

Agenda Item No.:	B
Work Plan:	Administrative
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2025
Date of Presentation:	June 3, 2026
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**SUMMARY**

The purpose of this agenda item is to meet the requirements of statewide policy by having the Board review and approve transactions submitted by the State Forester, Cal Mukumoto and Interim State Forester Kate Skinner for Fiscal Year 2025.

**CONTEXT**

Oregon Department of Administrative Services policy 10.90.00 regarding internal controls requires the review and approval of certain financial transactions of the State Forester.

The financial transactions involved include:

- The director’s monthly time report (including use of leave time).
- Travel expense reimbursement claims.
- Purchase card use approvals.
- Requests for vacation leave payoff.

As provided in the policy, by previous action, the Board has delegated the day-to-day review and approvals of these transactions to the Deputy State Forester, with an annual review by the Board of Forestry.

**RECOMMENDATION**

The Department recommends the Board of Forestry review and approve the travel expense transactions and the leave usage transactions submitted by the State Forester, Cal Mukumoto and Interim State Forester Kate Skinner for Fiscal Year 2025, as summarized in Attachment 1, State Forester's Travel Claims Summary, and Attachment 2, State Forester’s Leave Usage Summary.

There were no purchase card transactions in this time period. The State Forester will also have transactions reported in the following fiscal year.

**ATTACHMENTS**

- (1) State Forester’s Travel Claims Summary, Fiscal Year 2025
- (2) State Forester’s Leave Usage Summary, Fiscal Year 2025

**State Forester's Travel Claims Summary Fiscal Year 2025**  
**July 1, 2024 through June 30, 2025**

<b>Traveler</b>	<b>Destination</b>	<b>Claim Total (\$)</b>	<b>Depart Date</b>	<b>Return Date</b>	<b>Purpose of Trip</b>
Calvin Mukumoto	Sunriver, OR	73.66	10/13/2024	10/14/2024	Wildfire Funding WG
Calvin Mukumoto	Pendleton, OR	277.73	10/14/2024	10/17/2024	Board of Forestry Meeting
Calvin Mukumoto	Portland, OR	21.42	10/22/2024	10/22/2024	Meeting with WA St Forester George Geissler and Jacque Buchanan (USFS)
Calvin Mukumoto	Buxton, OR	31.92	10/31/2024	10/31/2024	STIA Meeting
Kate Skinner	Salem, OR	29.40	01/23/2025	01/23/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	29.40	01/27/2025	01/31/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	131.40	02/03/2025	02/06/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	148.40	02/10/2025	02/12/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	29.40	02/18/2025	02/18/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	199.40	02/25/2025	02/27/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	216.40	03/03/2025	03/05/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	199.40	03/10/2025	03/12/2025	Interim State Forester Assignment
Kate Skinner	Seaside, OR	21.00	03/17/2025	03/17/2025	Interim State Forester Assignment, IMT Training Conference
Kate Skinner	Salem, OR	29.40	03/18/2025	03/18/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR Portland, OR	335.40	03/24/2025	03/28/2025	Interim State Forester Assignment, International Mass Timber Conference
Kate Skinner	Salem, OR	29.40	04/01/2025	04/01/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	199.40	04/07/2025	04/10/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	182.40	04/14/2025	04/16/2025	Interim State Forester Assignment
Kate Skinner	Salem, OR	114.40	04/22/2025	04/23/2025	Interim State Forester Assignment, Board of Forestry Meeting
Kate Skinner	Salem, OR	131.40	05/01/2025	05/02/2025	Interim State Forester Assignment

<b>Kate Skinner</b>	Salem, OR Burns, OR	298.72	05/05/2025	05/08/2025	Interim State Forester Assignment
<b>Kate Skinner</b>	Salem, OR	131.40	05/27/2025	05/28/2025	Interim State Forester Assignment
<b>Kate Skinner</b>	Salt Lake City, UT	294.22	05/12/2025	05/16/2025	Interim State Forester Assignment, CWSF Conference
<b>Kate Skinner</b>	Salem, OR	267.40	06/02/2025	06/05/2025	Interim State Forester Assignment
<b>Kate Skinner</b>	Salem, OR	267.40	06/09/2025	06/12/2025	Interim State Forester Assignment
<b>Kate Skinner</b>	Salem, OR	114.40	06/16/2025	06/17/2025	Interim State Forester Assignment
<b>Kate Skinner</b>	Salem, OR	131.40	06/23/2025	06/24/2025	Interim State Forester Assignment

\*These expenditures do not include direct payment to vendors by the Department of Forestry for travel and lodging.

Leave Usage Summary, Fiscal Year 2025  
 July 1, 2024 through June 30, 2025  
 Cal Mukumoto

	Discretion Leave   Time Off Plan	Leave Without Pay   Time Off Plan	Paid Administrative Leave   Time Off Plan	Personal Business   Time Off Plan	Sick Leave   Time Off Plan	Special Day   Time Off Plan	Straight Time   Time Off Plan	Vacation Leave   Time Off Plan	MONTHLY SUMMARY
July	-	-	-	-	-	-	-	31.00	31.00
August	-	-	-	-	-	-	-	-	-
September	-	-	-	2.50	-	-	-	-	2.50
October	-	-	-	-	6.50	-	-	-	6.50
November	-	-	-	-	-	-	-	40.00	40.00
December	-	-	-	5.50	8.00	8.00	-	32.00	53.50
January	-	-	-	4.00	-	4.00	-	5.75	13.75
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	12.00	14.50	12.00	-	108.75	147.25

Leave Usage Summary, Fiscal Year 2025  
 July 1, 2024 through June 30, 2025  
 Kate Skinner

	Discretion Leave   Time Off Plan	Leave Without Pay   Time Off Plan	Paid Administrativ e Leave   Time Off Plan	Personal Business   Time Off Plan	Sick Leave   Time Off Plan	Special Day   Time Off Plan	Straight Time   Time Off Plan	Vacation Leave   Time Off Plan	MONTHLY SUMMARY
July	-	-	-	12.00	-	-	-	-	12.00
August	-	-	-	4.00	-	-	-	-	4.00
September	-	-	-	4.50	-	-	-	-	4.50
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	48.00	48.00
January	-	-	-	-	-	-	-	8.00	8.00
February	-	-	-	-	4.00	-	-	8.00	12.00
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	8.00	-	-	8.00
May	-	-	-	-	-	-	-	48.00	48.00
June	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	20.50	4.00	8.00	-	112.00	144.50