticipated projects and provide a task project estimate for providing the services necessary for each anticipated project.
- C.** Engineering Services shall be fully capable and qualified to update any pre-existing CDA drawings and transfer the same into Auto Cad (or equivalent) computer software.
- D.** Engineering Services shall be experienced in Oregon Department of Transportation (“ODOT”) design criteria, grant and funding requirements, Oregon master plan development requirements and requirements specific to Umatilla and Morrow County.
- E.** Engineering Services shall have at a minimum the capabilities to provide the following services, either directly or through licensed consultants:
  - Civil Engineering
  - Structural Engineering
  - Mechanical Engineering
  - Electrical Engineering
  - Environmental Engineering
  - Construction Management
  - Preparation of Plans and Specifications
  - Preparation of Estimates and Costs for Construction Projects
  - Construction Inspection
  - Providing management assistance for facilities, equipment installation, maintenance, and repair
  - Experience with local building codes and ordinances
- F.** Engineer shall have proficient knowledge of, and current experience with, Davis Bacon and prevailing wage requirements as may be applicable.

For each project, the Engineer shall provide the following services:

- Consult CDA Project Manager on design and engineering alternatives including evaluations of alternatives.
- Prepare technical specifications including all design and engineering work and preparations of drawings to be included as the scope of work for all bid documents.
- Preparations of pre-bid cost estimates for each project and any significant modification to the project scope.
- Preparation of reports or correspondence regarding the project per CDA request.
- Word process and publish project manuals and drawings, including documents furnished by CDA.
- Attend pre-bid and pre-proposal conference meetings and address issues related to the technical specifications and drawings.
- Prepare technical documents as part of addenda to bid documents for CDA to distribute to proposers.
- Prepare documents as required to respond to protest of technical specifications or drawings.
- Investigate bids submitted and assist with reference checks on proposers, if requested by CDA.
- Review bids and recommend firms for contract award.
- Perform on-site inspections with CDA staff and meet with prime and sub-Consultants as required.
- Prepare and issue Project Field Bulletins and Change Orders as required, including cost estimates and cost analysis.
- Assist as needed with the final inspection with CDA staff and Consultants.
- Assist with the preparation and issuance of punch list(s).
- Attend meetings with CDA staff and Consultants as necessary, including but not limited to pre-construction, progress, and project close-out meetings.
- Provide written documentation of each project to CDA at project close.

#### DELIVERABLES

1. Transfer 4019 acres of the Wildlife Habitat from the CDA to CTUIR by February 28, 2024
2. Begin construction on HB2017 road by March 31, 2024
3. Master Plan for Umatilla County and Strategic Planning for Infrastructure by March 31, 2024
4. Design and Record Plats and Subdivisions for Umatilla and Morrow Counties
5. Begin construction of a parking lot at the southern Oregon Trail Section located in Morrow County by March 31, 2024 per the Programmatic Agreement Amendment

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