



# Columbia Development Authority

## MINUTES

Tuesday, June 25, 2024

1pm

Columbia Development Authority (CDA)

Board Meeting

Location: Hermiston Chamber Board Room or by Zoom

Note: Please join us by attending in person or by Zoom

The full packet is posted online prior to the meeting at [www.umadra.com](http://www.umadra.com)

### Welcome and Greetings from Chairman Kim Puzey

#### Introductions

##### CDA Board Members:

- Chairman, Kim Puzey, Port of Umatilla
- Vice Chair, John Shafer, Umatilla County
- JD Tovey, CTUIR
- Jeff Wenholz, Morrow County
- Kelly Doherty, Port of Morrow
- Alternate Umatilla County Dan Dorran, Alternate Port of Umatilla Robert Blanc

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

**Guests Introductions** and members of the press: Steve Williams, Shannon Souza, Justin Nelson, Gibb Evans, Christopher Al, Jonathan Black, Maggie Tallmadge, David Brown, Alex Jones, MC Planning, Haakon Weinstein, Enter user all by Zoom, Byron Smith Josh Burns, Adam Huxoll, Ryan DeGrofft, Patrick Collins, Brian Lemke and Jed Crowther.

#### Consent Agenda

1. Approve CDA Board Meeting Minutes April 23, 2024  
<https://acrobat.adobe.com/id/urn:aaid:sc:US:63923c1d-6311-4699-a74a-5d5123a7fbc2>
2. Approve the CDA- BEO Stmt and CDA QuickBooks P/l and Balance Sheet May 2024 **total 15,879.22**  
<https://acrobat.adobe.com/id/urn:aaid:sc:US:f022ae5f-8b8d-4acd-9858-9e944496c9c3>  
<https://acrobat.adobe.com/id/urn:aaid:sc:US:bb345905-5e02-4f9d-84f0-09d36e084872>
3. Port of Morrow Report on Grant Expenditures through May 2024  
<https://acrobat.adobe.com/id/urn:aaid:sc:US:d699af33-e060-4bd3-a69f-1b5dd7e21486>

**A Motion to approve the consent agenda was made by Jeff Wenholz, second by Kelly Doherty. Motion Carried.**



**Action Item:**

1. Grant Overview

<https://acrobat.adobe.com/id/urn:aaid:sc:US:d1da0880-8ac1-45db-8fe7-f30f9365e477>

Greg Smith asked the board for approval of the OLDCC Grant and Budget and described the following as DELIVERABLES 1. Final design of Oregon Trail parking lot. 2. Final design of connector road. 3. Final design and recording of Umatilla and Morrow County plats and subdivisions. 4. Transfer of land to CTUIR. 5. Transfer of farm parcel. 6. Liquidate all items in igloo storage and warehouses. 7. Streamline the conversion of igloos doors. 8. Start construction of industrial area connector road. 9. Start construction of southern Oregon Trail site and parking lot. 10. Demolition of 2 buildings in the 200 series.

**Grant Term: April 1, 2024-March 31, 2025. A total of \$795,024.00 of federal funds are requested and will be combined with \$256,222.00 of local, non-federal, matching funds for a total of \$1,051,246.00 for a period of 12 months that will cover personnel wages and benefits, contractual and support-related items including all operational expenditures through the grant. The board took time to go through the grant and budget and asked questions to Greg Smith as he presented. A Vote to approve the OLDCC Grant, Budget and Deliverables as presented, a Motion was made by Jeff Wenzholz, 2<sup>nd</sup> by Kelly Doherty. Motion Carries.**

Greg Smith shared that the CDA has authorized him to negotiate a sale of 100 acres to a project and the documents are almost complete. If the all board members are not going to contribute to the grant then we have to have income from somewhere. Kim Puzey shared there will be some bills and we have staff and declining funding and we need to have something to pay our bills, the board has spoken with this company and this company presented to the board last fall. This discussion was also during April 23, 2024 meeting. JD Tovey shared a budget frame would be helpful for what is our expected bills would be. John Shafer shared that he does not think that the CDA can proceed forward because the County has not received a reply to the demand letter. There was a robust conversation with all board members.

**Old Business**

1. PLA CDA and CTUIR update/Property Line Adjustment Application was re-submitted on June 14<sup>th</sup> it is currently under review by Umatilla County Surveyor.
2. Ordnance Pipeline update by John Shafer Phase 1 is fully charged. John Shafer will be meeting with OWRD on Thursday.

**Discussion Item: JD Tovey suggested the following to the board.**

1. Operational Budget development and review. JD Tovey has asked for a cash flow projection to be given to the board at the next board meeting. Greg Smith shared he will bring this to the board next month. This would be separate from the Grant.
2. Operating Procedures development and implementation. JD Tovey shared procedures that CTUIR has established such as signatory authority up to a certain amount, structure procedures and defining the roles of staff, that can give the ability to staff to act on certain items that are within the procedures. JD Tovey shared granted that he understands that there has never been a structure over the past 30 years, and this is a good time to start. JD said he will share their procedural operating procedures with Greg Smith, it will provide a structure for the Executive Director, it defines the roles.
3. 3-5 year strategic plan development. Kim Puzey has visited with Ryan DeGrofft about Port Planning grant through Business Oregon.



**Public Comment Period: There was none**

**Adjourn CDA may go into Executive Session at this time.**

**EXECUTIVE SESSION**

The CDA may hold an executive session meeting for the permissible reason(s) stated below under ORS 192.660(2). Representatives of the news media and designated staff and other persons shall be allowed to attend the executive session. All other members of the audience will be asked to leave the room or the CDA board may adjourn to another meeting room. The public virtual Zoom Meeting link will be closed during the executive session as permissible executive session meetings are not subject to HB2560. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. At the end of the executive session, we will return to open meeting and Zoom link.

***A. For the Purpose of Consideration of Deliberations with the CDA's Executive Director and Other Staff Members Who Have Been Designated by the CDA to Negotiate Transactions Related to the Sale or Lease of Real Property – ORS 192.660 (2)(e)***

***B. The Columbia Development Authority may meet in executive session pursuant to ORS 192.610 to ORS 192.690 (2) (i) To review and evaluate the performance and/or employment of the chief executive officer, other public officers, employees and staff members of a public body.***

***C. For the Purpose of Consultation with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed – ORS 192.660 (2)(h)***

**Adjourn 3:08pm after returning to the regular board meeting with no vote made regarding the Executive Session.**

**Minutes approved by Greg Smith, CDA Executive Director**