



# Eastern Oregon Border Region Economic Development Board

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September 8, 2025

Ontario, OR

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## **Attendance**

**Members Present:** Tylor Rembowski, Cheri Hung, Ron Haidle, Nickie Shira, Daniel Longoni

**Members Present Via Zoom:** Melisa Drugge, Business Oregon

**Staff Present:** Shawna Peterson, Executive Director; Emily Conlon, Board Coordinator

**Guests Present:** Derek and Claire Chamberlain, CAPS Auto; Derrick Noll, Energy Trust of Oregon

## **Welcome, Introductions, Minute Approval**

Taylor Rembowski opened the meeting and board members and guests made introductions.

Cheri Hung made a motion to approve the August 4, 2025 and the August 21, 2025 meeting minutes. Nickie Shira seconded the motion and all present board members voted in favor.

## **Public Comment**

None.

## **CAPS Auto – Business Expansion**

Derek Chamberlain attended the meeting along with his wife, Claire Chamberlain, to discuss their auto parts and repair store located in Vale, Ontario, and Baker City, Oregon. Chamberlain provided a history of the business, their mission, background of the auto sales industry, purchasing processes, employee breakdown, and the current business expansion project. Chamberlain highlighted the current setbacks of working with current available distributors and the inception of CAPS Wholesale, where they direct purchase and distribute auto parts. The Vale location is currently looking to add a 900 square foot warehouse building that will house CAPS Wholesale and be the new location for the current auto repair shop.

Derek and Claire Chamberlain will be submitting a Strategic Fund grant request within the month of September for the board's review.

## **Fiscal Report**

Executive Director Shawna Peterson reviewed the OCF fiscal report/statements. As of September 3, 2025, the Border Board fund has a total of \$5,396,222.67. The board also reviewed Executive Director Shawna Peterson's financial report detailing expenses and disbursements for the month.

## **Executive Director Update**

Executive Director Peterson gave an update on her activities since last month's meeting and plans for the month ahead. Peterson noted that the Scott Fairley Memorial Edge Grant, the Ready Workforce Grant, and the Community Improvement Planning Grant are currently open for applications, will close at the end of September, and reviewed by the board in November. There are currently three Edge Grant applications submitted.

Peterson confirmed that the Small Business Signage Grant has been successful in its first few months and she will work on adding the program to the budget; it is currently under Strategic Fund.

Executive Director Peterson reported that the Housing Rezoning Board approved 4 new 2-acre lots in the last month.

Peterson updated the board on upcoming meeting guests, including Cascade Natural Gas to discuss new incentives and Jamie Nuno, recipient of the Infrastructure Loan Program, as well as reviewing board seat terms. Peterson also confirmed that the legislative report due ever fall is complete and ready to submit in the month of September.

## **Housing Incentive Application Approvals**

The board reviewed two Competitive Housing Incentive Program (CHIP) applications and one Property Improvement Rebate Program (PIRP) application. Nickie Shira made a motion to approve CHIP application #85 and #86 in the amount of \$6,000 each for a total of \$12,000. Taylor Rembowski seconded the motion and all present board members voted in favor.

Cheri Hung made a motion to approve PIRP application #17 in the amount of \$8,602.00. Taylor Rembowski seconded the motion and all present board members voted in favor.

## **Loan Program Application Approvals**

The board reviewed one application and one loan change request. Nickie Shira made a motion to approve application #38 in the amount of \$11,615 repaid at \$250 monthly for 47 months or until paid in full and the loan change request for application #27 in the amount of \$9,042.68 repaid at \$155 monthly for 59 months or until paid in full. Ron Haidle seconded the motion and all present board members voted in favor.

## **Small Business Signage Grant Application Approvals**

The board reviewed three Small Business Signage Grant (SBSG) Applications. Cheri Hung made a motion to approve SBSG application #3 in the amount of \$6,000, application #4 in the amount of \$1,265, and application #5 in the amount of \$1,381.33. Nickie Shira seconded the motion and all present board members voted in favor.

## **Rural Roots Discussion**

The board discusses the Rural Roots Leadership Academy current applicants and timeline. Currently, the board has received 7 total applications; 2 of the total reside outside of the Border Region. Executive Director Peterson proposed forming a subcommittee to review and approve

applications in the month of September. After board discussion, Taylor Rembowski, Cheri Hung and Nickie Shira will make up the subcommittee.

The board discussed prospective session locations, which included: Ontario Chamber office, S Peterson Law conference room, upstairs of 1<sup>st</sup> Security Bank in Ontario, OSU Extension Office, and Valley Family Health Care conference room.

### **Next Meeting / Agenda**

The next meeting will be October 6, 2025. Agenda items will include a Fiscal Report from Oregon Community Foundation, and Executive Director update, an update from Cascade Natural Gas, and an update on the Regional Planner Position project.

Meeting closed at 4:50pm.

Approved by: 	<u>10/06/25</u>
Andrew Maeda, Board Chair	Date
Eastern Oregon Border Economic Development Board	