



**CITIZEN ADVISORY COMMITTEE
MEETING MINUTES
MARCH 26, 2024**

MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

ATTENDANCE	
COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Chair Jim Daniels	Travis Knudsen, Public Affairs Manager
Chris Cline	Max Hueftle, Operations Manager
Evelina Davidova-Kamis	Heather Gravelle, Administrative Assistant
Peter Dragovich	
Teresa Roark	
Paul Metzler	
COMMITTEE ABSENT/EXCUSED:	OTHERS PRESENT:
Mysti Frost	Ben Larson
Kelly Wood	James Hugo
	Jessica Buser-Young

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Jim Daniels called the regular meeting to order at noon.
2. Public Participation.	James Hugo expressed interest in joining the CAC and noted the need for increased citizen participation. He recommended that LRAPA enhance its outreach efforts to boost involvement.
3. Interview of Ben Larson.	Chair Daniels briefed Mr. Larson on the CAC's role and responsibilities. Mr. Larson discussed his background, experience, and enthusiasm for joining the CAC representing agriculture, expressing his availability for the monthly meetings. Discussion followed.

	<p>MOTION: Paul Metzler moved, and Chris Cline seconded to forward the CAC member application for Ben Larson representing agriculture to the Board for approval. The motion passed unanimously.</p>
4. Board Meeting Overview.	<p>Chair Daniels and Mr. Knudsen provided an overview of the March 14, 2024 Board meeting.</p>
5. Draft CAC Application Form Discussion.	<p>Mr. Metzler suggested adding a clarification that a red asterisk next to a question indicates a mandatory response. Chair Daniels inquired if there were any further comments, additions, or amendments, and receiving none, confirmed that the revised CAC application form was approved by consensus. He further mentioned that the Board would be furnished with a copy of the updated form for their review.</p> <p>Next, Chair Daniels stated that they would table the interview questions to the April CAC meeting when Ms. Wood was in attendance.</p>
6. Roundtable.	<p>Chair Daniels noted that his term was expiring in April 2024 and he would be submitting his application for reappointment. He added that Paul Metzler's term had expired in March, and he would need to submit his application if he was interested in continuing to serve.</p> <p>Mr. Cline indicated that his job responsibilities had changed and that he would communicate any potential conflicts with his attendance.</p>
7. Adjournment.	<p>Chair Daniels adjourned the Committee meeting at 1:00 p.m.</p>

(Minutes recorded by Heather Gravelle)