



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, Project Coordinator

Board Meeting Minutes
Tuesday, January 27, 2026
Time 1:00 pm
Location of Meeting: Port of Morrow
2 E Marine Drive, Boardman, OR 97818

1. CALL TO ORDER AND INTRODUCTIONS

John Shafer, Bob Blanc, JD Tovey, Lisa Mittelsdorf, Jeff Wenholz, Berit Thorson, Griffin Beach, Jerry Simposon, Kyla Baumgartner, Ryan DeGrofft, Lindsay Chiono, Jenny Miller, Brian Lempke, Greg Smith, Emily Collins, Cindy Timmons, Les Zaitz, Elizabeth Howard, Jason Middleton, David Sykes, Kelly Doherty, Nick Warner, Doug Olsen, Aaron Palmquist, Dan Dorran, Michele Lanigan, Sherri Smith

[Mr. Smith provided a letter of resignation to the CDA Board.](#)

2. PUBLIC COMMENT PERIOD (3 Minutes Per Speaker)

[Ms. Lanigan provided a public comment.](#)

3. CONSENT AGENDA

- A. [December 16, 2025, Board Meeting Minutes](#)
- B. [BEO December Statement](#)
- C. [CDA QuickBooks December 2025](#)

Mr. Wenholz moved to approve the consent agenda. Second by Mr. Tovey. Motion carried.

Vice Chair Shafer – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz – Aye

Mr. Tovey – Aye

Mr. Blanc – Aye

Mr. Tovey moved to approve Mr. Smith’s resignation. Second by Mr. Wenholz. Motion carried.

Vice Chair Shafer – Aye



Ms. Mittelsdorf –
Aye Mr. Wenholz –
Aye Mr. Tovey – Aye
Mr. Blanc – Aye

4. WORK SESSION

A. Umatilla County Litigation

Vice Chair Shafer shared that the parties have been working towards a mutual release and settlement agreement to resolve the disputes arising from the March 26, 2024, resolution and the pending lawsuit. At this time, it looks like all members of the CDA are here and are prepared to sign today. If that is the case then they can go ahead and execute the settlement agreement, making today the effective date.

All members signed the signature page and executed the settlement agreement effective January 27, 2026.

Vice Chair Shafer stated that the next step is for the Port of Umatilla and Umatilla County to sign a joint written statement about the amended motion. It is a straightforward document that reflects their shared commitment to support the amended motion and work together on the development of the former depot property. Mr. Blanc and Vice Chair Shafer signed the joint written statement.

Vice Chair Shafer shared that the amended motion will be made at the first meeting following the effective date of the settlement agreement. He suggested having a special meeting on Friday morning. All members agreed to have the meeting at 9am the following Friday morning.

B. Personal Services Agreement

Vice Chair Shafer stated that in light of the resignation received by Mr. Smith, it would be a good idea to go out for an RFP.

Mr. Tovey suggested getting two to three draft statements of work from board members to craft into an RFP. Mr. Tovey suggested having Ms. Howard send out the draft for review and having the board discuss at the next meeting.

Ms. Howard asked if the board will be doing an RFP, a job description, or both.

Mr. Tovey suggested having just an RFP.

Ms. Mittelsdorf requested the board have a discussion about the Intergovernmental Agreement and finances prior to the next meeting.



Ms. Howard suggested adding those items to the meeting agenda for today's meeting.

Ms. Mittelsdorf asked if they were going to add in an item for executive session.

Mr. Tovey suggested having more meetings throughout the month of February. Ms. Mittelsdorf and Vice Chair Shafer agreed.

Vice Chair Shafer asked if Friday the 13th would work for a work session. The board agreed that a meeting at 1pm on Friday the 13th would work for them.

Mr. Tovey and Ms. Mittelsdorf were assigned the task of working on the draft statements of work to present at that meeting.

C. Fiscal Agent

Vice Chair Shafer asked if the Port of Morrow is no longer the fiscal agent.

Ms. Mittelsdorf said they are trying to get out of it.

Mr. Tovey asked if the CDA Bookkeeper was a contractor.

Mr. Wenholz and Ms. Mittelsdorf said that is correct.

Vice Chair Shafer asked if Ms. Collins was still employed by the CDA.

Ms. Collins said she was not sure.

Ms. Mittelsdorf said the Port of Morrow did final paychecks for both Mr. Smith and Ms. Collins.

Ms. Howard said the CDA has an EIN but it needs to apply for a BIN in order to do payroll. The last communication she received from Chair Peterson on that was that Mr. Smith was working on it and the bookkeeper was going to do payroll for the CDA.

Mr. Tovey said that the board will need to recover all of the CDA related documentation and emails.

Ms. Howard asked Ms. Collins if she had access to all of that still.

Ms. Collins said yes.



Ms. Howard said they need to take immediate steps to cover payroll.

Ms. Collins said she is under the understanding that she has been laid off as of yesterday morning.

Ms. Howard asked who she received that notice from.

Ms. Collins said it was sent by Mr. Smith.

Ms. Howard stated that she needed to see a copy of that letter and Mr. Smith's resignation. She also needs to know who the point person is to work with on that issue.

Vice Chair Shafer said it would be him while Chair Peterson is out of the office.

Mr. Tovey asked to move item E and F before item D on the agenda.

Ms. Mittelsdorf stated that they need to have a conversation on ODOT as they have a drawdown through November 2025 for \$275,527. She asked Ms. Collins if that was correct.

Ms. Collins said that those invoices total approximately \$700,000.

D. EIN & Payroll

E. CTUIR Bat Surveys

Lindsay Chiono with CTUIR said they are looking to start wildlife surveys with her team between June and August of 2026. She said she was looking to get information on if the construction work at the CDA has going on at the property will possibly affect their bat detection workstations. She said their study dates are flexible and will span approximately 4 days.

Vice Chair Shafer said that the road construction is the only possible issue and IRZ is the contact for that project.

F. Insurance Renewal

Vice Chair Shafer asked if everyone had a chance to review the insurance renewal.

Mr. Wenholz asked how much the CDA would need to insure once the property is transferred and the CDA no longer has any property.



Ms. Howard said that the CDA will need to maintain their insurance until the transfer of property occurs.

Mr. Tovey moved to renew the insurance policy as presented. Ms. Mittelsdorf seconded. Motion Carried.

Vice Chair Shafer – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz– Aye

Mr. Tovey – Aye

Mr. Blanc – Aye

G. Other

Vice Chair Shafer asked if they could move into executive session.

Ms. Howard said she was reading into the rules and before the CDA can hold an executive session to consider the employment of an employee, they have to advertise the vacancy and adopt regular hiring procedures.

Vice Chair Shafer asked if they needed to add this item to Friday's agenda.

Ms. Howard asked to take a recess to check with Chair Peterson on the BIN.

Vice Chair Shafer asked if the interim director could be a contract employee.

Ms. Howard said that is correct.

Mr. Wenholz asked if they would still need to advertise for that position.

Ms. Howard said no, it would be the same process as the previous employment contract.

Ms. Mittelsdorf said she is hoping to get a break to talk to Chair Peterson, but she thinks the Port would be willing to extend employment a little longer to get them through the process.

Mr. Tovey moved to recess for 15 minutes. Second by Mr. Wenholz. Motion carried.

Vice Chair Shafer – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz – Aye



**Mr. Tovey –
Aye Mr. Blanc –
Aye**

Vice Chair Shafer moved the meeting back into open session.

Ms. Mittelsdorf said she did not get a clear answer from Chair Peterson, but she does not believe they had made progress on the BIN.

Vice Chair Shafer suggested offering Ms. Collins her position retro back to Monday.

Mr. Tovey asked if the termination letter to Ms. Collins is binding or if they could undo it.

Ms. Howard stated that they could withdraw the letter.

Ms. Mittelsdorf said then there is the payroll issue and we will step in and reinitiate that until another solution arises.

Ms. Howard suggested having the board make a motion on that item.

Mr. Tovey moved to withdraw the termination notification sent to Ms. Collins on Monday, January 26, 2026. Second by Mr. Blanc.

Mr. Wenholz asked for clarification on if the Port of Morrow will continue to cover payroll for Ms. Collins.

Ms. Mittelsdorf said yes on a short-term basis until we have another option secured.

Mr. Tovey added that the motion would include the Port of Morrow covering pay for Ms. Collins for two months. With the expectation that the RFP will be done by the end of February.

Vice Chair Shafer called for a vote. Motion carried.

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



Ms. Collins stated that the grant with ODOT will need proof of payment on invoices before they can send out reimbursements.

Mr. Tovey asked if the question is about needing operating capital for the invoices.

Mr. Blanc asked if there was rental income from the igloos right now.

Vice Chair Shafer said yes, we are receiving some rental income right now.

Ms. Mittelsdorf said the amount currently owed to Tapani is \$827,000.

Mr. Tovey said that the question for the partners now is whether there is a possibility for one of them to cover that in the interim. He offered to check with his board on that as well. He also suggested looking into an operating capital loan with a bank in Salem.

Ms. Howard asked Ms. Collins to send the contract with Tapani over to her and Ms. Mittelsdorf. She also asked if the issue with land use on the road project had been resolved.

Vice Chair Shafer said that Umatilla County has a plan going forward with IRZ, Anderson Perry and Tapani, so construction on the road it able to continue.

Ms. Mittelsdorf asked to have an executive session to discuss topic ORS 192.660(2)(d).

Ms. Howard said she would also like to discuss ORS 192.660(2)(a) in the executive session.

5. FOR THE GOOD OF THE ORDER

6. EXECUTIVE SESSION

Ms. Mittelsdorf, Mr. Shafer, and Ms. Howard read the following statement, moving the board into executive session:

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.

ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Board moved back into open session. No decision was made during the executive session.

Mr. Tovey moved to request Elizabeth Howard to work on and provide draft hiring processes and for the Executive Director position, including appointments of interims for the Executive Director position. Second by Ms. Mittelsdorf. Motion carried.

Vice Chair Shafer – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz – Aye

Mr. Tovey – Aye

Mr. Blanc – Aye

Mr. Tovey moved to move the meeting on Friday, January 30th from 9am to 1pm. Second by Mr. Wenholz. Motion carried.

Vice Chair Shafer – Aye

Ms. Mittelsdorf – Aye

Mr. Wenholz – Aye

Mr. Tovey – Aye

Mr. Blanc – Aye

Vice Chair Shafer confirmed that the meeting will be held via Zoom.



Mr. Tovey asked for a point person to collect all documents, passwords and keys from Mr. Smith.

Ms. Mittelsdorf stated that she would be the point person.

Mr. Blanc asked if we need to change bank signers.

Mr. Tovey stated that his board just appointed Kat Brigham as the CTUIR board alternate.

Ms. Mittelsdorf suggested having bank signatures on the agenda for Friday's meeting.

Ms. Howard stated that the board will need to have a designated registrant for the CDA BIN application.

Vice Chair Shafer said he could do it if Chair Peterson was unable to.

Mr. Tovey requested Ms. Collins to coordinate with the Chair and Vice Chair if there are any items that require signatures or authorization.

Meeting adjourned.

Documents discussed during the meeting:

[Letter of resignation](#)

[Layoff Letter to Ms. Collins](#)

[Ms. Lanigan's public comment](#)

[December 16, 2025, Board Meeting Minutes](#)

[BEO December Statement](#)

[CDA QuickBooks December 2025](#)

[Personal Services Agreement](#)

[Insurance Renewal](#)