



**MINUTES**  
**December 22, 2022**  
**8:00am**  
**Columbia Development Authority**  
**Emergency Board Meeting**  
**By ZOOM**

Note: If you are unable to join us in person, please join us by **Zoom**.

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

**CDA Board Members:**

- Chairman Jim Doherty
- Vice Chair Kim Puzey, Port of Umatilla
- Lisa Mittelsdorf, Port of Morrow
- John Shafer, Umatilla County
- Don Sampson, CTUIR
- Alternate Umatilla County Bob Waldher, Alternate Port of Umatilla Robert Blanc, Alternate Port of Morrow Joe Taylor, Alternate CTUIR Kat Brigham, Don Russell Morrow County

**CDA Staff:** Greg Smith, CDA Director, Debbie Pedro, CDA Assistant

**Elizabeth Howard, Schwabe** - CDA Attorney

**Guests Introductions** and members of the press: Melissa Lindsay, Tamra Mabbott, Michelle Slater, Dan Hester, Michele Laniga, Tom Lineer, Pete Tubner, Ryan DeGrofft, Ryan Bailey, Steve Williams, Shannon Souza, David Brown, Mike Thorne, and Byron Smith.

**Consent Agenda**

1. Approve CDA Board Meeting **Minutes October 25, 2022**
2. Approve the CDA- BEO October and November 2022 Statement 134,626.71 and QuickBooks October and November 2022 Balance Sheet and P/L of 134,626.71.
3. Port of Morrow Report on Grant Expenditures through November 2022.

**A motion to approve the consent agenda was made by Mr. Shafer, second by Ms. Mittelsdorf. Motion Carried.**

**Old Business:**

1. (a) Irrevocable Letter of Credit \$960,000. (b) **CDA's Resolution #106 regarding the ILOC was read, a correction of the spelling of Columbia in #1 of the resolution. A discussion on signers for the resolution and board recommendation was to add all CDA board members as signers for resolution #106 and keep #3 authorizing Greg Smith to sign documents referring to closing. In addition to #3 of the resolution changing the end to (with the United States Army). A motion to approve the CDA ILOC Resolution #106 with changes discussed above by Ms. Mittelsdorf and second by Mr. Puzey. Motion Carries.**



**(c) Promissory Note to the Army A motion to approve the Promissory Note to the Army and authorizing Greg Smith to sign the document was made by Mr. Puzey, second by Ms. Mittelsdorf. Motion Carried. (d) MOA can be signed by Greg today if CDA is in agreement with the ILOC, (e) Contribution Agreement in the Agreement Item #7 Umatilla County added: To the extent allowed and limited by the Oregon Constitution and Oregon Tort Claims Act. Also, to add the CTUIR Tort Claims Code language under Agreement #7. Additionally adding the language to the document obligations to each of the five members of the CDA would be obligated to 20% each in Recitals E. and under the Agreement section #6 in the document.**

**A motion to approve the Contribution agreement by Ms. Mittelsdorf, second by Mr. Puzey. Motion Carried. (Note: the agreement will go out to CDA board members to sign as we are closer to closing date).**

2. **Emergency Services on CDA property after transfer Mr. Smith shared that the snow removal and road maintenance are items we will need to address. Emergency response is there something in place to authorize Director Smith to move forward in making decisions. There is not a resolution in place currently. Mr. Sampson shared that that is why CDA should have a formal budget adopted and add to our to do list and executive management policy will help define those authorities. Mr. Shafer shared that the director should have authorization. By consensus that the director would have authorization to move forward on making decisions.**
3. **Public Records Request Order-may be moved to executive session Order from the District Attorney in Morrow County regarding the Malheur Enterprise was discussed.**

#### **New Business**

1. **Strategic Planning Director Smith shared he would like to set a date for January as we determine internal procedural items as well as a procurement, emergency services, and future budget and fiscal policy and his conversation with Ryan DeGrofft about Business Oregon Grant opportunity. Mr. Sampson will share their executive management policy. The board suggested that the planners be involved. Director Smith suggested two meetings, one for strategic planning and one for master planning. Mr. Sampson shared that the CDA should have operational policies in place during this strategic planning. Business Oregon funding would be used for industrial site master planning, roads, infrastructure, lots, and work with engineers. Then Organizational procedures and operations would be separate funding opportunity. The board agrees that these two sessions would be separate.**
2. **Project Update Mr. Smith update the board on recent meeting with a project and others the CDA has met with. Ms. Mittelsdorf shared that CDA should develop a list of questions we give a developer that pertains to CDA property.**
3. **Economic Development Updates were given.**

Other:

**Public Comment Mr. Williams asked about Columbia Basin Farms purchase option and timeline.**

**Adjourn**

**Executive Session There was no executive session.**



## Columbia Development Authority

**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.*

Join Zoom Meeting

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