Board Members: Chairman, Joel Peterson - Port of Morrow, Vice Chair, John Shafer - Umatilla County, JD Tovey - CTUIR, Jeff Wenholz - 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, June 23, 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 Wenholz, Robert Blanc, JD Tovey, Emily Collins, Lisa Mittelsdorf, Jason Middelton, Doug Olsen, Elizabeth Howard, Dan Dorran, Mark Patton, Ryan DeGrofft, George Cress, MC Planning, Michele Lanigan, Umatilla County Counsel, David Sykes, Mark Patton, Kelly Doherty

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

3. CONSENT AGENDA

A. May 26, 2026, Meeting Minutes
B. BEO May Statement
C. QuickBooks May 2026

Mr. Wenholz asked to pull the meeting minutes out of the consent agenda.

Mr. Wenholz moved to approve items B and C in the consent agenda. Second by Vice Chair Shafer. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

Mr. Wenholz notified the board of a possible error in the last sentence on page three of the meeting minutes.

Ms. Collins stated she would review the video recording and update the minutes accordingly.

The board decided to move approval of the minutes to the next board meeting.

4. INFORMATIONAL REPORTS

A. Directors Update

1. 2024-2025 Audit

   Ms. Collins stated that the auditor will be presenting the FY 24-25 audit at the next meeting.

2. Programmatic Agreement

   Ms. Collins reminded the board that after the meeting with BRAC in DC, they learned that they were waiting for a legal description of Coyote Coulee to close out the programmatic agreement. She had Kenny Delano used his recent surveys to put together a legal description. She sent this over to BRAC for their review and will keep the board updated.

3. Member Invoices

   Ms. Collins stated that CDA has received full member contribution payments from Umatilla County, CTUIR, Port of Morrow and Port of Umatilla. She will be sending out member contribution invoices for FY 26-27 at the beginning of next month. The total budgeted amount for member contributions in FY 26-27 is $580,211. This would make each member's contribution $116,042.20. with the Port of Morrow paying $232,084.40. She asked the board if they would like to continue being billed quarterly. The board concurred that quarterly invoices work best.

4. Auction

   Ms. Collins updated the board that the Auction RFP was posted on June 18th. All proposals are due back on July 21st, 2026.

   Vice Chair Shafer asked if there is an opportunity for any of the other members of the board to get property before the auction.

   Chair Peterson asked if that was something they needed to take action on.

   Ms. Collins said this will be a topic later in the work session if they would like to move this conversation to later.

5. Road Project

   Ms. Collins shared that they just received an invoice from Tapani that will use the remaining $185,000 in the ODOT grant. The Port of Morrow has agreed to carry the difference while CDA waits for the UEC funding. The most recent update CDA received from UEC was that Business Oregon has prepared a funding memo that is now under review. Optimistically, they anticipate a draft contract to review by the end of this month, but they say it could be middle of July depending on discussions with DOJ attorneys.

Ms. Collins said the road is paved, and all shoulder work is complete from the edge of the ODOT right of way to the west boundary of the CDA property. All signage has been installed. Striping has not yet been completed. Temporary road closure signs are in place on both sides of Cedar Street. As you probably recall, the road construction cannot be completed until the proper permits are in place. Approval of the Master Plan is this first step in getting that resolved. It has been submitted to them for their review and I will keep you updated as soon as we hear back from them.

6. Other

Ms. Collins provided an update on cleanup of the property. She said OMD will be collecting groundwater samples to assess ongoing treatment of the Washout Lagoons. This will take place after the 4th of July. OMD has been communicating with us as they will be accessing CDA property to collect these samples. For an update on the transfer of parcel 2, she learned (in the monthly calls with OMD) that they are completing a delineation map of parcel 2. They are expecting to receive it any day. They ran into a discrepancy in parcel acreage but they had it scheduled to work through that issue this week.

5. WORK SESSION

A. Policies

1. Financial Policy

Ms. Collins said that she and Ms. Howard had recently reviewed the financial policy and noticed it didn't quite fit the CDA's needs any longer. They put together the attached red-lined policy for the board's consideration.

Vice Chair Shafer noted that the policy did not list the Executive Director as a signor on the bank account.

Ms. Collins stated that adding the Executive Director as a signor could be beneficial as a board member is currently having to facilitate all communications between the Bank of Eastern Oregon and the CDA.

Vice Chair Shafer noted that he has also been performing all of the wire transfers for the road project.

Mr. Blanc asked if that was left off because they were between directors at the time.

Ms. Collins said names were left off to avoid having to update the policy every time there is a change in the board or staff.

Mr. Wenholz asked if we should strike the first sentence on number 6 and just say all disbursements require two signatures.

Chair Peterson asked if we have time sheets.

Ms. Collins said yes, they are just with me, but I would like to send them to the Board Chair for approval.

Chair Peterson asked if it should say Board President or Board Chair.

Ms. Howard noted that the IGA says it is a Chairperson.

Chair Peterson asked about the language in paragraph 12 saying CDA has appointed a dedicated individual responsible for reviewing all grants and/or contracts received by the organization.

Ms. Howard said it can be changed to say the Board will appoint a dedicated individual.

Ms. Collins said they could approve the policy with the suggested changes.

Ms. Howard said they can send out an updated copy for everyone's records.

Ms. Collins offered to attach the final copy to the next meeting agenda.

Vice Chair Shafer moved to adopt the financial policy with the amendments discussed today. Second by Mr. Blanc. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

Ms. Howard suggested making a motion to update the bank account signors and appoint someone as the dedicated individual responsible for reviewing all grants and/or contracts received by the organization.

Mr. Tovey suggested having an order of precedence with account signors starting with Chair and Vice Chair and then moving down by availability.

Ms. Howard supported that suggestion.

Mr. Tovey moved to appoint the primary signors on the bank account to be the Board Chair and the Executive Director. In the absence of the Board Chair, the order of signors will be the Vice Chair, followed by representatives of the other entities in alphabetical order. Second by Vice Chair Shafer. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

Mr. Tovey moved to have the signors on the BEO bank account be Joel Peterson, John Shafer, Jeff Wenholz, Robert Blanc, JD Tovey, and Emily Collins. Second by Vice Chair Shafer. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

2. Public Records Request Policy

   Ms. Collins stated that this policy has been on the agenda a couple of times, but has not been officially updated since 2022. Although this recently hasn't been an issue, she has noticed that it might be easier if we allow Public Records Request submissions online through the CDA website rather than through the mail.

   Ms. Mittelsdorf said the Port of Morrow currently only allows for online submissions to help with documentation of the requests.

   Ms. Howard said this policy still shows Debbie Pedro's name as the CDA contact. She also suggested taking Schwabe off of the policy and having the Executive Director be the only contact for requests.

   Ms. Collins said her suggestion is having a form on the CDA website that would automatically submit requests to the CDA email.

   Mr. Wenholz suggested Ms. Collins and Ms. Howard update the policy and bringing back Appendix A for approval.

B. Real Estate Agreements

Ms. Howard's update included the following:
They have been diligently trying to get a response from BRAC on some language for the PSAs. BRAC recently responded back with a few questions seeking clarification around the transfers and how it will impact CDA's structure.

The Board will need to decide if the Port of Morrow will be charged for the list of equipment they will be keeping.

They are working on the cost cap for CTUIR. In the current draft the $35,000 cap will be for the original PSA and they will be treating the new work separately.

They have been making progress on the Cleaver Farms agreement. With this they are working through the logistics on the $80,000 payment what will be split between CDA and CTUIR.

She said they are hoping to come back to the board with final or close to final Purchase and Sale Agreements at the next meeting.

Ms. Collins said the questions from BRAC seem to show their concern is with the future of the CDA. They are asking if CDA is going to stay together.

The board confirmed that they plan to stay together after the transfer is completed.

Chair Peterson asked what the sticking points on the easement agreements are.

Ms. Howard said their might need to be some more conversations between Port of Morrow and CTUIR around the longevity of that easement. Right now, they are working on the map and pulling together the legal descriptions for those.

Ms. Collins said the question now on the personal property is if CDA will be charging the Port of Morrow for the list of items they are going to be keeping or how CDA will address any other members wanting to keep items.

Ms. Howard said the larger question is how much the personal property is worth, if we are not changing the Port of Morrow for it, what is the reason, and how does that square up with the obligations as a board. Same for if other members who are wanting something.

Mr. Patton said that when the Port did the work to decommission the property, they had to lease a crane in exchange for the 400 KVA generator along with a few other items. He said that there was no written agreement but that is what was discussed at the time.

Ms. Howard asked if there were any accounting or invoices for the work done.

Mr. Patton said he was not sure as it was around 2013.

Ms. Lanigan said it was 2013 and she remembers the moving of the generator costing about $100,000. At the time she was told the Port of Morrow spent the money to move it with the intent of them getting it back.

Mr. Blanc said it sounds like we need to honor our commitment to the Port of Morrow and then going forward having a way to track these types of transactions.

Vice Chair Shafer said he is looking to see how they can acquire a couple of the hysters. If it is to bid on them, that is fine, but he just needs to know what the plan looks like.

Mr. Wenholz said the fairest way is for it to go out to bid. Otherwise, who is setting the value on the equipment.

Ms. Mittelsdorf said there are other items marked by the Port that they would like to go out to bid for as well.

Mr. Blanc asked if there needs to be a motion to transfer the generator to the Port of Morrow.

Mr. Blanc moved that the generator that was identified earlier be transferred to the Port of Morrow for the work they did that was discussed earlier. Second by Mr. Wenholz. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

Ms. Collins said she will add the other items from the Port of Morrow's list back onto the auction list.

Mr. Wenholz moved to acknowledge that the switch gear and fuel tanks that are associated with the 400 KVA generator are being transferred to the Port of Morrow. Second by Vice Chair Shafer. Motion carried unanimously.

Chair Peterson – Aye
Vice Chair Shafer – Aye
Mr. Blanc – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye

C. Utility Planning
Ms. Collins reminded the board that there is still $1.1M in funding with UEC that we will have to assign a project to. It is not pressing right now, but if anyone has any ideas on a project we can look into.

Chair Peterson mentioned seeing if UEC has any projects they would like to use if for.

Mr. Dorran asked if those funds should be reserved for finishing the ramp after the traffic impact study is completed.

Ms. Collins said she would have a conversation with UEC to see what their priorities are.

D. Other

6. FOR THE GOOD OF THE ORDER

The board set the next meeting date as July 28th.

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 board 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 board back into open session. No decision was made during the executive session.

8. ADJOURN at 2:18

Columbia Development Authority

Documents discussed:

May 26, 2026, Meeting Minutes
BEO May Statement
QuickBooks May 2026
Financial Policy
Public Records Request Policy
List of Items

Columbia Development Authority