



Board Members: Chairman, Joel Peterson - Port of Morrow, Vice Chair, John Shafer - Umatilla County, JD Tovey - CTUIR, Jeff Wenzholz - Morrow County, Robert Blanc - Port of Umatilla

Alternate Board Members: Lisa Mittelsdorf - Port of Morrow, Dan Dorran - Umatilla County, Kat Brigham - CTUIR, David Sykes - Morrow County, Jerry Simpson - Port of Umatilla

Staff: Emily Collins, Interim Executive Director

Board Meeting Minutes
Tuesday, April 28, 2026
Time 1:00 pm
Location of Meeting: Port of Morrow
2 E Marine Drive, Boardman, OR 97818

1. CALL TO ORDER AND INTRODUCTIONS

Joel Peterson, John Shafer, Jeff Wenzholz, Robert Blanc, Emily Collins, Lisa Mittelsdorf, Jerry Simpson, Ty Lord, Fred Ziari, Terry Murry, Aaron Palmquist, Andy Lindsay, Berit Thorson, Doug Olsen, Elizabeth Howard, Nic Kotz, Adam Smith

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

3. CONSENT AGENDA

- A. [March 31, 2026, Meeting Minutes](#)
- B. [BEO March Statement](#)
- C. [QuickBooks March 2026](#)

Mr. Wenzholz moved to approve the consent agenda as presented. Second by Mr. Blanc. Motion carried unanimously.

Chair Peterson - Aye
Vice Chair Shafer - Aye
Mr. Wenzholz - Aye
Mr. Blanc - Aye

4. INFORMATIONAL REPORTS

A. Directors Update

1. BRAC Meeting in DC

Ms. Collins shared that at the meeting, CDA was provided a letter in response to the questions CDA had regarding the reinvestment requirements. CDA was also notified at this meeting that BRAC anticipates transferring the final parcel of land within the next 6-12 months.

Ms. Collins stated that BRAC has notified CDA that the last item needed before closing out the Programmatic Agreement is the Coyote Coulee survey. She is



working to get information on this survey from CTUIR and will report back.

Mr. Peterson stated that he was disappointed to hear that BRAC felt we were trying to circumvent the reinvestment requirements. Ms. Mittelsdorf said she expressed that at the meeting with BRAC as well.

Mr. Dorran said an interesting item we learned at the meeting was that OMD has funds to clean up the water plume. They also said they would put together information on the water wells on the CDA property.

Ms. Howard said the CDA also has those files.

Ms. Collins said she would take a look and send them over to Mr. Dorran and Vice Chair Shafer.

Mr. Blanc stated that Ms. Howard's assumptions on how BRAC was going to respond to our questions was correct.

Ms. Howard said her team is looking for a way to address BRAC's concerns in the Purchase and Sale Agreements. She stated they have a few ideas on how to address these concerns and will have them for review shortly.

Ms. Mittelsdorf requested Ms. Howard to work with BRAC's attorney on this to make sure they are comfortable with how we are moving forward.

Ms. Collins said she would get that contact over to Ms. Howard.

2. SDAO Regional Training Summit

Ms. Collins updated the board that she attended the SDAO regional Training Summit in Pendleton. She learned that CDA is following the requirements, but any notes taken at the meeting will have to be kept on record. She also said she will be checking the website to ensure it meets ADA compliance.

Ms. Mittelsdorf stated she would like Ms. Collins to continue attending those trainings in the future.

3. Audit

Ms. Collins stated that she has started working on the 2024-2025 CDA Audit with the auditor and the CDA Bookkeeper. She anticipates presenting it to the board for approval in short order.



4. Auction

Ms. Collins is working on putting together an RFP for the auction in collaboration with IRZ. She anticipates having it ready for board review at the next meeting.

5. [Member Invoices](#)

Ms. Collins provided an update and explanation on outstanding member invoices. She stated that CDA needs at least \$100,000 to get through this next month.

Mr. Blanc asked if everyone could commit to sending \$25,000.

Mr. Shafer said if his commission approves, he can send a payment.

6. Road Project

Ms. Collins reported that the UEC Board approved submitting the project application for the \$3.9M road project.

Chair Peterson said the \$1.1M project has been put on hold and UEC would like to look into other project options for the remaining \$1.1M.

Ms. Collins suggested holding a utility planning work session at the next meeting.

Mr. Ziari and Mr. Lord from IRZ provided a road construction update. Mr. Lord said that UEC has relocated 2 poles and pavement has started on the road. They are doing one lane at a time and 2 layers on each lane. Pavement should be completed at the end of next month.

Mr. Kotz from OMD requested CDA to ask trucks working on the road to drive more cautiously.

5. WORK SESSION

A. [IRZ Contract Amendment](#)

Ms. Collins stated that the current contract with IRZ expires in June and requested board members to approve extending the contract for another 12 months.

Vice Chair Shafer moved to extend the IRZ contract for 12 months after the expiration date. Second by Mr. Wenholtz. Motion carried unanimously.

Chair Peterson - Aye

Vice Chair Shafer - Aye

Mr. Wenholtz - Aye

Mr. Blanc - Aye



B. [ODOT Contract Amendment](#)

Ms. Collins request the board to approve signing the attached ODOT Contract Amendment.

Vice Chair Shafer moved to allow Ms. Collins to sign the ODOT Contract Amendment. Second by Mr. Wenzholz. Motion carried unanimously.

**Chair Peterson - Aye
Vice Chair Shafer - Aye
Mr. Wenzholz - Aye
Mr. Blanc - Aye**

C. Annual Budget

1. [2025-2026 Budget](#)
2. [2025-2026 Actuals](#)
3. [2026-2027 Draft Budget](#)

Ms. Collins provided an explanation of the proposed 2026-2027 budget.

Chair Peterson suggested waiting for further review when Mr. Tovey is present.

Ms. Collins said that the budget needs to be adopted by July, so there is still some time before that needs to be completed.

D. [Master Plan](#)

Mr. Lord from IRZ explained the Master Plan and the corresponding documents.

Ms. Mittelsdorf asked to change “the entire CDA property” to “CDA property in Umatilla County.”

Ms. Howard shared that this is part of the zoning requirements put into effect with the original redevelopment plan prior to the transfer of the property. She also said that we need board approval on the Master Plan to allow us to move along with the next steps in the property transfer.

Ms. Collins said we need approval to submit the Master Plan and the corresponding applications to Umatilla County.

Vice Chair Shafer moved to approve submission of the Master Plan to Umatilla County, with the suggested changes, as well as signing and submitting the corresponding applications. Second by Mr. Wenzholz. Motion carried unanimously.

**Chair Peterson - Aye
Vice Chair Shafer - Aye
Mr. Wenzholz - Aye**



Mr. Blanc - Aye

E. Real Estate Agreements

Ms. Howard said she is still waiting to hear back from a few members on the Purchase and Sale Agreements. The agreements are still in process, but if the members could encourage their legal counsels to get back to her with feedback, she would greatly appreciate it. The next step will be to bring finished agreements to the board for approval.

The Cleaver Farms property will be transferred as soon as the Deeds are recorded for the first Property Line Adjustment. The Deeds will hopefully be signed and recorded in the next few weeks. Part of this transfer will be sending half of the proceeds from the sale of Cleaver Farms to CTUIR per the existing MOA with CTUIR.

F. Other

6. FOR THE GOOD OF THE ORDER

Chair Peterson asked when the next meeting will be held.

Ms. Collins said the next meeting is scheduled on the 26th of May.

7. EXECUTIVE SESSION

- A. Real Estate Agreements
- B. Potential Litigation
- C. Fire District Litigation
- D. Employee Agreement

Ms. Collins read the following statement and Chair Peterson moved the meeting into 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.

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 session and welcome the audience back into the room.

ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

ORS 192.660(2)(h) To consult with legal counsel regarding the legal rights and duties of a



public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Chair Peterson moved the meeting back into open session. No decision was made in

Vice Chair Shafer moved to authorize Ms. Collins to sign and pay the change order to Tapani in the amount of \$138,000. With that he moved for Elizabeth to hold conversations around a potential claim with the engineering company that did not pull permits. Second by Mr. Blanc. Motion carried unanimously.

**Chair Peterson - Aye
Vice Chair Shafer - Aye
Mr. Wenholtz - Aye
Mr. Blanc - Aye**

8. ADJOURN

Documents discussed

[March 31, 2026, Meeting Minutes](#)

[BEO March Statement](#)

[QuickBooks March 2026](#)

[Member Invoices](#)

[IRZ Contract Amendment](#)

[ODOT Contract Amendment](#)

[2025-2026 Budget](#)

[2025-2026 Actuals](#)

[2026-2027 Draft Budget](#)

[Master Plan](#)

[BRAC Letter](#)