Columbia Development Authority

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, July 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 at 1:02 pm

Joel Peterson, John Shafer, JD Tovey, Jeff Wenholz, Robert Blanc, Dan Dorran, Fred Ziari, Ty Lord, Emily Collins, Lisa Mittelsdorf, Elizabeth Howard, Patrick Cleary, Rebecca Ramos, Michele Lanigan, Nick Warner, Ryan DeGrofft, Aaron Palmquist, George Cress, Bob Waldher

## 2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

Chair Peterson moved the work session item "audit" to after the consent agenda.

## 3. CONSENT AGENDA

A. June 23, 2026, Meeting Minutes
B. BEO June Statement
C. QuickBooks June 2026

**Mr. Wenholz moved to approve the consent agenda as presented. Second by Mr. Tovey. Motion carried unanimously.**

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

## 4. OLD BUSINESS

A. May 26, 2026, Meeting Minutes

**Mr. Wenholz moved to approve the May 26, 2026 meeting minutes. Second by Mr. Tovey. Motion carried unanimously.**

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

**Mr. Blanc - Aye**

**5. WORK SESSION**

A. 2024-2025 Adult

1. Draft Audit
2. Rep Letter

Ms. Ramos provided an overview of the 2024-2025 audit. She stated that they did not find any non-compliance on any of their required reports. She noted that the audit report cannot be completed as she is still waiting on a legal letter. Once she receives that letter, she will date the audit and it will be ready for submission. CDA board members requested for the audit to be completed and placed on the next agenda for approval.

**6. INFORMATIONAL REPORTS**

A. Directors Update

1. Member Invoices

Ms. Collins stated that members who are due a repayment from the CDA will be mailed a check later this week.

2. Road Project

Ms. Collins reported that Business Oregon is still drafting a contract for the road project funding being managed by UEC. The Umatilla County permits are moving forward and CDA is in the process of closing out our grant with ODOT.

Mr. Dorran notified the board of a meeting that was recently held with ODOT.

Ms. Collins stated that they will be holding a second meeting with ODOT, FHWA, IRZ and Anderson Perry shortly.

3. Policies

A. Financial Policy

Ms. Collins provided the final copy of the financial policy per the board's request at the last meeting. She stated that she will have an updated Public Records Request policy on the agenda for the August meeting.

4. Website/Marketing

Ms. Collins said that she is in the process of updating the CDA website. She also presented a map that she had IRZ put together for marketing purposes.

5. Cleaver Farms

Ms. Collins said that the sale of property to Cleaver Farms will be completed in August.

6. Programmatic Agreement

Ms. Collins stated that it was discovered that a few additional items needed to be completed before the Programmatic Agreement can be officially closed out. Completing the Programmatic Agreement should not delay signing of the Purchase and Sale Agreements. However, these items need to be addressed before the property changes ownership. It appears that the remaining items had been worked on, but that work likely dropped off in the Fall of 2023.

Mr. Cleary said that the next step in the transfer of the South Oregon Trail to Morrow County is meeting with their land use team to make a plan on how to move forward.

7. Other

Ms. Collins stated that there is a grant program that the CDA might qualify for. She updated the board that she would like to have an application and project proposal for the board to approve at the next board meeting if possible.

Mr. DeGrofft stated that the CDA would need a scope of work and a budget in order to apply for the forgivable loan program.

Vice Chair Shafer moved to go after the planning grant and appoint a committee to bring an application forward for the board by August 25th. Motion died for a lack of a second.

**Mr. Wenholz moved to persue the Business Oregon planning incentive forgivable loan program with a committee made up of the Chairman, Vice Chairman and the Executive Director of the CDA. Second by Mr. Blanc.**

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

**7. WORK SESSION**

B. Auction

Ms. Collins requested the board to put together a selection committee for the Auction RFP.

**Mr. Blanc moved to have Ms. Collins, Mr. Lord, Mr. Dorran, Mr. Lindsey, Mr. Middelton, and Mr. Cain serve as the members of the CDA Auction RFP selection committee and present their recommendation to the board. Second by Mr. Wenholz. Motion carries unanimously.**

**Chair Peterson – Aye**
**Vice Chair Shafer – Aye**
**Mr. Wenholz – Aye**

**Mr. Tovey – Aye**
**Mr. Blanc - Aye**

C. Real Estate Agreements
   1. Port of Morrow
   2. Port of Umatilla
   3. Umatilla County
   4. CTUIR

Chair Peterson moved the board into executive session. Ms. Collins read the executive session statement listed below.

Chair Peterson moved the board back into open session. No decisions were made during executive session.

The board decided to review the Purchase and Sale Agreements further, possibly make some changes, and then review them again for possible approval at the August 25th board meeting.

D. CDA Staffing
Chair Peterson moved the board into executive session. Ms. Collins read the executive session statement listed below.

Chair Peterson moved the board back into open session. No decisions were made during executive session.

**Mr. Wenholz moved to authorized the Chair to offer Ms. Collins the full time Executive Director position up until June 30th, 2027, and authorize the Chair to negotiate a compensation package. Second by Mr. Tovey. Motion Carries unanimously.**

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

E. Other

**2. FOR THE GOOD OF THE ORDER**

**3. EXECUTIVE SESSION**
   A. Real Estate Agreements
   B. Employee Review

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(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
>
> ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

**4. ADJOURN**

**Documents Discussed**
June 23, 2026, Meeting Minutes
BEO June Statement
QuickBooks June 2026
May 26, 2026, Meeting Minutes
Draft Audit
Rep Letter
Financial Policy
Port of Morrow
Port of Umatilla
Umatilla County
CTUIR
Marketing Map