



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
BUDGET COMMITTEE MEETING
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY APRIL 11, 2024
11:00 A.M.

Virtual Participation

By Video: <https://us02web.zoom.us/j/82551664224>

By Audio: +1 253 215 8782

Meeting ID: 825 5166 4224

[Note: Start times for agenda items are approximate.]

In-Person Participation

Jesse Maine Meeting Room

Springfield City Hall

225 5th Street

Springfield, OR 97477

BUDGET COMMITTEE MEETING

1. **Call to Order** (11:00 a.m.)
2. **Approval of March 14, 2024 Budget Committee Minutes** (11:05 a.m.) Action
3. **Proposed Budget Presentation** (11:10 a.m.) Discussion
4. **Q & A** (11:40 a.m.) Discussion
5. **Adjournment** of LRAPA Budget Committee Meeting (12:00 p.m.)

We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@lrapa.org or by calling the LRAPA office at 541-736-1056.

Nos esforzamos por proporcionar accesibilidad pública a los servicios, programas y actividades de LRAPA para personas con discapacidades. Las personas que necesiten adaptaciones especiales, como dispositivos de asistencia auditiva, formatos accesibles como letra grande, Braille, documentos electrónicos o cintas de audio, deben comunicarse con la oficina de LRAPA con al menos 72 horas de anticipación. Para las personas que requieren servicios de interpretación de idiomas, incluyendo la interpretación calificada de ASL, comuníquese con la oficina de LRAPA al menos con 5 días laborables de anticipación para que LRAPA pueda proporcionar los servicios de interpretación que sean lo más completos disponibles. Para todas las solicitudes, envíe un correo electrónico al Coordinador de Antidiscriminación de LRAPA a accessibility@lrapa.org o llame a la oficina de LRAPA al 541-736-1056.



**LANE REGIONAL AIR PROTECTION AGENCY
BUDGET COMMITTEE
MEETING MINUTES
APRIL 11, 2024**

MEETING VIA ZOOM/ SPRINGFIELD CITY HALL

ATTENDANCE	
BUDGET COMMITTEE PRESENT:	STAFF PRESENT:
Lisa Arkin	Travis Knudsen, Public Affairs Manager
Bryan Cutchin	Lance Giles, Technical Services Manager
Mike Fleck	Max Hueftle, Operations Manager
Jared Hensley	Colleen Wagstaff, Finance & Enforcement Manager
Michael Johnston	Christina Ward, Finance Manager
Matt Keating	Heather Gravelle, Administrative Assistant
Dawn Kinyon	Robbye Robinson, Finance & Permit Coordinator
Ruth Linoz	Chris Coulter, Permit Writer
Dave Loveall	
Dylan Plummer	
Adam Rue	
Howard Saxion	
Steve Schmunk	
ABSENT/EXCUSED:	
Joe Pishioneri	

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Ruth Linoz called the Budget Committee meeting to order at 11:00 a.m.
2. Approval of March 14, 2024 Budget Committee Minutes.	MOTION: Director Loveall moved, and Director Hensley seconded the approval of the March 14, 2024 Budget Committee meeting minutes. The motion passed unanimously.
3. Proposed Budget Presentation.	Mr. Knudsen introduced LRAPA's new Finance Manager, Christina Ward . Mr. Knudsen and Ms. Ward provided the proposed budget presentation to the committee. Items discussed included:

	<ul style="list-style-type: none"> • Budget Overview: LRAPA's proposed budget for the fiscal year 2024-2025, is \$7,889,500 and a General Fund budget of \$4,547,000. The budget complies with Oregon Local Budget Law and aligns with LRAPA's financial policies. The revenue sources total \$6,604,692, with the primary source being Intergovernmental funding at 60%. Expenditures are aimed at ensuring operational effectiveness, supporting a skilled workforce, and maintaining infrastructure and technology. • Funds and Staffing: Provided a breakdown of the Full Time Equivalent (FTE) staffing strategy, with a total of 19.00 FTEs. The General Fund's ending balance indicates a strong financial position. The Special Revenue Fund (Title V) is a self-sustaining program funded by fees from regulated facilities, with a budget of \$775,300. The Grant Fund supports environmental initiatives within the community, with a total of \$3,013,700 allocated to air quality projects. • Capital Outlay and Forecast: LRAPA's capital outlay for FY 2024-25 includes a total investment of \$1.43 million in infrastructure and technology. The financial forecast highlights expected revenue growth, control measures for expenditures, and the maintenance of financial reserves. The General Fund is expected to recover from a temporary dip due to office upgrades, and the Title V fund remains stable due to recent fee increases. • Strategic Plan and Conclusion: LRAPA's strategic budget plan for FY2024-25 emphasizes mission-driven budgeting, efficiency, and quality focus. The budget supports LRAPA's goal to enhance air quality in Lane County.
4. Q & A.	<p>The committee raised a question about the projected increase in PERS and whether the proposed budget correctly accounted for the growth over the next fiscal year. They also asked how LRAPA reflects the current liability related to the VOYA retirement plan and the PERS retirement plan. Discussion Followed.</p> <p>Mr. Knudsen responded that staff would thoroughly review the matter and a written response would be provided to the committee.</p>

	<p>Chair Linoz questioned the rise in marketing and outreach budget. Mr. Knudsen clarified that LRAPA aims to distribute informational mailers via USPS's Every Door Direct Mail Program to locals in Eugene/Springfield, timed with wildfire season's start, featuring a QR code for air quality tips. A smaller mail-out will also promote the Homewood Heating Program.</p>
5. Consideration of Approval of Budget Document.	<p>The Budget Committee is set to convene on May 9, 2024, for consideration of the budget document.</p>
6. Adjournment of LRAPA Board Meeting	<p>Chair Linoz adjourned the Budget Committee meeting at 12:02 p.m.</p>

(Minutes recorded by Heather Gravelle)