

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen  
County Counsel

SUBJECT: CDA Payments

<p>Background: The Columbia Development Authority has requested the five entities comprising the authority to participate in payment of expenses. The first item is for the property/casualty insurance premium of \$30,895, of which \$6,179 is allocated to the County. The second item is for repayment of the \$960,000 loan for the sale price of the depot from the Department of Army of \$1,000,000. The Board previously approved the county obligation for the loan, and payment is now requested from each entity for \$192,000. Both payments are before the Board for approval.</p>	<p>Requested Action: Approve payment of \$6,179 and \$192,000 to the Columbia Development Authority</p>
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ATTACHMENTS: Invoices

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: January 17, 2024

Action taken:

## MEMORANDUM

**DATE:** January 1, 2024  
**TO:** SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants  
**FROM:** Underwriting Department  
**RE:** 2024 SDIS Property/Casualty Insurance Renewal

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### **RENEWAL PACKET INFORMATION:**

Included with this memo is the 2024 SDIS property/casualty coverage final renewal packet. This packet contains your district's invoice, declarations, schedules, loss runs and a comparison report.

Please note that this reflects *all* changes made prior to January 1, 2024.

Any changes made on or after January 1<sup>st</sup> will be invoiced separately as a mid-term change in early February.

### **Coverage Changes**

Additional Coverages 13 and 14 have been deleted from the Liability Coverage Document. These appear on the Liability Declarations as the 'Oregon Identity Theft Protection Act' or 'OCIPTA' coverage and the Data Disclosure Liability Coverage. These were the cyber-related coverages that SDIS provided free of charge.

Effective January 1, 2024, cyber coverage is provided under a separate SDIS Cyber Coverage Document, and the coverage is described in the Cyber Coverage Declarations in the renewal packet. Please consult the declarations and the coverage document for further information.

### **Rate Change Comparison Report**

We have again included the Rate Comparison Report. ***The report displays the changes from the 2023 renewal to the 2024 renewal.*** This will show the change in rates as well as how your district's individual contribution is affected by any changes in exposures that you may have experienced in the last year.

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please contact us at [undewriting@sdao.com](mailto:undewriting@sdao.com) or 800-285-5461.

### **Longevity Credit and Rate Lock Guarantee Pause**

As a reminder, we have paused the Longevity Credit and Rate Lock Guarantee program. During times when the Trust sees a surplus in investment earnings, the SDIS Trust uses the Longevity Credit and Rate Lock Guarantee program to give back to members in the form of longevity credits and rate locks. In recent years, we have been able to execute this program to its full potential due to favorable returns.

Unfortunately, the last two fiscal years saw investment returns dip below targeted levels. As a result, the Trust has decided to put the Longevity Credit and Rate Lock Guarantee Program on hold until investment earnings return to levels we have seen in the past.

Please know that with the nature of any investment strategy, there are positive and negative years. Historically, our portfolio has seen far more positive years, and we fully anticipate being able to offer the program again in the future.

In addition, this is in no way a reflection of the financial health of the SDIS Trust. Our total retained earnings are within the range our actuaries determined is healthy for normal operations and to absorb a potentially catastrophic year in terms of insured losses. This pause is merely to preserve our investment earnings for the good of all Trust members. Once investment returns start to outpace our targeted levels, we will once again resume giving back that surplus to the membership in the form of longevity credits and rate locks.

Invoice

Invoice Number: 39P16002-5114    Entity ID: 16002    Effective Date: 1/1/2024    Expiration Date: 12/31/2024    Invoice Date: 01/01/2024

Named Participant

Columbia Development Authority  
PO Box 200  
Boardman, OR 97818

Agent of Record

The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

Coverage

Contribution

**SDIS Liability Coverage**

	\$1,707
Less Best Practices Credit	(\$68)
<u>Less Service Group Discount</u>	<u>(\$0)</u>
Adjusted Contribution	\$1,639

**Auto Liability\***

	\$0
Less Best Practices Credit	(\$0)
<u>Less Service Group Discount</u>	<u>(\$0)</u>
Adjusted Contribution	\$0

**Non-owned and Hired Auto Liability  
Auto Physical Damage**

	\$175
	\$0
<u>Less Service Group Discount</u>	<u>(\$0)</u>
Adjusted Contribution	\$0

**Hired Auto Physical Damage  
Property**

	\$0
	\$29,908
Less Best Practices Credit	(\$1,196)
<u>Less Service Group Discount</u>	<u>(\$0)</u>
Adjusted Contribution	\$28,712

**Earthquake**

\$0

**Flood**

\$0

**Equipment Breakdown**

\$0

**Crime**

\$369

**Cyber**

Included

Total	\$30,895
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The listed coverages are only extended when a specific dollar amount or the word "included" is indicated in the Contribution column. Your payment evidences acceptance of this renewal. Please use the coupon on the following page to help us apply your payment.

\* Includes Excess Auto and Auto Supplemental coverages.

**Your Contribution is due on 3/1/2024**

**Please include the bottom portion of this sheet with your payment.**

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**Make Checks Payable to:**

Special Districts Insurance Services  
PO Box 12613  
Salem, OR 97309

**Member:** Columbia Development Authority

**Member ID:** 01-16002

**Total Due:** \$30,895

Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

**SDIS Liability Coverage Declarations**

**Certificate Number:** 39P16002-5114

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Columbia Development Authority  
PO Box 200  
Boardman, OR 97818

**Agent of Record**

The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

<b>SDIS Liability Coverage:</b>	<b>Description</b>	<b>Limit<sup>(1)</sup></b>	<b>Deductible<sup>(2) (3)</sup></b>
	Per Occurrence Limit of Liability	\$5,000,000	None
	Per Wrongful Act Limit of Liability	\$5,000,000	None
	Annual Aggregate Limit of Liability	No Limit Except As Outlined Below	None

**Additional Coverages:** List only includes sublimited Additional Coverages. Unless indicated in Section III Additional Coverages, of the SDIS Liability Coverage Document, the following limits are not added to the above identified Limit(s) of Liability.

<b>Coverage</b>	<b>Limit<sup>(4)</sup></b>	<b>Participant Limit<sup>(5)</sup></b>	<b>All Participants Limit<sup>(6)</sup></b>	<b>Deductible</b>	<b>Contribution</b>
Ethics Complaint Defense Costs	\$5,000	\$5,000		None	Included
EEOC/BOLI Defense Costs	\$5,000,000			None	Included
Limited Pollution Coverage	\$250,000	\$250,000		None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	Not Applicable <sup>(7)</sup>	None	Included
Criminal Defense Costs	\$100,000	\$100,000	\$500,000	None	Included
Premises Medical Expense	\$5,000	\$5,000		None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000		None	Included
Applicators Pollution Coverage	\$50,000	\$50,000		None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000	\$200,000	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000		None	Included
Communicable Disease Defense	\$50,000	\$50,000	\$2,000,000	None	<u>Included</u>
				<b>Total Contribution:</b>	\$1,639

**Reference**

- (1) Subject to a \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) Subject to a \$10,000 controlled burn deductible for failure to follow DPSST guidelines.
- (3) Subject to a \$25,000 Employment Practices Deductible when SDIS not contacted for legal advice prior to termination.
- (4) Named Participant's maximum limit per Occurrence or Wrongful Act.
- (5) Named Participant's maximum limit for the Coverage Period.
- (6) Maximum limit of coverage, for all SDIS Trust Participants for the Coverage Period. Does not apply to Injunctive Relief Defense Costs (7).
- (7) Maximum limit of coverage, for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act, is \$100,000.

**Forms applicable to Named Participant: SDIS Liability Coverage Document - 01/01/2024**

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:



Date: January 01, 2024

Authorized Representative  
Property and Casualty Coverage for Education Trust

## Auto Liability and Auto Physical Damage Coverage Declarations

Certificate Number: 39P16002-5114

Coverage Period: 1/1/2024 through 12/31/2024

**Named Participant**Columbia Development Authority  
PO Box 200  
Boardman, OR 97818**Agent of Record**The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

Coverage is only provided for those coverages indicated below for which a contribution is shown.

**Auto Liability**

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability	No Coverage	None	No Coverage
Non-Owned/ Hired Auto Liability	\$500,000	None	\$175

Applicable Coverage Document: SDIS Auto Liability Coverage Document January 1, 2024

**Auto Physical Damage**

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	No Coverage	No Coverage*	No Coverage

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document January 1, 2024

This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:



Date: January 01, 2024

Authorized Representative  
Special Districts Insurance Services

\* If two deductibles are displayed (ie: \$100/\$200), the first applies to Comprehensive Coverage and the second Collision Coverage.

## Auto Excess Liability Coverage Declarations

Certificate Number: 39P16002-5114

Coverage Period: 1/1/2024 through 12/31/2024

**Named Participant**Columbia Development Authority  
PO Box 200  
Boardman, OR 97818**Agent of Record**The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

Coverage is only provided for those coverages indicated below for which a contribution is shown.

**Excess Auto Liability**

Coverage	Limit of Liability*	Retention	Contribution
Excess Auto Liability	No Coverage	No Coverage	No Coverage
Excess Non-Owned/ Hired Auto Liability	\$4,500,000	\$500,000	Included with Non-Owned/ Hired Auto Liability

**Applicable Coverage Document:** SDIS Excess Auto Liability Coverage Document - January 1, 2024

This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Excess Auto Liability Coverage Document. This Certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Excess Auto Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:



Date: January 01, 2024

Authorized Representative  
Special Districts Insurance Services

\* Per Accident Limit of Liability.



## Auto Supplemental Coverage Declarations

**Certificate Number:** 39P16002-5114**Coverage Period:** 1/1/2024 through 12/31/2024**Named Participant**

Columbia Development Authority  
PO Box 200  
Boardman, OR 97818

**Agent of Record**

The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

Coverage is only provided for those coverages indicated below for which a contribution is shown.

### Auto Supplemental

Coverage	Limit of Liability	Deductible	Contribution
Personal Injury Protection	No Coverage	N/A	N/A
Uninsured/ Underinsured Motorist Bodily Injury	\$500,000 Per Accident	None	Included with Auto Liability

**Applicable Coverage Document:** SDIS Auto Supplemental Coverage Document - January 1, 2024

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Supplemental Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Supplemental Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions which they relate.

**Countersigned by:****Date:** January 01, 2024

Authorized Representative  
Special Districts Insurance Services

## Property Coverage Declarations

**Certificate Number:** 39P16002-5114

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Columbia Development Authority  
PO Box 200  
Boardman, OR 97818

**Agent of Record**

The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

**Scheduled Property Values**

\$16,082,164 Buildings, Other Structures and Scheduled Outdoor Property  
\$0 Personal Property  
\$0 Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

**Total Limit of Indemnification (Per Occurrence)**

\$16,082,164 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.  
\$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

**Sublimits (Per Occurrence)**

The subjects of coverage listed below are sub-limited within the above shown "Total Limit of Indemnification (Per Occurrence)". The Limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

**Covered Property**

*Section VIII - Covered Property in the SDIS Property Coverage Document*

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment  
\$100,000 Property of Employees/Volunteers (subject to a \$5,000 maximum per person)  
\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days  
\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

**Additional Coverages**

*Section X - Additional Coverages in the SDIS Property Coverage Document*

\$5,000,000 Debris Removal  
*Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.*  
\$50,000 Pollutant Clean-up and Removal from Land or Water  
*Sublimit is \$50,000 or 20% of the scheduled location(s) value, whichever is less.*  
\$10,000 Fungus as a Result of a "Covered Cause of Loss"  
*Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less*  
\$10,000 Preservation of Undamaged Covered Property  
*Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.*

\$250,000	Professional Services <i>Sublimit is \$250,000 or 10% of the covered portion of the loss, whichever is less.</i>
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law <i>Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Increased Cost of Construction - Cost Resulting from Unforeseen Delay <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>

**Additional Coverages - Business Income and Extra Expense**

*Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document*

\$1,000,000	Business Income
\$1,000,000	Extra Expense
\$25,000	Enforcement of Order by Government Agency or Authority
\$25,000	Business Income from Dependent Property
\$100,000	Interruption of Utility Services
\$25,000	Inability to Discharge Outgoing Sewage

**Coverage Extensions**

*Section XII - Coverage Extensions in the SDIS Property Coverage Document*

\$2,000,000	Property in the Course of Construction <i>If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.</i>
\$500,000	Newly Acquired or Constructed Property <i>No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII.A.</i>
\$25,000	Unscheduled Outdoor Property
\$250,000	Malicious Mischief or Vandalism to Tracks and Artificial Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leashold Interest <i>Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.</i>
\$250,000	Valuable Papers and Records <i>Sublimit is lesser of: Cost to research, restore and replace the lost information; Actual Cash Value in its blank state of the damaged or destroyed paper, tape or other media if records are not actually researched, restored or replaced; or the amount of the sublimit listed here.</i>
\$25,000	Data Storage Media
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft <i>Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.</i>
\$16,082,164	Property Damaged by an Act of Terrorism or Sabotage <i>The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.</i>

**Additional Sublimits**

*Sublimits showing below, if any, are in addition to the sublimits shown above.*

**Locations Covered**

Locations that are specifically listed on the Named Participant's Property Schedule.

**Perils Covered**

Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

**Deductibles**

As indicated on the Schedule of Property Values on file with the Trust.

**Contribution**

\$28,712


**Applicable Coverage Document:** SDIS Property Coverage Document - January 1, 2024

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This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the applicable SDIS Property Coverage Document. This Certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Property Coverage Document. Reference the current SDIS Property Coverage Document for complete terms and conditions.

Countersigned by: Frank Stratton Date: Monday, January 01, 2024  
Authorized Representative  
Special Districts Insurance Services

## Comprehensive Crime Coverage Summary

Insured by Travelers Casualty and Surety Company of America **Travelers Policy Number:** 105870359**Coverage Period:** 1/1/2024 through 12/31/2024**Named Participant**Columbia Development Authority  
PO Box 200  
Boardman, OR 97818**Agent of Record**The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838

This summary is a coverage descriptions intended to provide important information about the protection available to the referenced insured under the Crime Master Policy (the "Master Policy"). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust – see attached Schedule of Named Insured's listed per spreadsheet List of Special Districts Members, Schedule Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<b><u>Reference</u></b>	<b><u>Coverage (For Any One Loss)</u></b>	<b><u>Limit</u></b>	<b><u>Retention</u></b>
A1.	Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI -7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$50,000	\$750
A2.	ERISA Fidelity - same limit as A.1 (CRI-19044)	\$50,000	\$750
B.	Forgery or Alteration	\$50,000	\$750
C.	On Premises	\$50,000	\$750
D.	In Transit	\$50,000	\$750
E.	Money Order Counterfeit Currency	\$50,000	\$750
F1.	Computer Fraud	\$50,000	\$750
F2.	Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$50,000	\$750
G.	Funds Transfer Fraud	\$50,000	\$750
H1.	Personal Accounts Forgery or Alteration - same limit as A.1	\$50,000	\$750
H2.	Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070	Social Engineering Fraud - same limit as A1 or maximum of \$250,000	\$50,000	\$750
I.	Claims Expense	\$5,000	\$0
CRI-7072	Third Party Entity Funds Coverage	Not Covered	Not Covered

**Contribution:** \$369

This document provides a brief summary of Crime Coverage from Travelers Casualty and Surety Company of America (Travelers) and in-no-way replaces or supersedes the Travelers policy or coverage terms. Please refer to the Travelers Crime Coverage Form for detailed coverages, exclusions and conditions that may apply.

## SDIS Cyber Coverage Declarations

Policy Number: 39P16002-5114

Coverage Period: 1/1/2024 through 12/31/2024

**Named Participant**Columbia Development Authority  
PO Box 200  
Boardman, OR 97818**Agent of Record**The Swanson Insurance Group, LLC  
PO Box 24  
Hermiston, OR 97838**Cyber Total Aggregate Limit of Liability** \$150,000**First Party Coverage's Sublimit of Liability** \$50,000**First Party Coverage Includes:**Network Interruption  
Event Management  
Cyber Extortion  
Data Restoration  
Computer and Legal Experts  
Public Relations  
Business Income**Third Party Liability Coverage's Sublimit of Liability** \$100,000**Third Party Coverage Includes:**Security Failure or Privacy Event  
Media Content  
Regulatory Action**SDIS Trust Cyber Annual Aggregate Limit of Liability** \$5,000,000**SDIS Member Contribution** Included**Applicable Coverage Document:** SDIS Cyber Coverage Document, effective January 1, 2024

This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Cyber Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Cyber Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:



Date: Monday, January 01, 2024

Authorized Representative  
Special Districts Insurance Services

# INVOICE

Date: January 9, 2024

To: Umatilla County  
Commissioner John Shafer  
216 SE 4th Street  
Pendleton, OR 97801

**Payable to:**  
Columbia Development  
Authority  
PO Box 200  
Boardman, OR 97818

THE ITEM	DESCRIPTION	LINE TOTAL
1	SDAO Insurance Premium 2024  Make Check Payable to the Columbia Development Authority. <b><i>Due February 10, 2024</i></b>	\$6,179.00
		\$6,179.00
		0
		\$6,179.00



December 18, 2023

Dear CDA Board Member,

I am writing to you to let you know that the Army must be paid by March 3<sup>rd</sup>. That is when the promissory note that you signed was enacted. For us to pay this commitment on time the CDA staff is requesting the payment in full by January 15, 2023.

We look forward to our next board meeting on January 11<sup>th</sup> at 3pm.

CDA previously invoiced you in October.

Included is the Promissory Note signed by CDA Board Members.

Best Regards,

A handwritten signature in blue ink that reads "Greg Smith". The signature is fluid and cursive, with the first name "Greg" and last name "Smith" clearly legible.

Greg Smith

CDA Executive Director



# INVOICE

Date: December 18, 2023

To: Umatilla County  
Commissioner John Shafer  
216 SE 4th Street  
Pendleton, OR 97801

**Payable to:**  
Columbia Development  
Authority  
PO Box 200  
Boardman, OR 97818

THE ITEM	DESCRIPTION	LINE TOTAL
1	Promissory Note 1/5 of 960,000.00  <b>Make Check Payable to the Columbia Development Authority. Due January 15, 2024</b>	192,000.00
		\$192,000.00
		0
		\$192,000.00