CDA Board Members: Chairman, Kim Puzey, Port of Umatilla, Vice Chair, John Shafer, Umatilla County, JD Tovey, CTUIR, Jeff Wenholz, Morrow County, Joe Taylor, Port of Morrow

CDA Board Member Alternates: Robert Blanc, Port of Umatilla, Dan Dorran, Umatilla County, Gary Burke, CTUIR, David Sykes, Morrow County, Joel Peterson, Port of Morrow

Budget Committee Members: Kim Puzey, John Shafer, JD Tovey, Jeff Wenholz, Joe Taylor, Jerry Simpson, Don Russell, Gabriel Hansen, Paul Rabb

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

Budget Committee Meeting Minutes

Tuesday, February 25, 2025

Time 3pm

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

1. CALL TO ORDER AND INTRODUCTIONS Kelly Doherty, Berit Thorson, Michele Lanigan, Karyn Jones, Sherri Smith, Josh Langford, Lisa Mittelsdorf, Eileen Hendricks

Kim Puzey opened the meeting at 3:40 pm.

2. WORK SESSION

A. Election of Budget Committee Chair

Moved by Mr. Shafer to nominate Mr. Rabb as CDA Budget Committee Chair. Motion Carries.

B. Adoption of CDA Budget

1. Grant Budget for April 2023-March 2024 - for informational purposes
2. Grant Budget for April 2024-March 2025 - for informational purposes
3. 2024 Financial Audit - for informational purposes
4. Draft Budget from Auditor - for informational purposes
5. CDA Project Matrix - for informational purposes

Mr. Puzey moved to add the approval of the CDA Budget Committee members to the agenda. Second by Mr. Simpson. Motion Carries.

Mr. Wenholz made a motion to appoint the CDA Budget Committee members as being the 5 members of the CDA Board, Jerry Simpson, Don Russell, Gabriel Hansen, and Paul Rabb. Second by John Shafer. Motion Carries.

Mr. Rabb turned the document review over to Mr. Smith. Mr. Smith and Ms. Collins provided an explanation for the presented documents.

Mr. Rabb asked for more information on the utilities expense and the fringe benefits.

Ms. Hendricks explained the Port of Morrow fringe benefits.

Mr. Puzey asked about the mileage reimbursement rate.

Mr. Rabb suggested including the correct mileage rate in the travel costs.

Mr. Rabb asked Mr. Smith to bring a list of comparable office lease rates to the next meeting.

Mr. Rabb asked Mr. Smith to add an administrative fee for the OLDCC Grant to the budget.

Mr. Russell asked why our Legal Support Services were higher than they used to be.

Ms. Collins explained the Public Records Requests were a large portion of the increase.

Mr. Russell suggested adding a charge for public records requests.

Mr. Rabb asked for a breakdown of the cost of Legal Support Services.

The CDA Budget Committee agreed to hold another meeting before the CDA Board meeting on Tuesday, March 25th, 2025.

Mr. Tovey asked to have the Audit amended to represent the correct budget requirements. Mr. Rabb suggested having this as an item on the agenda at the next CDA Board meeting.

3. FOR THE GOOD OF THE ORDER

4. ADJOURN

Mr. Tovey moved to end the budget committee meeting. Second by Mr. Shafer. Motion Carries.