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

**Wednesday August 26, 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, Jerry Simpson, JD Tovey, Jeff Wenholz, Lisa Mittelsdorf, Ryan DeGrofft, Berit Thorson, Emily Collins, Jacob Cain, Griffin Beach, Aaron Palmquist, Elizabeth Howard, Patrick Cleary, Jean Back, Nic Kotz, Bob Waldher, Megan Davchevski

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

## 3. CONSENT AGENDA

A. July 28, 2026, Meeting Minutes
B. BEO July Statement
C. QuickBooks July 2026

**Moved by Mr. Wenholz to approve the consent agenda. Second by Mr. Tovey. Motion carried unanimously.**

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

Ms. Collins requested to move work session item A. “CDA Staffing” to the top of the agenda.

Chair Peterson read the following statement and opened 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.

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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)(a) To consider the employment of a public officer, employee, staff member or individual agent.

Chair Peterson closed Executive Session and brought the Board back into Open Session. No decision was made during the Executive Session.

**Mr. Tovey moved to approve the employee handbook pending the following edits.**

1. **In the time off policy, include Juneteenth as a holiday.**
2. **In the vacation policy under requesting leave, change Executive Director to Board of Directors to authorize the request for leave.**
3. **On page 16 under notice of termination, change Executive Director to the Chair of the Board of Directors.**
4. **Under sick leave accrual, CDA approves regular fulltime employees with 2.0 hours of accumulated sick leave per pay period for up to 52 hours per year.**

**Second by Mr. Wenholz. Motion carries unanimously.**

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

**Mr. Wenholz moved to approve the employee agreement with a change in section one under terms from a July 1st end date to June 30th end date. Second by Mr. Simpson. Motion carries unanimously.**

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

**4. INFORMATIONAL REPORTS**

A. Directors Update

1. Cleaver Farms

Ms. Collins stated that the transfer of land to Cleaver Farms was completed on August 21st.

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2. Programmatic Agreement
   Ms. Collins reported that CDA is working through the remaining Programmatic Agreement items.

   The Board directed Ms. Collins to meet with BRAC and discuss making a change in the Programmatic Agreement to allow for the Port of Morrow to assume ownership of the South Oregon Trail Interpretive Site instead of Morrow County.

3. Website/Marketing
   Ms. Collins said she is still working on this and hopes to have something to present to the Board soon.

4. Business Oregon Grant
   Ms. Collins stated that CDA did not apply for the grant opportunity she brought to the Board at the last meeting. However, she is still planning to get the CDA Grant Planning Committee together to do future grant planning.

5. Policies
   Ms. Collins said the Public Records Request policy will be added to the next agenda.

6. Other

**5. WORK SESSION**

B. Road Project

1. Umatilla County ICA – Ordnance Road
2. Umatilla County ICA – Lamb Road

Ms. Collins asked for Board approval to sign the ICAs as part of the permitting process for the road project.

Ms. Howard stated that whoever acquires the property will be obligated to honor this agreement.

Mr. Simpson said he will take the agreements back out to the Port of Umatilla Commission and report back.

Vice Chair Shafer said he was comfortable with the agreements.

**Mr. Wenholz moved to approve signing the ICA for Ordinance Road subject to Port of Umatilla's agreement of it. Second by Mr. Tovey. Motion carries unanimously.**

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

**Mr. Wenholz moved to approve signing the ICA for Lamb Road subject to Port of Umatilla's agreement of it. Second by Mr. Tovey. Motion carries unanimously.**

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

C. 2024-2025 Aduit

1. Draft Audit
2. Rep Letter

Ms. Collins presented the audit and requested the Board to accept it. She reported that BRAC is comfortable with the timeline for the next audit.

**Mr. Wenholz moved to accept the audit for 2024-2025. Second by Chair Peterson. Motion carries unanimously.**

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

**Mr. Wenholz moved to approve the Rep. Letter. Second by Mr. Simpson. Motion carries unanimously.**

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

D. Auction RFP

1. Recommendation

Ms. Collins requested Board approval on the auction recommendation from the CDA Auction RFP committee.

**Vice Chair Shafer moved to approve the Pickett Auction Services proposal as recommended by the committee and award RFP number CDA 2026-001. Second by Mr. Wenholz. Motion carried unanimously.**

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

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

F. Other

**6. FOR THE GOOD OF THE ORDER**

**7. EXECUTIVE SESSION**

A. Real Estate Agreements
B. Employee Contract
C. Employee Handbook

Chair Peterson moved the Board into executive session by reading the following statement.

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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.

Chair Peterson moved the Board back into Open Session. No decision was made during the Executive Session.

Mr. Tovey provided and update that the CTUIR Board of Trustees approved for him to vote in favor of the Purchase and Sale Agreement with a note that he can negotiate the temporary easement terms with the Port of Morrow.

Ms. Mittelsdorf asked about legal access to the future Port of Morrow property.

Ms. Howard said we will clarify and confirm with the land use team on legal access and report back. She said this question should not hold up the execution of the Purchase and Sale Agreements.

The Board agreed to wait to approve any Purchase and Sale Agreements until they were all ready for approval.

Ms. Collins presented the Board with a cost sheet demonstrating the current cost associated with the purchase and sale agreements.

Ms. Howard explained that the Purchase and Sale Agreements currently require each member to pay CDA back for the cost associated with their land transfer.

Ms. Collins said there were some errors on the cost sheet. She requested to edit the sheet and then send it back out to the board with the correct totals.

Ms. Howard stated that the Board can give direction to change how CDA handles the PSA agreement fees.

The Board requested Ms. Collins and Ms. Howard to gather more information and bring the cost sheet back to the Board for review.

Vice Chair Shafer asked Mr. Waldher to give a quick update.

Mr. Waldher shared that Umatilla County had been working with the Port of Umatilla and Business Oregon to establish a long-term rural enterprise zone on the southeast corner of the CDA property (where the future Port of Umatilla and Umatilla County land will be). They received a positive determination from Business Oregon on their application. They can now use it as an incentive for development on the property.

**8. ADJOURN**

**Documents Discussed**
July 28, 2026, Meeting Minutes
BEO July Statement
QuickBooks July 2026
Draft Audit
Rep Letter
Umatilla County ICA – Ordnance Road
Umatilla County ICA – Lamb Road
Draft Audit
Rep Letter
Recommendation
Port of Morrow
Port of Umatilla
Umatilla County
CTUIR
Cost Sheet