

OLYMPIC REGION CLEAN AIR AGENCY  
2940 B Limited Lane NW  
Olympia, Washington 98502

**BOARD OF DIRECTORS MEETING**

September 8, 2004

Members present: Pat Hamilton, Pacific County (Chair)  
Wesley Johnson, Mason County (Vice Chair)  
Glen Huntingford, Jefferson County (Secretary)  
Bob Macleod, Thurston County  
Mike Doherty, Clallam County  
Mark Foutch City of Olympia  
Ann Burgman, City of Lacey  
Bob Beerbower, Grays Harbor County  
Grant Munro, City of Port Angeles

Members absent:

Legal Counsel: Fred Gentry, Bean & Gentry

Staff Present: Rich Stedman, Executive Director, Dan Nelson,  
Public Information Officer, and Debbie Moody,  
Recorder

The meeting was called to order at 10:00 a.m.

There were no additions or omissions to the Agenda. Burgman moved approval of the Agenda. Johnson seconded the motion and it carried unanimously. Burgman moved approval of the Consent Agenda. Beerbower seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT**

Stedman noted that due to firestorms in Alaska our area experienced high concentrations of particulate matter over the weekend. Stedman added one of the first reports we received was from our Cheeka Peak monitoring site.

Air Innovations Conference

Stedman stated he attended the conference in Chicago and did a presentation on air quality in the northwest. Stedman explained he received a lot of information on innovative projects throughout the country. Stedman noted if anyone would like some additional information he would be happy to pass on the information. Stedman added there are grant monies available for innovative projects.

FY 2004 Budget Closeout

Stedman noted the 2004 Budget has been closed out. Stedman stated overall we stayed within budget and look good going into FY2005.

Personnel Changes

Stedman explained there have been many changes recently. Jennifer DeMay has left and is now doing part-time information technology work for us via New York. Rafe Christopherson, who we hired approximately 10 months ago, has gone back to the consulting firm he had been with prior to coming here.

Due to these changes, we did internal recruitment and Gordon Lance who was our Engineer I, has been promoted to the Engineer II position and John Kelly, who was our Air Quality Specialist II, has moved to fill the Engineer I position.

Stedman stated we had recently done outside recruitment for Air Quality Specialists as well, however we got very few applications. Stedman noted he contacted other area agencies and was told that they too had little response to job openings during the summer. Stedman stated we will be re-advertising for the positions soon.

Stedman also pointed out that DeMay is having a baby in November, and depending on what we decide, we may have to start recruitment for a part-time IT person as well.

#### Forms - Acrobat

Stedman explained we have many different forms that are used throughout the agency. Our PIO, Dan Nelson, is excellent with Adobe Acrobat and will be transforming our Word forms to adobe. Stedman noted once we make the changes, we will be able to have people fill out and print forms in a much easier fashion.

#### 2004 Objectives/Work Plan Quarterly Update

Stedman noted the quarterly work plan update. Stedman stated we have run into some deficiencies in our Personnel Policy and Procedures Manual, and that is now on the list of items to be worked on. Our plan is to bring policies and procedures to the Board as they are available for review.

#### Port Angeles Webcam

Stedman stated we received a grant from EPA and were able to use it for a webcam that has been placed in Port Angeles. This webcam will feed live images to our website. This is a cooperative with the City of Port Angeles. There were questions regarding the webcam being operated along with a monitoring station. Stedman noted the monitors on our website will be available to view along with the webcam shots.

#### Jefferson Transit Authority Biodiesel

Stedman reminded the Board that we had awarded \$7,500.00 to the Jefferson Transit Authority for the use of Biodiesel. Because we assisted them in this program we are going to have large bumper stickers that will be placed on the busses. Stedman showed copies of the stickers (ORCAA logo, etc).

### **UNFINISHED BUSINESS**

#### Separation from Thurston County Financial Services

Stedman noted he had talked to other Directors and shared the letter he had received from the Auditor's office stating that local air authorities weren't allowed to use imprest funds. One of the other local air directors received different letter of opinion from the

State Auditor's Office stating that local air authorities could use these funds and that it was up to the Treasurer. Stedman stated he has decided to just stop pursuing authority from the State Auditor and County Treasurer's office and proceed with a legislative change.

#### School Bus Retrofit Program Update

Stedman thanked Nelson for picking up the program and assisting us in being one of the first authorities in the state to have retrofitted a majority of our buses. We do have a few more buses coming in to be completed, Stedman stated.

#### On-Call Program Update

Stedman stated he had received a letter from Frank Kirkbride (Fire Commissioners) regarding his unhappiness that we have decided to discontinue our on-call program due to lack of funds. Stedman noted we are continuing a limited on-call program response, on the weekends, until we can resolve this matter.

Stedman explained we have only had 3 complaints in the past month. Stedman wanted to remind the Board that we had entered into an agreement with the fire districts and we were upfront with them that this may not be an ongoing program. Once the monies ran out, Stedman stated, there was little we could do to keep this program running other than to raise fees on our burn permits.

There was some discussion. The Board felt we should send a letter in response to Kirkbride's letter.

The Board directed Stedman to respond to the letter and to include in the letter a reference to the memorandum of agreement, what our status is, and what our duties are under the law, and send a copy to CAPCOM. There was further discussion.

#### **NEW BUSINESS:**

#### Draft Strategic Plan

Stedman handed out a copy of the coversheet for the draft strategic plan. Stedman stated he hoped to have a draft sent to the Board by the end of the following week. He noted he is still refining the draft and is hoping to get a draft to staff for their comments as well. Stedman noted he would like to adopt the plan, formally, at a public hearing.

Hamilton asked that Stedman get the draft to staff and the Board, then proceed with adoption of a final product.

#### Personnel Policy and Procedures Update

Stedman explained that staff has been going through the current policies and have found them to be outdated. Gentry has gone over a few of them and made some suggestions, which we have incorporated.

Stedman noted that the last update to the policies was back in 1997 and he stated they were not done well to begin with. Stedman said he had requested a copy of PSCAA's manual and they sent a disc for us to view.

Stedman proposed we adopt several of PSCAA's policies, where we can and then proceed to update those that we can't. Stedman stated he would bring the policies to the Board as we complete them.

Hamilton asked that a copy be sent to the Board prior to bringing it to the meeting so they have time to review it.

#### Consulting outside the Agency

Stedman stated a community citizens group out of British Columbia has approached him. The group has asked Stedman to do air quality consulting—specifically review risk assessment documents that were prepared for an industry in BC.

Stedman did note he had consulted with Gentry regarding conflict of interest. Stedman stated he would be taking vacation time.

Munro commented his opinion was that neither Stedman nor his staff should be doing consulting outside the agency. Burgman stated they work here, but they do have their own free time. Burgman stated that the Board could not dictate what he does on his own time.

Stedman noted he did not solicit for this job and could go either way. He did state that it does offer him the opportunity to keep his hands in the technical end of things. Stedman also stated our current policy on conflict of interest does state staff cannot do outside consulting work within our jurisdiction.

Hamilton stated she didn't have a problem with it, just so long as it is on Stedman's own time.

Some discussion followed. Gentry was asked to read the policy on this topic. After reading it, the Board concluded that Stedman was allowed to take on the consulting position with permission from the Board.

Foutch moved that the project, as described by Stedman, does not present a conflict of interest and the Board grant permission for him to take on the position on his own time. Macleod seconded the motion.

Hamilton called for discussion.

Huntingford suggested this be rewritten in our new policies to make it more clear as to the direction the Board would like to see this type of situation go. Doherty agreed.

Foutch amended the motion, rather than say 'grants permission', say 'interposes no objection.' Macleod seconded the amendment. The motion carried with a majority of the Board.

The meeting adjourned at 11:13 am.

PRESENTED BY:

Richard A. Stedman, Executive Director

APPROVED BY:

The Majority of the Board

APPROVED and SIGNED this 13th day of October 2004