

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND  
Port Operations**

Port Operations						Port of Umpqua			
	Historical Data				RESOURCE DESCRIPTION	Budget for 2025-2026			
	Actual		Adopted	Current		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25	Budget @75% of year through March 31, 2025					
1	602,510	628,178	731,533	916,574	1 Available cash on hand* (cash basis) or	828,623	828,623	828,623	1
2					2 Net working capital (accrual basis)				2
3	7,233	7,600	9,000	6,551	3 Previously levied taxes estimated to be received	9,000	9,000	9,000	3
4	512	1,552	100	7,139	4 Interest	24,000	24,000	24,000	4
5	0		-		5 Transferred IN, from other funds				5
					OTHER RESOURCES				
6	0				6 Industrial Park lease 3 (NLM LLC property lease income)	-			6
7	7,452	7,765	7,632	5,955	7 Industrial Park lease 2 (Tyree property lease income)	7,632	7,632	7,632	7
8	22,251	21,682	23,712	13,191	8 Lease/Rent Income Winchester Ave Buildings	24,000	24,000	24,000	8
9	1,762	0	1,000		9 Miscellaneous	1,000	1,000	1,000	9
10	74,253	40,777	60,000	32,170	10 Poundage	60,000	60,000	60,000	10
11	0		-	-	11 Keycard/Hoist Receipts	-			11
12	0		-	-	12 Ice Machine Revenue	-			12
13	0	0	300	100	13 Annex Rental	300	300	300	13
14	0	0	100	-	14 Deposits: Annex Rental deposit account	100	100	100	14
15	0		-	-	15 Winchester Bay Lease	-			15
16	24,936	25,494	24,936	19,580	16 Umpqua lease revenue from Pacific Dream	26,448	26,448	26,448	16
17	0		-	-	17 Property Insurance Proceeds received	30,000	30,000	30,000	17
18	0		-		18 Coos Bay Wagon Road funds	-			18
19	699	0	700	-	19 Sale of State Forest Products	700	700	700	19
20	0	28500	75,000	-	20 Grants received	100,000	100,000	100,000	20
21	741,608	761,548	934,013	1,001,261	21 Total resources, except taxes to be levied	1,111,803	1,111,803	1,111,803	21
22			241,541		22 Taxes estimated to be received	250,000	250,000	250,000	22
23	216,609	217,994			23 Taxes collected in year levied				23
24	958,217	979,542	1,175,554	1,001,261	24 TOTAL RESOURCES	1,361,803	1,361,803	1,361,803	24

\*The balance of cash, cash equivalents and investments in the fund at the b Page 1

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR  
PROGRAM & ACTIVITY  
GENERAL FUND**

						Port of Umpqua					
	Historical Data					Budget for 2025-2026					
	Actual		Adopted	Current	REQUIREMENTS FOR: Port Operations	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25	Budget @75% of year through March 31, 2024							
					PERSONNEL SERVICES						
1	71,372	61,411	70,000	50,700	1	Manager	75,000	75,000	75,000	1	1310000
2	30,232	33,744	38,000	30,673	2	Administrative Assistant	45,000	45,000	45,000	2	1310400
3	7,702	4,942	5,000		3	Other Personnel	-			3	1310500
4	48,895	55,744	70,000	38,798	4	Payroll Liabilities/Benefits	75,000	75,000	75,000	4	1310101
5	158,201	155,841	183,000	120,171	5	TOTAL PERSONNEL SERVICES	195,000	195,000	195,000	5	
6	1.75	1.75	1.75	1.75	6	Total Full-Time Equivalent (FTE)	1.75	1.75	1.75	6	
					MATERIALS AND SERVICES						
7	0	557	5,000	1,265	7	Accounting	5,000	5,000	5,000	7	1321900
8	29,564	529	50,000	27,462	8	Professional Services	200,000	200,000	200,000	8	1321901
9	605	4,129	10,000	2,328	9	Executive Expenses/Travel/Training	7,000	7,000	7,000	9	1322000
10	8,750	8,950	15,000	9,950	10	Audit	15,000	15,000	15,000	10	1322100
11	65	0	2,000		11	Office Machine Upgrades	30,000	30,000	30,000	11	1322199
12	1,935	2,458	3,000	1,849	12	Office supplies	5,000	5,000	5,000	12	1322200
13	211	263	2,000	301	13	Building supplies	5,000	5,000	5,000	13	1322201
14	2,492	1,589	5,000		14	Dock Maintenance	50,000	50,000	50,000	14	1322202
15	12,734	15,003	18,000	7,438	15	Facilities Maintenance/Services	65,000	65,000	65,000	15	1322203
16	5	0	-		16	Fork Lift Maintenance	-			16	1322205
17	2,053	0	5,000		17	Ice Machine Maintenance	-			17	1322206
18	4,270	4,098	6,000	2,905	18	Telephone (phones/internet)	6,000	6,000	6,000	18	1322300
19	12,101	8,098	12,000	6,343	19	Utilities (city, garbage, PUD, web site)	13,500	13,500	13,500	19	1322301
20	800	0	5,000		20	Business Support Services	5,000	5,000	5,000	20	1322310
21	19,151	21,210	30,000	24,934	21	Insurance	40,000	40,000	40,000	21	1322400
22	1,618	2,802	3,500	818	22	Election expenses & Legal Notices	3,500	3,500	3,500	22	1322600
23	0	0	2,000		23	Lobbying	2,000	2,000	2,000	23	1322900
24	11,629	6,190	15,000	5,946	24	Membership Dues & Subscriptions	15,000	15,000	15,000	24	1323200
25	0	0	500		25	Permit fees	100,000	100,000	100,000	25	1324100
26	14,481	1,459	35,000	2,192	26	Legal Services	50,000	50,000	50,000	26	1324200
27	0	50	2,000		27	Promotion/Marketing	2,000	2,000	2,000	27	1324300
28	0	5,086	30,000		28	Strategic Business Plan	-			28	1325500
29	1,000	2,000	5,000		29	Scholarship or Grants	5,000	5,000	5,000	29	1325600
30	0	0	5,000		30	Property Taxes (Real Property)	5,000	5,000	5,000	30	1325700
31	993	1,022	2,100	1,085	31	DSL lease	2,500	2,500	2,500	31	1325800
32	3,000	0	5,000		32	Umpqua Spit Expenses	-			32	1325900
33	0	0	5,000		33	STEP	5,000	5,000	5,000	33	1326200
34	6,151	0		-	34	Property Insurance Expensed	30,000	30,000	30,000	34	1330100
35	133,606	85,495	278,100	94,815	35	TOTAL MATERIALS AND SERVICES	666,500	666,500	666,500	35	
					CAPITAL OUTLAY						
36	3,345	0	15,000	-	36	Commercial Dock Repair	15,000	15,000	15,000	36	1326100
37	48,688	0	125,000		37	Capital Outlay	125,000	125,000	125,000	37	1330000
38	52,033	0	140,000	-	38	TOTAL CAPITAL OUTLAY	140,000	140,000	140,000	38	
39	343,841	241,335	601,100	214,986	39	TOTAL ORGANIZATIONAL REQUIREMENTS	1,001,500	1,001,500	1,001,500	39	

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
**NOT ALLOCATED TO AN ORGANIZATIONAL**  
**UNIT OR PROGRAM**  
**GENERAL FUND**

Port Operations					Port of Umpqua			
Historical Data					Budget for 2025-2026			
Actual		Adopted	Current	REQUIREMENTS DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25	Budget @75% of year through March 31, 2024					
1	-	-	-	1 DEBT SERVICE				
				1 TOTAL DEBT SERVICE	-	-	-	1
				SPECIAL PAYMENTS				
2	-	-	-	2 Wagon Road Fund Pass-through Salmon Harbor	-	-	-	2
3	-	125,000	-	3 Grant Funding Available	100,000	100,000	100,000	3
4	-	125,000	-	4 TOTAL SPECIAL PAYMENTS	100,000	100,000	100,000	4
				INTERFUND TRANSFERS OUT				
5	-	-	-	5 Maintenance Reserve Fund	-	-	-	5
6		-	-	6 Dock Reserve Fund	-	-	-	6
7		-	-	7 Capital Projects Reserve Fund (new)	-	-	-	7
8	-	-	-	8 TOTAL INTERFUND TRANSFERS	-	-	-	8
				OPERATING CONTINGENCY				
9	-	346,099		9 TOTAL OPERATING CONTINGENCY	260,303.00	260,303	260,303	9
10	-	471,099	-	10 Total Requirements Unallocated	360,303	360,303	360,303	10
11	343,841	241,335	214,986	11 Total Organizational (allocated) Requirements	1,001,500	1,001,500	1,001,500	11
12		-		12 Reserved for future expenditure	-	-	-	12
13	614,376	738,207	103,355	13 Ending balance (prior years)	-	-	-	13
14				14 UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	14
15	958,217	979,542	1,175,554	15 TOTAL REQUIREMENTS	1,361,803	1,361,803	1,361,803	15

**FORM LB-11**

This fund is authorized and established by resolution number #91-4 on August 1, 1991 for the following specified purposes: maintenance, repairs and capital improvements.

## MAINTENANCE RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished. Date cannot be more than 10 years after establishment.

Review year: 2031

MAINTENANCE										Port of Umpqua			
	Historical Data					DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2025-2026						
	Actual		Adopted	Current			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25	Budget @75% of year through March 31, 2025									
						RESOURCES							
1	55,866	55,986	55,878	45,960	1	Cash on hand* (cash basis) or	45,960	45,960	45,960	1			
2					2	Working Capital (accrual basis)				2			
3					3	Previously levied taxes estimated to be received				3			
4	6	6	30	670	4	Interest	1,000	1,000	1,000	4			
5	-				5	Transferred IN, from other funds				5			
6					6	Directly deposited funds				6			
7	55,872	55,991	55,908	46,630	7	<b>Total Resources, except taxes to be levied</b>	46,960	46,960	46,960	7			
8					8	Taxes estimated to be received				8			
9					9	Taxes collected in year levied				9			
10	<b>55,872</b>	<b>55,991</b>	<b>55,908</b>	<b>46,630</b>	10	<b>TOTAL RESOURCES</b>	<b>46,960</b>	<b>46,960</b>	<b>46,960</b>	10			
						REQUIREMENTS**							
11			55,908	46,630	11	Capital Outlay > Port Operation	46,960	46,960	46,960	11			
12					12	Transfers Out > Port Operation				12			
13					13	Ending balance (prior years)				13			
14	55,872	55,991			14	<b>RESERVED FOR FUTURE EXPENDITURE</b>				14			
15	<b>55,872</b>	<b>55,991</b>	<b>55,908</b>	<b>46,630</b>	15	<b>TOTAL REQUIREMENTS</b>	<b>46,960</b>	<b>46,960</b>	<b>46,960</b>	15			

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM LB-11**

This fund is authorized and established by resolution number #93-3 on July 9, 1993 for the following specified purposes: maintenance, repairs and capital improvements to dock.

**DOCK RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished. Date cannot be more than 10 years after establishment.

Review year: 2022

DOCK					Port of Umpqua					
	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2025-2026				
	Actual		Adopted			Current	Proposed By Budget Officer	Approved By Budget Committee		Adopted By Governing Body
	Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25			Budget @75% of year through March 31, 2025				
						RESOURCES				
1	176,761	182,231	180,847	194,974	1	Cash on hand* (cash basis) or	182,231	182,231	182,231	1
2					2	Working Capital (accrual basis)				2
3					3	Previously levied taxes estimated to be received				3
4	18	18	20	2,596	4	Interest	4,000	4,000	4,000	4
5					5	Transferred IN, from other funds				5
6	2,700	2,700	1,000		6	Directly deposited funds	6,000	6,000	6,000	6
7	179,479	184,948	181,867	197,570	7	Total Resources, except taxes to be levied	192,231	192,231	192,231	7
8					8	Taxes estimated to be received				8
9					9	Taxes collected in year levied				9
10	179,479	184,948	181,867	197,570	10	TOTAL RESOURCES	192,231	192,231	192,231	10
						REQUIREMENTS**				
11	-	-	181,867	197,570	11	Capital Outlay > Port Operation	192,231	192,231	192,231	11
12					12	Transfers Out > Port Operation				12
12					12	Ending balance (prior years)				12
13	179,479	184,948			13	RESERVED FOR FUTURE EXPENDITURE				13
14	179,479	184,948	181,867	197,570	14	TOTAL REQUIREMENTS	192,231	192,231	192,231	14

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM LB-11**

This fund is authorized and established by resolution number 19-01 on May 15, 2019 with the FY 2019-2020 Budget for the following specified purposes: Capital Improvements, Acquisitions, Investments, and Operations

## CAPITAL PROJECTS RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished. Date cannot be more than 10 years after establishment.

Review year: 2029

### CAPITAL PROJECTS

Port of Umpqua

Historical Data						DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2025-2026			
Actual		Adopted	Current	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 22-23	First Preceding Year 23-24	Adopted Budget This Year 24-25	Budget @75% of year through March 31, 2025							
						RESOURCES				
1	381,721	426,914	449,428	462,947	1	Cash on hand* (cash basis) or	449,427	449,427		1
2					2	Working Capital (accrual basis)				2
3					3	Previously levied taxes estimated to be received				3
4	43	43	50	6,321	4	Interest	10,000	10,000		4
5	-		-		5	Transferred IN, from other funds				5
6	10,800	10,800	10,800	7,200	6	Directly deposited funds	10,800	10,800		6
7	392,564	437,757	460,278	476,468	7	<b>Total Resources, except taxes to be levied</b>	470,227	470,227	-	7
8				-	8	Taxes estimated to be received				8
9					9	Taxes collected in year levied				9
10	<b>392,564</b>	<b>437,757</b>	<b>460,278</b>	<b>476,468</b>	10	<b>TOTAL RESOURCES</b>	<b>470,227</b>	<b>470,227</b>	<b>-</b>	10
						REQUIREMENTS**				
11	-	-	460,278	476,468	11	Capital Outlay > Port Operation	470,227	470,227	-	11
12					12	Transfers Out > Operation Fund	-			12
12					12	Ending balance (prior years)				12
13	392,564	437,757			13	<b>RESERVED FOR FUTURE EXPENDITURE</b>				13
14	<b>392,564</b>	<b>437,757</b>	<b>460,278</b>	<b>476,468</b>	14	<b>TOTAL REQUIREMENTS</b>	<b>470,227</b>	<b>470,227</b>	<b>-</b>	14

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

A public meeting of the Board of Commissioners, Port of Umpqua will be held on May 21, 2025 at 7:00 p.m. at the Port Annex building 1841 Winchester Avenue Reedsport OR. The Purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025. A copy of the budget may be inspected or obtained at the Port offices; 1877 Winchester Avenue Reedsport OR between the hours of 10:00 a.m. and 4:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Scott Kent

541-271-2232

Email: portofumpqua@portofumpqua.net

**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount June 30 23-24</b>	<b>Adopted Budget This Year 24-25</b>	<b>Proposed Budget Next Year 2025-26</b>
Beginning Fund Balance/Net Working Capital	1,293,308	1,417,686	1,506,241
Fees, Licenses, Permits, Fines, Assessments & Other Service	106,518	117,680	149,480
Federal, State and All Other Grants, Gifts, Allocations and	28,500	75,000	100,000
Revenue from Bonds and Other Debt	0	-	-
Interfund Transfers / Internal Service Reimbursements	0	-	-
All Other Resources Except Property Taxes, inc interest	4,319	12,000	55,800
Property Taxes Estimated to be Received	225,594	251,241	259,700
<b>Total Resources</b>	<b>1,658,239</b>	<b>1,873,607</b>	<b>2,071,221</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	155,841	183,000	195,000
Materials and Services	85,495	278,100	666,500
Capital Outlay	0	838,053	849,418
Debt Service	0	-	-
Interfund Transfers	0	-	-
Contingencies	0	346,099	260,303
Special Payments	0	125,000	100,000
Unappropriated Ending Balance and Reserved for Future Expense	1,416,904	103,355	-
<b>Total Requirements</b>	<b>1,658,239</b>	<b>1,873,607</b>	<b>2,071,221</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \***

<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
Port of Umpqua	1,658,239	1,873,607	2,071,221
FTE	1.75	1.75	1.75
Total Requirements	1,658,239	1,873,607	2,071,221
Total FTE	1.75	1.75	1.75
Non-Departmental / Non-Program			
FTE			
<b>Total Requirements</b>	<b>1,658,239</b>	<b>1,873,607</b>	<b>2,071,221</b>
<b>Total FTE</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

No changes at this time

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed		
Permanent Rate Levy (rate limit 0.3441 per \$1000)	0.3441	0.3441	0.3441

**STATEMENT OF INDEBTEDNESS**

<b>LONG TERM DEBT</b>	<b>Estimated Debt Authorized, But not Incurred on July 1</b>
Other Bonds	\$0
Other Borrowings	\$0
<b>Total</b>	<b>\$0</b>

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Douglas County

FORM LB-50  
2025-2026

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

☐ Check here if this is an amended form.

The Port of Umpqua has the responsibility and authority to place the following property tax, fee, charge or assessment  
District Name  
on the tax roll of Douglas County. The property tax, fee, charge or assessment is categorized as stated by this form.  
County Name

<u>PO Box 388</u> Mailing Address of District	<u>Reedsport</u> City	<u>OR</u> State	<u>97467</u> ZIP code	<u>May 22, 2025</u> Date
<u>Scott Kent</u> Contact Person	<u>District Manager</u> Title	<u>541-271-2232</u> Daytime Telephone	<u>skent@portofumpqua.net</u> Contact Person E-Mail	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.  
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

## PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) .	1	0.3441	
2. Local option operating tax . . . . .	2		
3. Local option capital project tax . . . . .	3		
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	0	

## PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	0.3441
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

## PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

## Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 777 (Must be completed if you have an entry in Part IV)





## **Port of Umpqua**

1877 Winchester Ave  
PO Box 388  
Reedsport OR 97467

Office: 541-271-2232  
Fax: 541-271-2747  
portofumpqua@portofumpqua.net

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### **RESOLUTION 25-01**

**BE IT RESOLVED** that the Board of Commissioners of the Port of Umpqua hereby adopts the budget for the Fiscal Year 2025-2026 in the amount of \$ 2,071,221 now on file in the Port Office.

**BE IT RESOLVED** that the amounts for the Fiscal Year beginning July 1, 2025 for the purposes shown below are hereby appropriated:

#### **GENERAL FUND**

Administration	\$	1,001,500	
Special Payments		100,000	
Contingency		260,303	
<b>Fund total:</b>			<b>\$ 1,361,803</b>

#### **MAINTENANCE RESERVE FUND**

Capital Outlay		46,960	
<b>Fund total:</b>			<b>\$ 46,960</b>

#### **DOCK RESERVE FUND**

Capital Outlay		192,231	
<b>Fund total:</b>			<b>\$ 192,231</b>

#### **CAPITAL PROJECTS RESERVE FUND**

Capital Outlay		470,227	
<b>Fund total:</b>			<b>\$ 470,227</b>

**Total Appropriations All Funds:** 2,071,221

**BE IT RESOLVED** that the Board of Commissioners of the Port of Umpqua hereby imposes the taxes provided for in the adopted budget at the rate of \$0.3441 per \$ 1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2025-2026 upon the assessed value of all taxable property within the district.

	<u>Government Limitation</u>	<u>Excluded from Limitation</u>
General Fund	\$ 0.3441 / \$1,000	\$0

The above resolution statements were approved and declared adopted on May 21, 2025

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President: Carey Jones

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Secretary: Donna Train