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, February 24, 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, Dan Dorran, JD Tovey, Jeff Wenholz, Robert Blanc, Jerry Simpson, Lisa Mittelsdorf, Berit Thorson, Griffin Beach, Ty Lord, Andy Lindsey, Eileen Hendricks, Jerry Rietmann, Emily Collins, Elizabeth Howard, Ryan DeGrofft, Kelly Doherty, Aaron Palmquist, Fred Ziari, Terry Murray, Mark Patten

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

3. CONSENT AGENDA

A. January 27, 2026, Meeting Minutes
B. January 30, 2026, Special Meeting Minutes
C. BEO January Statement
D. QuickBooks January 2026

Mr. Wenholz moved to approve the consent agenda with the correction of a grammatical error and changing the noted Ms. to Mr. Second by Mr. Blanc. Motion carried unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

4. INFORMATIONAL REPORTS

A. Directors Update

1. Bank Account Signers & Credit Card

Ms. Collins shared that Chair Peterson will need to sign approved meeting minutes requesting the change in account signers and the request for the credit card. Chair Peterson announced a potential conflict of interest with the Bank of Eastern Oregon. He requested having Vice Chair John Shafer sign instead.

2. Office & Document Storage
Ms. Collins reported that the documents stored at the CDA office will be moved and stored in an igloo on the Umatilla County side of the CDA property. She also noted that all electronic files are being moved to a new documentation storage system. Mr. Wenholz requested a file cabinet be used to organize and safely store the documents in an igloo. Ms. Mittelsdorf stated that the Port of Morrow will allow CDA time to move the documents out of the current office.

3. BRAC Audit Requirements
Ms. Collins stated that she had a conversation with Mr. Ramsdell from the BRAC office on February 4th. During this conversation Mr. Ramsdell stated the completed CDA Audits meet their requirements. Mr. Ramsdell also stated they are comfortable with our current audit completion schedule.

4. Boardman & Irrigon Rural Fire Protection District Litigation
Ms. Collins shared CDA legal counsel did not have much of an update on this litigation but she will keep the board informed moving forward.

5. Road Project

A. UEC Funding
Ms. Collins said that the next step in receiving the UEC Road Project funding is receiving a signed hold harmless agreement from UEC. This agreement was sent over to them from CDA legal counsel, and their lawyers are reviewing it. As far as Ms. Collins is aware, there is no issue with the funding.

B. ODOT Funding
Ms. Collins reported that the Port of Morrow wired payment to the CDA for Tapani. CDA then immediately wired a payment back out to Tapani and submitted a reimbursement request to ODOT. ODOT then put a check in the mail and the CDA was still waiting to receive that check. As soon as that check is received, CDA will wire payment back to the Port of Morrow.

B. Road Project update from IRZ
Mr. Ziari stated that so far the project has cost $2.2M. The construction started in November of 2025 and is anticipated to be completed by the end of 2026. He invited the board to go out for a tour of the road in the spring. Mr. Lord from IRZ and Mr. Lindsey from Anderson Perry shared a construction update. Mr. Lord stated that the work is expected to be completed at the end of May, and construction is ahead of

schedule and on budget. Mr. Ziari said that Umatilla County is working closely with them to work through the permitting process but there is no stopping construction at this time.

Mr. Dorran requested IRZ to schedule a call with the public works directors in Umatilla County. Mr. Ziari said that Umatilla County Planners, IRZ, Ms. Howard and Ms. Collins had all met that morning. He also stated that there are weekly progress report meetings with the contractors that Ms. Collins attends.

Ms. Mittelsdorf and Mr. Dorran asked to have a tour of the road.

Mr. Ziari stated that the Oregon Military Department has requested to transfer wells 4 and 5 to the CDA. OMD will want to use the wells for emergencies only but would like CDA to take over maintaining them. CDA is currently using the wells for road construction.

Mr. Ziari said the wells will need to be updated but they are operational. Mr. Dorran asked how many wells are operational on the property. Ms. Howard said there is an MOA on this with the Oregon Military Department. She also reminded the board that there are many wells throughout the property. She said she would help Ms. Collins research this and circle back.

5. WORK SESSION

A. Payroll

1. Workers Comp Insurance Quote

Ms. Collins requested approval of the insurance quote. She also stated that the new BIN number had been issued by the State of Oregon. The BIN and Workers Compensation insurance will allow CDA to start processing their own payroll.

Mr. Blanc moved to approve payment on the Workers Compensation insurance quote. Second by Mr. Wenholz. Motion carried unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

2. Bookkeeper Contract

A. Current Contract
B. Proposed Contract

Columbia Development Authority

Ms. Collins presented the proposed bookkeeper contract.

Ms. Mittelsdorf asked if the CDA wanted to go out to RFP.

Mr. Dorran stated that it might be nice to have consistency for a 3- or 6-month period. Then move forward with an RFP process if needed.

Moved by Mr. Dorran to approve the contract as written with moving the hours worked from 15 to 25. Second by Mr. Wenholz. Motion carried unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

B. Transfer of Property to Members

Ms. Howard shared an update on transferring the CDA property to the board members. She stated that her team is currently drafting the Purchase and Sale Agreements. She said they will be meeting with the legal counsel from each party to discuss the easements needed from the other property owners. Her plan is to use the draft agreement with CTUIR as a template when drafting the other Purchase and Sale Agreements. Elizabeth will also be meeting with Port of Morrow to discuss the land use process in Morrow County.

Mr. Dorran asked if there is a timeline on the transfer.

Ms. Howard said sometime this year, but she cannot be more specific than that.

C. Property Inquiries

1. Umatilla County Letter of Support

Ms. Collins shared that the CDA has received a few inquiries from companies interested in CDA property. She was asking board members for direction on how to handle those. Board members requested Ms. Collins to forward those inquiries to the future landowners.

Mr. Dorran requested the attached letter of support to be signed by CDA. The letter of support is for Umatilla County's application for a planning grant.

Mr. Wenholz moved to have Emily Collins, as the Interim Executive Director, sign the support letter for Umatilla County for the bridge project to the Secretary of Transportation. Second by Mr. Dorran. Motion carried unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

D. Policies & Procedures

1. Current Conflict of Interest Policy
2. Draft Conflict of Interest Policy
3. Media Policy

This item was moved to be discussed following the executive session.

E. Financials

1. Budget Report

Ms. Collins presented the CDA budget vs. the actuals.

Mr. Wenholz suggested having Ms. Collins reach out to the department of revenue, work with Ms. Howard and get something in writing that states the process that CDA has to follow.

Mr. Dorran asked if there was an opportunity to reapply for the OLDCC funding.

Ms. Collins stated that the OLDCC program was shut down and funding stopped for all entities previously receiving the grant.

Mr. Dorran asked what process the CDA will be required to follow moving forward if they decide to apply for new grants.

Ms. Mittelsdorf asked the board to remember that the budget will look a lot different in the years going forward.

Mr. Wenholz asked Ms. Collins to find out what process the CDA is required to follow.

2. Road Construction Line of Credit

Columbia Development Authority

Chair Peterson shared that the Port of Morrow is hoping someone else will step up to cover the road construction payments or for the CDA to obtain a loan.

Mr. Tovey said CTUIR is not interested at this time.

Mr. Dorran said he would look into seeing if Umatilla County is interested.

Mr. Wenholz stated Morrow County is not interested.

3. Bank Account
Ms. Collins asked the board if there was any interest in moving bank accounts. The board requested to stay with Bank of Eastern Oregon.

F. Other

7. EXECUTIVE SESSION

A. Conflict of Interest Policy
B. Media Policy
C. Employee Payment Agreement

Chair Peterson 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.

Chair Peterson moved back into open session. No decision was made in executive session.

Mr. Dorran moved to adopt the media policy as presented except for in paragraph thirteen, sub paragraph A, to split the employee discussion from the board discussion. Second by Mr. Blanc.

Chair Peterson asked if there was any discussion.

Mr. Wenholz asked how they are going to address the authorized spokesperson.

Ms. Howard said the board or the Chair can authorize a person to be the spokesperson depending on the topic. The flexibility is that the final say is the Board Chair, and it can be changed if the board decides to in the future. She also suggested having the blank lines be taken out of the policy.

Chair Peterson moved to amend the motion to strike the sentence prior to and containing the blank lines. Amendment was approved by Mr. Dorran and Mr. Blanc.

Chair Peterson called for a vote. Motion carried unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

Mr. Blanc moved to adopt the Conflict of Interest policy as presented. Second by Mr. Wenholz. Motion carries unanimously.

Chair Peterson – Aye
Mr. Dorran – Aye
Mr. Blanc – Aye
Mr. Wenholz – Aye
Mr. Tovey – Aye

6. FOR THE GOOD OF THE ORDER
Ms. Hendricks explained invoices provided by the Port of Morrow.

Mr. Tovey and Mr. Dorran said they will be contacting Ms. Hendrick with additional questions.

8. ADJOURN

Columbia Development Authority

Documents Discussed:
January 27, 2026, Meeting Minutes
January 30, 2026, Special Meeting Minutes
BEO January Statement
QuickBooks January 2026
Workers Comp Insurance Quote
Current Contract
Proposed Contract
Current Conflict of Interest Policy
Draft Conflict of Interest Policy
Media Policy