



# AGENDA

LANE REGIONAL AIR PROTECTION AGENCY  
BUDGET COMMITTEE MEETING  
MONTHLY BOARD OF DIRECTORS MEETING

**THURSDAY APRIL 10, 2025**

**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

## In-Person Participation

LRAPA

1010 Main Street

Springfield, OR 97477

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

## BUDGET COMMITTEE MEETING

1. **Call to Order** (11:00 a.m.)
2. **Approval of March 13, 2025 Meeting Minutes** (11:10 a.m.) Action
3. **Budget Updates, Discussion, & Q & A** (11:15 a.m.) Discussion
4. **Consideration of Budget Approval** (11:50 a.m.) Action
5. **Adjournment of LRAPA Budget Committee Meeting** (12:00 p.m.)

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**LANE REGIONAL AIR PROTECTION AGENCY  
BUDGET COMMITTEE  
MEETING MINUTES  
MARCH 13, 2025**

**MEETING VIA ZOOM / LRAPA OFFICE, SPRINGFIELD OREGON**

<b>ATTENDANCE</b>	
<b>BUDGET COMMITTEE PRESENT:</b>	<b>STAFF PRESENT:</b>
Ruth Linoz, Chair	Travis Knudsen, Executive Director
Steve Schmunk, Vice-Chair	Lance Giles, Technical Services Manager
Thaddeus Carter	Max Hueftle, Operations Manager
Bryan Cutchen	Rachelle Nicholas, Administrative Manager
Amanda Dellinger	Matt Sorensen, Public Affairs and Project Manager
Jared Hensley	Colleen Wagstaff, Asbestos & Enforcement Manager
Michael Johnston	Christina Ward, Finance Manager
David Loveall	Heather Gravelle, Administrative Assistant
Zach Mulholland	Karyssa Dubach, Finance Specialist
Dylan Plummer	Mandy Ramirez, Field Inspector/Compliance Officer
Adam Rue	Robbye Robinson, Finance Specialist
Howard Saxion	
Alan Stout	
<b>ABSENT/EXCUSED:</b>	<b>OTHERS PRESENT:</b>
Matt Keating	None.
Paul Metzler	
Jim Settlemeyer	
<b>AGENDA</b>	<b>ACTION</b>
<b>REGULAR MEETING</b>	
1. Call to Order.	The Budget Committee meeting was called to order at 11:22 a.m.
2. Introductions.	The Committee meeting commenced with a round of introductions of members and Staff.

<p>3. Election of Budget Chair &amp; Vice-Chair.</p>	<p><b>MOTION: Director Saxion</b> moved, and <b>Director Loveall seconded</b> to elect <b>Ruth Linoz</b> as Chair of the Budget Committee. <b>The motion passed unanimously.</b></p> <p><b>MOTION: Director Johnston</b> moved, and <b>Director Loveall seconded</b> to elect <b>Steve Schmunk</b> as Vice-Chair of the Budget Committee. <b>The motion passed unanimously.</b></p>
<p>4. Proposed Budget Presentation.</p>	<p><b>Travis Knudsen</b>, Executive Director and <b>Christina Ward</b>, Finance Manager, provided the proposed budget presentation.</p> <p><b>Total budget:</b> \$7,670,315</p> <ul style="list-style-type: none"> <li>• General: \$3,587,293</li> <li>• Special Revenue (Title V): \$725,060</li> <li>• Grants: \$3,357,962</li> </ul> <p><b>Key points:</b></p> <ul style="list-style-type: none"> <li>• Adding 1 FTE (19→20)</li> <li>• Succession planning for three senior staff</li> <li>• 3% COLA increase</li> <li>• Focus on wildfire response, Cleaner Air Oregon, and grant management</li> <li>• \$2M projected ending balance for FY 2025-26</li> </ul>
<p>5. Q &amp; A.</p>	<p><b>Mr. Knudsen</b> noted that due to time limitations, committee members could submit their questions now or later via email. Staff will compile responses to all inquiries and distribute them to the committee by the following Friday.</p> <p><b>Mr. Mulholland</b> asked what can be done to stabilize the budget in terms of lowering expenses or additional revenue and what is the timeline to stabilize it, so we are rejecting deficits moving forward.</p> <p><b>Director Loveall</b> inquired about the completion timeline for the Oakridge Grants. He also asked whether there was any budgetary resistance to the partner dues increase. Additionally, he questioned if it was reasonable to expect a reduction in asbestos inspections moving forward.</p> <p><b>Mr. Schmunk</b> expressed concern about potential changes to EPA funding levels. He also inquired whether staff</p>

	<p>reductions would be necessary if grant funds were discontinued, or if alternative funding sources would be identified. Schmunk noted he had an additional question regarding PERS which he would submit separately.</p> <p><b>Chair Linoz</b> inquired about potential new funding sources that might be available in the future.</p> <p><b>Director Johnston</b> suggested conducting an in-depth discussion of PERS at the next meeting.</p> <p><b>Mr. Knudsen</b> stated that members could email any additional questions to staff, and responses would be provided by Friday, March 21, 2025.</p>
6. Consideration of Budget Approval.	The Budget Committee is set to convene on April 10, 2025, for further review and consideration of the proposed budget.
7. Adjournment of LRAPA Board Meeting	<b>Chair Linoz</b> adjourned the Budget Committee meeting at 12:00 p.m.

*(Minutes recorded by Heather Gravelle)*