



Tuesday, July 25, 2023
2:30pm
Columbia Development Authority
MINUTES
Location: Hermiston City Hall

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 Wenzholz, Morrow County
- Alternate Umatilla County Dan Dorran, Alternate Port of Umatilla Robert Blanc, Alternate Port of Morrow Joe Taylor, 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: Gibb Evens, Dan Hester, Elizabeth Howard, Tamra Mabbott, Kelly Doherty, Michele Lanigan, Nate Rivera, Josh Burns, Mark Morgan, Ryan DeGrofft, Shannon Souza, Bob Waldher, Brad Baird, Jay Marlow, Bill Saporito, JR Cook, Craig Colman,

Consent Agenda

1. **Approve CDA Board Meeting Minutes June, 2023** A Motion to approve the minutes was made by Ms. Mittelsdorf to approve the Minutes of June 27th, 2023; second by Mr. Sampson, Motion Carries.
2. **Approve the CDA- BEO June 2023 Statement and QuickBooks, Balance Sheet, and P/L ending balance of 60,595.24.** A Motion to approve the CDA Financials was made by Mr. Sampson: second by Mr. Shafer, Motion Carries.
3. **Port of Morrow Report on Grant Expenditures through June 2023** A Motion to approve the Grant Expenditures through June 2023 was made by Mr. Wenzholz; second by Ms. Mittelsdorf, Motion Carries.



Action Items:

- 1. MOU Annexation Umatilla County Fire District #1.** The board asked CDA to have legal counsel review the document and the agreement is satisfactory. This agreement spells out the services that will be provided along with the cost associated with the service. A Motion to approve the MOU Annexation between the CDA and Umatilla County Fire District #1, with a modification after taxable property or only id property is accessed. Was made by Ms. Mittelsdorf; the second by Mr. Shafer, Motion Carries.
 - The additional cost for Annexation in Umatilla County tax rate and bond rate will vary. The Morrow Co side will need to be annexed into the county, taxed at the most 12.997 per 1000 assessed value. Mr. Taylor expressed that there may be some buildings they may be valuable. A tour with Mr. Taylor of those buildings before the next board meeting.
 - Road Maintenance Discussion on who will own and maintain the roads at the depot? Umatilla County public works would possibly maintain the Umatilla Co. side roads.
- 2. Policies – Conflict of Interest, Financial, Director Involvement, Insurance, Public Records, and Procurement Policies** are included, we can add more as needed. A Motion to approve the CDA Policies was made by Mr. Sampson with the correction and addition of an Insurance Policy (Josh Burns and Elizabeth Howard to prepare the policy); second by Mr. Shafer.
- 3. RFP Update-IRZ** received one proposal, the committee is reviewing and scoring.
- 4. Project Agreements-**The discussion of the projects discussed in was asked to be added to the master planning, invite the planners from both counties and have a work session. No decision was made on the projects.

Cleaver Farms-CDA executed a 4th amendment to the lease-option agreement. They will purchase the property after the PLA is complete. \$32,000.00 has been paid towards the agreed upon price of \$80,000. This is a joint project with CTUIR.

- 5. UEC Tracts 1-6 Easements-**The easements alignment with our UEC MOA. CDA will record this week. The Easements are in your board packet. CDA attorney is currently reviewing easements, Tracts 7-10 and will be added to your next month CDA board packet.

EXECUTIVE DIRECTOR COMMENTS:

Old Business:

Working together to determine costs in the future. Director Smith Shared that the CDA paid Closing Fees, Bank Fees total is \$107,696.50 after paying over \$25,000 in insurance this month it is leaving the CDA with just over \$35,000 in our checking account. The annexation tax rate and bond rate will cost the CDA in both counties.



Columbia Development Authority

Additionally East Gate update and security touchpad may be an option. Security may be advised as well. CDA will need to determine how future expenses, bank loan and future needs will be paid for, how will CDA create a revenue flow, as expenses will incur. There was no discussion.

New Business:

1. Lot Line Adjustments and Legal Lots, which were discovered after CDA acquired the land.

2. PSA between CDA and CTUIR-CDA

We have been through two rounds of revisions. The draft is currently with CTUIR/Dan Hester.

- Discussion to whether CTUIR will cover up to \$30,000 of the costs that CDA is incurring in transactional legal fees, as well as CTUIR and the property line adjustment (“PLA”) in order to transfer the property to CTUIR.
- Discussion about how many tracts of land does CDA wants to obtain, there are 19 tracts on the Umatilla Co. side of the property. CDA has proposed to retain 3 tracts within the boundaries of the 4019-acre CTUIR at the completion of the PLA.
- The remaining tracts will be used to create the Cleaver Farm parcel, the Demil site, the wildlife area on CDA property (in Umatilla County), and 13 industrial lots within the industrial area on CDA property in Umatilla County. CTUIR suggested that they would like to obtain 7. There was no decision made.

3. South Oregon Trail Site and the Igloo Explosion Site construction estimate near \$750,000. We will need to construct a parking lot, viewing area that will allow for all 6-7 panels, picnic tables, boulders around the trail section and parking lot will be ADA approved. The explosion site area will need to be completely fenced in, per the PA Amendment.

4. Map and Master Planning

- Director Smith shared that his is a high priority. Utilities, Transportation, water injection, roads, a tremendous amount of work has been done on the master planning. This will include all the stakeholders, where we invite the public to share their thoughts.
- IRZ has created a living Map, this will be used from now on as we continue to work on the master planning this will be updated. Mr. Sampson and Ms. Mittelsdorf suggested that we get a master plan in place, potentially bring in someone to facilitate.

5. Economic Development Updates by CDA Members-there were none.

6. Other: Director Smith shared that CDA would be continuing to work of the master planning to share at the next CDA board meeting.

Director Update

Public Comment- asked if Craig Coleman was still on the line as well as JR Cook, they were not. No comments were made.

Adjourn 5:18pm

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.

Passcode: 039461

+ Join Zoom Meeting
+[https://us02web.zoom.us/j/84034775464?](https://us02web.zoom.us/j/84034775464?pwd=aDRaTIVSYXZXdzUrbFhHZDRvazA1Zz09)
 pwd=aDRaTIVSYXZXdzUrbFhHZDRvazA1Zz09
+Meeting ID: 840 3477 5464
+Passcode: 039461
+One tap mobile
++12532158782,,84034775464#,,,,*039461# US
 (Tacoma)
++13462487799,,84034775464#,,,,*039461# US
 (Houston)
+Dial by your location
+ +1 253 215 8782 US (Tacoma)
+ +1 301 715 8592 US (Washington DC)
+Meeting ID: 840 3477 5464
+Passcode: 039461
+Find your local number: [https://](https://us02web.zoom.us/j/84034775464)
 us02web.zoom.us/j/84034775464
+