



**MINUTES**  
**Tuesday, August 22, 2023**  
**1pm**  
**Columbia Development Authority**  
**Board Meeting**  
**Port of Morrow – Great Room**

Note: Please join us in person or by Zoom

**Welcome and Greetings from Chairman Kim Puzey**

**Introductions**

**CDA Board Members:**

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

**CDA Staff:** Greg Smith, CDA Director, Debbie Pedro, CDA Assistant and Emily Collins Project Coordinator

**Guests Introductions** and members of the press: Michele Lanigan, Kelly Doherty, Scott Stanton, Kyla Baumgartner, David Hanson, Josh Burns, Adam Huxoll, Tami Sinor, Jay Marlen, Shannon Souza, Ryan DeGrofft, Tamra Mabbott, Steve Williams, Rich Dial, Erika Lasater, Dan Hester,

**Consent Agenda**

1. Approve CDA Board Meeting Minutes July 25,2023
2. Approve the CDA- BEO July 2023 Statement Balance \$31,787.13 and QuickBooks reports Balance Sheet, and P/L ending balance of \$31,787.13
3. Port of Morrow Report on Grant Expenditures through July 2023

***A Motion to approve the Consent Agenda was made by Mr. Sampson; second by Mr. Shafer, Motion Carries.***

**Action Items:**

1. Annexation Boardman Fire and Rescue MOU-**A Motion to approve the Annexation between the CDA and Boardman Fire and Rescue by approving the MOU was made by Mr. Shafer; second by Ms. Mittelsdorf, Motion Carries.**
2. Annexation Process for Umatilla County Fire District #1-**Director Smith shared the process for annexation:**
  - ***Petition to Annex signed by all of the property owners - this could include the legal, or some other method to describe the property.***
  - ***Endorsement by the District Board***
  - ***File both with the Board of Commissioners***



- **Commissioners set and conduct the required hearing and can adopt an order annexing the property into the district. (NOTE: Schwabe is working on the process for us)**
- 3. Insurance Policy- **Director Smith shared that at last month's meeting the board asked both Elizabeth and Josh Burns to collaborate on a board Insurance Policy. A Motion to approve the Board Insurance Policy was made by Ms. Mittelsdorf; second by Mr. Shafer, Motion Carries.**
- 4. Debit Card for BEO Checking Acct-**A Motion to approve a Debit Card for the CDA Bank of Eastern Oregon checking account #0060000123 and to have it in the name of the Columbia Development Authority w/Debbie Pedro as the primary was made by Ms. Mittelsdorf; second by Mr. Sampson, Motion Carries.**
- 5. PSA CDA and CTUIR – **Director Smith shared that the tract issue remains unresolved. (See TRACT Map). The board suggested that Director Smith, Mr. Sampson along with their perspective attorneys meet to discuss the tracts needed by each party.**
- 6. Road Design Contract – **Contract negotiations are underway with AP.**
- 7. Criteria for Projects – **Would the board provide directions on how they would like you to present projects.**

**Old Business:**

1. UEC Easements Tracts 7-10- **were provided in the board packet the easements are in line with our MOA between UEC and CDA.**

**New Business**

1. Message from the Chairman
2. MASTER and STRATEGIC PLAN PROGRESS **Director Smith and Engineer of Record Fred Ziari gave an update on progress.**
3. Economic Development Updates by CDA Members. **Each member gave a brief update during the meeting.**

Other:

Public Comment Period:

**Adjourn 2:37pm**

**Executive Session there was no 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)*



## Columbia Development Authority

*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=aDRaTlVSZXZXdzUrbFhHZDRvazA1Zz09>

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

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