Budget Committee Meeting Minutes

Tuesday, March 25, 2025

Time 1pm

Location of Meeting: Port of Morrow, 2 E Marine Drive, Boardman, Oregon 97818

Budget Committee Members: Kim Puzey, Port of Umatilla, John Shafer, Umatilla County, JD Tovey, CTUIR, Jeff Wenholz, Morrow County, Joe Taylor, Port of Morrow, Jerry Simpson, Port of Umatilla, Don Russell, Morrow County, Gabriel Hansen, Port of Morrow, Paul Rabb, CTUIR

Staff: Greg Smith, CDA Director, and Emily Collins, Project Coordinator

1. CALL TO ORDER AND INTRODUCTIONS

Raymond Huesties, Berit Thorson, Lisa Mittelsdorf, Eileen Hendricks, Kelly Doherty, Aaron Palmquist, David Sykes, Karyn Jones, IRIDS Office, Gus Peterson

Motion to approve the agenda by Mr. Tovey. Second by Mr. Russell. Motion carried unanimously.

2. CONSENT AGENDA

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Motion to approve the consent agenda by Mr. Simpson. Second by Mr. Puzey. Motion carried unanimously.

3. WORK SESSION

A. Draft CDA Budget

1. Schwabe Fees for Public Records Request
2. Info on Fringe Benefits

Mr. Smith provided an overview of the proposed CDA budget.

Mr. Taylor requested we remove the estimated income from the OLDCC Grant.

Mr. Rabb requested the OLDCC Grant agent line item be changed to fiscal agent and remove the estimated cost for Grant Payroll Manager.

Mr. Tovey requested we change the 10% estimated cost for the fiscal agent to be 10% of the total budget, not 10% of the OLDCC Grant total.

Mr. Taylor requested to see more information on what the budget for the audit includes.

Mr. Smith asked for confirmation on eliminating the OLDCC Grant income from the budget.

Columbia Development Authority

Mr. Rabb advised that if we receive direction from the board to do so, then yes.

Mr. Taylor asked if anything has changed on the igloo leases.

Mr. Smith confirmed that nothing has changed.

Mr. Rabb asked when the budget will go into effect.

Ms. Hendricks confirmed the budget will run from July 1st to June 31st.

Mr. Tovey asked to have the OLDCC Grant income changed to reflect the actual amount received.

Mr. Shafer asked if the OLDCC Grant funds will be returned.

Ms. Hendricks explained the grant is on a reimbursement schedule, so nothing will be returned.

Mr. Shafer asked what the likelihood is of the CDA receiving the remaining reimbursement amount.

Ms. Hendricks advised that they have been told to submit all remaining reimbursement requests with no indication that they will not be fulfilled.

Mr. Rabb requested to have the budget approved by resolution laying out that the Executive Director can modify the budget up to 5%. Anything above that 5% modification would require board approval. It should also include that all travel expenses be approved by the board.

Mr. Rabb requested Mr. Smith and Ms. Collins to bring a revenue plan to the next meeting.

Mr. Puzey suggested adding a contingency line to the budget to include that 5% in the budget.

Mr. Tovey advised that there needs to be a fiscal policy in place.

4. ADJOURN

Motion by Mr. Shafer to adjourn the meeting. Second by Mr. Puzey. Motion carried unanimously.