



Eastern Oregon Border Region Economic Development Board

January 5, 2026

Ontario, OR

Attendance

Members Present: Andrew Maeda, Taylor Rembowski, Cheri Hung, Ron Hidle,

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

Guests Present: Derrick Noll, Energy Trust of Oregon

Guests Present Via Zoom: Melisa Drugge, Business Oregon; Tory Stinett, Greater Eastern Oregon Development Corporation; Dawn Hert, Oregon Department of Land Conservation and Development; Feather Sams-Husties, Business Oregon

Welcome, Introductions, Minute Approval

Chair Maeda opened the meeting and board members and guests made introductions.

Taylor Rembowski made a motion to approve the December 1, 2025 meeting minutes. Cheri Hung seconded the motion and all present board members voted in favor.

Public Comment

None.

Fiscal Report

The board reviewed Executive Director Peterson's financial report, capturing the board's expenditures to date. As of December 31, 2025, the Border Board has a total of \$5,269,561.51.

Executive Director Update

Executive Director Peterson gave an update on her activities since last month's meeting and plans for the month ahead:

Rural Roots. The leadership program is going well and the next session will be a Border Board facilitated session on parliamentary procedure on January 16th. The next regular session hosted by RDI is on January 30.

Multi-year Budget. Peterson has been fine tuning the multi-year budget which will be reviewed and discussed at today's meeting.

Pending Grants and Loans. The TVCC request for disbursement has been sent to OCF and should be reflected in the next fiscal report. Additionally, CAPS Wholesale has been issued all required permitting and their building package has been ordered; board staff is working

with OCF to distribute the first half of their funding. Board staff will review reporting due dates and follow up on any past due.

Relationship Building. Peterson has scheduled an upcoming meeting with Senator McLane and Representative Owens to touch base prior to the upcoming legislative session.

The board briefly discussed the third-party administrator contract with OCF and any statutory language binding the board to the organization.

Update from Ontario Recreation District

Andrew Maeda, Ontario Recreation District (ORD) Executive Director, provided an update on their project. Maeda has shared an updated business plan, which includes an updated timeline, information on bids awarded, and information on sources of funding, to the board's Google Drive. He notified the board that permits will be pulled and demolition will commence in the coming week. The target construction completion date is end of June to early July 2026; part of the project management includes frequent 3D virtual tours that will show real-time project progression. Maeda reported that the board can expect a request for reimbursement from ORD around March 2026. Questions and discussion included skate park plans, planning for summer and kick-off events, budgeted and maximum construction costs, and a summary of demolition and the work to be completed.

Housing Incentive Application Approvals

The board reviewed one Competitive Housing Incentive Program (CHIP) application, one Property Improvement Rebate Program (PIRP) application, and two CHIP tax incentive re-applications.

Cheri Hung made a motion to approve CHIP application #102 in the amount of \$6,000, PIRP application #22 in the amount of \$11,379, and CHIP re-application #180 and #181 in the amount of \$1,500 each for a total of \$3,000. Taylor Rembowski seconded the motion and all present board members voted in favor.

Loan Program Application Approvals

The board reviewed one Housing Rehabilitation Loan Program application. Taylor Rembowski made a motion to approve application #43 in the amount of \$15,000 to be repaid at \$350 monthly until paid in full. Cheri Hung seconded the motion and all present board members voted in favor.

Small Business Signage Grant Application Approvals

The board reviewed one Small Business Signage Grant (SBSG) application. Ron Hidle made a motion to approve application #12 in the amount of \$3,334. Cheri Hung seconded the motion and all present board members voted in favor.

2026 Budget Discussion

The board discussed the multi-year budget prepared by Executive Director Peterson. The budget runs from 2026-2028 and reflects spending down the current funds through 2027 where the board would seek replenishment in the 2027 legislative session. Board discussion included the following:

- Reserve for Competitive Housing Incentive Program disbursements
- Forecasted use of state funding and the potential for replenishment to the board
- Potential for applying for grants
- Outstanding loan repayments

After discussion, Ron Hidle made a motion to approve the multi-year budget as presented. Cheri Hung seconded the motion and all present board members voted in favor.

Malheur County Tax Office Invoice

The board reviewed the recently submitted invoice from the Malheur County Tax Office for their administration fee for the 2025-2026 tax year CHIP and PIRP reimbursements. Taylor Rembowski made a motion to approve the Malheur County Tax Office invoice in the amount of \$2,000. Cheri Hung seconded the motion and all present board members voted in favor.

Oregon Community Foundation Contract Discussion

Executive Director Peterson provided a brief summary of the third-party administrator contract and relationship with Oregon Community Foundation (OCF) as well as the City of Ontario's role as a fiscal agent. The board discussed a potential Request for Proposals process to use an alternate third-party administrator and moving the administration of the grant application portal and other current OCF duties to board staff. Potential organizations discussed included the City of Ontario, Community in Action, and the Greater Eastern Oregon Development Corporation. Executive Director will work with Melisa Drugge to determine any statutory requirements of the third-party administrator and begin exploring other options and the RFP process.

Next Meeting / Agenda

The next meeting will be February 2, 2026. Agenda items will include a Fiscal Report from Oregon Community Foundation, an Executive Director update, border board potential programming, and continued discussion on the OCF contract.

Meeting closed at 4:35pm.

Approved by: Andrew Maeda
Andrew Maeda, Board Chair
Eastern Oregon Border Economic Development Board

Date