



Agenda
Tuesday, April 25, 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 Wenholz, 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

Guests Introductions and members of the press:

Consent Agenda

1. Approve CDA Board Meeting and Executive Session Minutes March 28, 2023
2. Approve the CDA- BEO March 2023 Statement \$38,541.16 and QuickBooks March 2023 Balance Sheet and P/L \$38,541.16.
3. Port of Morrow Report on Grant Expenditures through March 2023.

Action Items:

1. Policies
2. Ratify Water Recharge Zoning Permit Application
3. Annexation of Property Fire District 1/Insurance

Old Business:

1. Business Oregon/Center Point Site Visit – Ryan DeGrofft



New Business

1. Igloo use by Umatilla County
2. July Ribbon Cutting and Ceremony
3. Economic Development Updates by CDA Members

Other:

Director Update

**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

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Meeting ID: 840 3477 5464

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MINUTES
Tuesday, March 28, 2023
1pm
Columbia Development Authority
Board Meeting
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Welcome and Greetings from
Introductions CDA Board Members

CDA Board Members:

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

Guests Introductions and members of the press:

Consent Agenda

1. Approve CDA Board Meeting and Executive Session Minutes February 28, 2023
2. Approve the CDA- BEO February 2023 Statement \$142,626.71 and QuickBooks February 2023 Balance Sheet and P/L 142,626.71.
3. Port of Morrow Report on Grant Expenditures through February 2023.

A Motion to approve the consent agenda was made by Mr. Sampson to approve the consent agenda; second by Jeff Wenholz, Motion Carries.

Action Items:

1. Policies **Mr. Smith** asked the board to take some time to go over the policies between now and the next CDA board meeting.
2. Leases A lease with the Walla Walla Foundry was reviewed by the board.

Old Business:

1. RFP update **Mr. Smith** shared that the CDA did send an RFP out for Engineer of Record, because there was low response and the scope was too narrow, I recommend we do a direct hire for this portion as long as the work is under 100,000 and follow Oregon Public Contracting law for our future projects.
2. UEC Easement/s were discussed. UEC will share their map with the board.
1. Business Oregon – Ryan DeGrofft shared information about the site visit to Center Point May 15-17, 2023 and confirmed which board members and staff would be attending.



New Business

1. CDA to transfer to CTUIR 4019 acres **CDA attorney and CTUIR attorney are currently working on the details. Mr. Smith shared that he is meeting with county planners, county board alternates to work on the details for the land partition for the 4019 acres and farm parcel.**
2. Economic Development Updates by CDA Members

Other:

1. **Project letter Mr. Smith shared that the letter that has been redrafted and is satisfactory, he will sign and return to the project.**
2. **The Umatilla Co. water pipeline easement will be recorded tomorrow.**

Public Comment

Adjourn

Executive Session -Discussions on potential projects there were no decisions made.

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Return to Regular Session

Adjourn

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Columbia Development Authority

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Two Marine Drive
P.O. Box 200
Boardman, OR 97818
541-481-3693

www.columbiadevelopmentauthority.com

Columbia Development Authority

Profit & Loss

February 24 through March 31, 2023

	Feb 24 - Mar 31, 23
Ordinary Income/Expense	
Income	
Refund Income	328.00
Total Income	328.00
Gross Profit	328.00
Expense	
Bank Service Charges	15,025.05
First American Title Company	87,696.50
Insurance Expense	1,692.00
Total Expense	104,413.55
Net Ordinary Income	-104,085.55
Net Income	<u>-104,085.55</u>

Columbia Development Authority
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CDA Checking Account-BEO	38,541.16
Total Checking/Savings	38,541.16
Total Current Assets	38,541.16
TOTAL ASSETS	<u><u>38,541.16</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	134,626.71
Net Income	-96,085.55
Total Equity	38,541.16
TOTAL LIABILITIES & EQUITY	<u><u>38,541.16</u></u>

10:35 AM

04/11/23

Columbia Development Authority
Reconciliation Summary
CDA Checking Account-BEO, Period Ending 03/31/2023

	Mar 31, 23
Beginning Balance	142,626.71
Cleared Transactions	
Checks and Payments - 4 items	-104,413.55
Deposits and Credits - 2 items	328.00
Total Cleared Transactions	-104,085.55
Cleared Balance	<u>38,541.16</u>
Register Balance as of 03/31/2023	38,541.16
Ending Balance	38,541.16

Columbia Development Authority
Reconciliation Detail
CDA Checking Account-BEO, Period Ending 03/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						142,626.71
Cleared Transactions						
Checks and Payments - 4 items						
Check	02/24/2023	2505	Swanson Insurance ...	X	-1,692.00	-1,692.00
Check	02/28/2023	2506	Bank of Eastern Ore...	X	-15,000.00	-16,692.00
Check	03/01/2023	W/D	Wire to First Americ...	X	-87,696.50	-104,388.50
Check	03/31/2023	W/D	Bank of Eastern Ore...	X	-25.05	-104,413.55
Total Checks and Payments					-104,413.55	-104,413.55
Deposits and Credits - 2 items						
Check	10/24/2022	2504	Tribes NW Eco Sum...	X	0.00	0.00
Deposit	03/13/2023	DEP	First American Title ...	X	328.00	328.00
Total Deposits and Credits					328.00	328.00
Total Cleared Transactions					-104,085.55	-104,085.55
Cleared Balance					-104,085.55	38,541.16
Register Balance as of 03/31/2023					-104,085.55	38,541.16
Ending Balance					-104,085.55	38,541.16

CDA GRANT EXPENDITURES

PORT OF MORROW | 4-1-2022 THRU 3-31-2023 | AS OF 4-20-2023| CL090-22-01|

WAGES

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	
02/14/23 Payroll Bi-Weekly 2/10/2023	7,964.00	
02/28/23 Payroll Bi-Weekly 2/24/2023	7,944.80	
03/14/23 Payroll Bi-Weekly 3/10/2023	7,983.20	
03/28/23 Payroll Bi-Weekly 3/24/2023	7,983.20	
LRA TOTAL WAGES	400.4200.00	\$205,570.42
P/R COST 42%	415.4200.00	\$86,339.58

PAYROLL COSTS LRA TOTAL	4XX.4200.00	\$291,910.00
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CONTRACT SERVICES

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
2/16/2023 FIRST AMERICAN TITLE INSURANCE CLOSING FEE	20,000.00

CONTRACT SERVICES LRA TOTAL	506.4200.00	\$60,589.41
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TELEPHONE

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
2/28/2023 DEBORAH PEDRO - FEBRUARY PHONE	100.00

2/28/2023	GREGORY SMITH - FEBRUARY PHONE	100.00
3/31/2023	DEBORAH PEDRO - MARCH PHONE	100.00
3/31/2023	GREGORY SMITH - MARCH PHONE	100.00

TELEPHONE LRA TOTAL	515.4200.00	\$2,400.00
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SUPPLIES		
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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
2/22/2023	VISA 8246** - 8246: OWL SUPPLIES, NAME BADGES, MISC. SUPPLIES	499.07
2/28/2023	VISA 8246** - 8246: Google storage	1.99
3/22/2023	VISA 8246** - 8246: OFFICE SUPPLIES	820.97
3/22/2023	VISA 8246** - 8246: UMATILLA COUNTY RECORDING	211.13

SUPPLIES LRA TOTAL	550.4200.00	\$4,463.86
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LEGAL		
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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
1/11/2023	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	8,322.00
1/31/2023	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	7,470.00
2/28/2023	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	29,421.00
3/31/2023	SCHWABE, WILLIAMSON & WYATT - Umatilla Army Depot Acquisition	9,668.30

LEGAL LRA TOTAL	555.4200.00	\$260,539.79
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ADS & PUBLICATIONS

2/20/2023	VISA 8246** - 8246: ADVERTISING RFP ENGINEER	240.9
2/28/2023	SYKES PUBLISHING LLC - AD - NOTICE ENGINEER RFP	85.6
2/28/2023	OREGON MEDIA GROUP - ANNOUNCEMENT/PUBLIC NOTICE RFP ENGINEER	147.9
3/22/2023	VISA 8246** - 8246: ENGINEER AD	338.6

ADS & PUBLICATIONS TOTAL	560.4200.00	\$813.00
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TRAVEL

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
2/28/2023	DEBORAH PEDRO - reimb: Mtg's, depot tours	179.47
2/28/2023	VISA 8246** - 8246: BRAC MTG IN DC	974.41
3/22/2023	VISA 6348** - 6348: BRAC MTG IN DC EXPENSES	5,065.65
3/22/2023	VISA 8246** - 8246: BRAC MTG IN DC - SYKES	1,332.37
3/31/2023	DEBORAH PEDRO - reimb: Mtg's, depot tours, Pendleton Courthouse	267.21
3/31/2023	GREGORY SMITH - Mileage Reimb: MEETINGS	134.11

TRAVEL LRA TOTAL	570.4200.00	\$18,507.91
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EDUCATION CDA		
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8/22/2022	VISA 8246** - 8246: Oregon economic development training	213.80
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EDUCATION CDA LRA TOTAL	573.4200.00	\$213.80
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DUES & SUBSCRIPTIONS		
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5/19/2022	ASSOCIATION OF DEFENSE COMM. - MEMBERSHIP DUES	450.00
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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
3/31/2023	WILLOW CREEK VALLEY ECONOMIC - ANNUAL DUES	25.00

DUES & SUBSCRIPTIONS LRA TOTAL	580.4200.00	\$1,720.57
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LEASE EXPENSE

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
2/28/2023	LRA Lease	2,906.83
3/31/2023	LRA Lease	2,906.83

LEASE EXPENSE LRA TOTAL	594.4200.00	\$34,881.96
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TOTAL OF LEDGER	EXPENSES YEAR TO-DATE	\$676,040.30
	<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)
EXPENSES TOWARDS 4TH QTR ENDING 3/31/2023		\$174,060.33

POLICIES 2023
COLUMBIA DEVELOPMENT AUTHORITY CDA

These are the policies adopted by the Board of the Columbia Development Authority. The date of the board meeting at which each policy was adopted is indicated below. These policies should be reviewed annually by the Board.

CONFLICT OF INTEREST POLICY

Adopted

1. Purpose. The purpose of this Conflict-of-Interest Policy is to protect the CDA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Board member or director of the CDA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to the corporation.

2. Definitions.

a. Interested Person. Any Board member, director, principal officer, or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) An ownership or investment interest in any entity with which the CDA has a transaction or arrangement,
- (2) A compensation arrangement with the CDA or with any entity or individual with which the CDA has a transaction or arrangement, or
- (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CDA is negotiating a transaction or arrangement.

c. Compensation. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under paragraph 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

3. Procedures.

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, that person shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing Conflict of Interest. (1) The interested person may make a presentation at the Board meeting, but afterwards, that person shall leave the meeting during the discussion of, and if there is a vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The governing Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the governing Board shall determine whether the CDA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the CDA Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the CDA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violation of Conflict-of-interest Policy. If the CDA Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the CDA Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate and corrective action.

4. Records of Proceedings. The minutes of the meeting of the CDA Board and committees with Board delegated powers shall contain (1) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed; and (2) the names of those persons present for discussions and votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. Compensation.

a. A voting member of the CDA Board who receives compensation, directly or indirectly, from the CDA for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of the board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CDA for services is precluded from voting on matters pertaining to that member's compensation.

c. A voting member of the CDA Board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CDA , either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6. Annual Statements

Each director and principal officer with governing Board delegated powers shall annually sign a statement or state at a board meeting which affirms such person: (1) has received a copy of the Conflict of Interest Policy, (2) has read and understands the policy, (3) has agreed to comply with the Policy.

7. Use of Outside Experts

When conducting the periodic reviews, the CDA may, but need not use outside experts. If outside experts are used, their use shall not relieve the CDA Board of its responsibility for ensuring periodic reviews are conducted.

DIRECTOR INVOLVEMENT POLICY

Adopted

All board members are legally responsible for the organization **and** are expected to actively monitor the organization's financial health as well as its substantive work.

Board members are expected to attend **all** full board meetings, and to notify the Executive Director in advance if they will miss a meeting.. A board member who misses several consecutive board meetings will be contacted by an officer to review their willingness and availability to continue serving.

Every board member is expected to become well informed about CDA's work and organizational management. This can be accomplished by regularly attending meetings **and** events; and attending and participating in regularly scheduled board meetings.

Board members are expected to ensure that no conflict of interest exists in **their** role as a board member, and to inform the Executive Director should any potential conflict arise.

FINANCIAL POLICY

Adopted

The current signatures on the CDA bank account are Kim Puzey, Lisa Mittelsdorf, John Shafer, Don Sampson, Jeff Wenholz and Greg Smith. All disbursements require two signatures.

1. Separate financial duties. Effective internal controls limit any single individual from having control over two or more phases of a financial transaction or operation. Generally, duties should be segregated into four categories: individuals with access to assets; individuals with access to accounting systems and accounting records; individuals in management or control positions; and individuals exercising independent oversight, such as the Executive Director or the CDA Board.

2. Reconcile and examine bank statements monthly. The CDA's bank statements should be reconciled monthly by someone who does not sign checks on behalf of the organization. In addition, copies of checks, wire transfer information, and other information relating to deposits and withdrawals should be maintained along with the monthly statement. Checks and other expenditures should be examined to verify that the payments are consistent with the organization's activities and that the expenditures were appropriate.

If the organization banks online, it should still be sure it is regularly downloading or printing and storing its bank statements, deposit slips, check images, and similar documents. **Cash handling procedures.** Cash transactions should be recorded into QuickBooks or log to enable account reconciliation. It is important that any cash revenues be deposited to the CDA bank account as soon as possible, and that management verifies that the amount deposited matches the amount collected.

3. Document income. Revenue from sources other than cash (i.e., credit cards, checks, etc.), should also be entered into a QuickBooks or log, at the very minimum. Checks should be restrictively endorsed (for example: "for deposit only, ABC organization, First National Bank, account # 123456789) immediately upon receipt. Checks and deposit slips should be copied before they are deposited. Noncash donations should also, be recorded, and accounted for.

4. Control the use of credit and debit cards. The number of users of CDA credit cards are limited and policies regarding their use are separately adopted. Credit card statements, bank statements, and supporting documentation should be reviewed monthly by someone who is not on the list of authorized card users. This is currently monitored through the Port of Morrow.

The reviewer should confirm that each charge is supported by a receipt and documentation of the business purpose of the expense

5. Control the disbursement process. All disbursements should be approved by Executive Director and the CBA Board. The approver should confirm that the payment is supported by an appropriate check request, invoice and/or purchase order, that the same invoice is not paid more than once, and that the stated amount of goods or services were truly received by the CDA. The CDA's list of vendors should be reviewed for reasonableness, duplication, on a regular basis. Cash expenditures should be avoided to the extent possible. Consistent with the proper segregation of duties, a single person should not be responsible for the collection, deposit, and reconciliation of cash receipts or other sources of income. If it is necessary to make payments in cash, those payments should be fully documented through advance approval, signed receipts by persons receiving cash, and expense vouchers or other documentation that the cash was used appropriately.

6. Control expense reimbursements. The CDA requires all reimbursable expenses to be preauthorize by the Executive Director and the Port of Morrow.

d. Authorized expenses should only be reimbursed if original receipts and other supporting documentation are submitted with the reimbursement requests. Under no circumstances should anyone ever write their own reimbursement check. Check stubs or copies of reimbursement checks should be retained along with authorization forms, reimbursement requests, and receipts. These expenses and reimbursements will be monitored through the Port of Morrow.

7. Use timesheets and proper payroll controls. The CDA is generally required to report expenses on a functional basis, and payroll is often the CDA's largest expense. Aall employees must use a timekeeping system which allows time worked to be recorded which provides a mechanism for Executive Director's approval. Before paychecks are issued, the Executive Director should ensure that timesheets have been properly approved. This is currently monitored through the Port of Morrow.

8. Utilize budgets. The CDA will develop and adopt an annual budget in which it estimates incoming revenue and outgoing expenses for the year. Currently the CDA's budget is based on a federal grant which pays all expenses.

I 0. Utilize general ledger accounting and regular financial reports. A system of general ledger accounting which enables categorizing and tracking income and expenditures shall be used. In addition to regular budget reports noted above, the Executive Director will regularly prepare and distribute statements of activity (commonly known as income statements) and statements of position (commonly known as balance sheets) for the board's review and consideration.

1 I. Get it in writing. Document all internal control procedures in writing or in a protected digital format. For example: if you review and approve the timecard or reimbursement report to the port, you should immediately sign and date the report. If you perform an internal control procedure but fail to document that fact, the organization cannot prove that its internal controls are being implemented.

Appoint a grants manager. The CDA has appointed a dedicated individual who is responsible for reviewing all grants and/or contracts received by the organization, understanding the " fine print," and ensuring that all grant/contract terms and deadlines are met. This obligation is fulfilled by CDA staff. Tthe Port of Morrow is CDA grant administrator.

12. Have a data back-up plan. The CDA ensures that staff is backing up any electronically stored financial data in the event of a computer outage. The CDA should also ensure that they have alternative arrangements in place to address a situation in which the person who is normally responsible for the organization's finances becomes suddenly unavailable.

PUBLIC DISCLOSURE POLICY

Adopted

CDA records are public records. To be exempt from disclosure, a statutory exemption must be identified.

INSURANCE POLICY

Adopted 5-31-2022.

The CDA shall be insured through SDAO administered by Swanson Insurance Group.

PUBLIC RECORDS REQUEST

POLICY Adopted 10-25-
2022

PURPOSE

This Public Records Requests Policy is intended to support the CDA with consistency by establishing standards for the CDA relating to charging practices and policies for fulfilling requests for public records and providing a standard process for the CDA to use when evaluating requests to reduce or waive fees assessed for fulfilling a request.

The CDA shall review and, if necessary, update its Public Records Request charging policies and practices from time to time.

APPLICABILITY & PROCESS

This Policy applies to the Columbia Development Authority.

Columbia Development Authority is not an agency of the State of Oregon (*see* Amended and Restated Columbia Development Authority Intergovernmental Agreement (2014)), nor is it a public body as that term is defined in the Oregon Public Records Laws. *See* ORS 192.311(4). However, pursuant to its Intergovernmental Agreement, CDA “shall be subject to the requirements of the .Public Records. .laws of the State of Oregon.” Amended and Restated Columbia Development Authority Intergovernmental Agreement, Section 5.d.

The requirements in this Policy do not supersede, modify or replace the existing or other legal responsibilities of the Columbia Development Authority.

The Columbia Development Authority is the “custodian” as defined in ORS 192.311(2) for purposes of responding to a public records request submitted in compliance with this policy.

The executive assistant for the Columbia Development Authority shall receive and process all public records requests submitted to the CDA in compliance with this Policy.

Within five business days of receipt of a written request to inspect or receive a copy of a public record submitted in compliance with this policy, CDA shall acknowledge receipt of the request or complete the public body's response to the request. An acknowledgment under this subsection must:

- (a) Confirm that CDA is the custodian of the requested record;
- (b) Inform the requester that the CDA is not the custodian of the requested record; or
- (c) Notify the requester that the CDA is uncertain whether the public body is the custodian of the requested record.

Within fifteen business days or as soon as reasonably possible, the CDA shall:

- (a) Complete its response to the public records request; or
- (b) Provide a written statement that the CDA is still processing the request and a reasonable estimated date by which the CDA expects to complete its response based on the information currently available.

Upon receipt of a public records request, CDA staff and directors shall deliver responsive public record documents to the executive assistant within five business days of receipt of the public records request (which shall be shared upon receipt with the CDA board and staff) so as to facilitate a timely response to any public records request.

Pursuant to ORS 192.311(5):

- (a) "Public record" includes any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.
- (b) "Public record" does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.

EXHIBITS

• **EXHIBIT A: Public Records Request Form & Submission**

• **EXHIBIT B: Standardized Fee-Schedule**

EXHIBIT C: Public Interest Threshold Evaluation Form (Fee-Waiver or -Reduction Request)

PROCUREMENT POLICY
Columbia Development Authority (CDA)
Adopted

- 1.01 Purpose
- 1.02 Definitions
- 1.03 Local Contract Review Board 1.04 Model Rules
- 1.05 Public Contracts
- 1.06 Exemptions
- 1.07 Public Improvement Contracts by
Competitive Quotes
- 1.08 Method of Offer, Bid or Proposal
- 1.09 Protests
- 1.10 Disposition of Personal Property

Public Contracting Code of Conduct

- 1.20 Public contracting code of conduct

LOCAL CONTRACT REVIEW BOARD RULES

§ 1.01 PURPOSE.

These rules are promulgated by the CDA pursuant to the authority granted to that Board by ORS 279A.060 and 279A.070, for the purpose of establishing the rules and the procedures for contracts entered into by the CDA.

(passed [Date])

AWARD. The selection of a person or entity to provide goods, services or public improvements under a public contract. The award of a contract is not binding on Columbia Development Authority until the contract is executed and delivered by the Board of Directors.

§ 1.02 DEFINITIONS.

For these rules, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BOARD. The CDA Board Members shall act as the Local Contract Review Board for CDA.

COMPETITIVE QUOTES. Offers from competing vendors. The solicitation may be by advertisement or a request to vendors to make an offer. The solicitation and the offer may be in writing or oral.

PUBLIC CONTRACTING CODE. ORS Chapters 279A, 279B and 279C, as implemented by these rules.

§ 1.03 LOCAL CONTRACT REVIEW BOARD.

Except as otherwise provided in these Rules, the powers and duties of the local contract review board under the Public Contracting Code shall be exercised and performed by the CDA Board, and all powers and duties given or assigned to contracting agencies by the Public Contracting Code shall be exercised or performed by the Board of the CDA or its designee.

§ 1.04 MODEL RULES.

Except as otherwise provided in these Rules or by rule or order of the Board, the Model Public Contract Rules, Oregon Administrative Rule 137, divisions 46, 47, 48 and 49, (“Model Rules”), adopted by the Oregon Attorney General and from time to time amended, shall be the rules of the Board. Where reference is made in these Rules to any provision of the Public Contracting Code, unless the CDA rules provide otherwise, the corresponding provisions of the Model Rules shall also apply.

§ 1.05 PUBLIC CONTRACTS.

All CDA Contracts, as defined by ORS 279A.010, will be procured and awarded as provided by the Public Contracting Code as implemented by these rules.

§ 1.06 EXEMPTIONS.

A. The Board may award a public contract under Public Contracting Code exemptions or as Special Procurement pursuant to the requirements of ORS 279B.085. Such procurements allow CDA to enter into one or more contracts over time without following the requirements of competitive sealed bidding, competitive sealed proposals or intermediate procurements.

B. Exemptions and Class Special Procurements

The Board declares the following as exemptions or classes of special procurements:

(1) Public Contracting Code Exception. Any contract exempted by the Public Contracting Code and Oregon Administrative Rules, except as set out in these rules.

(2) Sole Source - Single seller or price of products required. Contracts for purchase where there is only one seller or product of the quality available.

(3) Emergency. If the Board, by majority vote of members present, determines that emergency conditions require prompt execution of the contract. A determination of such an emergency shall be entered into the record of the meeting at which the determination is made.

(4) Contracts with public agencies.

Contracts made with, or the cost of which is provided by, other public agencies.

(5) Contracts with federal programs.

Purchases through federal programs as a procurement made under 10 USC §381, the Electronic Government Act of 2002 (P.L. 107-347) or other federal law that is determined by Board similar to those provisions in effectuating or promoting transfers of property to contracting agencies. Purchases would include those administered by the United States General Services Administration for procurement by local governments.

(6) Personal service contracts and personal services.

A personal services contract is a contract primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, attorneys, auditors and other licensed professionals, artist, designers, computer programmers, performers, consultants and property managers. The Board or its designee shall have discretion to determine whether a particular type of contract or service falls with the foregoing definition and this exemption and if any further procurement requirements will be necessary.

(7) Contracts for price regulated items. Contracts for the purchase of goods or services where the rate or price for the goods or services being purchased is established by federal, state or local regulatory authority.

(8) Allocated petroleum products.

Contracts for the purchases of petroleum products if such purchase is required to be made from a particular supplier as a result of a federal allocation or if purchase from other than an established supplier could jeopardize an allocation or future supply of such petroleum products.

(9)Asphaltic concrete and rock.

Contracts for the purchase of asphaltic concrete and rock where the material is to be used for maintenance. Where practicable, Two Quotes shall be obtained.

(10)Copyrighted or patented materials. Contracts for the purchase of copyrighted or patented materials where there is only one supplier available for such goods.

(11)Advertising contracts.

Contracts for the purchase of advertising, including that intended for the purposes of giving public or legal notice.

(12)Investment contracts.

Contracts for the purpose of investment of public funds or the borrowing of funds.

(13)Requirements contracts.

Purchases of goods or services from a supplier when the price of the goods and services has been established under a previous competitive bid requirements contract whereby it is agreed to purchase requirements or an anticipated need at a predetermined price.

(14)Used Personal Property or Equipment.

The CDA may directly purchase used personal property and equipment that can be purchased for a lower cost than substantially similar new property or equipment. Used property and used equipment is property or equipment that has been placed in use by a previous owner or user for a period of time, and which is recognized in the relevant trade or industry, if there is one, as qualifying the personal property as "used." Used personal property or equipment generally does not include property or equipment if the CDA was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement. To the extent practicable, competitive bids are to be obtained for such used personal property or equipment.

(15)Computer Equipment.

Contracts for purchase or acquisition of computer equipment (hardware or software) may be let without competitive bid subject to the following conditions:

(A) Prior to selection of the contractor, reasonable efforts have been made to solicit proposals from all known vendors. If the amount of the contract exceeds \$20,000, written proposals shall be solicited from appropriate vendors appearing on the list composed by the Computer Information Services or its successor or by publication of an advertisement in a major trade publication of general circulation.

(B) The contractor is selected on the basis of the most competitive offer in both the cost and quality of the product to be purchased or acquired.

(C) Wherever a contract for computer equipment let pursuant to this exemption exceeds \$10,000, a written report shall be submitted to the Board. The report shall include:

1. The name of the company and, if applicable, the name of the retail vendor;
2. The reasons why competitive bidding was not appropriate; and
3. A description of the reasons why the contractor was selected and other proposals rejected.

(16) *Insurance contracts.* Contracts for insurance.

(16) *Equipment maintenance.* Contracts for the purchase of services, equipment or supplies for the maintenance, repair or conversion of existing equipment if required for the efficient utilization of the equipment. Where practicable, Two Quotes shall be obtained.

(17) *Non-Owned Property.* Contracts _____ or arrangements for the sale or other disposal of abandoned property or other personal property not owned by CDA.

(18) *Utilities.* Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.

(19) *Contract amendments.* Any contract amendment, including change orders, extra work, field orders, and other change in the original specifications that changes the original contract price or alters the work to be performed, may be made with the contractor subject to the following conditions:

(A) The original contract imposes a binding obligation on the parties covering the terms and conditions regarding changes in the work;

(B) The amended contract does not substantially alter the scope or nature of the project; or

(C) If the amendment has the effect of substantially altering the scope or nature of the project, the amount of the aggregate cost change resulting from all amendments creating such new obligations shall not exceed 10% of the initial contract.

(20) *Additional Goods or Services.* Additional goods or services may purchased even though the original contract did not provide unit prices or allow for additional purchases.

§ 1.07 PUBLIC IMPROVEMENT CONTRACTS BY COMPETITIVE QUOTES.

A. Public Improvement Contracts estimated by the Board not to exceed \$100,000, for highways, bridges and other transportation projects, may be awarded in accordance with by obtaining Two Quotes with the Board making the determination to award the contract to the prospective contractor whose quote will best serve the interests of CDA.

B. Contracts awarded under this section may be amended as provided by §36.07(2)

C. § 1.08 METHOD OF OFFER, BID OR PROPOSAL.

D. Unless submitted as a Competitive Quote, only original hard copy bids or proposals will be accepted, and facsimile and electronic offers, bids and proposals will be rejected as non-responsive

E. In lieu of publication in a newspaper of general circulation in CDA, the advertisement for an invitation to bid or request for proposals for a public contract may be published electronically by posting on the CDA website in the location within the website maintained on a regular basis for such posting.

§ 1.09 PROTESTS.

A. Except as otherwise provided in the Public Contracting Code and Model Rules, a hearing before the Board or its designee (“hereinafter Board”) for any protests allowed or required by the Public Contracting Code, shall be conducted in accordance with the procedures contained in this section.

B. For purposes of this section, “Party” means:

- (1) Each person entitled as of right to a hearing before the Board;
- (2) Each person named by the CDA to be a party; or
- (3) Any person requesting to participate before the agency as a party or in a limited party status which the CDA determines either has an interest in the outcome of the CDA's proceeding or represents a public interest in such result.

C. Parties may elect to be represented by counsel and to respond and present evidence and argument on all issues involved.

D. Unless precluded by law, informal disposition may be made of any case by stipulation, agreed settlement, consent order, default or written agreement.

E. The Board shall place on the record a statement of the substance of any written or oral ex parte communications on a fact in issue made to the member or officer during the pendency of the proceeding and notify the parties of the communication and of their right to rebut such communications.

F. The record in support of a decision shall be made at the time set for hearing or any extension thereof approved by the Board. Testimony may be given without oath or affirmation. Cross-examination of witnesses by parties shall not be allowed. Provided however, the Board may question any witness appearing before it. A verbatim oral, written or mechanical record shall be made of all motions, rulings and testimony. The Board shall ensure that the record developed at the hearing shows a full and fair inquiry into the facts necessary for consideration of all issues properly before the presiding officer. The record need not be transcribed unless requested for purposes of court review. The party requesting transcription shall pay the cost thereof unless the Board determines on affidavit the indigency of the requesting party.

G. Evidence in contested cases.

(1) In contested cases, irrelevant, immaterial or unduly repetitious evidence shall be excluded but erroneous rulings on evidence shall not preclude action on the record unless shown to have substantially prejudiced the rights of a party. All other evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. The Board shall give effect to the rules of privilege recognized by law. Any part of the evidence may be received in written form.

All evidence shall be offered and made a part of the record in the case, and except for matters stipulated to and except as provided in paragraph (4) of this subsection, no other factual information or evidence shall be considered in the determination of the case. Documentary evidence may be received in the form of copies or excerpts, or by incorporation by reference. The burden of presenting evidence to support a fact or position in a case rests on the proponent of the fact or position.

(2) Every party shall have the right to submit rebuttal evidence.

(3) The Board may take notice of judicially cognizable facts. Parties shall be notified at any time during the proceeding but in any event prior to the final decision of material officially noticed and they shall be afforded an opportunity to contest the facts so noticed.

H. The Board will make its decision within the time requirements of the Public Contracting Code and Model Rules.

§ 1.10 DISPOSITION OF PERSONAL PROPERTY.

Personal property of CDA may be disposed of without competitive bidding under any of the following conditions:

(1) There are specific statutory procedures for the sale of the type of property involved and the property is disposed of according to those procedures.

(2) The property has a value of less than \$1000 unless otherwise provided by statute; or

(3) The Board finds that competitive bids would be inappropriate for the type of property involved. A report of all sales made under this division shall be made to the Board and shall include the reasons that competitive bids were deemed inappropriate.

(0) Any personal property acquired with government funds may be subject to terms and conditions stated in various agreements and regulations. Any disposition of personal property must be in accordance with the terms of these agreements and regulations. Limitations may include contact with federal or state agency, method of disposition, and distribution of proceeds.

PUBLIC CONTRACTING CODE OF CONDUCT

§ 1.20 PUBLIC CONTRACTING CODE OF CONDUCT.

(A) No employee, officer, or official of the CDA, or agent thereof, will participate in the selection, or in the award or administration of a contract, if a conflict of interest, as defined in ORS Chapter 244, real or apparent, will be involved.

(D) No officer or employee of the county, or its designees or agents, no member of the governing body and no other public official of the CDA, who exercises any functions or responsibilities with respect to any public contract during their tenure, or for one year thereafter, shall have any interest, direct or indirect, in work to be performed in connection with such a contract. All public contracts and subcontracts for the county shall incorporate, or cause to be incorporated, a provision prohibiting such an interest. .

-End

Land Use Information Form



Oregon Water Resources Department
 725 Summer Street NE, Suite A
 Salem, Oregon 97301-1266
 (503) 986-0900
 www.wrd.state.or.us

Applicant: John Shafer
First Last

Mailing Address: 216 SE 4th Street

Pendleton OR 97801 Daytime Phone: 541-278-6203
City State Zip

A. Land and Location

Please include the following information for all tax lots where water will be diverted (taken from its source), conveyed (transported), and/or used or developed. Applicants for municipal use, or irrigation uses within irrigation districts may substitute existing and proposed service-area boundaries for the tax-lot information requested below.

Township	Range	Section	¼ ¼	Tax Lot #	Plan Designation (e.g., Rural Residential/RR-5)	Water to be:	Proposed Land Use:
See attached Table						<input type="checkbox"/> Diverted <input type="checkbox"/> Conveyed <input type="checkbox"/> Used	
						<input type="checkbox"/> Diverted <input type="checkbox"/> Conveyed <input type="checkbox"/> Used	
						<input type="checkbox"/> Diverted <input type="checkbox"/> Conveyed <input type="checkbox"/> Used	
						<input type="checkbox"/> Diverted <input type="checkbox"/> Conveyed <input type="checkbox"/> Used	

List all counties and cities where water is proposed to be diverted, conveyed, and/or used or developed:

Umatilla County

B. Description of Proposed Use

Type of application to be filed with the Water Resources Department:

- Permit to Use or Store Water
 Water Right Transfer
 Permit Amendment or Ground Water Registration Modification
 Limited Water Use License
 Allocation of Conserved Water
 Exchange of Water

Source of water: Reservoir/Pond
 Ground Water
 Surface Water (name) Columbia River

Estimated quantity of water needed: 45 cubic feet per second
 gallons per minute
 acre-feet

Intended use of water: Irrigation
 Commercial
 Industrial
 Domestic for household(s)
 Municipal
 Quasi-Municipal
 Instream
 Other Artificial Groundwater Recharge

Briefly describe:

An application for a limited water use license is being submitted to the Oregon Water Resources Department requesting to use water from the Columbia River for artificial groundwater use.

Note to applicant: If the Land Use Information Form cannot be completed while you wait, please have a local government representative sign the receipt at the bottom of the next page and include it with the application filed with the Water Resources Department.

See bottom of Page 3. →

For Local Government Use Only

The following section must be completed by a planning official from each county and city listed unless the project will be located entirely within the city limits. In that case, only the city planning agency must complete this form. This deals only with the local land-use plan. Do not include approval for activities such as building or grading permits.

Please check the appropriate box below and provide the requested information

- Land uses to be served by the proposed water uses (including proposed construction) are allowed outright or are not regulated by your comprehensive plan. Cite applicable ordinance section(s): UCDC 152.056, 152.131
- Land uses to be served by the proposed water uses (including proposed construction) ^{(EFU) (RR)} involve discretionary land-use approvals as listed in the table below. (Please attach documentation of applicable land-use approvals which have already been obtained. Record of Action/land-use decision and accompanying findings are sufficient.) **If approvals have been obtained but all appeal periods have not ended, check "Being pursued."**

Type of Land-Use Approval Needed (e.g., plan amendments, rezones, conditional-use permits, etc.)	Cite Most Significant, Applicable Plan Policies & Ordinance Section References	Land-Use Approval:	
<u>Zoning Permit</u>	<u>152.538 Uses permitted with a Zoning Permit in Depot Refuge Zone</u>	<input type="checkbox"/> Obtained <input type="checkbox"/> Denied	<input type="checkbox"/> Being Pursued <input type="checkbox"/> Not Being Pursued
		<input type="checkbox"/> Obtained <input type="checkbox"/> Denied	<input type="checkbox"/> Being Pursued <input type="checkbox"/> Not Being Pursued
		<input type="checkbox"/> Obtained <input type="checkbox"/> Denied	<input type="checkbox"/> Being Pursued <input type="checkbox"/> Not Being Pursued
		<input type="checkbox"/> Obtained <input type="checkbox"/> Denied	<input type="checkbox"/> Being Pursued <input type="checkbox"/> Not Being Pursued
		<input type="checkbox"/> Obtained <input type="checkbox"/> Denied	<input type="checkbox"/> Being Pursued <input type="checkbox"/> Not Being Pursued

Local governments are invited to express special land-use concerns or make recommendations to the Water Resources Department regarding this proposed use of water below, or on a separate sheet.

Name: Robert T Waldher Title: Director
 Signature: Robert T Waldher Phone: 541-278-6251 Date: 04/13/23
 Government Entity: Umatilla County Community Development

Note to local government representative: Please complete this form or sign the receipt below and return it to the applicant. If you sign the receipt, you will have 30 days from the Water Resources Department's notice date to return the completed Land Use Information Form or WRD may presume the land use associated with the proposed use of water is compatible with local comprehensive plans.



Receipt for Request for Land Use Information

Applicant name: _____
 City or County: _____ Staff contact: _____
 Signature: _____ Phone: _____ Date: _____



UMATILLA COUNTY ZONING PERMIT

DEPARTMENT OF LAND USE PLANNING

216 SE 4th ST. Pendleton, OR 97801

Phone: 541-278-6252 • Fax 541-278-5480

Email completed applications to:

planning@umatillacounty.gov

Website: www.co.umatilla.or.us/departments/planning

Permit No.	
ZP - 23 - 066	
<input type="checkbox"/> Zoning Permit	\$100
<input type="checkbox"/> Code Violation	\$100
<input type="checkbox"/> Design Review	\$350
<input type="checkbox"/> Floodplain Dev. Permit	\$250
<input type="checkbox"/> Replace Dwelling Verify	\$75
<input type="checkbox"/> Rural Address	\$50
<input type="checkbox"/> Towers (Cell, Met, etc.)	\$200

EMAIL: john.shafer@umatillacounty.gov Home or Cell (541) 278-6203

APPLICANT NAME Umatilla County - John Shafer PHONE _____ Work () _____

MAILING ADDRESS 216 SE 4th Street, Courthouse Pendleton, OR 97801
STREET CITY STATE ZIP

PROPERTY OWNER(S) Columbia Development Authority PHONE (541) 481-3693

MAILING ADDRESS PO Box 200 Boardman, OR 97818
STREET CITY STATE ZIP

TWP ^{4N & 5N} 27 RING SEC _____ ACCT # 135555 & 135557 Map # 4N27;200 & 5N27;900 Tax Lot # 200 & 900

LAND USE ZONE UDR PARCEL SQ FT/ACRES _____ SITE ADDRESS _____

REQUIRED SETBACKS (Stream Setback 100-ft) FRONT N/A ft. SIDE N/A ft. SIDE N/A ft. REAR N/A ft.

Is the property in a FLOODPLAIN? No Yes. FLOOD ZONE _____ Is a Flood Development Permit required? No Yes

If the permit is for an accessory building located within the EFU/GF Zones, how will it be used? Personal Use Farm Use Not Applicable

ACCESS PERMIT: Has an access permit been issued from the County or ODOT? No Yes In Process Not Applicable

MANUFACTURED HOME (placement/removal) – Has the County Assessor's Office been contacted? No Yes Not Applicable

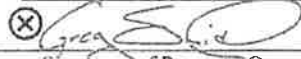
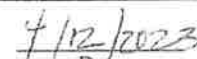
PROPOSED USE or STRUCTURES: 1) Umatilla County Groundwater Recharge YEAR - SIZE 45 cfs
Briefly describe the use 2) Pipeline Project YEAR - SIZE _____

These conditions apply to various uses authorized via a zoning permit. Planning Staff will check those that apply, if any.

- Manufactured Home Placement**, pursuant to UCDC 152.013 the mobile home unit shall be manufactured after January 1, 1972, and bear the "Insignia of Compliance" if prior to 1976.
- Replacement of a dwelling in a resource zone**. The dwelling to be replaced MUST be removed, demolished or converted to an approved nonresidential use within **one year** of the date of certification of occupancy of the new dwelling. **A Replacement Covenant and the Covenant Not to Sue must be recorded.**
- Met Towers**. Temporary met towers must be removed within two years from the date of a zoning permit; an extension of one year may be requested prior to the permit expiration.
- Temporary Mobile Home/Temporary Hardship Dwelling**. The home MUST be removed within 90 days from the date the hardship ends. **(Contact County Planning as soon as the hardship ends.)**

I hereby certify that the above information is correct and understand that issuance of a permit based on this application will not excuse me from complying with effective Ordinances and Resolutions of the County of Umatilla and Statutes of Oregon, despite any errors on the part of the issuing authority in checking this application. The applicant must notify the Planning Department if there are ANY changes in the details of this Zoning Permit. This Zoning Permit may be REVOKED if the information provided is found to be false.

* **SIGNATURE OF ALL PROPERTY OWNERS REQUIRED** (additional signature pages are available upon request)

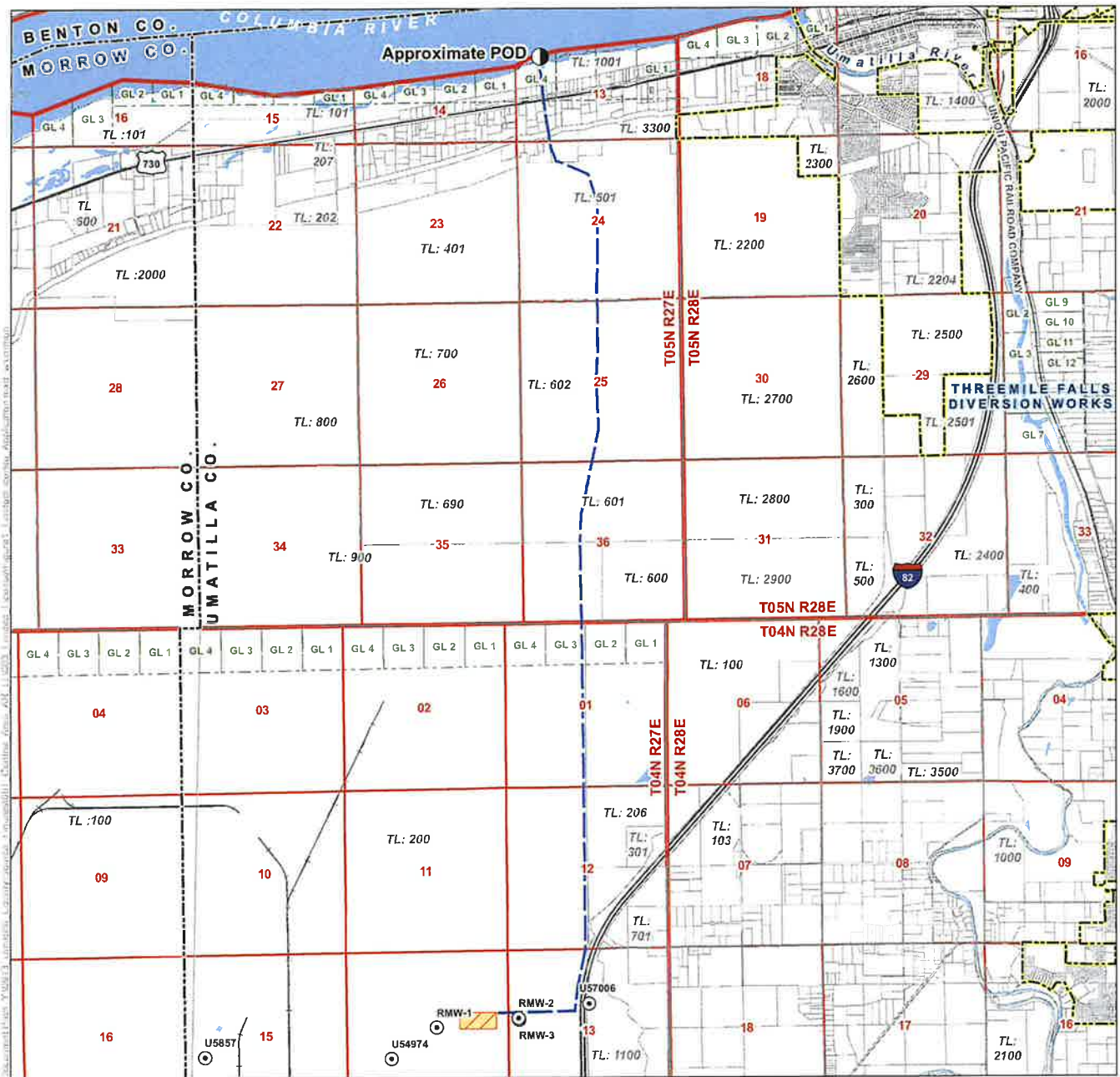
<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 
Signature of Property Owner, Title	Signature of Property Owner, Title
<u>Greg Smith - CDA Executive Director</u>	_____
Printed Name of Property Owner	Printed Name of Property Owner
<u>4/12/2023</u>	_____
Date	Date

DATE APPROVED 04/13/23 APPROVED BY Robert T. Walden PERMIT NO ZP - 23 - 066

RELATED: LUD, CUP and/or VARIANCE NO _____

EXTENDED or AMENDED, DATE APPROVED _____ APPROVED BY: _____

VALID FOR ONE YEAR ONLY UNLESS OTHERWISE NOTED. This is NOT a Building or Subsurface Disposal Permit Revision Date: April 19, 2022



LEGEND

- ⊙ Monitoring Well
- Approximate Point of Diversion (POD)
- Proposed Conveyance Line
- ▨ Proposed Recharge Basin
- Government Lot (GL)
- Tax Lot
- Major Road
- Railroad
- ~ Watercourse
- Waterbody

Figure 1
Limited License Application
for Artificial Recharge
 Umatilla County
 Township 4 and 5 North, Range 27 East (W.M.)

DISCLAIMER

This map was prepared for the purpose of identifying the location of a water right only and it is not intended to provide legal dimensions or location of property ownership lines.

Date: March 20, 2023
 Data Sources: BLM, ESRI, OWRD, USGS

LOCATION DESCRIPTION

Approximate Point of Diversion
 Located 550 feet South and 4,490 feet West from the NW corner of Section 13, Township 5 North, Range 27 East (W.M.)

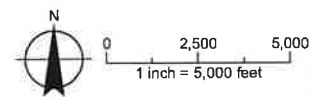


Table A - Umatilla County Land Use

Township	Range	Section	1/4 1/4	Tax Lot #	Plan Designation	Water To Be:	Proposed Land Use:
4N	27E	1	NENW SESW	200	Depot Refuge	Conveyed	Artificial groundwater recharge
4N	27E	12	NENW SESW	200	Depot Refuge	Conveyed	Artificial groundwater recharge
4N	27E	13	NENW SESW	200	Depot Refuge	Conveyed	Artificial groundwater recharge
4N	27E	14	SENE SWNE	200	Depot Refuge	Conveyed/Used	Artificial groundwater recharge
5N	27E	13	SWSW	3301	Exclusive Farm Use	Conveyed	Artificial groundwater recharge
5N	27E	13	SWSW	200	Exclusive Farm Use	Conveyed	Artificial groundwater recharge
5N	27E	24	NWNW	200	Rural Residential	Conveyed	Artificial groundwater recharge
5N	27E	24	NENW SESW	501	Exclusive Farm Use	Conveyed	Artificial groundwater recharge
5N	27E	25	NENW SESW	602	Exclusive Farm Use	Conveyed	Artificial groundwater recharge
5N	27E	36	NENW SESW	601	Exclusive Farm Use	Conveyed	Artificial groundwater recharge
5N	27E	36	NESW SESW	900	Depot Refuge	Conveyed	Artificial groundwater recharge



Umatilla County Fire District # 1
320 South first Street
Hermiston, OR 97838
Office 541-567-8822 www.ucfd1.com fax 541-564-6463



UMATILLA COUNTY FIRE DISTRICT 1
FIRE PROTECTION PROPOSAL TO
COLUMBIA DEVELOPMENT AUTHORITY LANDS

Emergency Services Overview:

There are no agreements in place for any type of fire protection services between Umatilla County Fire District 1 (UCFD1) and Columbia Development Authority (CDA) to cover the assets that were recently transferred from the federal government to CDA. Thus, presently there are no structural fire, wildfire, hazmat, and rescue services responding to CDA lands which must and can be quickly remedied.

As background, years ago the federal government funded a full-time structure and wildland fire department on the depot grounds prior to the chemical weapons being destroyed around 2012. Oregon Military Department (OMD) still has ownership/control of the approximately 7500 acres for military training operations and has available on site only wildland firefighting equipment and personnel but has no structural firefighting equipment nor trained structure fire personnel on site.

Oregon Military Department (OMD) and UCFD1 currently have signed agreements with UCFD1 to provide paramedic ambulance services and a mutual-aid emergency response for wildland fires only. UCFD1 and OMD have been working on an agreement for structural fire protection and rescue services for months without success due to the lack of OMD's inclusion of a mutually equitable hold harmless agreement which UCFD1 has in numerous agreements with other local, state, and federal agencies.

Proposal:

Umatilla County Fire District 1 is recommending the fastest and most effective way to provide structural and wildland fire protection, rescue, hazmat and fire prevention services to the Columbia Development Authority is through an annexation of CDA lands into the Fire District.

The annexation can include all CDA lands in both Umatilla and Morrow counties with emergency responders' access through Umatilla County off Interstates 82 and 84.

OUR MISSION

Umatilla County Fire District # 1 is devoted to protecting the communities we serve by providing the highest quality of compassionate and professional services.



Umatilla County Fire District # 1
320 South first Street
Hermiston, OR 97838
Office 541-567-8822 www.ucfd1.com fax 541-564-6463



The Annexation Roadmap:

1. The CDA board of directors would need to vote to annex their property into Umatilla County Fire District 1 at a regularly scheduled CDA Board meeting.
2. CDA staff, with the assistance of UCFD1 staff, will fill out the Umatilla & Morrow County petitions to annex that would be presented to both the Umatilla & Morrow County Board of Commissioners for approval which must include a map and legal description of the proposed lands to be annexed into the Umatilla County Fire District 1.
3. The UCFD1 Board of Directors could then pass a resolution to annex the CDA lands into the fire district at their regularly scheduled Board meeting on May 10th or at a special Board meeting to ensure a timely annexation process is completed.
4. The CDA petition, UCFD1 resolution, map and legal description will then be turned into Umatilla and Morrow Counties for final approval by their Board of Commissioners.
5. UCFD1 has successfully completed these types of annexations in the past and believes the entire process could be completed within sixty (60) days after approval by the CDA Board.

Why CDA Annexing into Umatilla County Fire District 1 Is Beneficial to CDA

UCFD1 is the largest, most highly trained fire, paramedic, and hazmat team in Eastern Oregon. With an ISO rating of 3, a management staff that has a combined 167 years of emergency response experience, a staff of 80 responding from 5 stations with all the required structural, wildland and hazmat equipment, and a fully staffed fire station that can respond to CDA assets in approximately 5 minutes, annexation is the most logical and best choice.

The ISO rating alone, which only 8% of all the fire departments in the United States have, can make a huge difference in fire insurance premiums, as well as helping obtain the best available insurance and financing for the project.

UCFD1 also has a full-time fire prevention division lead by Fire Marshal Scott Goff, who has years of experience with the Oregon Fire Marshall's office and as an employee of UCFD1 has done all the preplanning and approvals for the Amazon Data Centers, Lamb Weston expansion etc. located in the Cities of Hermiston, Umatilla as well as Umatilla County.

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Cost of Annexation:

The costs of the annexation itself are minimal. CDA would pay for the costs of providing the proper plat maps and legal descriptions so District and County resolutions could include the correct property descriptions.

Yearly taxes would be assessed at \$1.75/\$1000 based upon the county's assessed value. The CDA land would not come onto the tax rolls until 2024 at the earliest. Bond costs vary depending on when an asset is assessed and are approx. 30 cents/\$1000 per year.

Summary:

We believe that with the annexation of CDA lands, UCFD1 will consistently be able to provide the very best in fire prevention, fire suppression, rescue, medical and hazmat services that are available in all of Eastern Oregon.

Scott J Stanton

Scott Stanton

Fire Chief

sstanton@ucfd1.com

OUR MISSION

Umatilla County Fire District # 1 is devoted to protecting the communities we serve by providing the highest quality of compassionate and professional services.

Location	Building	Name	Value	Year Built	Sq Ft	Construction Type	# Stories	Roof Type	Electric Type	Heating Type	Plumbing Type	Photos
	11	385- Maintenance Support Building (11)	\$ 1,210,483	1998	12,000	Frame	1	Metal	N/A	N/A	N/A	Y
	12	386- Non-Toxic Maintenance Area (10)	\$ 2,427,459	1998	17,600	Frame	1	Metal	N/A	N/A	N/A	Y
	13	382- Laboratory (8)	\$ 1,560,982	1998	9,475	Frame	1	Metal	N/A	N/A	N/A	Y
	14	384- Container Handling Building (12)	\$ 3,428,323	1999	35,500	Frame	1	Metal	N/A	N/A	N/A	Y
	15	Electrical Building (6)	\$ 3,292,805	1999	995	Frame	1	Metal	N/A	N/A	N/A	Y
	16	Gate House (5)	\$ 107,520	1998	1500	Frame	1	Metal	N/A	N/A	N/A	Y
	17	PUB (7)	\$ 2,255,426	1999	22,500	Frame	1	Metal	N/A	N/A	N/A	Y
	18	Pump House	\$ 56,133	1998	1386	Frame	1	Metal	N/A	N/A	N/A	Y
		Scheduled Equipment -- Caterpillar 3608 Generator	\$ 3,000,000	2000		SN: 6MC00598						Y
		Water Tank	\$ 1,500,000	1998								Y
		Total	\$ 18,839,131									

Building numbers in Name Column in (Parenthesis) are intended to match up and reference with "Building Schedule" from Marshall Valuation Service Report

Columbia Development Authority

Property Pictures and Info



De-Mil Area

Overhead



- Bldg 1: 360 Process Support Building
- Bldg 2: 371 Medical Laboratory Module
- Bldg 3: 373 Operations Waste Management
- Bldg 4: 391 Protocol and Environmental Center
- Bldg 5: 390 Administrative Support Building
- Bldg 6: 351 Modules 5,6,7 Connected
- Bldg 7: 350 Modules 8,9,10 Connected
- Bldg 8: 353 Modules 11,12,13 Connected
- Bldg 9: 352 Modules 1,2,3,4 Connected
- Bldg 10: 381 Personnel and Maintenance Building
- Bldg 11: 385 Maintenance Support Building
- Bldg 12: Non-Toxic Maintenance Area
- Bldg 13: 382 Laboratory
- Bldg 14: Container Storage Area
- Bldg 15: Electrical Building
- Bldg 16: Gate House
- Bldg 17: PUB (Boiler Building)

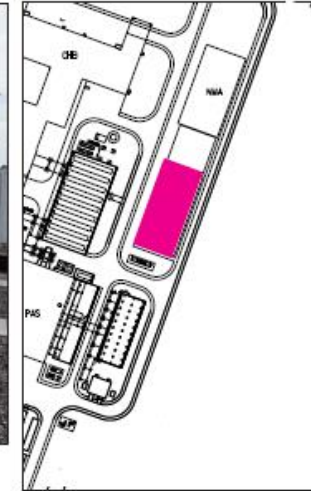
Buildings Listed in **Red** are not covered by SDAO Property Coverage, but are covered for Liability

Maintenance Support Building (MSB)

Bldg 11: 385 – Maintenance Support Building



Outside of the MSB



Conference rooms (room can be divided in half by a curtain)



Main hallway



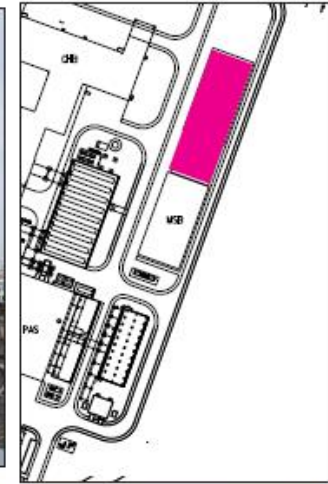
Bldg 11 – 385 Maintenance Support Building



Bldg 12: 386 – Non-Toxic Maintenance Area



Outside of the NMA



Lunchroom



Conference room



Large shop area and
covered breezeway

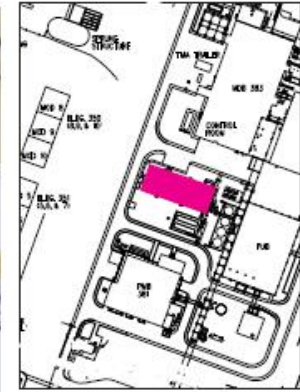
Bldg 12 – 386 Non – Toxic Maintenance Area



Bldg 13: 382 – Laboratory



Laboratory (LAB)



Laboratory analysis rooms (Two large and seven smaller analysis rooms with 14 ventilation hoods)



Outside



Private and open offices available



Hallways with lockers



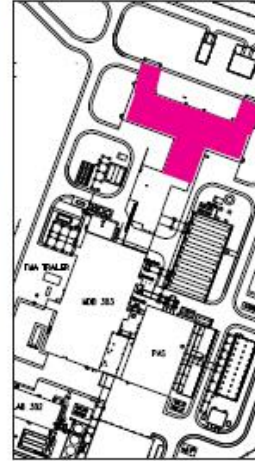
Lunchroom area

Container Handling Building (CHB)

Bldg 14: 384 Container Handling Building



Southeast corner



Northeast side



Southwest corner



Interior



South loading dock

Bldg 14: 384 Container Handling Building



Bldg 15 – Electrical Building



Bldg 17 PUB (Boiler Building)



De-Mil Area: Pump House (Bldg 19) and Water Tanks



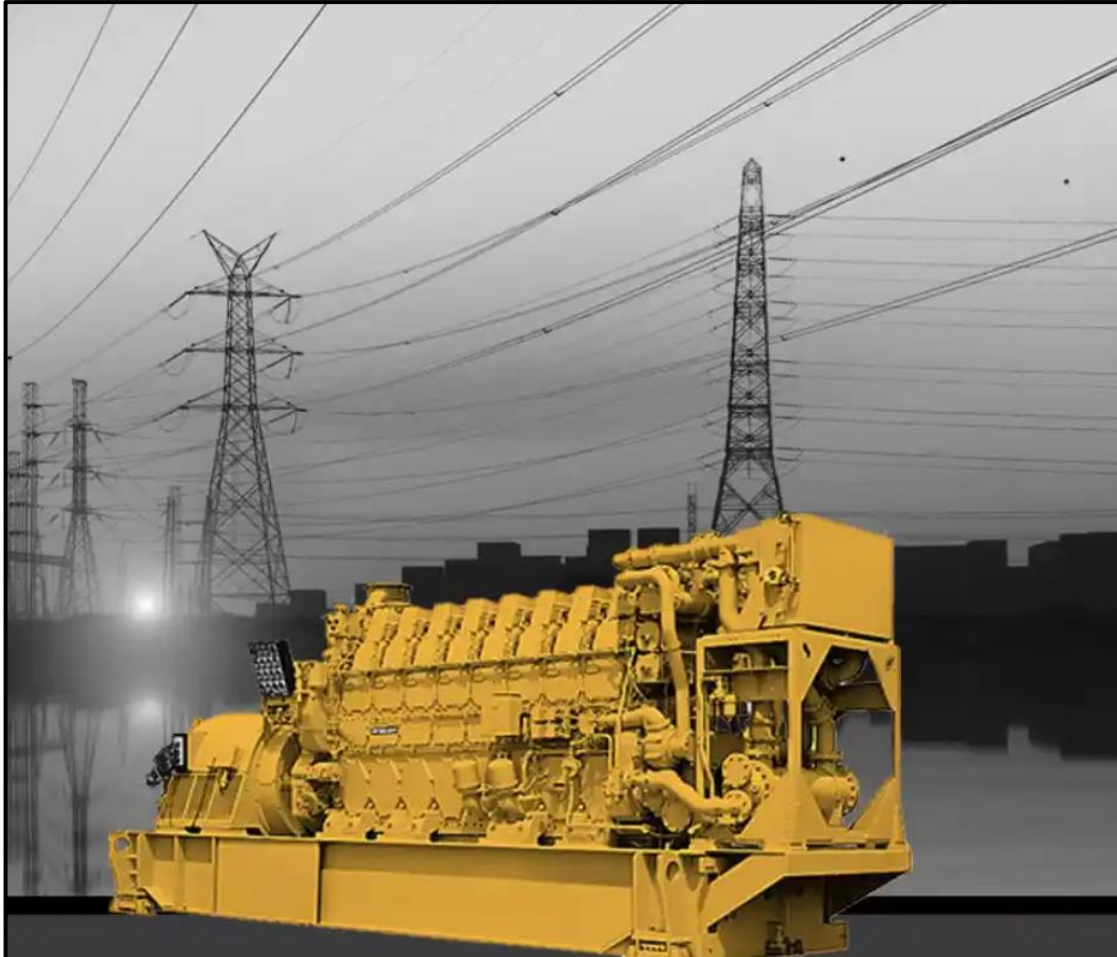
De-Mil Area – Covered Storage Area



Large Generator in Storage Container



Large Generator in Storage Container



Diesel Generator Sets

3608 (60 Hz)

[REQUEST A PRICE](#)

[FIND DEALER](#)

KEY SPECS

Maximum Rating

2660 ekW

Minimum Rating

1830 ekW

Emissions/Fuel Strategy

Low Fuel Consumption