



MINUTES Board Meeting

September 20, 2024 3pm

Location of Meeting: Winaha & Qapqapa at the Nixyáawii Governance Center
46411 Timíne Way North, Pendleton, Oregon.
For additional directions please call 541-571-3155

Board Members: John Shafer, J.D. Tovey, David Sykes, Kelly Doherty

Alternate Board Members: Dan Dorran, Joe Taylor

Absent Board Members & Alternates: Kim Puzey, Jeff Wenholz, Bob Blanc, Gary Burke

Staff: Greg Smith, Debbie Pedro, Emily Collins

CALL TO ORDER.

Vice-Chair Shafer called the meeting to order at 3pm September 20, 2024

INTRODUCTIONS:

Fred Ziari, Brian Lemke, Les Zaitz, Berit Thorson, Ryan DeGrofft, Lisa Mittelsdorf, Greg Goebel, Fint, Citizen, MC Planning, Steve Williams, Jessica Keys, Johnathan Black Aaron Palmquist, Doug Olsen, Julie Moon, JR Cook, Patrick Collins, Dave Hansen.

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker) **There were none.**

3. CONSENT AGENDA

- A. [Board Meeting Minutes July 23, 2024](#)
- B. Executive Session Minutes July 23, 2024
- C. Bank of Eastern Oregon Statement and [QuickBooks January-August 2024](#)
- D. [CDA Port of Morrow Ledger](#)

Ms. Doherty made a motion to approve the Consent Agenda Item A. There was no second. Motion failed.

Vice-Chair Shafer asked for a motion on Consent Agenda Item B. There was no motion.

Vice-Chair Shafer asked for a motion on Consent Agenda Item C. There was no motion.

Vice-Chair Shafer asked for a motion on Consent Agenda Item D. There was no motion.



4. INFORMATIONAL REPORTS

A. Oregon Government Ethics Commission Board Training.

Mr. Adam Huxoll with Swanson Insurance Group shared information about the possibility of the board taking ethics training through online webinars or requesting onsite training.

B. Website Update

Mr. Smith shared the CDA has added the 2024 zoom recordings and meeting minutes to the website.

C. Idaho Power Lease Update

Mr. Smith gave an update on the lease.

D. Project A. Update

Mr. Smith gave an update on Project A.

E. Igloo Lease Update

F. Property Line Adjustment between CDA and CTUIR

Mr. Smith Shared that Ferguson Engineering, Schwabe, Williamson & Wyatt and Umatilla County are working on final edits needed for the Umatilla County Surveyor.

G. County Cultural Resources Zoning Permits

Mr. Ziari gave an update on the project.

- [Morrow County](#) This is for the construction of the parking and kiosk area south trail.
- [Umatilla County](#) This is for the construction of the parking, fence, and kiosk 1944 explosion site.

H. [Anderson Perry & Associates Road Design Update](#)

Mr. Ziari gave the updated report on the 90% road design and project estimation

I. [5 Year Cash Flow Projection as Requested by Board Member Mr. Tovey](#)

Following a lot of discussion, Mr. Tovey requested an organizational budget be created.

Mr. Shafer asked what entity receives the proceeds from the sale of the land. Mr. Smith shared that he was not sure, but he would look into it.



J. Department of Environmental Quality Visit to Depot
Mr. Smith shared DEQ's intent was to update their database of state and federal cleanup sites.

5. INFORMATIONAL REPORT WITH A POSSIBLE WORK SESSION

A. CDA Policy Handbook Update for Possible Work Session

Mr. Smith presented new policies and suggested a revision of the PRR policy. Mr. Smith asked the board members to take the CDA policies to their legal counsel for review.

1. Misconduct Reporting Policy
2. Conflict of Interest Policy
3. Board Conflict of Interest Signature Statement
4. Media Policy
5. Public Records Requests Amendment
 - a. Current Policy
 - b. Policy for Consideration
6. Travel Policy
7. Compensation Policy

B. Office of Local Defense Community Cooperation (OLDCC) Approved Grant

1. Timing of OLDCC Grant Submittal

Mr. Smith shared with the board the OLDCC process to submit a grant for approval. Mr. Tovey made the motion to have CDA staff return their salaries back and to return their retroactive pay. Ms. Doherty seconded the motion. Vice-Chair Shafer called for a vote. Mr. Tovey, Ms. Doherty, and Vice-Chair Shafer voted "aye." Motion Carried. Ms. Doherty called on Mr. Sykes to share his vote so his position could be noted. Mr. Sykes said that no motion should be made until an employee evaluation is conducted. Mr. Sykes voted no. Mr. Smith asked the board members to modify their motion to remove Ms. Pedro and Ms. Collins from the motion. Vice-Chair Shafer again tallied the vote. Vice-Chair Shafer confirmed the motion passed.

2. OLDCC Reimbursement Payments to the Port of Morrow.

C. Geographic Information System Mining Evaluation Ground Water Protection Study

Fred Ziari & JR Cook gave an update on the water project study.



D. [James Murphy Company Auction of Real Property Contract](#)

Following an update by CDA staff, the board requested CDA staff to collect additional quotes from auction companies.

6. WORK SESSION

A. [Board Member's Outstanding Financial Match Invoices](#)

Mr. Smith shared he spoke with Morrow County, and they will be paying their match invoices totaling \$17,725.71. Mr. Smith shared the following invoices are outstanding: Umatilla County - \$17,725.71 and CTUIR - \$10,648.80.

7. FOR THE GOOD OF THE ORDER

8. OTHER

Before going into executive session, there was a discussion led by Ms. Doherty on Executive Session item A.

A 5-minute break was taken during this time.

Open meeting closed and CDA board moved into executive session.

9. EXECUTIVE SESSION

A. For the Purpose of Review of the Employment-Related Performance of the CEO – ORS 192.660 (2) (i). **This item was taken off the agenda**

B. Litigation Update

The CDA Executive Session may include the following:

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 the open session and welcome the audience back into the room in-person and open the public virtual Zoom Meeting link again. The public virtual Zoom Meeting link will be closed during the executive session as permissible executive session meetings are not subject to HB2560.

A. For the Purpose of Consultation with Counsel Concerning the Legal Rights and Duties of a Public Body Regarding Current Litigation or Litigation Likely to be Filed – ORS 192.660 (2)(h).

Executive Session ended and open session was resumed.



Much discussion occurred regarding Executive Director evaluation and compensation process.

Mr. Tovey made a motion to authorize the Chair and Vice-Chair to, in consultation with any OARs and any Ethics Committee, develop and present a process and a form for the Executive Director evaluation before October 4th. With the anticipation of doing the evaluation before the 22nd of October. Ms. Doherty seconded this motion. All members voted in favor. Motion carried.

Having no further business, the meeting adjourned at 6:46 pm