



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
BUDGET COMMITTEE MEETING
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY MAY 9, 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 April 11, 2024 Budget Committee Minutes** (11:05 a.m.) Action
3. **Budget Discussion and Q & A** (11:10 a.m.) Discussion
4. **Budget Approval** (11:50 a.m.) Action
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 Antidiscriminatoria 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
MAY 9, 2024**

MEETING VIA ZOOM/ SPRINGFIELD CITY HALL

ATTENDANCE

BUDGET COMMITTEE PRESENT:	STAFF PRESENT:
Ruth Linoz, Chair	Travis Knudsen, Public Affairs Manager
Steve Schmunck, Vice-Chair	Lance Giles, Technical Services Manager
Howard Saxion	Max Hueftle, Operations Manager
David Loveall	Colleen Wagstaff, Finance & Enforcement Manager
Bryan Cutchen	Christina Ward, Finance Manager
Mike Fleck	Heather Gravelle, Administrative Assistant
Michael Johnston	Robbye Robinson, Finance Specialist
Dawn Kinyon	Chris Coulter, Permit Writer
Matt Keating	Karyssa Dubach, Finance Specialist
Paul Metzler	
Joe Pishioneri	
Adam Rue	
ABSENT/EXCUSED:	
Lisa Arkin	
Jared Hensley	
Dylan Plummer	

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 April 11, 2024 Budget Committee Minutes.	MOTION: Director Saxion moved, and Director Fleck seconded the approval of the April 11, 2024 Budget Committee meeting minutes. The motion passed unanimously.
3. Budget Discussion and Q & A.	Mr. Knudsen and Ms. Ward addressed the committee's previous queries: The budget anticipates an 11% PERS increase for the fiscal year ending 6/30/25, but reflects a 37% increase, sufficiently covering expected growth.

	<p>Current liabilities for VOYA and PERS retirement plans are detailed in the audited Balance Sheet, with a combined unaudited liability of \$13,690. Monthly obligations are itemized in the budget under “Retirement – PERS” and “Retirement – Voya.”</p> <p>Staff then outlined key budget revisions:</p> <ul style="list-style-type: none"> ○ Added \$35,000 for an employee resource and operational effectiveness consultant. ○ Reallocated \$2,500 from office supplies to staff volunteer and appreciation for EPA compliance. ○ Increased rent by over \$48,000 to accommodate potential capital improvement needs. ○ Allocated \$48,150 to “Rent – Office & Storage” for temporary space during the remodel, ensuring operational continuity as remote work is not feasible for all tasks <p>The committee engaged in a detailed discussion regarding the funding sources and the structured bid process for the upcoming remodeling project. To ensure financial transparency and accountability, the Committee has requested that staff provide an audited balance sheet next year.</p>
4. Budget Approval.	<p>MOTION: Director Fleck moved, and Director Pishioneri seconded the approval of the amended FY 25 LRAPA Budget dated May 2, 2024. The motion passed unanimously.</p>
5. Adjournment of LRAPA Board Meeting	<p>Chair Linoz expressed gratitude to both the staff and committee members for their dedicated participation and valuable service. The Budget Committee meeting was formally adjourned at 12:00 p.m.</p>

(Minutes recorded by Heather Gravelle)