Board Members: Chairman, Kim Puzey, Port of Umatilla, Vice Chair, John Shafer, Umatilla County, JD Tovey, CTUIR, Jeff Wenholz, Morrow County, Joel Peterson, Port of Morrow

Board Member Alternates: Robert Blanc, Port of Umatilla, Dan Dorran, Umatilla County, Gary Burke, CTUIR, David Sykes, Morrow County, Lisa Mittelsdorf, Port of Morrow

Staff: Greg Smith, CDA Director, and Emily Collins, Project Coordinator

Board Meeting Minutes

Tuesday, October 28, 2025
Time 1 pm
Location of Meeting: Port of Morrow
2 E Marine Drive, Boardman, OR 97818

1. CALL TO ORDER AND INTRODUCTIONS

Kim Puzey, John Shafer, JD Tovey, Jeff Wenholz, Lisa Mittelsdorf, Dan Dorran, Robert Blanc, Kelly Doherty, Patricia Andreason, Josh Burns, Aaron Palmquist, Jerry Simpson, Steve Williams, Doug Olsen, Nick Warner, Elizabeth Howard, Megan Davchevski, Greg Smith, Emily Collins, Berit Thorson

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

Steve Williams from Cleaver Farming provided a public comment explaining the need for a renewal lease agreement.

3. CONSENT AGENDA

A. September 30, 2025, Board Meeting Minutes
B. BEO June, July, August & September Statements
C. CDA QuickBooks June, July, August & September

Mr. Wenholz moved to approve the consent agenda with the correction of the spelling of Gibb Evans and a correction on the Board Members/Alternants listed in attendance at the September 30, 2025, meeting in the meeting minutes. Second by Ms. Mittelsdorf. Motion carried unanimously.

Chair Puzey – Yes
Vice Chair Shafer – Yes
Ms. Mittelsdorf – Yes
Mr. Tovey – Yes
Mr. Wenholz – Yes

4. WORK SESSION

A. 2023 Audit Report Approval

Mr. Smith presented the Draft 2023 Audit Report. There was some confusion as the Audit Report that was reviewed by the Board Members was different than the one on the agenda. Vice Chair Shafer, Mr. Wenholz, and Mr. Dorran all stated they will need time to review the correct Audit Report before approving. Ms. Mittelsdorf recommending moving this item to the agenda at the next meeting. Mr. Wenholz and Mr. Smith suggested having the auditor present at the next meeting.

5. INFORMATIONAL REPORTS

A. Director's Update

1. Road Project Update

Mr. Smith stated that as of October 8th, CDA and Tapani have a fully executed contract and Tapani is set to begin construction in November. He shared that there is a fiber line at the OMD entrance that Anderson Perry and Tapani are working to have that moved. Mr. Smith also stated that a $7,400 check has been sent to BOLI along with the compliance application. Mr. Burns from Umatilla Electric Cooperative (UEC) asked for an update on the requested letter from CDA outlining UEC's involvement with the CDA road project. Mr. Smith said that he would investigate and get back to Mr. Burns.

2. Umatilla County Litigation Update

Mr. Smith said that they are trying to work through the division of legal expenses. Vice Chair Shafer concurred. Mr. Smith has requested our legal counsel to contact the legal counsel for each Board Member to receive guidance on how they want it to be handled.

3. Irrigon Rural Fire Protection District Litigation Update

Mr. Smith shared that there is a stipulated temporary injunction between Boardman and Irrigon Fire. They are waiting for declaration on a summary judgement for Boardman Fire. There was a meeting between CDA staff, CDA legal counsel, Boardman Fire, Boardman Fire's legal counsel, Irrigon Fire, and Irrigon Fire's legal counsel. Mr. Smith said that his suggestion at this meeting was to have tax revenues to be divided 75% (Boardman Fire) and 25% (Irrigon Fire) with acknowledgement of collaboration on future enterprise zone activities.

They were going to take that suggestion back to their respective boards. He heard back from Irrigon Fire with a counteroffer. In the counteroffer, Irrigon Fire would be delegated a portion of real estate based upon a negotiation between Boardman Fie and Irrigon Fire. Mr. Smith stated that this is still an ongoing conversation.

4. Cleaver Farms Lease Renewal

Mr. Smith shared that he has completed everything needed to transfer the property to Cleaver Farms, CDA is just waiting for the lis pendens to be lifted as the litigation concludes. Ms. Howard shared CDA is also waiting for the land use decision from Umatilla County to be completed. Mr. Smith confirmed that CDA has done everything needed to get that completed.

5. CDA Office Update

Mr. Smith has paused on this matter until he hears back from the Board with direction on the fiscal agent responsibility and adoption of the budget.

6. Igloo Rental Update

Mr. Smith has moved forward with renting out more igloos to members of the public for storage use. The rental rate is $300 per month with a $1,000 refundable deposit. Chair Puzey said he was contact by a contractor interested in converting the igloo doors to be better suited for storage. Vice Chair Shafer stated he remembered having this conversation in the past. Mr. Smith mentioned there is a model of this process in Pueblo. Mr. Tovey asked about access to the igloos. Mr. Smith shared that access to the igloos will not require renters to go through the military entrance. He also stated that the goal is to generate $120,000 in annual revenue from renting out 25 igloos, but for now they are only renting 10 igloos to allow time to work out any unforeseen issues.

7. Industry Visit

Mr. Dorran, Ms. Mittelsdorf, and Mr. Smith provided a summary of a rail infrastructure tour they gave at the CDA property to Columbia Rail.

Mr. Smith notified the CDA Board that the environmental team from the Army will be out on the site in November. He then read an email from Randal Schneider explaining his recent site visit request. Mr. Smith has requested to attend the site visit and has asked to receive a copy of any and all reports

created following the visit. Mr. Dorran asked if this investigation has anything to do with the plume or if there has been any other follow-up on the plume. Vice Chair Shafer asked Mr. Smith why the plume is still an issue on the property if the land was given to the CDA free and clear. Mr. Smith said he would have Fred Ziari come and explain this issue to the Board at the next meeting.

Ms. Mittelsdorf requested to have "other" added as an item on the agenda after informational reports and again after work session prior to for the good of the order.

Mr. Blanc asked for the definition of a plume. Ms. Howard stated that the plume was an area of contamination the Army closed, and a no further action letter was issued. It does, however, require certain steps to make sure CDA doesn't disturb the polluted area in the future. She said there is an encumbrance on the property transferred to the CDA to ensure the long-term maintenance and protection needed to prevent the pollution from spreading would continue to occur. Ms. Howard believes the inspection mentioned by Mr. Smith would be connected to this to make sure CDA is staying in compliance with those requirements as well. She stated she would email more information on the plume to Vice Chair Shafer.

6. RETURN TO WORK SESSION

A. Fiscal Agent

Ms. Mittelsdorf shared that the Port of Morrow is not opposed to continuing as the CDA fiscal agent, but they would like a resolution adopted by the CDA that states they are not obligated to continue providing payroll services. Ms. Mittelsdorf suggested the option of Umatilla County taking over as fiscal agent. Vice Chair Shafer said that Umatilla County does not want to be fiscal agent. Ms. Mittelsdorf said that changing the fiscal agent requirements listed in the IGA is also an option, but it would require approval by all 5 Board Members. There was no further mention of making changes to the IGA.

Ms. Mittelsdorf said that November 12th is the next Port of Morrow Commission meeting and they would need a resolution or another solution by the time that meeting occurs. Mr. Smith mentioned that a Special Meeting to review a resolution would need to be scheduled. Ms. Mittelsdorf said that moving forward, the Port of Morrow assumes their responsibilities would only include maintaining state and federal grant opportunities as the day-to-day operations of the CDA is being handled by the CDA Bookkeeper. Chair Puzey stated that the Port of Umatilla Commission meeting is on November 11th, so the CDA would need to meet before then for him to get approval from his Commission before he could make any votes.

Columbia Development Authority

Ms. Howard stated that in a future motion to appoint a fiscal agent, it would be helpful to define a scope of the services the fiscal agent provides, so they have clarity going forward. Mr. Dorran asked if a job description would be needed before assigning a new fiscal agent. Ms. Howard said not necessarily, but we would need to have a plan in place if the Port of Morrow is no longer handling payroll services.

Mr. Smith stated that the Port of Umatilla and the Port of Morrow are the only members current on their member contribution payments to CDA.

Ms. Hendricks from the Port of Morrow provided an explanation of the Port of Morrow expenditures sent to CDA Board Members from the Port of Morrow. Mr. Blanc and Ms. Hendricks asked Ms. Collins questions regarding the CDA member match invoices. Ms. Collins explained what the monthly payments from the Port of Umatilla and the Port of Morrow are covering. Mr. Blanc asked Ms. Collins to provide the Port of Umatilla with a monthly voucher with their invoices. Ms. Collins said she would have the new CDA Bookkeeper work on it. Mr. Tovey stated that he still has questions on the grant match and would like some additional information from Ms. Hendricks. Chair Puzey stated that it was his understanding that whatever payments the Board Members make to the CDA, they will be paid back after the sale of property is completed. Mr. Smith agreed with Chair Puzey's statement.

B. BEO Bank Account Signers

1. Resolution
2. Email to OGEC

Mr. Smith explained the Bank Resolution and email to the OGEC. Ms. Mittelsdorf suggested moving the CDA bank account to a bank where the Board Members do not have conflicts of interest. Vice Chair Shafer asked if they had heard back from the email that was sent out. Mr. Smith said no, he had not.

C. Policies & Procedures (Click here to view the current CDA Policies & Procedures)

1. Travel, Meals & Business Entertainment Policy
2. Credit Card Policy
3. Public Records Request Policy
4. Misconduct Reporting Policy
5. Board Conflict of Interest Signature Statement
    1. Conflict of Interest Policy
    2. Minutes Approving Conflict of Interest Policy
6. Media Policy

Mr. Smith shared that these policies are open for review and Board direction. Mr. Tovey requested these items to be back on the agenda for the next meeting to allow Board Members time to review.

Mr. Smith declared a potential conflict of interest as it relates to the Travel, Meals & Business Entertainment Policy, Credit Card Policy, Public Records Request Policy, Misconduct Reporting Policy and Media Policy.

Mr. Tovey provided a packet of suggested changes to the policies listed above.

D. Fiscal Year 25-26 Budget Approval

Chair Puzey explained that the budget was proposed and approved by the CDA Budget Committee, now the CDA Board is needing to adopt it. Mr. Tovey stated he cannot vote to approve the budget until he receives approval from his Board. Vice Chair Shafer said he will also need Board approval to approve the budget.

E. City of Irrigon Test Well Request

Mr. Palmquist, City Manager of the City of Irrigon, explained the Irrigon test well request. Ms. Mittelsdorf explained that Tract 2 has not yet been transferred to CDA. Mr. Smith offered to arrange a conference call with Mr. Palmquist and OMD. Mr. Palmquist stated that he anticipates the test wells will be a one-to-two-year long process.

Vice Chair Shafer made a motion for the CDA to craft a letter of support for the City of Irrigon's requested test wells. Second by Mr. Wenholz. Motion carried unanimously.

Chair Puzey – Yes
Vice Chair Shafer – Yes
Mr. Wenholz – Yes
Ms. Mittelsdorf – Yes
Mr. Tovey – Yes

F. Employee Handbook

7. FOR THE GOOD OF THE ORDER

Mr. Smith suggested the Board selling a parcel of land.

Ms. Mittelsdorf asked if the Board can approve an extension of the Cleaver Farms lease agreement. Mr. Tovey said this item is listed as an update, not an action item. He suggested moving it to the next agenda.

Mr. Dorran asked about the CDA Conflict of Interest policy. Mr. Smith said he would return it to legal counsel for their review.

Mr. Smith read a grievance letter submitted by Kelly Doherty. He stated that legal counsel has been notified and the board will be kept up to date on a response.

Ms. Mittelsdorf requested to only be presented with a couple of policies a month. Mr. Smith said yes, but he is bringing forward what has been requested by the Board.

8. EXECUTIVE SESSION

A. Consultation with Legal Counsel

CDA Board moved to executive session pursuant to ORS 192.660 (2)(h). No decision was made during the executive session. CDA Board moved back into open session. No decision was made.

9. ADJOURN at 3:57 pm

Documents referenced during the CDA Board Meeting:
September 30, 2025, Board Meeting Minutes
BEO June, July, August & September Statements
CDA QuickBooks June, July, August & September
2023 Audit Report
Irrigon Rural Fire Protection District Litigation Resolution Email
Cleaver Farms Lease Renewal
Igloo Rental Update
Industry Visit
Resolution
Email to OGEC
Current CDA Policies & Procedures
Travel, Meals & Business Entertainment Policy
Credit Card Policy
Public Records Request Policy
Misconduct Reporting Policy
Board Conflict of Interest Signature Statement
Conflict of Interest Policy
Minutes Approving Conflict of Interest Policy
Media Policy

Columbia Development Authority

Fiscal Year 25-26 Budget
Cleaver Farms 2024 Lease Agreement
Email from Randal Schneider