



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

Board Member Alternates: Lisa Mittelsdorf, Port of Morrow, Dan Dorran, Umatilla County, Kat Brigham, CTUIR, David Sykes, Morrow County, Jerry Simpson, Port of Umatilla

Staff: Emily Collins

Special Board Meeting Minutes

Friday, January 30, 2026

Time 2:00 pm

Location of Meeting: Zoom

1. CALL TO ORDER AND INTRODUCTIONS

John Shafer, Jerry Simpson, JD Tovey, Jeff Wenholz, Elizabeth Howard, Jean Back, Berit Thorson, Aaron Palmquist, Doug Olsen, Nick Warner, Erica Morton, Fred Ziari, Justin Nelson, Eric Olsen, Michele Lanigan, Josh Burns, David Sykes, Lisa Mittelsdorf, Kelly Doherty, Miff Devin

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

There was no public comment.

3. WORK SESSION

A. [Umatilla County Amended Motion](#)

Vice Chair Shafer read the following motion as attached to the agenda.

I move Pursuant to Section 2 of the written Mutual Release and Settlement Agreement, dated January 27, 2026, (“Settlement Agreement”) the County of Umatilla moves the Columbia Development Authority (“CDA”) Board to amend its Board motions, dated March 26, and July 23, 2024, as follows:

- **To Cleaver Land, LLC: Tract C2 to be distributed in accordance with CDA’s binding Lease-Option to Purchase Agreement with Cleaver Land LLC.**

- **To CTUIR: Tract I (4,019.1 acres) (including that portion in Morrow County) previously conveyed to CTUIR by a Real Estate Contract dated May 22, 2024, and Tract F.**

- **To Port of Umatilla: Tract G2, H, and all of the land in both Tract G and the “CDA/Industrial/Wildlife Habitat” that is south of a line that is drawn along the southern boundary of the Umatilla County Recharge zone (extended west to the boundary of the yellow colored section, and east to the boundary of the**



orange colored section (i.e. the I-82 Freeway)) as shown on the map attached Exhibit “A” and incorporated by reference into this motion.

- **To Umatilla County:** The Umatilla County Recharge Site, and all of Tract G and the “CDA/Industrial/Wildlife habitat” that lies to the north of the line that is drawn along the southern boundary of the Umatilla County Recharge zone (extended west to the boundary of the yellow colored section, and east to the boundary of the orange colored section (i.e. the I-82 Freeway)) as shown on Exhibit “A”.

- **To Port of Morrow:** Tract A, B, C, and E—and if and when CDA obtains title to D, and D2—those as well (or otherwise as agreed between Port of Morrow and Morrow County).

This motion supersedes and wholly replaces the March 26 and July 23, 2024, CDA Board motions. Pursuant to Section 6 of the Settlement Agreement, if approved by the CDA Board, this motion may not be amended or modified in the future without unanimous consent of all members of the CDA Board.

Motion was seconded by Mr. Simpson. Motion carried.

Vice Chair Shafer – Aye

Mr. Simpson – Aye

Mr. Tovey – Aye

Mr. Wenholz – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz asked when Umatilla County will be removing the Lis Pendens.

Vice Chair Shafer said as soon as this meeting is over he will be reaching out to his attorneys to get that process started.

B. EIN & BIN

Ms. Collins shared that she received the BIN application from Eileen at the Port of Morrow and she has sent it out to Ms. Howard for her review.

C. Office Lease

Vice Chair Shafer asked if we could terminate our current office lease as Ms. Collins is working remote.

Ms. Mittelsdorf said she would be happy to get the space back.



Ms. Howard said we would need a motion on that item. She is also looking into the need for a physical address and a mailing address for the CDA.

Mr. Simpson made a motion to terminate the office lease from the Port of Morrow. Second by Mr. Wenholz. Motion Carried.

**Vice Chair Shafer – Aye
Mr. Simpson – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye
Ms. Mittelsdorf – Aye**

D. Bank Account Signers

Mr. Tovey moved to remove Kim Puzey and add Robert Blanc as a signer of the CDA Bank of Eastern Oregon bank account. Second by Mr. Wenholz. Motion carried.

**Vice Chair Shafer – Aye
Mr. Simpson – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye
Ms. Mittelsdorf – Aye**

Mr. Tovey noted that Kat Brigham is the new CDA board alternate representing CTUIR.

E. Credit Card

Ms. Mittelsdorf stated that the CDA needs to have a credit card issued to make payments on office supplies and other small subscriptions.

Ms. Mittelsdorf moved to issue a CDA general fund credit card with a \$5,000 limit. Second by Mr. Wenholz. Motion carried.

**Vice Chair Shafer – Aye
Mr. Simpson – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye
Ms. Mittelsdorf – Aye**

F. [Hiring policy](#) and [Position Description](#)

Vice Chair Shafer moved the meeting into executive session by reading the following statement.



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

Vice Chair Shafer moved the board out of executive session. No decision was made during the executive session.

Mr. Wenholz moved to adopt the Columbia Development Authority policy for appointment of interim executive director with the following changes.

On item number one, "Board Authority" – Add a period following "after a period of time" and strike "until the board can hire a permanent executive director."

On item number two, "Duration and Terms" – Add a period after the word "temporary", striking "until the board hires a new Executive Director, or hires the Interim Executive Director into a permanent position." Strike "an undefined period" and replace that with "a time defined by the board."

Motion was seconded by Mr. Tovey. Motion carried.

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



Mr. Wenholz – Aye
Ms. Mittelsdorf – Aye

Vice Chair Shafer asked if there was any discussion on the salary portion of the Interim Executive Director Position.

Mr. Tovey said that their general policy at CTUIR is 90% of the prior position holder, or 110% of the person appointed, whichever is greater.

Vice Chair Shafer asked if Mr. Smith was making \$129,679 a year.

Ms. Collins stated the adopted grant budget had his salary at \$132,253.

Ms. Mittelsdorf said that is correct. The \$129,679 amount was the total cost per year of an employee who has a wage of \$110,000 a year.

Vice Chair Shafer shared his screen with a spreadsheet list of estimated employee costs provided by Eileen at the Port of Morrow.

Ms. Howard said she requested the Port of Morrow to send over these estimations as if the Port of Morrow was handling the cost of the CDA employees. She then explained the numbers shown on the spreadsheet.

Ms. Howard said 90% of \$132,000 is \$118,800. That does not include the employer cost.

Ms. Mittelsdorf said the Port just passed a motion to extend payroll services until no later than March 16th.

Vice Chair Shafer asked at what rate are you talking about paying Ms. Collins? If we upped her current salary, would that be okay with the Port of Morrow?

Ms. Mittelsdorf said that she just ran the numbers and if she was a full-time employee, the cost of that employee is \$70,662. It doesn't look like there is any retirement added to that.

Vice Chair Shafer asked if anyone wants to make a motion on the salary. 90% of Greg's salary would be \$118,800.

Ms. Mittelsdorf said that the money the Port of Morrow put into a retirement account for Ms. Collins is not available to her since she did not stay long enough to be vested



into that account. So, she is losing money out of her retirement account for not being able to continue her employment.

Mr. Tovey made a motion to set the salary for the Interim Executive Director at a rate of \$118,800 plus \$230 per pay period as a medical insurance waver, and access to the Port of Morrow retirement plan until March 16th. After that she will have access to OregonSaves. Second by Mr. Wenholz. Motion carried.

Vice Chair Shafer – Aye

Mr. Simpson – Aye

Mr. Tovey – Aye

Mr. Wenholz – Aye

Ms. Mittelsdorf – Aye

Mr. Simpson made a motion to make the Interim Executive Director a full-time position. Second by Mr. Tovey. Motion carried.

Vice Chair Shafer – Aye

Mr. Simpson – Aye

Mr. Tovey – Aye

Mr. Wenholz – Aye

Ms. Mittelsdorf – Aye

Ms. Mittelsdorf moved to approve the Interim Executive Director Job Description with adding the ability to read and comprehend documents, the ability to drive a vehicle, and the ability to work cooperatively with others. Second by Mr. Simpson. Motion carried.

Vice Chair Shafer – Aye

Mr. Simpson – Aye

Mr. Tovey – Aye

Mr. Wenholz – Aye

Ms. Mittelsdorf – Aye

Vice Chair Shafer moved the meeting back into executive session by reading the following statement.

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

Vice Chair Shafer moved the board out of executive session. No decision was made during the executive session.

Mr. Tovey moved to appoint Emily Collins to the Interim Executive Director position for a period of time not to exceed 6 months without additional action from the CDA Board. Second by Ms. Mittelsdorf. Motion carried.

**Vice Chair Shafer – Aye
Mr. Simpson – Aye
Mr. Tovey – Aye
Mr. Wenholz – Aye
Ms. Mittelsdorf – Aye**

G. Other

Ms. Mittelsdorf asked if we have an adopted Credit Card policy.

Ms. Collins said she believes we do have one, but she will pull up the minutes to confirm.

Ms. Mittelsdorf requested to discuss the ODOT project. She stated that the Port of Morrow approved covering the payments to Tapani if they are paid back immediately.



Mr. Tovey made a motion for the CDA to draft a contract with legal counsel, to be executed by the chair, to reimburse the Port of Morrow immediately upon receipt of grant fund drawdowns. Second by Mr. Simpson.

Mr. Wenholz asked if there is a conflict of interest since the Board Chair is a representative of the Port of Morrow.

Ms. Howard stated that there would be if he would benefit from the contract, but it does not seem like that in this case.

Vice Chair Shafer called for a vote. Motion carried.

Vice Chair Shafer – Aye

Mr. Simpson – Aye

Mr. Tovey – Aye

Mr. Wenholz – Aye

Ms. Mittelsdorf – Aye

Ms. Collins read the approved meeting minutes from December 16, 2025, showing the CDA board did adopt the Credit Card policy.

Mr. Shafer Adjourned the meeting.

Documents discussed:

[Umatilla County Amended Motion](#)

[Hiring policy](#)

[Position Description](#)