

OLYMPIC REGION CLEAN AIR AGENCY
2940 LIMITED LANE NW
OLYMPIA WA 98502

Regular Meeting

July 14, 2021
10:00 am

Be courteous – Please silence all cell phones

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA** (*action item*)
(Ask for any corrections, additions/omissions)
3. **CHAIR REPORT**
4. **PUBLIC COMMENT**
5. **CONSENT AGENDA** (*action item*)
 1. Minutes of Regular Meeting, June 9, 2021
 2. Expenditures and Disbursements – June 9, 2021 – July 8, 2021
6. **NEW BUSINESS**
 1. ORCAA Regulation Rule 1.11 adoption date (*action item*)
 2. Personnel Policy Manual Updates (*action item*)
 - Employee Telework Agreement
 - Telework Policy
 - Miscellaneous updates
 3. By-Laws Updates (*action item*)
7. **DIRECTOR'S REPORT**
 1. Compliance Program Update (*Robert Moody, Compliance Manager*)
 2. Engineering Program Update (*Mark Goodin, Engineering Manager*)
 3. Air Quality Program Update (*Odelle Hadley, Senior Air Monitoring Technician*)
 4. Historic Heatwave Impacts (*Lauren Whybrew, Engineer*)
 5. Education and Outreach Update (*Dan Nelson, Public Information Officer*)
 6. Finance/Administrative Update (*Lynn Harding, Administrative Services Manager*)
 7. Executive Director's Report (*Fran McNair, Executive Director*)
8. **GOOD OF THE ORDER**
9. **EXECUTIVE SESSION**
To discuss any matter suitable for Executive Session under RCW 42.30.110
10. **ADJOURN**

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

BOARD OF DIRECTORS MEETING – via Zoom

June 9, 2021

Members present	Jim Cooper, City of Olympia (Chair) Cynthia Pratt, City of Lacey (Vice Chair) Joan Cathey, City of Tumwater Randy Neatherlin, Mason County Carolina Mejia, Thurston County Jill Warne, Grays Harbor County Frank Wolfe, Pacific County Greg Brotherton, Jefferson County
Members absent	Bill Peach, Clallam County
Legal Counsel	Michael Throgmorton of Law, Lyman, Daniel, Kamerrer and Bogdanovich
Staff Present	Fran McNair, Executive Director; Robert Moody, Compliance Manager; Mark Goodin, Engineering Manager; Lynn Harding, Administrative Services Manager; and Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 10:02 a.m.

Cooper asked for a motion to approve the Agenda. Mejia moved approval of the Agenda. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper noted we need to hold 10 meetings a year and we typically miss one in the summer and one in the winter. It has been suggested by staff scheduling to take off August and December this year. Cooper asked if there were any comments from the Board. Pratt asked if July could be an option, unless August is based on staff needs. After some discussion, Cooper noted there were 2 members stating July would be better, however it is about having adequate staff. Cooper noted August and December will be cancelled.

PUBLIC COMMENT

There were no public in attendance.

CONSENT AGENDA

Cooper asked approval of the Consent Agenda. Mejia moved approval of the Consent Agenda. The motion was seconded and carried unanimously.

Cooper noted Wolfe joined the meeting (10:05am)

Pratt asked for point of order, noting the finance committee did ask staff to include an increase for the Director's salary, in the budget. Cooper noted it was in the proposed budget. McNair noted the draft budget shows 2 columns: one without the increase and one with.

NEW BUSINESS

FY2021 Debt Service-Office Building

Harding stated we are looking for approval from the Board. Harding explained during the FY21 budget process the board created the requirement that staff seek approval if expenditures exceed 10% in any of the subcategories. The building and operations maintenance line was approved at \$107,700 for the FY21 budget and we project to reach \$119,141 by year end. This difference is more than the allowed 10%, therefore we are asking approval to expend the new amount.

Harding explained our debt service changed when Thurston County refinanced the bond that we are a part of. The refinancing took place in May and included an early payment of \$45,381 to cover the principle and interest on our building. This payment came 7 months earlier than we expected. The original schedule included an interest payment on June 1, followed by a principle payment in December 2021 (during the FY22 budget year). McNair stated the last payment for the building is during FY23 (December 2022).

Cooper added he spoke with the County Treasurer about this issue and was asked to pass on their apologies for the miscommunication. Cooper also noted they have offered to come in and speak with the Board about how they invest our dollars.

Cooper stated on the table is approval to exceed the 10% threshold in the building operations and maintenance subcategory by \$671 in FY2021 budget. Brotherton moved approval. The motion was seconded and carried unanimously.

PUBLIC HEARING

Fiscal Year 2022 Budget

Cooper asked for staff report. Harding explained the Fiscal Year 2022 budget has 2 options. Option 1 is a budget of \$2,695,129. Option 2 is a budget of \$2,721,210. Option 1 includes a 1.4% salary increase for staff, and the same percentage is applied to the fees. Option 2 includes the same increases as Option 1 however it also includes an increase to the Director's salary by \$24,000 per year. Harding stated we are requesting approval of the budget, Option 1 or 2. Cooper asked if there is a recommendation from the finance committee. Pratt noted the finance committee proposed Option 2. The increase was based on director peer salary survey.

Cooper opened the public hearing at 10:23 a.m. and requested any comments. Hearing none, Cooper closed the hearing at 10:23 a.m.

Cooper reminded the Board we have 2 options before us, one adding an increase for the Director. Cooper asked if anyone on the Board had any questions or comments. Pratt moved approval of Option 2 for the Fiscal Year 2022 budget. The motion was seconded and carried unanimously.

Cooper thanked the finance committee. Cooper added this will be the year to do an evaluation for our director as well.

DIRECTORS REPORT

Compliance Program Update

R. Moody reminded the Board we do have a vacancy for an entry level inspector position, and we are holding interviews and hope to be able to find a suitable candidate. R. Moody noted we recently had a hearing before PCHB, and there is a photo at the end of the packet. We had

received a call from dispatch and responded to the burn. A notice of violation and penalty were issued, and the amount was \$11,785, which included the base penalty as well as an economic benefit. The hearing went well and the PCHB has 90 days to complete their findings.

Engineering Program Update

Goodin noted we have been getting an increasing number of permits over the past few month, and many of those were wood products. Goodin stated Interfor in Port Angeles is a lumber mill and was a Minor Source, however they have increased their capacity to produce kiln dried lumber and are now joining our Major Sources. For perspective, Major Sources emit over 100 tons a year of any criteria pollutant and are subject to the Title V Air Operating Permit (AOP) program. Sierra Pacific Industries in Aberdeen recently had their AOP renewed for another 5 years. Goodin pointed out Crown Cork and Seal has 2 open permits. They are increasing their capacity to manufacture aluminum beverage cans and it is a very visible undertaking. If you drive by you will see the construction activities. They are putting in a new can line and installing a Regenerative Thermal Oxidizer. This piece of equipment takes the emissions from the can coating lines and incinerates the volatile organics. Silver Spring Organics has been on the list for quite sometime because after review of their proposal, and working with them, we convinced them to come back with more controls for odors. We have recently heard back from them; they have done necessary testing and have found the controls necessary to mitigate odors while increasing capacity

Air Quality Program Update

McNair, noting Hadley was not available, briefly went over the air quality. The month of May was very good at all our sites. We did lose a couple of days at the Lacey site due to debris in the sample chamber. For Ozone, McNair explained, the numbers rose a bit, but it is still below the threshold. The Lacey Ozone site is currently the official site while Ecology's Yelm site is down. We also watch the CPO site. McNair stated Hadley has been able to go up to CPO and fix items as needed. McNair explained Hadley is also working closely with Ecology regarding an EtO study that will take place in Lacey and Raymond, as well as Tacoma.

Cooper asked if we know if there are any other air agencies in the country are helping with monitoring carbon emissions and calculating carbon emission, around climate planning? McNair did not know. Cooper stated this came up at a city meeting, meeting with Dr. Pamela Braff, our new client scientist. Cooper thought it might be good to have a discussion with her ORCAA and see if there is any partnership possibilities to monitor that plan. McNair agreed.

Education and Outreach

McNair, noting Nelson was not available as he is meeting regarding wildfire season. We are concerned that 2021 will be a bad season. We have had wildfires in Eastern Washington and there have been conversations with DNR regarding burning on properties they have control over. DNR has been working with people concerning vegetation in backyards. They want to assist people in having the correct kind of vegetation that will protect your home.

Our wood smoke reduction grant is on pace. We did get the additional \$10,000 and we are on track to spend it all. In the last legislative session, the Governor asked for \$4 million and we (ecology and local airs) will get \$3 million (as compared to the \$2 million from the previous biennium). We hope to get our funds sometime in July and we have enjoyed working with Dave Grant at Ecology. Yakima will be getting a significant amount of money for their program due to Environmental Justice as well as their major dust issues.

McNair explained at a meeting with all the air agencies, they discussed a statewide recycle program for woodstoves. Currently our program is only available to Thurston County, parts of Clallam and

part of Mason. This new program would include all our counties and it would be a statewide program and we are hoping some of the metal scrappers will be willing to help. McNair did note we currently offer \$500 to citizens for removal of their woodstove (without replacing it).

McNair noted Nelson has been updating the website with asbestos projects being done monthly instead of semi-annual. The 2020 Notices of Violations have been posted, as well as the Notice of Construction projects. McNair noted we met with McCleary regarding an outdoor burn permit program which is like the one we have for Thurston County. It was a very positive meeting and we can update the Board on the outcome.

Neatherlin noted scrappers will not want to come out and get peoples' woodstoves, however if you change the funding to \$400 to the individuals and \$100 to the scrappers, they will help promote. McNair thanked him.

Cooper asked if there might be someone who could come in (at a future meeting) to talk about Environmental Justice as it applies to our area.

Finance/Administrative Update

Harding explained McNair had emailed the Board to remind you the SAO had published the reports related to our recent audit and they can be found on the SAO website.

Harding stated she is currently working on renewing the leases for our tenants. We have some maintenance items going out for bid soon. Harding noted we just finished a wellness challenge and had 11 of our 15 staff participate.

Harding noted she will be attending a webinar related to the Washington Long Term Care program to learn more about how it will affect our employees.

Pratt asked if staff will be observing Juneteenth this year. McNair stated we will not be this year, but we will be instituting it next year.

Cooper noted he was interested in what the implications for the employees are, around the Long-Term leave and if that should be included in the benefit package, if it is allowed. Harding stated she would update the Board. McNair stated the Long-term care is paid for by employees, it isn't something we would pay for, but we can certainly investigate it.

Executive Director's Report

McNair stated staff has done an amazing job over this past year. Some staff has had to pick up other peoples' work, for example D. Moody has done an incredible job helping staff be remote by getting information to both compliance and engineering. She has been adding information to the network, so staff has access, etc. Staff has done so much to make this all possible. Currently, McNair noted, we are developing a form for Attestation regarding vaccinations. McNair stated we are also developing a telework policy. The managers have discussed coming back part time over the summer and the new policy will allow the managers to work with their staff. We are purchasing laptops and currently staff are using their own equipment. McNair noted we never got any CARES money or assistance from anyone, so the equipment would have had to come out of our own funds. Currently everyone has VPN on their home computers and in September that will be turned off and staff will start using the laptops for home use. We will also be purchasing a cybersecurity online education system for staff. McNair stated she hopes we will have staff back by September, at least part-time, although she is sure there will always be some teleworking and that is fine.

McNair noticed Nelson had joined the meeting and asked if there was anything he wanted to add. Nelson stated it sounds like we are going to have a very smokey summer, especially late summer. Precipitation levels are well below normal and the fire hazard is high everywhere except the Puget Sound area.

GOOD OF THE ORDER

Cooper asked if there is any chance of testing out a hybrid Board meeting in September. Allowing for remote opportunities for the public and some members, while a few members are at the office. McNair stated that would be great. If members are vaccinated it will ease the social distancing aspect. Cooper noted the trend appears to be finding ways to preserve the remote access. There was some discussion regarding hybrid meetings and the positive aspects, as well as the importance of meeting in person. McNair mentioned looking into new cameras and equipment.

ADJOURNMENT

The meeting adjourned at 11:13 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on June 9, 2021, in Olympia, Washington.

ATTEST:

Francea L. McNair, Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Board of Directors

DATED: _____

OLYMPIC REGION CLEAN AIR AGENCY

2940 Limited Lane NW, Olympia WA 98502-6503

Board Approval of Expenditures, Disbursements, and Wire Transfers

SUBMITTED FOR THE PERIOD

May 21, 2021 and June 9, 2021 through July 8, 2021

<i>Fund:</i>	<i>Warrant #'s:</i>	<i>Scheduled Payment Date:</i>	<i>Issue Amount</i>
6471	Wire Transfer	May 21 Debt Service Payment-Thurston Co. Treasurer	\$ 45,381.90
	63008528 - 63008541	June 11	\$ 12,177.49
	63008542 - 63008552	June 25	\$ 6,777.44
	63008553 - 63008555	June 29	\$ 5,900.00
	63008556 - 63008567	June 30	\$ 13,480.20
	593293 - 593307	June- Payroll	\$ 120,213.00
	8310, 8314, 8318	June - Benefits	\$ 40,414.13
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$ 602.92
			<u>\$ 244,947.08</u>

Total Expenditures This Period:

Included with Consent Agenda for Monthly Board of Directors Meeting.

OLYMPIC REGION CLEAN AIR AGENCY
 2940 Limited Lane NW, Olympia WA 98502-6503
 Check Register of Expenditures, Disbursements, and Wire Transfers
 SUBMITTED FOR THE PERIOD
 May 21, 2021 and June 9, 2021 through July 8, 2021

Check #	Date	Payee	Cash Account	Amount
Wire Transfer	5/21/21	Thurston County Treasurer's Office	10200	45,381.90
63008528	6/11/21	Cabbros Cleaning Services, LLC	10200	823.00
63008529	6/11/21	City of Shelton	10200	262.50
63008530	6/11/21	Dept. of Correctional Industries	10200	248.38
63008531	6/11/21	Department of Ecology	10200	1,016.46
63008532	6/11/21	Grays Harbor Co. Sheriff's Office	10200	35.00
63008533	6/11/21	Intermedia.net, Inc.	10200	298.26
63008534	6/11/21	Law, Lyman, Daniel,	10200	4,149.46
63008535	6/11/21	Mountain Mist Water	10200	17.72
63008536	6/11/21	Pacific Disposal	10200	71.65
63008537	6/11/21	Praxair Distribution, Inc.	10200	11.84
63008538	6/11/21	Puget Sound Energy	10200	634.94
63008539	6/11/21	Tags Awards & Specialties	10200	16.41
63008540	6/11/21	U.S. Bank	10200	4,437.83
63008541	6/11/21	Verizon Wireless, Bellevue	10200	154.04
63008542	6/25/21	CADRE Inc.	10200	135.00
63008543	6/25/21	City of Olympia	10200	676.60
63008544	6/25/21	D.K. Boos Glass Inc.	10200	763.61
63008545	6/25/21	Employment Security Dept.	10200	615.57
63008546	6/25/21	Labor & Industries	10200	1,032.14
63008547	6/25/21	Mason County Sheriff's Dept.	10200	100.00
63008548	6/25/21	Mountain Mist Water	10200	25.10
63008549	6/25/21	PUD #1 of Clallam County	10200	191.36
63008550	6/25/21	Washington State Auditor's Office	10200	1,357.20
63008551	6/25/21	Sunrise Pest Management, Inc.	10200	79.04
63008552	6/25/21	KnowBe4, Inc.	10200	1,801.82
63008553	6/29/21	Capital City Stove	10200	2,400.00
63008554	6/29/21	C&C Clean Sweep	10200	1,700.00
63008555	6/29/21	Sunset Air Incorporated	10200	1,800.00
63008556	6/30/21	Capital Business Machines, Inc.	10200	106.70
63008557	6/30/21	City of Olympia	10200	138.00
63008558	6/30/21	Comcast Cable Com., Inc.	10200	441.12
63008559	6/30/21	Comcast Cable Com., Inc.	10200	158.43
63008560	6/30/21	Department of Ecology	10200	1,370.77
63008561	6/30/21	George Mitchell	10200	271.00
63008562	6/30/21	GovQA, LLC	10200	6,416.31
63008563	6/30/21	Intermedia.net, Inc.	10200	297.68
63008564	6/30/21	SIJ Holdings, LLC	10200	151.74
63008565	6/30/21	Sunset Air Incorporated	10200	1,800.00
63008566	6/30/21	U.S. Bank	10200	2,174.41
63008567	6/30/21	Verizon Wireless, Bellevue	10200	154.04
593293-593307	6/30/21	Salaries & Benefits	10200	160,627.13
Auto Transfer	6/30/21	Thurston County Treasurer's Office	10200	602.92
Total				\$ 244,947.08



BOARD OF DIRECTORS MEETING
July 14, 2021

SUBJECT: Rule 1.11 Federal Regulation Reference Date Rule Change

STAFF CONTACT: Robert Moody, Compliance Manager (360) 539-7610, ext. 106, robert.moody@orcaa.org

REQUESTED BOARD ACTION: Staff is requesting a motion to approve filing a CR102 with the State Code Reviser amending ORCAA Rule 1.11.

STAFF RECOMMENDATION: Move to file changes to approve changes to ORCAA Rule 1.11 Federal Regulations Reference date as presented.

DOCUMENTS ATTACHED: The proposed rule language is shown on page 2.

BUDGET IMPACT & SOURCE OF FUNDS: None

PRESENTERS AND OTHERS NOTIFIED: Robert Moody, Compliance Manager

BACKGROUND: This change is presented annually to the Board. The proposed action changes the effective date of the Federal Rules, as listed in Rule 1.11, implemented by ORCAA.

AMENDATORY SECTION

Rule 1.11 FEDERAL REGULATION REFERENCE DATE

Whenever federal regulations are referenced in ORCAA's rules, the effective date shall be July 1, 2021.



OLYMPIC REGION CLEAN AIR AGENCY

Policies & Procedures Manual

Approved by the Board of Directors
~~September 9, 2020~~ DATE OF APPROVAL

OLYMPIC REGION CLEAN AIR AGENCY

Policies & Procedures Manual

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I. INTRODUCTION

A. STATEMENTS

Vision: All individuals in Olympic Region Clean Air Agency's (ORCAA) jurisdiction—especially children and the elderly—can live, work, and play in a healthful and clean environment, free from harmful and destructive effects of air pollution.

Mission: We promote air quality and take actions that protect the health and welfare of people and the natural environment in ORCAA's jurisdiction.

We strive to be an agency where a diverse range of employees can work to fulfill their potential. We expect our staff to respect each other and respect the people we serve, understanding differences in values of individuals.

B. PURPOSE OF EMPLOYEE HANDBOOK

Welcome to ORCAA. We are delighted that you have chosen to join our organization. To acquaint you with our philosophies, values, and policies we are providing you with a Policy and Procedures Manual that will explain what you can expect from us and what we will expect from you.

We must be able to respond flexibly to changing circumstances as they arise. **Because of this, our policies are not promising specific treatment in specific situations.** ORCAA may, in its sole discretion, change, remove, suspend or discontinue any part or parts of the policies in this manual at any time with or without prior notice or reason. This applies to all terms and conditions of employment at ORCAA whether formal or informal. Nothing in this manual is intended to establish a contract limiting ORCAA's discretion to act, as it deems appropriate in any given situation.

ORCAA does not utilize written or verbal employment contracts or agreements for any employee, other than the Executive Director. Employees are considered "at will," meaning that each is free to leave, for any reason, with or without notice, at any time. This also means that we may terminate employment with or without notice, with or without cause, at any time if it is not discriminatory. Nothing in this manual shall limit the right to terminate employment at will or should be construed as a contract or guarantee of continued employment.

This policy of at will employment is the sole and entire agreement between you and ORCAA as to the duration of employment and the circumstances under which employment may be terminated.

Examples of the types of terms and conditions of employment that are within our sole discretion include, but are not limited to, the following:

- Promotion, demotion, transfers.
- hiring decisions.
- compensation and benefits.
- qualifications.
- discipline, layoff or recall.
- rules.
- hours, schedules, work assignments, job duties and responsibilities.
- subcontracting.
- reduction, cessation, or expansion of operations.
- determinations concerning the use of equipment, methods, or facilities.

- Or any other terms and conditions that we may determine to be necessary for the safe, efficient, and economic operation of the Agency.

The policies and procedures in this manual apply to all employees. It does not apply to members of the Board of Directors, professional consultants and/or contractors. These policies supersede and replace all earlier policies and procedures including any existing or prior oral or written agreements or representations on the subjects covered. No ORCAA employee, except for the Executive Director or Chairman of the Board, has authority to grant exceptions to these policies. Further, any amendments or alterations must be reviewed and approved by the Board of Directors.

Employees are required to read and understand this policy manual in its entirety and to sign and return the Acknowledgment, Credit Card Agreement, and the Code of Ethics found in the Appendix. If you have any questions about any of these policies or procedures, please contact the Executive Director.

Unless specifically stated, the definition of Manager in this document means the individual who directly supervises the employee, which may be either the Executive Director or the Section Manager.

II. GENERAL PROVISIONS

A. EQUAL OPPORTUNITY EMPLOYER

ORCAA is an equal opportunity employer (EOE) and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, gender, color, creed, religion, ~~sex~~, age, citizenship status, national origin, marital status, veteran status, sexual orientation, gender identity or physical or mental disability, or any other basis prohibited by applicable state, federal or local laws. Our equal opportunity policy applies to all conditions of employment including, but not limited to, recruitment, hiring, training, compensation, benefits, discipline, promotion, transfer, leave of absence, layoff or termination. We make all decisions based solely on job-related criteria, such as skills and attributes required for accomplishing ORCAA's mission. These include relevant experience, performance, required education or training, technical and interpersonal skills, initiative, reliability, and other such criteria. We comply with all applicable federal, state and local laws that prohibit employment discrimination.

Applicants or employees who have EOE related questions or complaints are encouraged to communicate these promptly to the Executive Director, or a ~~manager~~Manager if appropriate.

B. HARASSMENT and DISCRIMINATION

ORCAA maintains a strict policy prohibiting all types of harassment. This includes sexual harassment and harassment because of race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, gender identity, age or any other basis protected by federal, state or local law, ordinance or regulation. Conduct that shows mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination or who takes part in an investigation in good faith, is also prohibited.

Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, "sexual" in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed. Federal and state law also defines sexual harassment as unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of sexual nature when:

- Submission to such conduct is made a term or condition of employment or promotion; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

The following is a partial list of examples of inappropriate behavior:

- Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
- Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee;
- Unwanted sexual advances, propositions or sexual comments including making sexual gestures, jokes or comments made in the presence of any employee;
- Posting or displaying pictures, posters, calendars, graffiti, objects or other materials that are sexual in nature or pornographic;
- Offering employment benefits in exchange for sexual favors;

- Displaying, accessing or circulating in the workplace (including via Internet or e-mail) sexually suggestive photographs, cartoons, graffiti, jokes and the like;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.

Harassment based on race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, gender identity, age, or another protected basis is equally unlawful. Unlawful harassment on these bases includes:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching or blocking normal movement;
- Retaliation for making harassment reports or threatening to report harassment.

An individual who believes they have been subjected to unlawful harassment or discrimination is encouraged to tell the harasser to stop the unwanted conduct. If an employee is subjected to or becomes aware of harassing or discriminatory conduct towards an ORCAA employee, the employee should immediately report that information to their ~~Executive Director, or a manager~~ Manager if appropriate.

ORCAA will investigate all reported incidents of harassment or discrimination. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director or the ORCAA Board Chair, if a conflict prevents the Executive Director from responding.

When the investigation is completed, we will decide and when appropriate, the employee will be informed that remedial action has been taken but may not be told information that ORCAA deems to be confidential. If we determine that a violation of this policy has occurred, corrective action will be taken promptly.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment. The employee may also be held personally liable for monetary damages. We do not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent allowed by law, we reserve the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy.

Any employee who *intentionally* files a wrongful or fraudulent complaint of harassment is also subject to disciplinary action up to and including termination.

C. SUBSTANCE ABUSE

We recognize drug and/or alcohol dependency is an illness and a major health problem. We also recognize that drug and/or alcohol abuse is a potential safety and security problem. Employees who need help in dealing with such problems are encouraged to use area drug counseling agencies and/or our health insurance plan(s), or the Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize an employee's job.

While at work, each ORCAA employee has a responsibility to coworkers and to the public, to perform his or her~~their~~ work in a safe and conscientious manner. ORCAA expects employees to be able to work in an environment free from the effects of alcohol, marijuana and/or other job impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or

nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications impair the employee's ability to do the essential functions of ~~his or her~~their position with or without an accommodation that does not create an undue hardship for ORCAA.

Employees in safety-sensitive jobs must notify their ~~supervisor and the Executive Director~~Manager if they are taking medications which may interfere with their ability to do their jobs safely. In addition, the unauthorized use, sale or possession, by an employee, of alcohol, controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

On December 6, 2012, the recreational use of marijuana in small amounts was enacted into law in Washington State. The use of marijuana during work hours is prohibited. Employees who are impaired at work because of marijuana use will be subject to disciplinary action, up to and including termination of employment.

D. CODE OF ETHICS

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the agency. ORCAA requires the transactions employees take part in are ethical and within the law, both in letter and spirit. ORCAA is committed to maintaining a reputation of integrity in our field and community. We **must** protect air quality now and into the future and we value that responsibility. As an ORCAA employee, you are expected to make this Code of Ethics an integral part of every personal and/or professional interaction that may reflect on us. As a condition of employment, employees must sign a Code of Ethics Agreement and abide by the following rules. Failure to do so may result in disciplinary action up to and including termination.

Confidentiality. The protection of confidential information is vital to ORCAA's interest and success. Information about ORCAA, its employees, customers, suppliers, and vendors, is to be kept confidential and divulged only to individuals within ORCAA with both a need to receive, and authorization to receive, the information. If in doubt as to whether information should be divulged, err in favor of not divulging the information and discuss the situation with the Public Record Officer, Executive Director, or the Agency attorney.

Many records and files maintained by ORCAA are confidential and remain the property of ORCAA. Confidential records and files are not to be disclosed to any outside party without the express permission from the original owner of the information, your ~~supervisor, the Executive Director~~Manager, or the Agency attorney. Confidential information includes, but is not limited to the following:

- Processes or methods of production unique to an owner or operator or that are likely to adversely affect the competitive position of such owner or operator if released to the public or to a competitor.
- Company technology, formulas, inventions, processes, and proprietary information.
- Personnel records of current and former employees.
- Information about ORCAA's computer systems and technological infrastructure.

Confidential information may not be removed from ORCAA's premises without express authorization. Confidential information obtained during or through employment with ORCAA may not be used by any employee for the purpose of furthering current or future outside employment or activities, or for obtaining personal gain or profit. ORCAA reserves the right to avail itself of all legal or

equitable remedies to prevent impermissible use of confidential information or to recover damages incurred because of the impermissible use of confidential information. Confidential information is the property of ORCAA.

Conflicts of Interest. No employees should represent ORCAA in any transaction where ~~he or she~~they hasve a material or financial interest. For instance, transactions with relatives or close personal friends or where our employee is a partner or investor in a business in our jurisdiction (the Washington counties of Clallam, Grays Harbor, Jefferson, Mason, Pacific and Thurston) are examples of circumstances where an employee has a material and financial interest.

When there is or may be a potential conflict of interest the employee should bring the matter to the attention of the Executive Director so that another ORCAA representative can be selected to handle the matter.

Outside Activities. Employees of ORCAA must obtain approval, in writing, from the Executive Director prior to accepting any outside employment with employers within our jurisdiction. The Executive Director, in considering approval of such requests, will consider whether employment with an employer in our jurisdiction may constitute a conflict of interest.

Additionally, while employed at ORCAA, employees may not do any of the following:

- Provide air pollution-related consulting, planning or engineering services.
- Use or allow the use of employer equipment, supplies or facilities for outside employment purposes.
- Conduct outside employment during regular working schedule.
- Prepare or assist in the preparation of any documents, materials, or proposals to be presented to ORCAA or to our governing board by an outside entity.
- An outside job must not affect the employee's ability to properly perform all assigned ORCAA duties.

Gifts, Fees, Commissions, Loans. No employee of ORCAA should accept a loan from a business in the jurisdiction of ORCAA or a supplier to ORCAA. Loans from financial institutions are an exception to this requirement. No employee should receive any gift, fee, gratuity or anything of value for performing the duties of ~~his/her~~their job. This prohibition does not apply to incidental advertising or promotional materials of nominal value, awards or recognition items for community service. If an employee has questions regarding the acceptance of a gift or determining what constitutes "nominal" value, ~~he/she~~they should see the Executive Director.

No employee should accept a discount, rebate or special pricing from a business in our jurisdiction unless such is also available to other routine customers of the business offering such consideration.

In addition, an employee may not permit an indirect violation of these principles to take place. It is just as inappropriate to allow an immediate family member to accept a gift or special consideration from a business in our jurisdiction as it is for our employee to do so.

Employees are encouraged to seek assistance from their ~~supervisors~~Managers with any ethical concerns. However, ORCAA realizes this may not always be possible. As a result, employees may contact the Executive Director to report any ethical concern they cannot discuss with their ~~supervisor~~Manager. Employees should refer to the reporting procedures under the Harassment and Discrimination policy for reporting unlawful harassment or discrimination.

All complaints will be investigated and ORCAA will make reasonable attempts to protect the confidentiality of the person making the complaint to the extent possible while conducting the investigation. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director, ORCAA Board Chair, or the Agency attorney.

No Retaliation. ORCAA prohibits retaliation against any person for reporting an ethics violation, using this complaint procedure, or assisting or participating in any manner in any investigation, proceeding or hearing. Retaliatory action means any adverse change in terms and conditions of an employee's employment including:

- denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
- hostile actions by another employee towards a local government employee that were encouraged by a ~~supervisor or senior manager~~ Manager or official.

E. NON-SOLICITATION

To avoid disruption to our work, we do not allow employees to approach fellow employees in the workplace, or any individual doing business with ORCAA, about activities, organizations, or causes regardless of how worthwhile, important or benevolent the cause may be. Therefore, we have developed the following rules about solicitation and distribution of written material during working time and entry onto our premises and work areas.

- No employee shall ask for or promote support for any cause or organization during ~~his or her~~ their working time or during the working time of the employee or employees at whom the activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during ~~his or her~~ their working time, or during the working time of the employee or employees at whom the activity is directed.
- Under no circumstances will non-employees be allowed to solicit or to distribute written material for any purpose on ORCAA property.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for ORCAA. It does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for ORCAA.

Employees are instructed to direct any non-employees, acting contrary to our non-solicitation policy, off our premises and/or contact local law enforcement officials, if necessary.

ORCAA will provide one bulletin board where staff may post fund raising forms and other non-work-related activities. Posts must not be inappropriate, sexual in nature or in direct conflict with ORCAA's mission. Staff may post and view items during non-work times.

F. WORKING HOURS AND SCHEDULE

We are open for business Monday through Friday from 8:00 a.m. to 4:30 p.m., unless closed in observance of a holiday or special all-staff trainings.

The standard workweek at ORCAA is 40 hours. The standard workday is 8 hours for non-exempt employees. Workday lengths for exempt employees are determined primarily by their current workloads. Full-time employees work schedules correspond with our operating hours, 8:00 a.m. to 4:30 p.m. Our regular workweek begins on Monday and concludes on the next following Sunday.

An employee who wants to temporarily or permanently change their work schedule must consult with, and receive written approval from, their ~~Supervisor and the Executive Director~~Manager.

All non-exempt employees working five (5) hours, or more, during the regular workday are entitled to a meal period of thirty (30) minutes. This meal period should occur halfway through one's workday. Meal periods are unpaid and shall be recorded on the employee's timekeeping record.

All non-exempt salaried or hourly employees who work eight (8) hours during the regular workday receive two, 15-minute rest breaks. Employees working at least four (4) hours receive one 15-minute break. Breaks will be scheduled unless, due to the nature of the job, they need to be taken on an informal basis throughout the day. Breaks will be considered time worked for pay purposes and are recorded on our timesheets as Non-Specific, General/Other.

Breaks should not be taken immediately preceding or following the meal break or the beginning or end of the workday. Any employee who gets into an unforeseen situation and needs to use a break in a manner not provided by this policy should speak to their ~~supervisor~~Manager.

Employees must take their rest and meal breaks. Under no circumstances should an employee work through ~~his or her~~their rest/meal break. Any employee who gets into an unforeseen situation and needs to work through a lunch or rest break should contact ~~his or her~~their immediate supervisor or the Executive DirectorManager **before** doing so.

G. WORK STANDARDS

ORCAA employees are expected to routinely perform their job responsibilities at a superior level, and to conduct themselves in a manner which contributes to superior performance, for the employee and for the Agency as a whole.

Ongoing failure to meet this performance standard will lead to termination of employment.

H. TELEWORKING

Purpose: Teleworking offers mutual benefit to our employees and employer by reducing the environmental impact of commuting, and increasing employee morale and satisfaction, which may lead to increased work productivity. This policy provides consistent teleworking practices for staff, safeguards the security of information and systems, and ensures continuity of operations.

Telework allows employees to work at an alternate location, other than the main or satellite offices. Employees perform essentially the same work they would at the office with the same performance expectations and other agreed upon terms. Telework arrangements may be established for varying duration depending on the work to be accomplished.

Although ORCAA functions are normally performed in our offices, on-site or at a source or complaint location, Managers have the authority to designate employees eligible for telework. Approval for telework is based upon criteria for work to be accomplished and mutual agreement with staff and management. While alternative work arrangements may meet the needs of ORCAA and the employee, Managers have sole discretion to determine when telework is appropriate.

Policy: Telework is considered official ORCAA business; therefore, specific conditions may apply to employees engaged in telework. Prior to beginning a telework arrangement, a formal telework agreement must be executed by both the employee and ORCAA. Telework shall not increase the workload of staff in the office to accommodate the teleworking employee.

Responsibility: The amount of time the employee is expected to work will not change due to participation in a telework agreement. Staff will maintain their normal work hours. Because it is important for teleworking staff to be available during normal work hours to collaborate and communicate with staff and others, teleworking staff will coordinate with their Manager if there is a deviation from normal work hours. The procedures for leave approval shall remain the same. Failure on the part of the employee to meet all specified guidelines and procedures of the telework policy will result in immediate termination of the agreement.

Areas of Responsibility:

Information Technology Department

- Manages remote access and network connectivity as well as ORCAA's telecommunications and security infrastructure.
- Provides the resources (laptop computer) for agency staff to support teleworking employees.
- Provides technical support for teleworking employees.

Managers:

- Implements teleworking employees working arrangements as practicable for staff in accordance with ORCAA's policies, procedures, and guidelines.
- Provides support for teleworking employees to include:
 - Approve or deny employee's request for teleworking based on the suitability of the work.
 - Review and authorize the required forms for approved teleworking arrangements and technology requests.
 - Obtain feedback from staff regarding the impact of teleworking arrangements on the agency and, the ability to work collaboratively with staff and others while maintaining high productivity.
- Reviews and approves telework schedules for employees.
- Reviews teleworking employees' performance on a regular basis to ensure goals and expectations are met in a timely and efficient manner.

Teleworking Employees:

- Obtain their Manager's approval before commencing telework.
- Identify the work tasks/activities to be accomplished and will report on the projects progress as needed.
- Keep informed of ORCAA's telework policy, ensuring relevant work meets the criteria for approval.
- Remains accessible to sources, co-workers, Managers; coordinates meetings with sources, co-workers, Managers in an efficient way not disrupting the work environment.
- Utilizes Teams, Chat, Zoom and other technology as needed for effective communication.
- Structures telework to be as transparent as possible to sources, co-workers and Managers.

- Plans and organizes tasks for telework to ensure efficiency and productivity.
- Utilizes approved computer equipment solely for the purpose of teleworking.
- Shall reasonably secure issued laptop computers in a locked area or container during transportation and non-work hours.
- Abide by ORCAA's standard security protocols. Employees will not circumvent security protocols on any remote-use computer.
- Immediately report any potential compromise of security or theft of an ORCAA-provided device to IT Department and their Manager.
- Provides availability to come to the office, when necessary by management.
- Notifies their Manager for any change in status (e.g. loss of internet access, coming to the office, requesting time off, etc.).
- Notifies their Manager immediately upon the event of a job-related incident or accident during telework hours; ORCAA does not assume responsibility for injury to any persons other than the teleworker at the telework site; auto and homeowners insurance is required and is the responsibility of the teleworker.
- Completes Security Training.

Procedure:

Selection and Enrollment

- Employees suited for telework are solid performers who understand and agree to meet ORCAA's goals and expectations
- They work independently, do not require close supervision, and have good communication skills. They are reliable, disciplined, and self-motivated.
- Work constituted as telework involves some form of processing such as research, writing, calculating, analyzing, designing, programming, and managing data. Most of the work products can be measured.
- Employees must be employed for a minimum of one year to be considered eligible for telework and must meet goals and expectations of their Manager.
- Employees will be reviewed by their Manager as needed to determine whether the teleworking arrangement will be continued.
- ORCAA Management may suspend or discontinue the telework arrangement at any time. Written notification of suspension of telework arrangement will be provided to the employee.

HI. CONDUCT

Employees are expected to interact with coworkers in a courteous and respectful manner. Collegiality is our objective.

Dishonesty, violence, or abusive conduct is prohibited during working hours and at, or near, any location where the employee is working. An all-inclusive list of prohibited conduct is impossible, and the following are simply examples:

- Insubordination, either verbal or through conduct, including but not limited to failure or refusal to obey the orders or instructions of any ~~supervisor~~Manager or member of management, or the use of abusive or threatening language toward any ~~supervisor~~Manager or member of management.
- Falsification of employment records, employment information, or other records.
- Failing to accurately and completely record time at work—including breaks and lunch periods daily.

- Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any timecard, whether your own or another employee's. (The Timesheet Administrator is given limited allowances for updating employee timesheets with employee permission)
- Misuse of Sick Leave.
- Theft or the deliberate or careless damage of any ORCAA property or the property of any employee or client.
- Unauthorized use of ORCAA equipment, time, materials, or facilities.
- Texting or using a cell phone while driving an agency vehicle or personal vehicle while on agency business.
- Possessing, distributing, selling, transferring, or using—or being under the influence of—alcohol, marijuana or illegal drugs in the workplace, which includes ORCAA buildings, vehicles and external worksites.
- Provoking a fight or fighting during working hours or on premises owned or occupied by ORCAA.
- Engaging in criminal conduct.
- Using profane or abusive language at any time during working hours or while on premises owned or occupied by ORCAA.
- Failure to follow the leave notification procedures listed in this policy manual.
- Failing to observe working schedules, including rest and lunch periods.
- Failing to provide a physician's certificate when requested or required to do so.
- Making or accepting personal telephone calls that interfere with agency business.
- Refusing to work assigned overtime.
- Violating any ORCAA safety, health, or security policy, rule, or procedure including the policy and procedure manual.
- Committing a fraudulent act or a breach of trust in any circumstances.
- Engaging in dangerous horseplay.

IJ. APPEARANCE

ORCAA's image is directly impacted by the appearance and behavior of our employees. Employees are expected to use good judgment in selecting clothing and accessories for the day, and in their grooming. Employees are expected and required to dress in a manner appropriate to the work they are performing.

JK. ATTENDANCE

At ORCAA each person is an important member of our team. Any one person's absence directly impacts the productivity of several other members of our team and our ability to perform our duties. Unexplained absences, excessive tardiness, or leaving early without permission will not be tolerated. ORCAA may require employees to provide medical certification from a health care provider for absences due to illness or injury after 3 days of absence.

Promptness is not only a professional courtesy to one's coworkers, it is necessary to a productive work environment. Employees should be at their workstations and ready to begin their workday at 8:00 AM.

If an employee must miss work, needs to arrive late or leave earlier than their normally scheduled workday, they must notify their Manager, supervisor, another manager ~~Manager~~, or the Executive Director prior to the start of their scheduled shift, and as far in advance as possible. Leave slips shall be completed prior to leaving work, or immediately upon arrival to work.

Chronic absenteeism, particularly where it disrupts productivity and negatively affects other employees and the Agency's ability to fulfill our purpose, could result in corrective action up to and including termination of employment.

KL. POLITICAL ACTIVITY

Under this policy, political activity by ORCAA employees, such as campaigning, canvassing, soliciting or otherwise encouraging the support, financial or otherwise, of a political candidate or cause is not allowed on ORCAA premises or during ORCAA business hours. Any employee who feels pressured to participate in or who observes political activity on Agency premises or during Agency operating hours shall report such conduct immediately to the Executive Director and/or the Chairman of the Board. Testimony, before an elective body, regarding ORCAA related issues, may be appropriate but must be approved by the Executive Director.

LM. SAFETY AND WORKER'S COMPENSATION

Employees who experience an on-the-job accident or injury should immediately report the incident to their ~~immediate supervisor~~Manager and the Executive Director regardless of how minor the injury, illness, or accident may seem.

The Manager or Executive Director ~~or the direct supervisor~~ will arrange for medical attention or first aid if necessary and will ensure that any necessary accident/injury/illness report and investigation is conducted. If medical treatment is required, the employee, Managersupervisor, or Executive Director should inform medical personnel that this is a work-related illness/injury and have the required Department of Labor & Industries documentation completed and submitted.

Depending on the circumstances surrounding the accident or injury, the Executive Director may start an investigation to determine the cause of the accident or injury and, if appropriate, employee discipline up to and including termination may result. Employees who fail to report workplace accidents or injuries are also subject to the appropriate corrective action, up to and including termination.

Employees should also report anything that needs repair or appears to be a safety hazard.

MN. FIRST AID

As a condition of employment, employees, depending on their position, must pass a First Aid and CPR course within the first year of being hired. Currently, these employees include:

- All Inspectors (Air Quality Specialists);
- Monitoring Technician;
- Any other field staff; and
- One or more of the administrative staff.

The Executive Director will inform you if your position requires that you pass First Aid and CPR training. After the initial class, employees in the above-designated positions must watch a First Aid/CPR Review video annually. If any employee desire to enroll in the First Aid/CPR Certification course to maintain official certification status rather than watch a refresher video, ~~he or she~~they may do so. Employees who do not fall within the designated positions but who would like to take a First Aid and CPR course should consult with their ~~ir Manager-Executive Director~~.

NO. NEPOTISM - EMPLOYMENT OF RELATIVES

ORCAA does not discriminate based on marital status and permits the employment of spouses or relatives of current employees except where such employment would place one or both employees in

a situation of actual or foreseeable conflict between their interests and ours. This may occur where one spouse or relative would have the authority or practical power to supervise, appoint, remove or discipline the other, or one would audit the work of the other. For the purposes of this policy, 'relatives' are defined as: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepbrother, stepsister, stepparents, step-grandparent, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

In the event two employees in a direct reporting relationship or auditing responsibility become relatives (as defined by this policy), one employee will need to either transfer to another area or department (if an acceptable position is available) or leave ORCAA. The employee with the least seniority will be asked to transfer or exit if we determine that a conflict of interest exists. If the Executive Director determines there is no conflict, both employees may be allowed to continue in their current positions.

OP. EMPLOYEE INDEMNIFICATION

ORCAA will defend and indemnify all current and past employees against any claim which is based on an alleged act, error or omission taken or made in good faith and within the scope of the person's duties as an ORCAA employee.

ORCAA may elect not to provide defense and indemnity for acts which were not undertaken in good faith, for acts of misconduct, for the defense of the right to hold office, or if the employee does not fully cooperate with the defense of such action. If the Board of Directors is considering such an election not to provide defense and indemnity, the employee will be notified and will be given an opportunity to meet with the Board prior to a final decision.

ORCAA will designate the legal counsel it chooses pursuant to this section.

PQ. SMOKE FREE WORKPLACE

We follow state law, which prohibits smoking and vaping indoors. We also prohibit employees from smoking and vaping in Agency-owned vehicles. Each ORCAA facility makes available a designated area, outside the building, where employees can smoke tobacco and e-cigarettes during their rest or lunch breaks, however employees are not allowed to smoke marijuana.

QR. TRAVEL AND REIMBURSEMENT

Employees who travel on approved Agency business are reimbursed for their transportation, meals, lodging and certain miscellaneous expenses while away from home. All employees who travel are responsible for understanding ORCAA's travel and reimbursement policy, and specifically for understanding which expenses are reimbursable and which are not. All travel costs must be work-related, obtained at the most economical price, and necessary for Agency business.

Occasionally, overnight travel is necessary to accomplish Agency business. All overnight travel must be approved in advance by the employee's ~~Supervisor and the Executive Director~~ Manager. Employees are encouraged to consider alternate methods of attendance, such as conference calls or video conferencing, in lieu of travel when feasible. Employees are also reminded to safeguard all Agency assets such as vehicles, car keys, credit cards, and equipment when traveling.

- 1. Use of ORCAA's VISA Card.** Employees may use their Agency issued VISA card after proper approval by ~~their Supervisor or the Executive Director~~ Manager for the following expenses:

- Lodging for overnight travel while on business. Under certain circumstances, when an employee's lodging costs exceed the allowable rate, the Executive Director may authorize reimbursement of actual lodging expenses, including internet fees.
- Automobile rentals. ORCAA's insurance carrier provides collision damage insurance. Employees should not buy insurance offered by the rental car agency.
- Air Line Tickets.
- Parking. (Valet parking is an approved expense if no other options are available.)
- Fuel for ORCAA vehicles (requires a receipt). Do not use agency credit card to fuel personal vehicles.
- Meals. Employees will have the choice of using the Agency credit card or requesting Per Diem reimbursement for meals (see Per Diem policy below). The meal allowance includes the basic cost of the meal, any applicable sales tax and any customary tip or gratuity. The meal should not exceed the Per Diem rate without prior authorization. You may be liable for the meal when no receipt is given with the monthly credit card reconciliation process. Neither alcoholic beverages, tobacco, e-cigarettes, nor marijuana products will be reimbursed or allowed on the ORCAA credit card.
- Under no circumstances should staff use an agency credit card for personal expenses.

Employees who use the agency credit card must submit receipts for the above expenses.

2. **Per Diem.** Meals are reimbursed at a flat "allowance" per meal, rather than actual expenses. Receipts are not needed when using Per Diem. **Do not use the Agency credit card for meals that you will request reimbursement under the Per Diem process.** Instead, meals will be reimbursed using the Per Diem schedule. For Per Diem rates we will refer to General Services Administration website.

Employees are reimbursed for meals during the official travel period. This means that employees may receive only a partial day meal reimbursement. The meal allowance accounts for the basic cost of the meal, any applicable sales tax and any customary tip or gratuity.

Reimbursement for meal expenses is not authorized when meals are included; e.g. at a conference or training where lunch is provided.

The Executive Director may grant exceptions to meal reimbursements.

3. **Overnight Traveling.** Prior to traveling, employees must get approval from their Supervisor Manager and the Executive Director. An employee is usually eligible for reimbursement of meal expenses whenever they are on overnight travel status, from the time of departure from his or her/their residence or workstation until the time of return to the workstation or residence.

If the lodging facility is less than 50 miles (most direct route) of either the employees' residence or ORCAA's Olympia office, reimbursement is not allowed unless:

- An overnight stay is required to avoid having the employee drive back and forth for back-to-back late night/early morning meetings. Prior written approval from the ir Supervisor and the Executive Director Manager must be obtained via their Travel Request form.
- The employee can demonstrate that staying overnight is more economical to ORCAA. The employee must submit documentation showing the savings. Prior written approval from the ir Supervisor and the Executive Director Manager must be obtained via their Travel Request form.

- An overnight stay is required due to an emergency, unplanned event, or inclement weather. The employee must contact their ~~Supervisor or the Executive Director~~ **Manager** as soon as possible. Upon return, a short description of the situation causing the stay, along with the date and time of the notification must be added to the Travel Request form.
- The employee has a sudden on-set of an incapacitating illness. They employee must notify their ~~Supervisor or the Executive Director~~ **Manager** as soon as possible. Upon return, an explanation of the situation causing the stay, along with the date and time of notification must be added to the Travel Request form.

- 4. Traveling During the Day.** An employee may be eligible for meal expenses when the Agency needs the employee to attend a meeting, conference or business-related activity. An employee is eligible for meals after ~~he/she/they are is~~ in travel status for three hours beyond their regularly scheduled working hours for any one day or on a weekend. The three hours may consist of hours occurring before, after, or a combination of both before and after the employee's regularly scheduled workday. For example, if an employee travels to a conference on Monday and is in travel from 6 a.m. to 7 a.m. and 5 p.m. to 7 p.m., the employee is entitled to meal reimbursement. The Executive Director may grant exceptions on a case-specific basis (e.g., Public Meetings, Hearings).

If travel to a destination for the employee's own convenience is in advance of the necessary time for arrival, no reimbursement for meals or lodging costs shall be paid to the employee for extra field time incurred.

We recognize there may be instances when traveling a day in advance is necessary (i.e. Travel is more than 3 hours and scheduled training is early AM) and overnight lodging and meals would be necessary for these situations. Employees should discuss these situations with their ~~supervisor~~ **Manager** prior to submitting travel requests.

- 5. Travel Advances.** Travel advances may be requested by an employee in cases of hardship and must be approved by the Executive Director.
- 6. Other Reimbursable Expenses. Use of Privately-Owned Vehicles.** To use a personal vehicle for Agency-related business prior approval must be received from the Executive Director. When a privately-owned vehicle is used, the employee will be reimbursed at the current rate in effect with the Agency (see the Administrative Service Manager or Executive Director for current rate). If an agency owned vehicle is available for the employee's use, and the employee chooses not to use it, no reimbursement will be approved for using employee owned vehicle. If driving to the office to get an agency vehicle is in opposite direction of destination, use of private vehicle may be used and reimbursed with Executive Director's approval. Please note that the employee is responsible for out-of-pocket expenses such as parking tickets and moving violations while using an agency vehicle. Employees handle parking tickets, moving violations, damages and any deductible if they use a privately-owned vehicle.
- 7. Expenses that Cannot Be Reimbursed.** Certain travel expenses are considered personal and not essential to ORCAA business. Such non-reimbursable expenses include but are not limited to: valet services (if other parking is available and accessible), entertainment expenses, radio or television rental and other items of a similar nature, beauty parlor or barber, liquor, theft, loss, or damage to personal property, personal postage, reading materials and personal toiletry articles.

8. Travel Authorization and Vouchers. Employees must properly complete travel vouchers and submit them on a timely basis. Vouchers must include the following:

- The purpose or accomplishments of the trip are to be shown in enough detail to document that the travel was essential to carry out the necessary work of the Agency. The employee's ~~supervisor or the Executive Director~~Manager will review the justification for adequacy.
- Exact date(s) of travel should be shown on the Travel Form.
- Receipts, a copy of the agenda from the event, and any other required information needed to support the Travel Expense Voucher. Reimbursement for lodging must be supported by a valid receipt from the commercial lodging facility. Receipts for other allowable expenditures (other than per diem) need to be attached to the Travel Expense Voucher form. If a receipt is not available, the employee must document the expense.
- Overtime status during all travel is based on the time of departure from residence or workstation until the time of return to their workstation or residence. Prior to traveling, employees must get approval from their ~~Supervisor or the Executive Director~~Manager.

Note: Whenever possible, ORCAA should be billed directly for registration fees or meeting room rentals for official business, rather than being paid by the employee using the Agency credit card.

9. Extended Stays when Traveling for Work. Employees wishing to extend their stay before or after the agency travel period must get prior approval from their ~~supervisor~~Manager.

- If flight price increases due to extended stay, employees will need to purchase their airline tickets and request reimbursement for the cost of the ticket the agency would have paid.
- Employees will need to arrange with the hotel to pay separately for the agency time and personal time, or, they may pay the entire hotel cost and request a refund for the nights the agency would have paid.
- The employee must use their personal vehicles for any travel that includes personal time. They may be reimbursed for the agency travel miles only.

RS. BUSINESS EXPENSES

Employees may incur business expenses while employed at ORCAA. Employees will be reimbursed for pre-approved business expenses after the employee sends a completed expense report with supporting documentation to the Executive Director. Documentation includes receipts, mileage, etc. For allowable travel expenses, see the policy on travel and reimbursement, discussed above.

All employees should make reasonable efforts to select moderately priced accommodations and use moderately priced ground and air transportation, and, if available use mass transit. Meals, to be reimbursed, shall occur during the employee's on-duty time and should be moderately priced. Per our Drug Free Workplace policy, alcoholic beverages and marijuana shall not be consumed while on business; therefore, reimbursement for such is not appropriate.

Approved work-related mileage expenses while using one's own vehicle are reimbursed per Internal Revenue Service guidelines and are subject to change.

Questions regarding business expenses and reimbursement should be directed to the Executive Director.

ST. AGENCY OWNED VEHICLES

ORCAA has agency-owned vehicles available for employees to use when performing their duties. These vehicles are available for ORCAA business only, and only ORCAA employees may drive these vehicles.

If an employee is assigned an Agency-owned vehicle, ~~he or she~~they are is responsible to obtain routine maintenance to keep the vehicle in good working condition. Routine maintenance should be performed while an employee is on duty; this time should be properly recorded as hours worked. Costs for routine maintenance are paid and/or reimbursed by the Agency. Reasonable wear is acceptable. However, each employee should take precautions to prevent damage to the interior and exterior of their assigned vehicle.

Generally, Agency-owned vehicles are not used for the commute between the employee's home and our office. Exceptions to this policy require the written consent of the Executive Director and may have income tax consequences.

The Executive Director will review a new employee's driving record prior to allowing a new employee to drive an Agency-owned vehicle. In case of an accident and/or traffic violation while using our vehicle, the employee is to immediately report the incident to the Executive Director. Employees must pay for traffic infractions they receive. Employees are directed to cooperate with law enforcement officials, obtain all relevant information connected with the accident, refrain from extraneous comment about fault, and complete all required accident reports and paperwork. Employees who do not report traffic accidents or infractions while driving Agency-owned vehicles may be subject to appropriate corrective action up to and including termination.

TU. FIREARMS

The display and/or use of firearms by any ORCAA employee on ORCAA premises or when carrying out official ORCA business is prohibited. An employee who has a valid concealed weapons permit may carry a firearm on ORCAA premises or when carrying out official ORCAA business only with the Executive Director's advance approval. The Executive Director has discretion to approve or disapprove the request to carry a weapon depending on all circumstances including the reason for the request and the potential effects on Agency operations and safety of everyone involved.

III. PERSONNEL ADMINISTRATION

A. RECORDS

Employee personnel records have employees' application materials, recruitment and selection records, salary and benefit histories, and training and development records.

Significant changes in employee status, including appointment, transfer, termination, promotion, demotion, discharge, leave of absence, change of salary rate and other temporary or permanent change must be recorded in the employee's personnel record. Employees must tell the Agency of changes to their current contact information.

B. CONFIDENTIALITY OF PERSONNEL RECORDS

An employee's personnel records are confidential and are the property of ORCAA. Information in personnel files are restricted and only the employee, ~~his or her~~their immediate supervisor/Manager, and the Executive Director, or other personnel authorized by the Executive Director may examine the employee's personnel records. Other individuals who may be granted access on a need-to-know basis include those in a ~~supervisory-managerial~~ capacity who may be considering an employee for transfer or promotion. Employees have the right to examine the contents of their personnel file in the presence of the Executive Director. An employee may copy information found in ~~his/her~~their personnel file and may place explanatory or rebuttal information in the file. An employee may ask, in writing, for the removal of information they deem irrelevant, erroneous, or out of date.

Personnel records and information will not be released to anyone outside the Agency except with the written consent of the employee and the Executive Director or in response to legal process like a subpoena, court order or a lawful request or demand from a government agency.

Unless the employee has given written authorization for the release of further information, the Agency will release the following information in response to inquiries about current or former employees:

1. Dates of employment;
2. Job title currently or at the time of termination;
3. Verification of salary information

All requests for personnel information about past or present Agency employees must be directed to the Executive Director or the ~~ir immediate supervisor-Manager~~ of the employee. Only the Executive Director, or the ~~immediate supervisor-Manager~~ may respond to these requests.

C. REFERENCES

All reference requests should be directed to the employee's ~~supervisor-Manager~~ or the Executive Director. No other employee may release references for a current or former employee. In response to a reference request we will release the employee's position, job duties, dates of employment, whether the employee was in good standing when ~~he or she~~they left ORCAA, and whether the employee's separation from the Agency was voluntary or involuntary. If you would like ORCAA to release more information about your employment with us, please contact the Executive Director.

D. BACKGROUND CHECKS

ORCAA recognizes the importance of keeping a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, ORCAA reserves the right to investigate an individual's prior employment history, personal references, and educational

background, as well as other relevant information that is available to ORCAA. ORCAA may review an employee's driving record, credit report and criminal background. If a background check is conducted, ORCAA will follow the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or employee with any required notices and forms. Consistent with these practices, job applicants or employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, ORCAA reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

E. IMMIGRATION COMPLIANCE

We are committed to hiring only those individuals who can legally work in the United States and will follow applicable immigration laws including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, newly hired employees must complete an I-9 within three days of their start date and must provide documentation to verify their identity and employment eligibility. The most common forms of identification are a driver's license and social security card; however, other documents can be used. If you have any questions about this process, you should contact the Executive Director.

IV. EMPLOYMENT CLASSIFICATIONS

Employees at ORCAA fall into one of four categories depending on the nature of the employee's job. These categories include regular full-time employees, regular part-time employees, temporary full-time employees, and temporary part-time employees. In addition to these categories, each employee is designated as exempt or non-exempt from overtime compensation per the overtime provisions of state and federal laws.

Regular Full-Time Employee. Regular full-time employees are those who work on average at least 30 hours per week and who maintain continuous regular employment. These employees are eligible for all employee benefits, which may include annual leave, personal holidays, holidays, sick time (all prorated if less than 40 hours per week), medical, dental, vision and life insurance.

Regular Part-Time Employee. Regular part-time employees are those who work at least 20 hours but less than 30 hours per week and who maintain continuous regular employment. These employees are eligible for some employee benefits, which may include annual leave, personal holidays, holidays, and sick leave at a prorated amount based on hours worked. Employees should discuss medical, dental, vision and life insurance benefits with the Administrative Services Manager. Regular part-time employees who work less than 20 hours per week and who maintain continuous regular employment, are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. Employees who work less than 20 hours per week are not eligible for any other benefits.

Temporary Full-Time Employee. Temporary full-time employees are those whose service is intended to be of limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work between 30 and 40 hours per workweek. Temporary full-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.

Temporary Part-Time Employee. Temporary part-time employees are those whose service is intended to be of a limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work fewer than 30 hours per workweek. Temporary part-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.

V. JOB DESCRIPTIONS AND CLASSIFICATIONS

A. JOB DESCRIPTIONS AND CLASSIFICATIONS

The ~~Executive Director or Supervisor~~Managers will provide employees with a job description. Each job description will identify essential functions of the position, minimum qualifications, unique requirements, and whether the position is overtime exempt or non-exempt.

The Executive Director may, reclassify positions for which the duties and responsibilities have changed significantly from an assigned job description, or that have been structurally affected by organizational changes. Proposals to reclassify a position may be initiated by individual employees or by management. All such proposals should be substantiated in writing and should include specific details about how duties and responsibilities have changed, what circumstances caused the changes, and how long the circumstances have existed. The assumption by an employee of duties and responsibilities greater than those required may not be enough justification for reclassification.

If the Executive Director reclassifies a position, the Executive Director will determine whether the incumbent employee meets the qualification requirements of the new position. If so, the employee may be moved to the new position. If not, the Executive Director will determine the proper disposition of the employee and the method and means of filling the new position.

B. MAINTENANCE AND MODIFICATIONS

Job descriptions and classification will need occasional adjustment as the nature and organization of work changes within ORCAA. The development of new classifications, review of new positions to determine classification, and the analysis of positions for the reclassification are responsibilities of the Executive Director. The Executive Director has the discretion to determine whether a job classification is full or part-time.

Formal review of job descriptions and classifications will occur from time to time. The Executive Director, following analysis, will recommend the proper class and any necessary specifications. Establishment of a new classification needs approval of the Board. The Executive Director determines placement of individual employees within authorized classifications.

Incumbents in positions which have been reclassified will usually be placed at a salary step in the new classification range with is closest to their current salaries.

ORCAA endeavors to complete a competitive salary survey every 5 years. The results of the survey will be considered for determining any change to the established salary schedule and will be incorporated into the annual budget.

VI. COMPENSATION AND BENEFITS

A. EMPLOYEE PAY

ORCAA attempts to pay employees a competitive rate that reflects the employee's job position, experience, responsibilities and job performance. If warranted, we may increase an employee's pay (step increases) on an annual basis. However, the Executive Director retains the ultimate discretion to determine whether an increase in pay is justified. There may be circumstances such as budget guidelines and/or job performance considerations that prevent us from increasing pay.

Employees may be eligible for a step increase, yearly, based upon meeting performance criteria. Employees are eligible for a cost-of-living increase (COLA), as approved by the Board of Directors; or a promotion (where the rate of pay for the new position is higher than that currently being paid to the employee). However, ORCAA retains the ultimate discretion to grant a pay increase.

ORCAA endeavors to pay employees a competitive salary. Salary surveys will be done periodically, or as directed by the ORCAA Board.

B. FRINGE BENEFITS

The IRS has indicated that wellness rewards that are "cash equivalents" or "cash benefits" should be included in an employee's income.

A wellness reward provided by ORCAA *is* subject to Federal tax withholding if the rewards do not involve the provision of health services or otherwise help to pay for health services. This is because, for such purposes, it is presumed the employee has received the reward in exchange for their employment services.

Examples of taxable items include cash, gift cards, door prizes, and raffle prizes. Items such as t-shirts, hats, or other small value items are considered de minimis fringes and are not taxable.

Any amount transferred by an employer (or by a third party on the employer's behalf such as AWC) to an employee, or for the benefit of the employee, will be included in the employee's gross income, *unless* another provision under the Internal Revenue Code permits such amounts to be excluded.

Incentives that provide health benefits or help pay for health services usually *are not* subject to Federal tax withholding. Such incentives can take many forms, such as:

- Paying for the cost of a biometric screen or other health service
- Providing a reduction in cost-sharing or annual deductible.

C. PAYROLL ADMINISTRATION

Paydays. Payday is scheduled for the last working day of the month. If a scheduled payday falls on the weekend or an observed holiday, paychecks or deposit confirmations are distributed on the preceding business day. (E.g. June salary is paid on last working day in June.)

Direct Deposit. Employees may, if they choose, elect to have their pay automatically deposited directly to their checking and/or savings accounts. Employees choosing the convenience of direct deposit receive a deposit confirmation on payday, rather than a paycheck.

Timekeeping. Accurate timekeeping records are necessary to provide accurate and timely payroll and to comply with state and federal timekeeping requirements. Therefore, employees must accurately record all hours worked in the timesheet database daily. The employee's **supervisor**

Manager and the Executive Director will approve all timesheets prior to submission to payroll. Falsification of a time record, whether that of the employee or on behalf of another employee, is a serious breach of trust and could result in actions up to and including termination of employment.

Lag in Pay. Hourly and Overtime pay will be included in the following months' paycheck. There is no lag on salaried positions.

D. OVERTIME

Employees should be able to perform their jobs within 40 hours per week. However, there may be occasions on which an employee is asked to work overtime. On such an occasion, the Executive Director will provide advance notice if possible.

All non-exempt employees working more than 40 hours per week in a regular workweek are eligible for overtime pay equal to one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 per week. When computing overtime, only hours worked are included. Thus, hours paid but not worked (e.g. holidays, sick days or vacation) do not count as hours worked.

Employees who believe they need to work overtime to complete a job task or assignment must get advance approval from their ~~supervisor~~Manager and the Executive Director. ORCAA supplies Overtime Request slips that are to be filled out in advance of the overtime worked. The slips should be detailed to show the actual time expected to work (i.e. 4:30 p.m. – 5:45 p.m. woodstove complaint) beyond their scheduled work hours. One request per incident is preferred for accurate record keeping. All employees must send Overtime Requests to their ~~supervisor~~Manager and the Executive Director. The ~~supervisor~~Manager and Executive Director must approve overtime requests.

We recognize there are times when overtime is unplanned and unavoidable. If an employee must work overtime without the ability to receive written pre-approval, oral approval is allowed and can be approved up to the next working day. An overtime request slip must be filled out and approved by the next working day. We reserve the right to take corrective and/or disciplinary action, up to and including termination, against any employee who works overtime without the knowledge or prior approval from their ~~Supervisor~~Manager or the Executive Director.

E. COMPENSATORY TIME

Full-time, non-exempt employees may choose compensatory time in lieu of overtime pay for all hours, over 40, worked per week. Employees who choose compensatory time shall accrue one and one-half hours for each hour worked over 40 in the regular workweek. Non-exempt employee shall not be required to give up overtime pay in lieu of compensatory time.

While full-time, exempt employees are not eligible for overtime, they may also accrue exempt time off at a rate of one hour for each hour worked over 40 in the regular workweek. Employees who believe they need to work more than 40 hours to complete a job task or assignment must receive advance approval from their ~~supervisor~~Manager and the Executive Director.

Employees may accrue up to 40 hours compensatory or exempt time. Except for exempt employees, overtime worked, resulting in accrual of compensatory time more than 40 hours will be converted to overtime pay. The Executive Director may grant an exception under certain circumstances.

Employees are encouraged to use compensatory time off before using accrued vacation time. Accrued compensatory time, in excess of 8 hours, shall be used by the employees anniversary date. A balance of up to 8 hours may be carried over from year to year.

F. TIME ACCOUNTING

All employees must account for hours worked by program, function, and description by inputting workload data into ORCAA's timesheet database. Employees must enter their workload data for the current month, daily, into ORCAA's timesheet database. The database serves as the tool for assimilating and storing workload data that is also used for invoicing billable hours for certain programs.

ORCAA time codes include program categories (Registration, Air Operating Permits, etc.), and functional categories (Enforcement, Inspections, Complaint Response, etc.). Program categories are distinct ORCAA programs, which require separate accounting. Grants and contracts are included as other program categories and vary annually. Functional categories are distinct tasks that are common to most programs. All employees are responsible for inputting time correctly per the instructions which can be found under the Common drive, Administration, Time. Any questions about time codes or program categories should be directed to their ~~immediate supervisor~~Manager or; the Office Manager.;
~~or the Executive Director.~~

Employees must accurately record all hours worked, including meals and rest breaks. Employees who fail to do this will be subject to corrective and/or disciplinary action up to and including termination. Timesheets, and leave, overtime, or training forms, are due within two (2) business days from the end of each month.

G. SPECIAL PROGRAMS

ORCAA occasionally administers special programs. Please check with ~~the section~~your supervisor
~~Manager or the Executive Director~~ to determine time accounting procedures if you are working in a special program.

H. INSURANCE

We acknowledge the value of a comprehensive, equitable and responsive employee group insurance program. Within budgetary guidelines, we strive to provide competitive plans that meet the needs of our eligible regular full-time and part-time employees and their dependents. Eligible employees are those persons in budgeted positions that work 20 hours or more in each workweek. Insurance programs may include group health, dental, life, vision and employee assistance program coverage. However, these programs may change from time to time. This policy describes our current insurance benefits and contribution. It is not a promise or agreement to provide any specific insurance program or benefit. Moreover, we retain the right to change our policy at our discretion.

Premium Contribution. For regular employees who work 30 or more hours a week, ORCAA currently pays the entire cost of the premium for the employee and a part of the premium cost for dependent coverage elected by the employee, if any. For regular employees, working less than 30 hours a week, ORCAA will pay a part of the premium cost based on the employee's FTE status and a portion of the premium cost for dependent care coverage elected by the employee, if any. For example, for an employee working 20 hours, ORCAA will pay 50% of the premium cost for the employee and 50% of the established ORCAA contribution for dependent care. Employees who elect coverage for dependents will pay their share of the premium cost via payroll deduction and are required to authorize payroll deduction in writing in advance.

Effective Date. Employees who start work on the first day of the calendar month are eligible to participate in ORCAA's health insurance program on their first day of employment. Employees who do not start on the 1st must wait one (1) month for eligibility. This waiting period also applies where an employee becomes eligible to take part because of a schedule or status change. In such a case, the employee is covered by our plan on the first day of the month after the status or schedule change.

Employees with questions about the details of our group insurance program or cost of dependent care should consult with the Administrative Services Manager or the Executive Director. Summary descriptions of our employee benefit plans are available from the Administrative Services Manager or can be accessed online. The terms and conditions of our benefit plans are governed by the plan documents.

Changes in Benefits. This policy describes the current benefits we offer. ORCAA reserves the right to end or modify the benefits we provide at any time, at our discretion, with or without notice. Any changes in benefits will not affect rights that have vested under the terms of any written benefit plan, as determined by law.

Any change in name, address, telephone number, marital status or number of dependents an employee is claiming must be reported to the Administrative Services Manager. It is the employee's sole responsibility to notify the Administrative Services Manager of the necessary changes for tax and benefit purposes.

I. DEFERRED COMPENSATION

All regular employees are eligible to take part in the 457 Deferred Compensation plan implemented by ORCAA. Employees should consult the Administrative Services Manager or the Executive Director for the details of the plan.

J. RETIREMENT BENEFITS

ORCAA participates in the Washington State Public Employees Retirement System (PERS). All regular employees in eligible positions must participate in PERS. Employees are encouraged to direct specific questions regarding retirement benefits under PERS to the Plan Administrator, the Executive Director, or the Administrative Services Manager. The Administrative Services Manager will inform regular part-time employees of the hours needed to work, per month, to receive full-service credit toward retirement.

K. WORKERS COMPENSATION

Any employee sustaining an on-the-job injury is immediately required to report the injury or illness to their ~~supervisor or the Executive Director~~Manager and an accident report must be completed as soon as practical under the circumstances. Employees disabled from working due to a compensable illness or injury connected with employment by ORCAA are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves.

If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to ~~his or her supervisor or the Executive Director~~their Manager signed by a physician certifying the following: (1) the employee's inability to perform the regular job duties; (2) whether the employee is capable of performing restricted work duties; and (3) the date the disability commenced and the date the employee is expected to be released to full or restricted duty.

Any employee who is unable to work because of a compensable on-the-job injury shall always have on file with the Agency a current certificate from ~~his or her~~their designated treating physician verifying the employee's inability to return to work and the expected date of return.

Employees shall immediately notify their Manager and the Executive Director upon being released for full or restricted duty. Upon release to return to work following a medically related leave, a physician's

release statement must be submitted to their Manager and the Executive Director. Upon submission of a medical certification satisfactory to ORCAA, the employee will be reinstated following applicable law.

Medical leave is unpaid; however, employees may request the use of accrued vacation, sick, compensatory time, or family leave act funds during the leave. ORCAA will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., state disability, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employee's regular pay.

VII. LEAVE

A. HOLIDAYS

The following holidays will be observed as paid holidays for ORCAA's regular employees:

Observed Holidays	State Statute Designation of Holidays RCW 1.16.050
New Year's Day	First Day of January
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Immediately following Thanksgiving
Christmas Day	December 25

All full-time employees are eligible for holiday pay when hired. Part-time regular employees are eligible for holiday pay on a pro-rated basis determined by the number of hours worked by a part-time employee per week. For details about how holiday pay is pro-rated for part-time employees, please see the Executive Director.

If a holiday falls on a Saturday, we will be closed on Friday; if a holiday falls on a Sunday, we will be closed on Monday.

If an observed holiday occurs while an eligible employee is out on paid leave (e.g., vacation or sick leave, etc.) the holiday time will be used, and the employee will not be charged vacation or sick leave. However, if the eligible employee is on an unpaid leave of absence, ~~he or she~~they are is not eligible for holiday pay during the unpaid leave.

Regular part-time employees who normally receive holiday pay equal to their part time status shall be given time off with pay for each recognized holiday, either on the day the holiday is observed or within the workweek in which the holiday falls, if they are on paid status during the holiday week. This does not apply if "leave without pay" is requested within the same workweek.

If an eligible *non-exempt* employee, whether full-time or part-time, must work on an observed holiday by ~~his/her~~their supervisor/Manager, ~~he or she~~they will be compensated at one and one-half times ~~his/her~~their regular rate of pay for those hours worked on the holiday.

Except for any holidays mandated by state or federal law, ORCAA holidays are subject to change at the sole discretion of the agency.

B. UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which ~~he or she~~they wants to take the two unpaid holidays after consultation with ~~his or her supervisor and/or the Executive Director~~their Manager. If an

employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days ~~he or sh~~they ~~has~~ selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to support public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should send a written request for an unpaid holiday to the employee’s ~~supervisor and the Executive Director~~Manager a minimum of seven days prior to the requested day. Approval of the unpaid holiday shall not be considered approved unless it has been authorized in writing by the employee’s ~~supervisor and the Executive Director~~Manager. The employee’s ~~supervisor~~ Manager shall evaluate requests by considering the desires of the employee, scheduled work, expected workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Finance Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. (WAC 85-56-010)

C. VACATION LEAVE

We believe that our employees benefit from time away from the office to rest, relax and refresh themselves. Full-time and part-time employees are currently eligible for vacation time each year as described below.

A vacation day is eight hours for regular full-time employees and is pro-rated based on the number of hours worked each week for regular part-time employees.

Regular full-time employees are eligible for 12 days (96 hours) paid vacation leave time for each consecutive year of active service. Accrual begins with the first month of active service and may be prorated for start date other than the 1st day of a month. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Regular part-time employees are eligible for vacation leave on a pro-rated based on the number of actual hours worked per week. For example, if a part-time employee regularly works 20 hours per week, the employee will accrue half the paid vacation leave that a full-time employee would accrue.

Bonus days of vacation leave are currently accrued on the last day of the employee’s anniversary month per the following schedule:

Number of Consecutive Years of Employment	Days Added	Total Days Per Year
2	1	13
3, 4	2	14
5	3	15
6	4	16
7, 8, 9	5	17
10	6	18
11, 12	7	19
13	8	20
14, 15	9	21
16	10	22

17, 18, 19	11	23
20+	12	24

Employees may begin using vacation leave as soon as it is accrued. Employees must send a Leave Request to their ~~supervisor~~Manager. The ~~supervisor~~Manager and Executive Director must approve vacation requests in advance. Requests for extended vacation of two weeks or more should be given to the ~~supervisor~~Manager and Executive Director at least one month in advance. Exceptions to this policy may be granted at the discretion of the Executive Director.

Unused accrued vacation leave may accumulate up to a maximum of 30 days (240 hours). When the maximum accrual amount is reached, no additional vacation will be earned until previously accrued vacation time is used. You will not be given retroactive credit for any period in which you did not accrue vacation because you were at the maximum. At the end of each 12 months of employment, the employee's unused vacation at or below the maximum accrual amount will carry over to the next year.

Upon separation from ORCAA the employee (or ~~his/her~~their estate) is eligible to receive pay for all unused accrued vacation leave time through the termination date and/or in the event of death, retirement, layoff or discharge. Employees discharged for misconduct are not eligible to receive pay for unused accrued vacation.

D. COMMUTE TRIP REDUCTION INCENTIVE PROGRAM

ORCAA participates in the voluntary State Commute Trip Reduction Incentive Program (CTRIP) and encourages staff to use alternative commute options other than single occupant vehicles (SOV) to get to work. ORCAA encourages staff to carpool, walk, ride your bike, or take the bus.

By choosing a non-SOV commute option a minimum number of times per month staff can earn additional vacation time. All regular-status employees are eligible. The amount of vacation time earned varies depending on how many days staff participates during the month.

- 4-6 days = 0.25 hrs.
- 7-8 days = 0.50 hrs.
- 9-10 days = 0.75 hrs.
- 11-12 days = 1.00 hr.
- 13+ days = 2.00 hrs.

To participate, staff need to complete the enrollment form. The Executive Director must receive the enrollment form before you are eligible for the program.

Once enrolled, staff must track their CTRIP days on the CTRIP calendar and must indicate mode of transportation. Earned hours will be added to your vacation time on the accrual sheet at the end of each month. Eligible commutes include round trips to and from work.

E. PERSONAL HOLIDAY

Regular full-time and part-time employees are currently eligible for two personal (floating) holidays with pay annually. Personal holidays are available to employees at once upon hire. Personal Holidays do not accumulate and must be used by the employee's next anniversary date. Personal Holidays may not be taken in increments less than a regularly scheduled workday (8 hours for Regular full-time employees and 1 working day, prorated, for Regular part-time employees). Employees will not receive compensation for unused personal holidays upon separation. An eligible employee is free to use these days however they wish. When scheduling a personal holiday, employees should consult with their ~~supervisor or the Executive Director~~Manager. Employees must send a Leave Request, indicating they

wish to use their Personal Holiday, to their ~~supervisor~~Manager. The ~~supervisor~~Manager and Executive Director must approve the requests in advance.

F. SICK LEAVE

We recognize that our employees may, from time to time, need time off for illness and medical appointments. Therefore, we provide paid sick leave to all eligible employees for periods of absence due to illness, injury, and medical appointments.

Regular full-time employees accrue sick leave at a rate of eight hours for each month of active service up to 96 hours per year and may be prorated for start date other than the 1st day of a month.

Regular part-time employees, who work at least 20 hours but less than 30 hours per week, accrue sick leave on a pro-rated basis. Those that work less than 20 hours per week and who maintain continuous regular employment, accrue paid sick leave at a rate of one hour for every 40 hours worked.

Temporary full-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Temporary part-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Sick leave cannot be used until it has accrued. Unused sick leave will accumulate with no maximum and can be carried over to the following year. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Employees may use paid sick leave for their own illness and/or the illness of family member (parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, stepgrandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage) where the employee's presence and care are necessary. Employees who wish to use their accrued sick leave to care for a family member should also refer to the Family Care Act policy described below for details.

Authorized uses of paid sick leave include:

1. An employee's mental or physical illness, injury or health condition;
2. Preventative care such as medical, dental or optical appointments and/or treatments;
3. Care of a family member with an illness, injury, health condition and/or preventive care such as medical, dental or optical appointment;
4. Closure of employee's place of business or child's school or place of care by order of a public official for any health-related reasons;
5. If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking.

Authorized uses of paid sick leave for domestic violence, sexual assault or stalking includes:

1. Seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
2. Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
3. Attending health care treatment for a victim who is the employee's family member;

4. Obtaining, or helping the employee's family member(s) in obtaining, services from; a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.;
5. To obtain, or help a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or employee's family member was a victim;
6. Participating, for the employee or the employee's family member(s) in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault or stalking.

Additionally, accrued but unused sick time may be used in the event of extended illness or injury or during an employee's leave of absence. For further information about leaves of absence please refer to the leave of absence policy.

Whenever possible, sick leave used for appointments must be approved in advance by your ~~supervisor~~ Manager and the Executive Director. If you are not able to get advanced approval due to an emergency, you must notify your ~~supervisor or the Executive Director~~ Manager as soon as practical. Employees must submit a Leave Request, indicating the hours used under Sick Leave, to their ~~supervisor~~ Manager. ORCAA may ask employees to provide medical documentation from a health care provider for absences, exceeding three days, due to illness or injury. If requested, verification must be provided to the employer within a reasonable time during or after the leave. ORCAA's requirement for verification will not result in an unreasonable burden or expense to the employee and it will not exceed privacy or verification requirements otherwise established by law.

When there is a separation from employment and the employee is rehired within 12 months of separation, previously accrued unused paid sick leave shall be reinstated.

Other than retirement from ORCAA sick leave is not paid out upon separation from the agency. ORCAA will pay retiring employees 50% of their accrued sick leave up to a maximum of 120 hours of accumulated sick leave, whichever is less. To be eligible, employees will need to have worked for the agency for at least 5 years.

G. PAID FAMILY AND MEDICAL LEAVE

Paid Family and Medical Leave is a mandatory statewide insurance program providing many Washington employees with paid time off to give or receive care.

If you qualify, you are allowed up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience serious health conditions during pregnancy that results in incapacity.

Starting January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

While on leave, you are entitled to partial wage replacement. You are eligible to receive a portion of your average weekly pay, up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1000 per week. Your pay will come directly from Employment Security Department rather than ORCAA. While on paid status, during your leave, you will retain health insurance benefits. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

An employer may offer supplemental benefit payments to an employee on family or medical leave in addition to any paid family or medical leave benefits the employee is receiving. Supplemental benefit payments include, but are not limited to, vacation, sick or other paid time off. The choice to receive supplemental benefit payments lies with the employee. Nothing in this section shall be construed as requiring an employee to receive or an employer to provide supplemental benefit payments.

Although the program is funded by premiums, paid by both employees and employers, ORCAA has elected to pay the employee portion. ORCAA will continue paying the employee's portion through June 30, 2020. The payment of premiums will be reviewed each year during the annual budget process.

ORCAA is prohibited from discriminating or retaliating against you for requesting or taking paid leave.

Employees may use their choice of earned sick leave or other earned paid time off (other than short-term or long-term disability plans) to care for: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

A **health condition that requires treatment or supervision** (for which an employee may use paid leave to care for ~~his or her~~their child) includes any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive healthcare when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive healthcare.

A **serious health condition** (for which an employee may use paid leave to care for a non-child family member) means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

An **emergency condition** (for which an employee may use paid leave to care for a non-child family member) means a health condition that is a sudden, unexpected occurrence or set of circumstances related to one's health demanding immediate action and is typically very short term in nature.

H. SICK LEAVE to VACATION LEAVE

An employee may request to convert unused sick leave to vacation leave, providing the employee retains a sick leave balance of at least 240 hours, after the conversion. Employees may convert one (1) hour unused sick leave for one (1) hour vacation leave; up to a maximum of forty (40) hours sick leave for forty (40) hours vacation leave. The hours must be converted in whole hour increments. A

request can be made twice a year, calculated from the employee's anniversary date, with a maximum of 80 hours converted per year. The converted sick leave will be deducted from the employee's accrued sick leave balance and placed in the vacation leave. A Compensation of Sick Leave form must be sent to the Office Manager for approval.

I. LEAVES OF ABSENCE

We recognize that our employees may need extended time away from work to deal with personal matters. Our leaves of absence policies describe the circumstances in which employees may take time off for such reasons as medical problems, pregnancy disability, family care, jury duty and military service. In most cases these leaves are unpaid, unless you have applicable paid time off available.

If possible, when requesting a leave of absence, we ask that you provide your ~~immediate supervisor~~ Manager and the Executive Director with 30 days advance written notice of your request. Depending on the duration of the unpaid leave an employee's anniversary date (and any accruals or pay increases associated with that date) may be revised by the amount of time the employee is on unpaid leave. (e.g. if an employee is on unpaid leave for 1 full month, and their original anniversary date is March 1, the new anniversary date will be April 1.)

1. MEDICAL LEAVE OF ABSENCE

In situations where, paid sick leave is not available, we may allow a regular full-time employee to take an unpaid medical leave of absence in case of illness or disability. Employees with accrued vacation or compensatory time may choose to use accrued leave at the *beginning* of the medical leave of absence. If an employee is on paid time on the first of the month, benefits are paid for by ORCAA for that month. Once eligible accrued paid time is exhausted, the medical leave will be unpaid. Benefits will end unless the employee pays employee benefits during the unpaid leave.

We limit total medical leave (including paid leave) to 12 weeks in any 12-month period unless you qualify for longer medical leave under the Family Leave Act. In the case of disabilities that qualify for protection under federal, state or local disability discrimination laws, however, we will provide greater periods of leave if we conclude that doing so is legally required as a reasonable accommodation. We will not allow employees to take indefinite leaves of absence unless required to do so by law.

Employees who wish to take an unpaid medical leave must submit a physician's statement in addition to ORCAA's designated leave of absence form. We may require a second or third opinion at our expense if we determine that the documentation sent by the employee's physician is insufficient to substantiate the need for medical leave. During medical leave, employees should keep their ~~supervisor, or the Executive Director~~ Manager apprised of the status of their condition (unless the employee has been given a fixed period of leave) and any changes in their expected date of return.

Medical leave automatically ends when the employee is physically able to return to work, per a physician's release. We may need a physician's statement before you return to work if we have reason to believe your ability to perform your job remains impaired and/or that you will pose a direct threat to the safety of yourself or others. We will try to reinstate employees in their same position prior to medical leave. If unable to do so, we will try to provide employees with a comparable position and salary. However, we cannot guarantee reinstatement to the *same* position or salary.

2. MATERNITY LEAVE

As part of our medical leave policy, we provide maternity leave to all female employees for the time they are sick or temporarily disabled because of pregnancy or childbirth. Maternity leave is treated the same as medical leave for any other short-term disability, except that we will always grant leave for the entire period of temporary pregnancy or childbirth disability. Maternity leave is for the period of disability only and not for child rearing after the disability ends.

Maternity leave may be unpaid unless it is a qualifying event under the Family Medical Leave Act, or an employee may choose to use accrued vacation, sick, personal, or compensatory leave. Benefits will end unless the employee pays employee benefits during the unpaid portion of their leave.

The request for maternity leave should be made in writing to the employee's ~~supervisor~~ Manager and the Executive Director as soon as possible.

Employees returning to work after childbirth who wish to express breast milk will be provided a reasonable break time in a private, secure location other than a bathroom in which to do so following the provisions of the Fair Labor Standards Act. Employees should discuss this benefit with their ~~supervisor~~ Manager and the Executive Director.

3. PERSONAL LEAVE OF ABSENCE

Unpaid personal time is a privilege that will be considered on a case-by-case basis. Regular full-time employees who have been on our payroll for 12 months are eligible for unpaid personal leave of absence up to 30 calendar days annually. Factors that may affect our ability to grant a personal leave of absence include, but are not limited to, the employee's attendance record, the reason for the leave and the impact the employee's absence will have on the productivity of the Agency. Requests for personal leave of absence should be sent to an employee's ~~supervisor~~ Manager and the Executive Director.

Employees may use any currently accrued personal holidays and/or accrued sick, vacation, or compensatory time at the *beginning* of the personal leave of absence. Once eligible accrued paid time is exhausted, the personal leave will be unpaid. During periods of unpaid leaves of absence employees will not accrue vacation or sick leave. The accrual will be prorated to time worked or paid via sick/vacation/compensatory time during that month.

We cannot guarantee that an employee will be returned to the same position upon return from a personal leave. In the event an employee's position cannot be held open for the duration of the leave, reasonable efforts will be made to return the employee to a position of comparable status, pay and seniority.

4. MILITARY DUTY LEAVE OF ABSENCE

We provide military leaves of absence to all employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty.

Employees serving in the uniformed services are eligible for 15 days paid military leave per calendar year. Employees may also elect to use accrued vacation leave but are not required to do so. Once eligible accrued paid time is exhausted, the military leave will be unpaid. Health plan coverage continuance can be arranged for up to 24 months during military leave if required premium payments are made by the employee.

Total military leave time may not exceed five years during employment, except under special circumstances. Notice of leave is required. Please inform the Executive Director of anticipated military leave time as far in advance as possible.

Employees returning from military leave must report or send applications for reemployment within specified time limits, except in some circumstances.

- Employees returning from a leave of fewer than 31 days must report to work at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service (or fitness examination), return travel time, and eight hours.
- Employees returning from a military leave of more than 30 but fewer than 181 days must apply for reemployment within 14 days of completion of service.
- Employees returning from a military leave of more than 180 days must apply for reemployment within 90 days of completion of service.

Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be needed for other employees in some circumstances. Contact the Executive Director

Employees who provide notice of ~~his or her~~their military leave obligation, served for a period not exceeding five years, and reapplied for employment within the appropriate time frame are eligible for reinstatement. Employees will be promptly returned to the position pay step the employee would have reached had they not gone on military leave. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

5. JURY DUTY

Employees are encouraged to be active citizens and to take part in our justice system. Employees called for jury duty should notify the Executive Director and their ~~Supervisor~~Manager as soon as possible and submit the jury summons or subpoena. We may also ask an employee to provide written verification from the court clerk from the court served. An employee summoned for jury duty will be excused from work for the duration of such duty.

Employees called for jury duty are eligible for two weeks, a maximum of 10 workdays, paid leave. When called for jury or other civil duty that may *exceed* two weeks, regular employees are eligible for a leave of absence for the duration of the jury obligation. However, such employees are free to use accrued vacation time during jury duty. When an employee desires to continue working during jury duty, we may in our discretion provide the employee with an alternative work schedule upon request.

During jury duty on workdays for which the court does not require appearance in court for jury duty, the employee must report for work unless excused by ~~his or her immediate supervisor~~their Manager or the Executive Director. Employees shall also report to work on any partial days unless excused by a ~~supervisor or the Executive Director~~Manager. Upon release from jury duty, the employee must report for work on ~~his or her~~their next regularly scheduled workday.

6. CIVIC DUTY

Our employees may also be called as a witness on ORCAA's behalf. When this happens, employees are eligible to receive paid time for hours needed to fulfill a witness obligation. To receive pay, employees must give the subpoena, summons, or court order to the Executive Director.

If an employee must attend court or otherwise take part in a legal proceeding other than taking part on behalf of ORCAA, the employee may use accrued vacation/annual leave, or may take time without pay.

7. BEREAVEMENT LEAVE OF ABSENCE

We recognize that our regular employees may need time off to deal with the loss of a family member. In the event of the death of a family member (e.g. parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, step-grandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage, guardian of an employee or a person residing with or legally

dependent upon our employee at the time of death) employees are eligible for up to three (3) paid days off. More time may be requested, and individual consideration will be given to each situation. Employees requesting bereavement leave shall notify and receive approval from their Manager ~~Executive Director~~.

Time away in case of the death of a non-~~immediate~~ family member or friend is without pay or the employee may use accrued vacation/annual leave time.

Bereavement leave is available to employees upon hire.

J. INCLEMENT WEATHER

Employees who cannot report to work as scheduled because of inclement weather or other natural disaster should contact the Executive Director if ORCAA is open for business that day. While each employee's presence is necessary to our smooth operation and the fulfillment of our mission, we do not want any employee to take unwise risks during inclement weather or a natural disaster. If we are open for business, a non-exempt employee who is delayed or cannot come to work because of weather conditions may use ~~his/her~~their accrued annual leave, accrued compensatory time, or take time without pay to cover the absence. Likewise, exempt employees who are absent for a full day can either use accrued annual leave, accrued exempt time off, or take time without pay to cover the full day absence.

If our offices close for a full or partial business day due to weather or other hazardous conditions, the Executive Director or ~~his~~their designee will try to notify employees of the office closure promptly. For this reason, it is important that each employee keep the Executive Director informed of any changes to a home address and/or home telephone number.

ORCAA retains flexibility and discretion to determine when and under what circumstances it will pay employees when inclement weather or natural disaster has caused ORCAA to close or delay opening.

K. GIFTS OF ANNUAL OR SICK LEAVE

ORCAA may allow employees to give accrued sick or vacation leave to other employees under certain circumstances; however, ORCAA retains the sole discretion to determine whether a gift of leave is appropriate in a situation. The following rules apply to approved gifts of leave. Employees who wish to make a gift of sick leave must have at least 160 hours of accrued sick leave. Employees who wish to make a gift of vacation leave do not need a minimum number of accrued hours to do so.

The recipient employee may be eligible for gifted leave if:

- The employee has an illness, injury or impairment, which is severe or life-threatening;
- The employee's annual leave, personal holiday, compensatory leave and sick leave balances are inadequate to cover the expected period of disability;
- The employee is ineligible for coverage under state industrial insurance for illness, injury or impairment; and
- The employee has completed six months of continuous employment with ORCAA before receiving any gifted leave.

The employee must exhaust all accrued time prior to using donated leave.

Employees who believe they may be eligible for gifted leave shall make a request for gifted leave first to the employee's ~~supervisor~~Manager and then to the Executive Director.

The ~~Executive Director and/or the supervisor~~ Manager may need more relevant information from an employee before making an eligibility determination. Such information may include, but is not limited to, medical evaluations or certifications.

Once an employee has been approved as a gifted leave recipient, employees may make a gift. The donating employee shall make the gift in writing, using a form prescribed by the Executive Director. In making the gift, the donating employee shall acknowledge that the gift is nonrefundable while the affected employee is using the donated time and shall certify that ~~he or she~~ they ~~has~~ have received no compensation for the gift. ORCAA will keep all gifts confidential, although donating employees are not required to do so.

The maximum number of hours an employee can donate is 32 hours of sick leave and 32 hours of vacation leave, for a total of 64 hours per donating employee, per year. The maximum number of hours an employee can receive is 240 hours per calendar year. Donations and use of leave are on an hour-for-hour basis. The donated hours received are not eligible for retirement benefits. (Per Department of Retirement Systems Handbook.)

The receiving employee's leave balance will be increased by the number of hours received from the donor on the first pay period following the donation. The donor's leave balance will be decreased at the same time.

Approval of shared leave for eligible employees will be made in the order of receipt of requests. Employees receiving transfers of shared leave for a complete calendar month will not accrue vacation or sick leave when using shared leave. The employee receiving the leave may not bank donated time. Any remaining time will be returned to the donor(s) based on order of receipt. ORCAA retains the sole discretion to end this policy at any time and for any reason, including during the time that an employee is using gifted leave. This policy does not establish any right, entitlement, or interest of any kind or nature whatsoever in any employee to use gifted leave or continue to use gifted leave. ORCAA makes no warranties or promises by establishing this policy that any individual employee will have the right, entitlement or ability to use gifted leave or to continue to use gifted leave.

VIII. EMPLOYEE DEVELOPMENT

A. CAREER OPPORTUNITIES

It is our policy to promote the most qualified employee who applies for and who meets ORCAA's needs for an open position. Because we want our employees to meet their career goals, and endeavor to promote from within, ORCAA may announce all available job openings. Employees in good standing are eligible to apply for any posted position. We encourage employees to apply for open positions for which they are qualified. The Executive Director can provide up-to-date information about the opening and a current job application.

Jobs posted internally are available for application for seven working days. If there are no internal candidates, or an internal candidate is not selected, we may then select an external candidate. ORCAA retains the right to determine which employee best meets our needs for a position. In this regard, in selecting a candidate, we may consider a variety of factors including job performance, earlier job-related experience, and length of service with ORCAA.

B. PERFORMANCE EVALUATIONS

We encourage our employees to grow professionally, to learn the technical and regulatory aspects of our industry, and to provide outstanding service to the community. Thus, we believe that objective performance evaluations are a key ingredient to continued professional growth. ~~Supervisor~~Managers and employees are encouraged to discuss job performance and goal accomplishment on a regular basis. Evaluations may be either written or verbal, however any disciplinary findings must be made in writing. Employees are evaluated continually on their job performance by their ~~supervisor~~Managers therefore, we conclude these evaluations during the anniversary month of the employee. The frequency of evaluations may vary depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems. When, in the opinion of management, there arises a marked change in an employee's performance, an unscheduled evaluation may be completed.

C. EDUCATION AND TRAINING

Our constituents and colleagues in the air quality world rely on our employees for up-to-date information and knowledge in all aspects of our professional ability. Therefore, we encourage all employees to continually improve their job skills and knowledge to better perform their job duties and to prepare for promotional opportunities that may arise within the Agency.

We may pay for job-related courses, classes, seminars, workshops, webinars or other educational offerings at enrollment and any required work materials, textbooks or tools if the Executive Director approves the request. Employees must discuss job relatedness, course content and time constraints with the Executive Director prior to enrolling in any trainings.

Because continued education and trainings require our employees to spend time away from their normal duties, all classes and trainings, including webinars, must be pre-approved. Training request forms must be filled out and approved by the ~~supervisor~~Manager prior to the training. Failure to do so could result in actions up to and including termination of employment.

Unless specifically approved, employees taking part in employer-paid educational opportunities must earn at least a passing grade, when grades are awarded. Employees who do not earn a passing grade (whether due to dropping the class, low test scores, etc.) for reasons within their control must reimburse ORCAA for the cost associated with the class.

D. TUITION REIMBURSEMENT

Eligible Programs. Educational opportunities, which increase the ability of employees to effectively perform their work and prepare them to take on greater responsibility within ORCAA, help both the employee and ORCAA. It is our policy to encourage employees to seek other educational opportunities on their own initiative by reimbursing them for tuition expenses, subject to availability of funds. This policy supports tuition reimbursement where courses are taken at an accredited college, university or vocational education institution and may be applied to the completion of a degree or certification program. Courses required by ORCAA, which are taken for the sole purpose of updating and/or supporting skills needed for the employee's current job, will not be reimbursed by this program but may be reimbursed through ORCAA training programs.

Employee Eligibility. All regular employees who are meeting and/or exceeding acceptable performance standards for their position may be eligible for tuition reimbursement, if funding is available. Their ~~Manager-supervisor and/or Executive Director~~ may deny an employee the opportunity to take part in this program based on an employee's job performance deficiencies.

Funding Priorities. The course or degree program must be related to the employee's current position or reasonable career opportunity within ORCAA. If limited funds are available, preference will be given first to courses directly related to the employee's current job, second to courses applicable to a degree program directly related to the employee's current employment and third to courses related to career opportunities available to the employee within ORCAA.

Tuition Only. Educational aid is for tuition reimbursement only. ORCAA will not reimburse the following:

- books,
- lab fees,
- travel expenses,
- material costs, or other expenses.

Moreover, reimbursement will be limited to a pre-established annual amount per individual. It is expected that employees will select educational opportunities at the least possible expense. Accordingly, ORCAA will pay tuition costs for courses at state of Washington supported institutions if funds are available.

Tuition at more expensive private institutions may also be covered. Reimbursement for courses at a private institution will be based on the average state rate per credit hour. The average rate per credit hour will be determined each year by averaging the rate of state supported institutions in the immediate area (South Puget Sound Community College, The Evergreen State College, University of Washington extension).

Tuition expenses will not be reimbursed if the employee is receiving tuition reimbursement or educational incentive from any other source.

Approval Criteria. Reimbursement will be made based on date of request, compliance with the above criteria, and Executive Director's approval. Requests for reimbursement, which have not been approved in advance, are considered on a first come, first served basis according to the priorities established, after all prior commitments have been met.

Completion Requirements. The employee must successfully complete the course obtaining a C grade or better or a Pass in a Pass/Fail system or as required to retain status in the program if the school imposes a higher standard. (For educational institutions that do not offer grades, alternative

arrangements to gauge successful completion must be agreed upon by the Agency and the employee prior to the beginning of the school period.)

Time Off. Courses which are offered only during regular working hours may be approved by the Executive Director, provided time off can be arranged conveniently and reasonable. Arrangements can be made to make-up time off by using accrued vacation and/or leave without pay if granted. Employees may also be eligible for a flexible work schedule with approval from their ~~Supervisor~~Manager and the Executive Director.

Noncompensable Hours. Hours spent in courses reimbursable by this program, are not considered compensable hours.

We may notify all eligible employees of the availability of the program annually. Notification may include the annual allowable maximum and the credit hour rate for private institution reimbursement.

When funds are budgeted and available, employees must complete the Request for Educational Assistance form and give it to their ~~supervisor and/or Executive Director~~Manager prior to course registration. Upon approval, ORCAA will pay the specified amount for reimbursement at the end of the school period. Reimbursement will be made when the employee gives documentation showing successful completion of the course. Documentation may include a grade report, receipt for payment of the course, and/or other documentation, which may be required by the Executive Director. If the requested class(es) is not approved, the employee will be notified at once.

If funds are limited during any part of the year, the Executive Director will notify employees of this fact in enough time to make alternate funding arrangements or postpone the class.

IX. DISCIPLINE

ORCAA, in its sole discretion, may take disciplinary action up to and including the termination of an employee's employment. Employees' misconduct or other concerns by ORCAA may result in an oral warning, a written warning, a probationary period, immediate suspension with or without pay, demotion, termination or any other discipline ORCAA, in its sole discretion believes appropriate. ORCAA has the choice to skip one or all the previously mentioned steps.

A. GRIEVANCE/DISPUTE RESOLUTION

ORCAA is an excellent place to work and we continually strive to support a work atmosphere of mutual respect, professionalism, safety and integrity. We recognize that employees may have suggestions for improving our Agency. We also recognize that employees may have occasional complaints about a job-related problem or experience. Employees should share their concerns, seek information, provide input, and resolve work-related issues by professionally discussing them with their ~~supervisor and/or the Executive Director~~Manager.

The ORCAA Board is not involved in the day-to-day personnel matters and so, employees must try to resolve the issue in the above manner. If resolution has not been reached the employee may bring the matter to the Board Chair. The Board Chair has discretion to consider the employee complaint. Any decision by the Board Chair shall be final.

If an employee has concerns about harassment and/or discrimination, ORCAA has set up procedures to report and address those issues. See the Harassment and Discrimination policy. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

B. COMPLAINTS BY THE PUBLIC

If ORCAA receives a complaint from outside the Agency about an employee's performance or attitude, the employee's ~~immediate supervisor~~Manager will investigate the circumstances, request a response from the employee, and write a report detailing the results of the investigation. If the complaint is substantiated, discipline or other remedial action will occur, and the complaint and investigation report may be kept in the employee's personnel file for consideration in future evaluations and disciplinary action. Positive reports may also become a part of the employee's record.

X. REDUCTION IN FORCE

Fluctuating revenue, budget constraints or reduction in workload may force ORCAA to reduce personnel hours or cause layoffs temporarily or permanently in one or more program or functional areas. ORCAA will consider alternative solutions before workforce reductions, which includes layoffs, furloughs and reduction in hours. If workforce reductions are necessary, staff will be given as much notice as possible, at a minimum 10 working days. Budget savings and workforce reductions may be accomplished through the following options:

A. PARTIAL EMPLOYMENT

This option could reduce hours up to 50%. Affected employees may collect partial unemployment benefits to replace a portion of the lost wages if ORCAA is enrolled in the Employment Security Department Shared Work Program. ORCAA will continue to pay the entire cost of the health benefits premium for employees working 30 hours or more a week. This includes the current portion of the premium cost for dependent coverage if applicable. For employees working less than 30 hours a week, ORCAA will pay a pro-rated portion of the premium based on the employee's FTE status, as well as a pro-rated portion of the premium cost for applicable dependent coverage. For example, ORCAA will pay 50% of the premium cost and 50% of the established dependent care contribution, if applicable, for employees working 20 hours a week.

B. REDUCTION IN HOURS

This option allows the employee to work reduced hours. The reduction in hours must be approved by the employee's ~~manager~~Manager/supervisor and Executive Director and be consistent with workload, budget reduction outcomes and needs to benefit the organization. The employee's reduced-hours schedule will be reviewed periodically to assess the needs of the agency.

C. SHARED WORK PROGRAM

The Shared Work Program is a tool that may potentially be utilized by ORCAA. The program was approved by the Legislature and is managed through the Department of Employment Services (ESD) per RCW 50.60 and WAC 192-250-010.

1. The Shared Work Program is a voluntary program which offers Washington employers an alternative to laying off skilled employees during periods of general economic downturn. ORCAA would apply for the program, if needed, when reducing staff hours for budget savings.
2. An employer may reduce an employee's usual weekly hours of work from 10 to 50% allowing the employee to receive the same percentage of unemployment benefits. For example, an eligible employee who usually works 40 hours each week is reduced to 30 hours per week, a reduction of 25%. The employee is eligible to receive 25% of ~~his or her~~their weekly benefit amount, regardless of the wages earned that week.
3. To participate in the Shared Work Program, ORCAA must submit a signed Shared Work Plan application to the ESD Commissioner for approval. A plan that meets the approval criteria listed in RCW 50.60.030 will be approved for a maximum of 52 weeks.
4. Participation in the Shared Work Program under RCW 50.60 will not impact, in any manner, the retirement benefits of any member of a plan administered by the Department of Retirement Systems.

D. PERMANENT/TEMPORARY LAYOFF

This may be implemented as a result of reduced revenues or workload.

- **Furlough** – Furloughs are a form of temporary layoff that consist of a complete work stoppage or reduced work hours over a defined period. See Furlough Policy for a full explanation. The Association of Washington Cities requires a furlough policy be included in ORCAA’s Policies and Procedures Manual to allow ORCAA to continue providing health care benefits to furloughed employees.
- **Layoff** – ORCAA may lay off employees if there are: Changes in duties, reorganization, a position or service is eliminated, lack of work, funding shortages, or for other legitimate budgetary or workload reasons. Based on budget and workload, ORCAA may provide the option for an employee to move to a lower paying classification or reduced hours in lieu of layoff.
 - If a layoff is anticipated, employees whose jobs may be affected will be notified at least 10 working days prior to the layoff and provided available options, as soon as possible, to allow time to make necessary arrangements.
 - The order of layoffs is determined by classification as determined by the reason for the layoff. Employees will be retained based on their ability to perform needed work to meet program objectives with available revenue. Where there is no demonstrable difference in ability to perform in the classification, where a reduction is necessary, employee with longer service shall be retained.
 - Employees who have been laid off and remain in good standing with ORCAA will be offered the first opportunity to fill comparable vacant positions that become available. These employees will be placed on a job announcement mailing list, developed by ORCAA, for a period of one year from the effective date of layoff to assist them in applying for job vacancies within ORCAA for which they are qualified.

If ORCAA participates in the Shared Work Program during the time an employee is furloughed or temporarily laid off, retirement benefits will not be reduced and will continue as if their hours had not been reduced. The terms of the Shared Work Program may change based on Legislative/RCW rules and guidelines.

E. FURLOUGH POLICY

Due to economic impact of unforeseeable events, ORCAA may implement a mandatory furlough for certain positions due to funding shortfalls or workload reductions. This policy provides general guidelines for the implementation of this policy and the effect of a furlough on compensation and benefits.

Definitions

Furloughed employee – Any employee who is placed in a temporary status without duties and without pay as a result of a financial emergency or workload reduction necessitating a budget reduction.

Exempt Employee – An employee who is exempt from the provisions of the Fair Labor and Standards Act (FLSA) and is not entitle to overtime payments. Exempt employees are paid on a salary basis and include administrative, executive, and professional employees and certain highly skilled computer professionals.

Nonexempt employee – An employee who is subject to the minimum wage and overtime provisions of the FLSA and is typically paid either on an hourly or salary basis.

Furlough – Any period in which a furloughed employee is placed in a temporary status without duties and without pay due to a financial emergency necessitating the budget reduction.

Applicability

Furlough positions – The agency may select certain positions or all agency positions for a mandatory furlough, based upon the needs of the agency and the financial situation. Furloughs for full-time employees may be in partial or full workweek increments. Part-time employees will observe the mandatory furlough on a prorated basis according to their Full Time Equivalent status.

Length of Furlough – The Executive Director retains discretion to implement furloughs for a defined period for specified positions, departments, or the entire agency. The agency may allow departments to retain flexibility in determining when employees will be furloughed. This may include implementing varying mandatory furlough schedules for an entire department or staggering furlough days for employees based upon funding and workload.

Managers/supervisors are responsible for establishing schedules to be documented and discussed with the Executive Director.

Pay Considerations

Furlough time is unpaid and never considered as hours worked. Overtime and compensatory time policies will continue to apply for time worked and are describe in the Compensation and Benefits section of this manual. Overtime is not permitted for making up furlough hours, as this does not achieve the savings expected with the implementation of this policy.

Employees may not use paid leave in place of mandatory furlough time. Once the mandatory furlough is enacted, all pre-scheduled paid leave, which would occur during the furlough time, is cancelled (vacation, sick, compensatory, or other). Paid leave will be suspended until the mandatory furlough period has ended. However, sick leave being used for absences related to a Worker's Compensation injury where the employee is still unable to return to work in a modified duty position will be allowed. The employee may be required to observe alternate mandatory furlough time upon return to work.

In cases where a furloughed employee is required to work during furlough, time will be paid at their regular rate of pay for hours worked. However, the employee may be required to observe alternate mandatory furlough time at a later pre-determined date.

Benefit Considerations

Anniversary Date. An employee's anniversary date will not be changed due to mandatory furlough time.

Leave Benefit. An employee's eligibility to accrue vacation and sick leave will not be affected by the implementation of a mandatory furlough. Employees will receive vacation and sick leave for the month based on their accrual rate in effect prior to the mandatory furlough.

Insurance Benefit. Insurance benefits will be unaffected by the mandatory furlough. The agency will continue to pay its portion of the premiums regardless of the mandatory furlough. Employees contributing to their insurance benefit costs will be required to submit their share to ORCAA if pay is insufficient to allow for deduction.

Recordkeeping and Payroll Considerations

Mandatory furlough time is to be recorded as Unpaid Leave in the timesheet database.

All employees, including exempt employees, who are furloughed are *strictly* prohibited from working during mandatory furlough periods. All email, phone calls, messages and mail will be forwarded to the furloughed employee's ~~manager~~Manager-or-supervisor.

Exempt employees placed on mandatory furlough will be converted to non-exempt during the furlough period. Such employees will be required to track their hours consistent with the requirements of non-exempt employees. During the period when exempt employees are converted to non-exempt, they must comply with all recordkeeping and wage and hour rules applicable to non-exempt employees (e.g., rest periods and meal periods, leave request, pre-approval for overtime).

F. VOLUNTARY SEPARATION

This program gives ORCAA the option to offer incentives to employees who voluntarily resign their employment.

Purpose

The program aims to reduce salary costs and staffing levels, as well as facilitate a reorganization, making effective use of remaining personnel while maintaining ORCAA services based on federal, state and local laws and ORCAA's regulations. The goal of this option is to provide a savings to ORCAA's budget without compromising ORCAA's ability to protect air quality in our region.

Availability

The program will be activated at the discretion of the Executive Director in consultation with program ~~manager~~Managers/supervisors and the ORCAA Board of Directors and with notification to ORCAA employees. Requests must be put in writing and sent to the Executive Director.

Upon approval, we ask that the employee return all property owned by ORCAA (e.g., vehicles, tools, computers, keys, credit cards etc.) prior to your departure.

Basic Provisions

This voluntary program is a management tool, not an employee right. Basic program provisions include:

1. Voluntary separation may be limited by agency program needs and thus not available to all staff.
2. Employees choosing to apply for the voluntary separation option will sign a form indicating their decision to participate is entirely voluntary and they fully understand and agree to the program terms as outlined.
3. Upon the employee's request to voluntarily separate, ORCAA will determine if the employee's separation provides the needed on-going savings to ORCAA. Although initiated by the employee, it must be agreed upon by the Executive Director and the employee's ~~manager~~Manager/supervisor.
4. If the requests results in a position vacancy, the position may not be eliminated. It must be vacant for at least one year unless otherwise approved by the Executive Director. This does not preclude ORCAA from moving employees from other positions into the position formerly held by the separating employee, provided that a position that ultimately is vacated remains unfilled for at least one year unless approved by the Executive Director.
5. Employees will receive a lump sum payment:

- a. Employees will negotiate and agree to a severance pay prior to finalizing their participation in this option.
- b. The severance payment is determined by the base salary and does not include ORCAA paid benefits.

Eligibility and Participation

1. Participation in the program is entirely voluntary.
2. An employee is not eligible for this program if their employment is terminated because of misconduct, normal retirement, previous notice of separation, permanent disability, or death.

ORCAA Approval

1. Participation is subject to review by the employee's Manager/supervisor and Administrative Services Manager.
2. Requests for participation will be reviewed as they are received.
3. All recommendations for acceptance of an application for voluntary separation will be reviewed and must be approved by the Executive Director. The Executive Director's decision regarding acceptance is final.
4. Final approval for any employee using this program is conditional upon execution of a written agreement between ORCAA and the employee acknowledging the terms and conditions of the program.

Approval Criteria

Approval is subject to consideration of the following criteria by ORCAA:

1. Retention of positions, occupations and skills that are critical to achieving ORCAA's mission and priorities.
2. Difficulty or cost of replacing employees with specific and required skills.
3. Potential disruption due to the overall loss of experienced workers.
4. Overall cost of separation to the program.

Repayment

Following a separation payment, any employee who returns to ORCAA service, as an employee, within one (1) year must repay the severance payment in full. An employee who returns to ORCAA employment after more than 1 year and who received a severance payment, may be required to repay a portion of the payment based on the time out of ORCAA's employment. This will be negotiated with the Executive Director.

Effect on Retirement System

Employees who participate in the Voluntary Separation option cannot increase pension contribution rates. A separation payment must be a lump sum. It is subject to applicable withholdings and is not considered income by the Department of Retirement Systems for retirement purposes.

Effect on Benefits

Employees who seek voluntary separation under this program are eligible for COBRA coverage. Accrued vacation leave may be cashed out at the time of resignation. Sick leave cannot be cashed out.

G. REHIRE OF FORMER EMPLOYEES

ORCAA may consider for rehire all employees who left ORCAA voluntarily and who were in good standing when they left. ORCAA does not automatically rehire former employees. When considering a

former employee for re-employment, we look at several factors, including the circumstances under which the employee left, the work records of the former employee, and the qualifications needed for the available opening. All rehire decisions will be considered and approved by the Executive Director. To be considered for rehire, an employee must have given, at the least, a 2-week notice prior to leaving the agency.

H. RETIREMENT

An employee may choose to retire following Department of Retirement Services guidelines for individuals participating in PERS 2 or PERS 3 Retirement Systems. We realize that the transition to retirement is a major change for most employees. If you are planning to retire, we ask that you provide the Executive Director with three months' written notice if possible. We will make every effort to help our employees in making the transition to retirement. Employees who are not eligible for Medicare may be eligible for COBRA and will, therefore, receive a COBRA notice. For discussion about retirement benefits, please see the policy entitled Retirement Plan herein.

I. RESIGNATION

An employee wishing to leave ORCAA in good standing will file a written letter of resignation, including a statement explaining the reasons for resigning and the effective date of resignation. The written resignation notice must be completed at least two (2) weeks prior to the effective date of resignation. Accrued vacation leave may be cashed out at the time of resignation. Sick leave cannot be cashed out. Notice requirements may be waived by the Executive Director.

J. CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA)

Upon termination of employment, accidental death, or dismemberment, disability insurance and life insurance will end on the last day worked. An employee's group medical insurance coverage will end on the last day of the last month in which the employee worked. Departing employees will be given the option to continue medical coverage for themselves and their dependents after their employment ends. Employees must pay the full cost of the monthly premium. For information about continuation of medical coverage, see the Administrative Service Manager.

XI. ACCOMMODATIONS

A. AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

ORCAA is committed to providing employment opportunities to all qualified individuals. Therefore, we try to make reasonable accommodations that will enable qualified applicants and employees to become or remain part of our team.

It is ORCAA's policy to follow all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commissions (EEOC).

The employee should let their ~~Supervisor, or the Executive Director~~Manager know of any accommodations ~~he or she~~they believes are medically necessary in order to perform the job. ORCAA may request medical certification from the employee's health care provider and ORCAA will decide what, if any, reasonable accommodation will allow the employee to perform the essential functions of their job. ORCAA may take other action on employee accommodation, as appropriate, in accordance with state, federal, or local laws.

B. LIFE THREATENING DISEASES

ORCAA recognizes that life threatening diseases pose significant and delicate issues for ORCAA. We are committed to maintaining a healthy, safe and compassionate work environment. Employees with life threatening diseases who may need a reasonable accommodation to perform their job duties should consult with the Executive Director. As with all employee medical information, we shall make every reasonable effort to protect an employee's confidential medical information.

XII. WHISTLEBLOWER PROVISIONS

A. IMPROPER GOVERNMENTAL ACTION

Improper governmental action means any action by an Agency employee or official that:

- Is undertaken in the performance of the employee's or official's official duties, whether the action is within the scope of the employee's employment; and
- Is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

Improper governmental action does not include personnel actions including:

- employee grievances,
- complaints,
- appointments,
- promotions,
- transfers,
- assignments,
- reassignments,
- reinstatements,
- restorations,
- re-employment,
- performance evaluations,
- reductions in pay,
- dismissals,
- suspensions,
- demotions,
- violations of local government collective bargaining and civil service laws, or
- alleged labor agreement violations or reprimands.

B. REPORTING IMPROPER GOVERNMENTAL ACTION

Employees who become aware of improper governmental actions should raise the issue first with ~~their supervisor or a~~ Manager. If the employee believes that ~~the supervisor or a~~ Manager was involved in the improper action, they wish to report, the employee may raise the issue with the Executive Director. If the employee believes that the Executive Director was involved in the improper action, they wish to report, the employee may raise the issue with the Chair of the Agency Board of Directors. The employee may also notify the Agency Attorney. However, before notifying the Agency Attorney, an employee must submit a written report stating in detail the basis for their belief an improper governmental action has occurred.

In the case of an emergency, where an employee believes in good faith that damage to persons or property may result if action is not taken at once, the employee may report the improper governmental action directly to the governmental agency with responsibility for investigating the improper action.

ORCAA will appoint an individual to investigate any complaint of improper governmental action. ORCAA will keep complaints confidential to the extent possible under law unless the employee authorizes disclosure of ~~his or her~~their identity in writing. After the investigation has been completed, the employee reporting the improper governmental action will be told a summary of the results. However, personnel actions taken because of the investigation may be kept confidential.

If the employee reporting the action believes that the Agency did not perform an adequate investigation to address the improper governmental action or believes improper governmental action is likely to recur, the employee may contact the appropriate government agency with responsibility for investigating the improper action.

Employees who do not make a good-faith effort to follow the procedures contained in this manual to report improper governmental action will not receive the protections provided under state law protecting whistleblowers. Good faith means a deliberate and genuine action taken with confidence in its truth or correctness along with a lack of interest in taking any conscious advantage of another.

C. NO RETALIATION

Agency officials and employees are prohibited from taking retaliatory action against an employee because they have in good faith reported an improper governmental action per these policies and procedures. Retaliatory action means any adverse change in terms and conditions of an employee's employment including, but not limited to the following:

- denial of adequate staff to perform duties
- frequent staff changes
- frequent and undesirable office changes
- refusal to assign meaningful work
- unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action

D. REPORTING RETALIATION

An employee who believes they have been retaliated against for reporting an improper governmental action should tell the Executive Director or the Board Chair, as soon as possible, but not later than 30 days after the retaliatory action. ORCAA will choose an individual to initiate an investigation and will respond within 30 days from receipt of the written complaint. The designated individual will communicate the results of the investigation to the reporting individual.

If the investigation does not satisfactorily resolve the complaint that the reporting employee has been retaliated against in violation of this policy, the employee may obtain protection under this policy and state law by providing a written notice to the Chair of the Board of Directors that a) specifies the alleged retaliatory action, and b) specifies the relief requested.

Upon receipt of either the response from the Agency or after the last day upon which ORCAA could respond, the employee may request a hearing to show a retaliatory action occurred and to obtain relief as defined in this section. The request for a hearing shall be delivered to the Executive Director within 15 days of delivery of the response from ORCAA, or within 15 days of the last day on which the ORCAA could respond.

Within five working days of receipt of the request for hearing, the Agency will apply to the Washington State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

A list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action is attached to this manual as Agencies List for Whistleblower Policy. PDF. Employees with questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Executive Director.

XIII. PURCHASING

A. NON-TRAVEL RELATED CREDIT CARD USE

Policy Statement and Use. An ORCAA credit card is typically used to obtain small dollar amount goods and services. The credit card is intended to promote buying efficiency, flexibility, and convenience. Purchases from vendors that accept credit cards, where ORCAA does not have an established account, may be charged to the credit card.

Limitations on the use of credit cards include the following:

- The credit card can only be used for goods and services for the agency. (*See Below.)
- Each employee using their credit card must ensure purchases with the credit card follow all applicable laws, rules, and regulations.
- The aggregate limit for credit card purchases for each credit card holder is \$1,000. The Executive Director is the only one that can grant exceptions to this amount and usually on a temporary basis, such as new employee training.
- Avoid using the credit card where ORCAA has an established account with the vendor.
- The ORCAA employee, whose name is on the card, is the only person entitled to use the card.
- Improper use of the card can be considered misappropriation of agency funds, which may result in disciplinary action up to and including termination.
- Any personal charges on the card could be considered misappropriation of funds. If an agency card is accidentally used for personal purchase, the employee will be expected to provide payment, in full, by check, payable to the bank.

*Examples of Allowable Goods and Services:

- Vehicle Fuel,
- Lodging,
- Auto Rentals,
- Agency Vehicle Maintenance,
- Meals; and,
- Training/Registration Fees
- Airfare, with prior approval from the Executive Director.

Any other use, for any other reason, would **require** prior approval from the Executive -Ddirector. **Office Supply** needs should be directed to ORCAA's designated staff person for supply ordering. **Computer** related purchases should be directed to the Network Administrator.

Examples of Credit Card Restrictions. The credit card may not be used to:

- Obtain cash advances.
- Make personal purchases.
- Purchase materials or services from any member of the ORCAA employee's ~~immediate~~ family.
- Purchase equipment, materials, or supplies restricted by policies, guidelines or contractual agreements.

Safeguarding the Credit Card. Credit cards and account numbers must be safeguarded against loss, theft, and unauthorized use. Cards should be kept by the ORCAA employee in a secure location.

Payment of the Credit Card Bill. ORCAA strives to make payments to our vendors promptly. To avoid a late payment, please make it a priority to review your monthly statements upon receipt.

ORCAA retains the right of any rebate received on purchases.

Reconciling Credit Card Transactions. The credit card provider will send each ORCAA employee a statement that displays detailed transactions made during the current billing cycle. Responsibility for reconciliation of the statement rests with the ORCAA employee. The ORCAA employee should secure and keep documentation (detailed receipt) supporting purchases charged to the credit card and submit with the reconciled statement on a monthly basis.

ORCAA employees should immediately notify the Administrative Services Manager of any items in dispute.

Reporting Lost or Stolen Cards. If a credit card is lost or stolen, employees should immediately notify the credit card provider at 1-888-449-2273 (24-hour line) and the Administrative Services Manager, ~~and~~ or the Executive Director.

Surrender of ORCAA Credit Card. A cardholder must surrender ~~his or her~~ their card upon termination of employment or continued misuse. At this point, no further use of the account is authorized.

All employees receiving a credit card will complete, sign and return ORCAA's Credit Card User Agreement found in the Appendix.

B. SUPPLIES, GOODS AND SERVICES

It shall be the policy of ORCAA to buy supplies, equipment, materials, and services necessary for its operation at the least cost of public funds. When buying goods and services, staff will make reasonable efforts to find the most economic and cost-effective option available. For capital purchases not in the budget and not considered to be part of a budgeted line item, the Executive Director will bring the proposed expenditure to the ORCAA Board for their approval.

Order to follow when making a purchase. The hierarchy when purchasing is as follows:

- Have the **vendor bill us** or establish a new account with the vendor.
- ORCAA will provide the vendor with a Purchase Order. (See Administrative Service Manager).
- Use the agency credit card.

When possible, ORCAA shall utilize recyclable materials and purchase goods containing recycled materials. To make purchases in a systematic, uniform manner, the following guidelines shall be followed for all programs (local, state, federal).

The Agency shall enter into or use existing intergovernmental agreements when available to obtain greater economy and efficiency from larger procurement volume. ORCAA entered into an agreement with Municipal Research & Services Center (MRSC) in January 2019 for the purpose of accessing their Small Works and Consulting Roster due to our applicability to the Public Works Law as referenced in RCW 39.04.

- Single purchases of goods or services totaling less than \$500 (other than expendable office supplies) shall have prior approval from the employee's ~~immediate supervisor~~ Manager.
- All single purchases (other than expendable office supplies) totaling \$500 or more shall have prior approval from the Executive Director.

- When intergovernmental purchasing agreements are not available, vendor choice shall be based on price, reliability, product, and service quality. If a capital purchase or service is determined to be available only through a sole source vendor, the normal bidding process is not required, but a negotiated price with the vendor is preferred. To assure that funds are spent in a cost-effective manner, the following procedures shall be followed for all programs (local, state, federal):
 - Purchases of less than \$499—No price quotes or bids required.
 - Purchases of \$500 to \$2499—Two verbal price quotations required.
 - Purchases of \$2,500 to \$9,999—Three verbal price quotations required.
 - Purchases of \$10,000 to \$24,999—Three written price quotations required.
 - Purchases exceeding \$25,000—Formal bid procedures shall be followed. This may include public notice in local paper for invitation to bid. At a minimum, advertising will occur on ORCAA's website.

The above amounts refer to a single purchase of goods or services.

- Purchase orders shall be used when required by a vendor. The Executive Director will approve all purchase orders prior to ordering. A copy is sent to the vendor, all other copies shall be given to the Administrative Services Manager.

Occasions may arise when competition among potential vendors is not possible for a procurement. These situations may occur: a) when there is clearly and legitimately only one source capable of supplying the subject matter; b) when there are special facilities or market conditions that result in only one source; c) in the event of emergencies; and d) when there is only one source capable of supplying the subject matter in a timely fashion such that seeking competitive prices would be impractical.

Purchases may be made directly from a sole source vendor without soliciting other bids or quotes.

In the event the material, equipment, vehicles, supplies, or services are available from only one supplier, written documentation proving the appropriateness of sole source procurement should be given to and approved by the Executive Director. When the total expected cost exceeds fifty thousand (\$50,000) dollars, ORCAA's attorney will also be involved with sole source justifications. Except in the case of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

When the purchase exceeds seventy-five thousand (\$75,000) dollars, ORCAA's Board of Directors will determine, by resolution, that there is only one source and authorize the Executive Director to conduct negotiations as to price, delivery, and terms. The resolution will recite the factual basis for the exception for the competitive procurement. Such justification is subject to the review of ORCAA's attorney.

The Purchasing Policy, Bid Document and Sole Source Forms are attached in the Appendix.

XIV. AGENCY FACILITIES AND PROPERTY

A. DRUG FREE WORKPLACE

We strive to support a drug free workplace to provide a safe and productive environment for our employees and those with whom we interact professionally. Therefore, we prohibit the following:

- The possession, use, or trafficking of illegal drugs at any time, on or off the job.
- Being under the influence of alcohol, marijuana, or drugs, legal or illegal, while on ORCAA's premises or time, or while representing ORCAA.
- The manufacture, distribution, dispensation, possession, or use of illegal drugs or abuse of prescription drugs, alcohol, or marijuana during working hours, on our premises, or while conducting business off our premises.

Employees who violate this policy are subject to corrective action up to and including termination. In addition, we will cooperate with law enforcement authorities investigating illegal activity on our premises.

The use of legal (over the counter or prescription) medication is not a violation of this policy. However, if you are taking medication that may affect your ability to safely perform the essential functions of your job, including use of ORCAA's vehicles or equipment, or that may cause you to pose a direct safety threat to yourself or your colleagues, you must notify and consult the Executive Director before beginning work. Consistent with business necessity and depending on the circumstances, ORCAA may ask your doctor to certify your ability to safely perform your job and to safely drive an ORCAA vehicle.

B. FRAGRANCE FREE WORKPLACE

ORCAA's work environment is an important aspect of health. ORCAA strives to accommodate customers, visitors, and employees who are chemically sensitive. Chemicals used to stabilize fragrances for both cleaning and personal care products can cause minor physical discomfort or severe reactions in some people.

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. ORCAA will work with its janitorial staff to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals. The use of cleaning products is limited to those products purchased and approved by ORCAA.

We endeavor to keep ORCAA's offices and common areas, used by staff free of heavily scented products.

C. VIOLENCE IN THE WORKPLACE

We recognize that workplace violence is a growing nationwide problem, ORCAA has adopted a zero-tolerance policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect ORCAA or occur on ORCAA property or an ORCAA jobsite, will not be tolerated.

This policy applies to all persons involved in ORCAA's operation including, but not limited to, employees, contract and temporary workers, and anyone else on ORCAA property or an ORCAA jobsite.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ORCAA or to create a hostile, abusive, or intimidating work environment for one or several ORCAA employees, clients, or members of the public. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on ORCAA's premises, regardless of the relationship between ORCAA and the parties involved in the incident.
- Threats or acts of violence occurring on an ORCAA jobsite.
- Threats or acts of violence occurring off ORCAA's premises involving someone who is acting in the role of a representative of ORCAA.
- Threats or acts of violence occurring off ORCAA's premises involving an employee of ORCAA if the threats or acts affect the legitimate interests of ORCAA.
- Acts or threats resulting in the conviction of an employee or agent of ORCAA, or of any individual performing services for ORCAA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of ORCAA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or ~~his or her~~their family, friends, associates, or property with harm.
- Intentional destruction or threat of destruction of ORCAA property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Suggesting or intimation that violence is appropriate.
- Illegal possession or inappropriate use of firearms or weapons.

Violations of this policy by any individual on ORCAA property, by any individual acting as a representative of ORCAA while on or off ORCAA property, or by any individual acting from ORCAA property when ~~his or her~~their actions affect ORCAA's business interests may lead to corrective and/or disciplinary action up to and including termination, and/or legal action as appropriate.

D. DOMESTIC VIOLENCE IN THE WORKPLACE

ORCAA will not tolerate domestic violence toward any employee or other person while in ORCAA's facilities or on ORCAA's property, while using ORCAA's vehicles, or while conducting business for ORCAA. Any employee who perpetrates domestic violence at ORCAA or from the workplace using any ORCAA resources such as work time, workplace phones, FAX machines, mail, e-mail, or other means may be subject to corrective or disciplinary action, up to and including dismissal. Corrective or disciplinary action may also be taken against employees who otherwise perpetrate domestic violence when such action has a substantial relationship to or impact on the employee's duties for ORCAA or ORCAA's operations.

Domestic violence is defined as abusive behavior intended to establish and maintain control over a current or former spouse, intimate partner, family member (including step relations and persons who have a child in common regardless of whether they are married or have lived together), household member, or person with whom the perpetrator has or had a dating relationship. Domestic violence may include any act, threat, tactic or statement that results or may result in significant physical, emotional, economic harm, emotional distress, or significantly affect an employee's productivity.

No employee will be penalized or disciplined for being a victim of domestic violence.

E. USE OF EQUIPMENT

All ORCAA property, including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, tools, protective gear, and vehicles must be used properly and kept in good working order. Employees who lose, steal, or misuse ORCAA property may be personally liable for replacing or fixing the item, and may be subject to discipline, up to and including termination.

ORCAA reserves the right, always and without prior notice, to inspect and search any and all its property for the purpose of determining whether this policy or any other policy of ORCAA has been violated or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted before, during, or after business hours and in the presence or absence of the employee.

F. USE OF TECHNOLOGY

This policy applies to all technical resources that are owned, leased or used by ORCAA for daily business. This policy also applies to all activities using any ORCAA-paid accounts and subscriptions, whether the activities are conducted from ORCAA premises.

Technical resources include the following, but are not limited to, portable storage media, desktop computers, servers, LAN/WAN, cellular phones, printers, web cams (including security cameras), software, cloud-based services, databases, firewalls, switches, speakers, telephones, voice mail, GPS, software and disk drives.

Acceptable Uses. ORCAA's computers and other Information Technology (IT) must be used in a manner consistent with ORCAA's status as a local government agency, and so, for example cannot be used for the benefit of personal businesses or other organizations.

Employees may be allowed to use ORCAA's technical resources for occasional, non-work purposes with permission from the Executive Director. Nevertheless, employees have no right of privacy as to any information or file kept in or on ORCAA's property or transmitted or stored through ORCAA's computer, voicemail, or telephone systems.

Unacceptable Uses. ORCAA's technical resources should not be used for personal gain or the advancement of individual views. Solicitation for any non-ORCAA business or activities using ORCAA resources is prohibited. Your use of ORCAA's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of ORCAA's technical resources.

Offensive Material. Sending, saving, or viewing offensive material is prohibited. Messages stored, viewed and/or transmitted by computer, voicemail, or telephone systems must not have content that may be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or hertheir race, color, creed, sexual orientation or gender identity, age, national origin or ancestry, physical or mental disability, as well as any other category protected by applicable federal, state, or local laws. Any use of ORCAA's technical resources to harass or discriminate is unlawful and prohibited by ORCAA. Violators will be subject to corrective action up to and including discipline and/or termination.

ORCAA does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, ORCAA reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Access to Information. ORCAA respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of ORCAA's technical resources or supplies.

ORCAA's computer, voicemail, or telephone systems and the data stored on them are always and remain the property of ORCAA. As a result, computer data, voicemail messages, and other data are readily available to many persons. If, during your employment, you perform or transmit work on the ORCAA's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy. Use of personal software equipment for ORCAA work is discouraged and is subject to public disclosure.

Destruction, alteration, or disclosure without authorization of data, programs, or other content that belongs to others but that is accessed through ORCAA's technical resources is also prohibited. ORCAA may block an individual or group's access to its technical resources to protect the information contained in them.

All information that is created, sent, or retrieved over ORCAA's technical resources is the property of ORCAA. Employees have no right to privacy as to any information or file transmitted or stored through ORCAA's computer network, computer, voicemail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed at any time. ORCAA reserves the right to check your use of its technical resources at any time. All information including text and images may be shown to law enforcement or to other third parties without prior consent of the sender or the receiver.

Portable Devices. Laptops must be physically secure if left in the office overnight. When using the laptop outside the office, the device should always be secure.

Agency phones, storage media and tablets, should never be left in an unattended vehicle. Portable storage devices (thumb drives, etc.) should be used sparingly. ORCAA has enough cloud resources for offsite document transfer.

Agency cell phones and tablets shall be password or PIN protected to prevent unauthorized use. Personal, private, sensitive or confidential information should not be stored on ORCAA owned portable devices.

VPN (Remote Access). ORCAA supplies a Request for Remote Access Form that must be filled out for each employee who will use remote access and be approved by the Network Administrator and the employee's ~~Supervisor, or the Executive Director~~Manager. The Network Administrator may disapprove access based on employee history of compliance with applicable policies. Approval of remote access does not constitute approval for telecommuting – please see your ~~supervisor or the Executive Director~~Manager to setup a telecommuting agreement.

Employees must follow ORCAA policies governing use of technology resources and all other applicable policies and rules while they are connected to the ORCAA network, whether they are in ORCAA's office or using remote access. Employees will access information or use ORCAA computer systems only in a manner consistent with their job duties.

Each employee covered by this policy must:

- Practice sound logon/password management
- Secure data based on the sensitivity of the data
- Prohibit unauthorized access to the network without approval of the Network Administrator

ORCAA does not pay for employee internet access, data charges, printer cartridges, paper, etc. and is not responsible for the ergonomic equipment of personal home workstations.

Notification of changes in an employee's status, such as leaving the agency, being placed on extended leave, or suspension/termination of access to other ORCAA resources must be communicated to the Network Administrator as soon as it is known; preferably 7-14 days prior to the change occurring.

Disciplinary action includes, but is not limited to, disconnection from or denied access to ORCAA systems.

Security of Information. Although you may have passwords to access computer and voicemail systems, these technical resources belong to ORCAA, are to always be accessible by ORCAA and are subject to inspections by ORCAA with or without notice. ORCAA may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. Passwords are not to be shared. Memorize your passwords or keep them in a secure location.

Your Responsibilities. Each employee is responsible for the content of all data they place or send over ORCAA's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

All ORCAA documents and files should be placed on the ORCAA network for accessibility of staff. At no time should employees maintain ORCAA records on their local desktop computer or laptop. Files on the server network may be accessed via shortcuts placed on employee computers. Business files, backups or other ORCAA data shall not be stored at personal residences.

Violations of any guidelines in this policy may result in disciplinary action, up to and including termination. In addition, ORCAA may tell appropriate legal officials of any illegal violations.

G. SOCIAL MEDIA GUIDELINES

Definition: Social media is defined as an online tool that allows users to engage in peer-to-peer conversations and may include such services as YouTube, Twitter, Facebook, Instagram, blogs, forums, and other electronic based formats.

Purpose: To address the fast-changing landscape of the Internet and the way citizens communicate and obtain information online, ORCAA may consider using social media tools to reach a broader audience. ORCAA encourages the use of social media to further its goals and missions where appropriate.

The proper uses of social media tools for ORCAA fall into two categories:

1. As channels for sending time-sensitive information as quickly as possible (example: burn ban information).
2. As marketing/promotional channels that increase ORCAA's ability to broadcast its messages to the widest possible audience.

ORCAA has an overriding interest and expectation in deciding what is "spoken" on behalf of ORCAA on social media sites. This policy sets up guidelines for the use of social media.

General Provisions: Web links and associated language contained within comments, articles or other ORCAA-sponsored content shall not endorse, seek to slander, or otherwise violate any of the stated language guidelines within this document.

- Social media accounts used by ORCAA will be subject to approval by ORCAA's Public Information Officer and the Executive Director.

- ORCAA’s websites (including, but not limited to: www.orcaa.org, data.orcaa.org, and news.orcaa.org) will remain ORCAA’s primary and predominant Internet presences.
- Accounts used by ORCAA shall not constitute an acceptable means of legal or official comment, complaint, notice or other contact, either to or from ORCAA.
- Whenever possible, content posted to social media accounts used by ORCAA will first be made available on ORCAA’s website(s) or through other published channels.
- ORCAA’s logo will be displayed on social media sites and accounts used by ORCAA.
- Social media site account information, including usernames and passwords shall be registered with Executive Director and the Public Information Officer
- Whenever possible, content posted to social media accounts used by ORCAA should contain links directing users back to ORCAA’s official website(s) for in-depth information, forms, documents or online services necessary to conduct business with ORCAA.
- Social media accounts used by ORCAA are subject to State of Washington public records laws. Any content kept in a social media format that is related to ORCAA business, including a list of subscribers and posted communication, is a public record. ORCAA is responsible for responding completely and accurately to any public records request for public records regarding social media. Content related to ORCAA business shall be kept in an accessible format so that it can be produced in response to such request. Whenever possible, such sites shall clearly show that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to ORCAA’s Public Disclosure Officer.
- Washington state law and ORCAA rules about record retention schedules apply to social media formats and social media content. ORCAA shall preserve records needed to be maintained according to a relevant records retention schedule. The records will be held for the required retention period in an easily accessible format that preserves the integrity of the original record.
- ORCAA shall notify users and visitors to ORCAA’s social media accounts that the intended purpose of the site is to serve as a mechanism for communication between ORCAA and members of the public. Articles or comments, from ORCAA staff or members of the public. posted to ORCAA social media accounts must not have any of the following:
 - Comments not topically related to the social medium article being commented upon;
 - Comments in support of or opposition to political campaigns or ballot measures;
 - Profane language or content;
 - Content that promotes, fosters, or perpetuates discrimination based on ethnicity, creed, color, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability, ~~or~~ sexual orientation or gender identity;
 - Sexual content or links to sexual content;
 - Solicitations of commerce;
 - Conduct or encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems; or
 - Content that violates a legal ownership interest of any other party.

ORCAA reserves the right to restrict or remove any content that is considered in

violation of this social media policy or any applicable law.

This policy must be displayed to users or made available by hyperlink. Any content removed based on this policy must be kept, including the time, date and identity of the poster when available.

- ORCAA will approach the use of social media tools as consistently as possible, agency wide.
- All new social media tools proposed for ORCAA use will be approved by the Executive Director and the Public Information Officer.

Administration of Social Media Sites: The Public Information Officer will keep a list of social media tools approved for use by ORCAA departments and staff.

The Public Information Officer will keep a list of all social media accounts used by ORCAA, including login and password information. The Public Information Officer will inform the Executive Director of any new social media sites or administrative changes to existing sites.

Archive: ORCAA's public information officer shall handle archiving posts. ORCAA archives will not be visible to the public but will be accessible pursuant to State of Washington public record laws.

ORCAA's Public Information Officer shall be responsive to citizens who communicate via social media sites as allowed and called for within these guidelines. Communication with followers will be prompt and consistent with existing protocols.

When applicable, ORCAA's social media account bios shall include language showing that all lists of followers, friends or registered users as well as all comments posted/linked to the ORCAA accounts are subject to public disclosure (RCW 42.56). The following will be added to all ORCAA bios and profile descriptions when available: *This site is not monitored. Call 911 for emergencies.*

Public Interaction with ORCAA via Social Media: Social media tools provides a method of communication used by the public to interact and participate with ORCAA. Consistent with ORCAA's Policies and Procedures Manual and at the direction of the Executive Director, ORCAA has the right to remove comments that violate the guidelines set forth below without notice:

- Comments or language that are vulgar, threatening, harassing, off-topic, racial, offensive, politically charged, contain advertisements or endorsements, racially charged, content that may tend to compromise the safety or security of the public or public systems, or are otherwise objectionable, will be removed.
- Off-topic comments shall be removed.
- Comments made on social media applications do not constitute an official or approved method of commenting on ORCAA related business matters. Formal comment, complaint, or other submissions must be conducted via an approved online form, within the ORCAA web site (www.orcaa.org), during and official public workshop or session, or submitted in writing at the following address:

ORCAA
2940 Limited Lane NW
Olympia, WA 98502

- ORCAA does not endorse or guarantee the content or quality of external links.
- Reference to any commercial link does not constitute endorsement or recommendation.
- Any personal information posted to ORCAA's social media sites will be removed.

Any comments made to ORCAA social media applications are subject to State of Washington public record laws.

H. BREAK ROOM

Break rooms are provided to the benefit of the employees. This policy establishes a uniform policy for use of the employee break room. Compliance with this policy is the responsibility of all ORCAA employees.

The break room provides a place for employees to take their breaks and meal periods, free from assigned duties. The employee break room is shared with the tenants on the second floor. A visiting guest must be accompanied by an employee. The employee is responsible for the conduct of guests in the break room. The employee break room will be available to employees during regular business hours. Because we share this space, we must be respectful of one another by keeping noise to a minimum and maintaining a tidy area.

I. ERGONOMIC WORKSTATION

ORCAA is committed to providing employees with workstations which are free from known or potential hazards and which will allow employees to be both productive and comfortable. ORCAA also recognizes and appreciates that to be effective employees may, at times, need differently configured workstations.

For ORCAA to best determine whether an employee's workstation is appropriate or if the workstation arrangement needs to be modified, employees can have an ergonomic evaluation of their workstation by Labor and Industries or a healthcare provider.

J. SALE AND DISPOSAL OF SURPLUS

Except as set forth in this policy, ORCAA employees shall not directly or indirectly use, take, or dispose of ORCAA property other than in their official duties.

As a special purpose district, ORCAA is regulated under the Washington State Clean Air Act. Under RCW 70A.9415.0811560,;

*An activated authority shall be deemed a municipal corporation; have right to perpetual succession; adopt and use a seal; may sue and be sued in the name of the authority in all courts and in all proceedings; and, may revise, account for, and disburse funds, employ personnel, and **acquire or dispose of any interest in real or personal property within or without the authority in the furtherance of its purposes.***

Based on this authority, ORCAA may dispose of surplus property in any commercially reasonable manner, provided it receives fair market value for the property. The procedures for the disposition of property, other than real estate, is to designate the property as "surplus". "Surplus" is defined, for purposes of this policy to mean any tangible, personal property owned by ORCAA that is not needed at present or in the foreseeable future or that is no longer of value or use to ORCAA.

The Executive Director must approve the sale or disposal of surplus property and follow the procedures set forth in Resolution 258 "A Resolution of the Olympic Region Clean Air Agency Establishing an Asset Disposal Policy," which was approved by the ORCAA Board in 2014.

Board members and any ORCAA employee who is involved in declaring items as surplus, administering the sale of surplus property, or whose department would benefit from the sale are prohibited from purchasing surplus property from ORCAA. The spouse or child of a person prohibited from purchasing the surplus property under this policy is also prohibited from purchasing the property.

Employees who are not prohibited from purchasing surplus property, including capital or fixed assets and non-capital assets, may do so if the purchase is at fair market value and the property has been first advertised for sale to the public for thirty (30) days. Employees who are eligible to purchase surplus property under this policy will not be given preferential treatment in the disposal or sale of ORCAA property.

Any property not sold, after reasonable efforts, may be scrapped or otherwise disposed of.

APPENDIX

TO

ORCAA POLICES & PROCEDURES MANUAL

TELEWORK AGREEMENT

ORCAA supports teleworking arrangements provided employees meet the eligibility criteria set forth herein. This agreement ensures the employee, the employees' Manager and the Executive Director understand the terms and conditions of the employee's telework arrangement.

EMPLOYEE NAME: _____

- Position:
- Manager:
- Telework schedule and/or timeframe (to be determined by the employee and their Manager):
- Telework Site Address: (which must be in the State of Washington):
- Start date:
- Proposed work schedule for in office and telework days:
- End date, if applicable:
- Review Date:

Work hours will remain the same unless a change is agreed upon by their Manager.

Employee agrees to the following:

- To be available, responsive, and productive during approved work hours.
- Duties, obligations, and responsibilities shall remain the same as if the employee was physically present in ORCAA's offices. This includes all obligations to be responsive to voicemails, e-mails, and all other messages and correspondences in a timely manner.
- While teleworking, the employee shall work at the above-listed location during teleworking hours, unless prior approval to work elsewhere has been received.
- Employee agrees to above by ORCAA's Policy and Procedure Manual.

Productivity/Performance Expectations:

- All teleworking employees are required to maintain the same level of productivity and performance (quality, quantity, timeliness) as their non-teleworking counterparts in ORCAA's offices.
- All teleworking employees agreed to take reasonable steps to protect and safeguard all confidential information and documents accessible while teleworking, including preventing the unauthorized access to ORCAA's systems or information, and disposal of work-related documents per the Washington State Records Retention policy.
- All teleworking employees are required to maintain a telework site that is safe, functional, ergonomically suitable, and free from recognized hazards. Telework employees are responsible for all costs associated with setup and ongoing maintenance of their telework

workspace (including, but not limited to, remodeling, furniture or lighting, repairs or modifications).

Equipment & Supplies provided to the employee:

- Laptop computer and necessary, approved, office supplies.

Technology Support & Requirements:

- All teleworking employees are required to provide and maintain reliable internet connectivity and speed to support their work demands and position for the duration of their telework arrangement. In the event of equipment failure or service interruption, employees must notify their Manager immediately to discuss alternate assignments or other options. All telework employees shall be solely responsible for any increased costs of utilities or internet usage occasioned by their telework arrangement.
- Telework employee will immediately report loss or damage of ORCAA provided equipment and software.
- Equipment/technology and software provided by ORCAA will be maintained and repaired by ORCAA and must be used for business purposes only. All teleworking employees are subject to the same ORCAA policies regarding the use of ORCAA provided equipment as that of employees working from ORCAA's offices. All ORCAA property must be returned to ORCAA when the telework arrangement ends, is suspended due to vacation, or other leave, or the employee separates from employment with ORCAA.

Employee Acknowledgements:

- All teleworking employees acknowledge that Telework Agreements may be discontinued at any time by ORCAA, at the sole discretion of their Manager, upon 24 hours' notice.
- Teleworking employees must read and understand the ORCAA Telework Policy and agree to all the provisions, including those further detailed in this Agreement.
- Teleworking employees acknowledge that they are required to comply with all timekeeping, leave and overtime requirements and regulations defined by ORCAA.
- Teleworking employees will maintain and update their telework schedule on the outlook office calendar.
- Telework employees will update and maintain their contact information.
- Teleworking employees acknowledge the work they perform while teleworking remains subject to all applicable records retention schedules, and applicable regulations, including the Washington State Public Records Act RCW (42.56)
- Teleworking employees acknowledge work-related injuries at their respective telework locations during working hours may be covered by Workers' Compensation. Teleworking employees agree to timely report any work-related illnesses or injuries (Accident/Incident Reporting).
- Telework employees agree to maintain the confidentiality of all ORCAA information and documents and to take reasonable steps to prevent unauthorized access to any ORCAA systems or information.
- Telework employees agree to comply with all applicable ORCAA policies.
- Telework employees agree to report to ORCAA's offices, when requested by their Manager or by the Executive Director.
- Telework employees will attend all job-related meetings and/or training sessions, at ORCAA's Olympia office when requested to do so by their Manager or by the Executive Director.
- Telework Employees acknowledge that for any day upon which they begin their workday at the Olympia or Pacific County office, any travel time between their

telework location and the office will be considered a normal commute schedule for the day and associated time will not be compensated.

- Teleworking employees acknowledge for any day upon which they begin their workday at the telework location but are then required to report to the Olympia office mid-shift, the time spent traveling between the telework location and the central worksite will be considered hours worked. Teleworking employees further acknowledge if they later return to their telework location to complete the day, the time spent traveling between the Olympia office and their telework location will also be considered hours worked.
- Teleworking employees acknowledge when using their personal or ORCAA owned vehicles for work travel during the workday, they must comply with all conditions listed in ORCAA's Personnel Policy, including but not limited to insurance coverage requirements and completion of Defensive Driver training every three (3) years. Reporting to and from the Olympia office mid-shift is considered work travel.
- Telework employees acknowledge ORCAA will not be responsible for any incidental increase in auto or home insurance rates or premiums or tax implications occasioned by the telework arrangement.
- Telework employees acknowledge ORCAA will not be responsible for any damage to personal property occasioned by the telework arrangement.
- Telework employees acknowledge ORCAA will not be responsible for property damage or personal injury to another individual during performance of official duties or while using ORCAA-provided equipment when working from home.
- Teleworking employees acknowledge violations of this agreement may result in disciplinary action up to and including termination of employment.

This telework agreement is not a contract of employment and does not guarantee continued employment with ORCAA.

Employee Signature: _____

Date: _____

Manager: _____

Manager Signature: _____

Date: _____

REQUEST FOR SOLE SOURCE

To: Purchasing Office / Administrative Services Manager
 From: _____
Name of Department Head Dept./Division
 Subject: Sole Source Request for the Purchase Of: _____

REQUESTED SUPPLIER: _____
 REQUISITION NUMBER: _____ COST ESTIMATE: _____

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost-effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED:
 My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the Agency. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising action have taken place. Neither has my personal familiarity with brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justification as prepared by our section, to the attached review of available products/services and to my completed Purchase Requisition.

Requestor _____ / _____ Signature of Requestor Date	Section Supervisor <u>Manager</u> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected _____ / _____ Signature of Supervisor Date
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If Purchase is \$10,000 or more: Executive Director <input type="checkbox"/> Approved <input type="checkbox"/> Rejected _____ / _____ Signature of Executive Director Date	If Purchase is \$50,000 or more: Board of Director's <input type="checkbox"/> Approved <input type="checkbox"/> Rejected _____ / _____ Signature of (one) Board Member Date
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SOLE SOURCE JUSTIFICATION

Requisition Item: _____

Requisition Number: _____

Prior Purchase Order Number (if item had been approved previously): _____

1. Please describe the item and its function:

2. This is a sole source* because:

- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- sole provider of goods and services for which the Agency has established a standard**
- sole provider of factory-authorized warranty service
- sole provider of goods or services that will meet the specialized needs of the Agency or perform the intended function (please detail below)
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Agency (please explain price, availability, etc.)

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

4. What steps were taken to verify that these features are not available elsewhere?

- Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)
- Other vendors were contacted (please list phone numbers and names and explain why these were not suitable).

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the Agency has established a standard by designating a brand or manufacturer shall be competitively bid if there is more than one vendor of the item.

BID SHEET

TWO Verbal (Tele, Internet) BIDS (\$500-\$2,499)
THREE Verbal (Tele, Internet) BIDS (\$2,500-\$9,999)
THREE Written BIDS – Purchases (\$10,000-\$24,999)
Purchases exceeding >\$25,000-Formal Bid Procedures. Refer to Policy.

ITEM REQUESTED: _____

REPLACEMENT OR NEW (R-N)? _____

BRAND: _____ MODEL NO: _____

OTHER IDENTIFYING INFORMATION: _____

PURPOSE OF ITEM (LOCATION USED): _____

SUPPLIER: _____ CONTACT PERSON: _____

ADDRESS: _____ PHONE #: _____

BID PRICE:\$ _____ S&H:\$ _____ TOTAL:\$ _____

TERMS: _____ AVAILABILITY: _____

ADDITIONAL INFORMATION(FOB, warranty, etc): _____

SUPPLIER: _____ CONTACT PERSON: _____

ADDRESS: _____ PHONE #: _____

BID PRICE:\$ _____ S&H:\$ _____ TOTAL:\$ _____

TERMS: _____ AVAILABILITY: _____

ADDITIONAL INFORMATION(FOB, warranty, etc): _____

SUPPLIER: _____ CONTACT PERSON: _____

ADDRESS: _____ PHONE #: _____

BID PRICE:\$ _____ S&H:\$ _____ TOTAL:\$ _____

TERMS: _____ AVAILABILITY: _____

ADDITIONAL INFORMATION(FOB, warranty, etc): _____

EMPLOYEE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

APPROVED VENDOR: _____ SUB TOTAL\$ _____

GL ACCT #: _____ Program: _____ Sales Tax \$ _____

GL ACCT #: _____ Program: _____ TOTAL \$ _____

Submit to Accounting after purchase and approval by ~~supervisor or Executive Director~~ Manager.
Accounting will attach to original invoice and file with prevailing wage file (if applicable), and file in Department of Revenue file (if applicable).

***Bid selection is based on total price: including tax and shipping and handling (S&H).**

SMALL WORKS ROSTER

For projects awarded under the small works roster ORCAA may waive the retainage requirements of RCW 60.28.011(1)(a), and assume the liability for contractor's nonpayment of:

1. Laborers, mechanics, subcontractors, material persons, and suppliers; and,
2. Taxes, increases, and penalties under Titles 50, 51 and 82 RCW that may be due from the contractor project.

However, ORCAA has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.

Limited public works process definitions-RCW 30.04.155

Procedures shall be established for securing telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010. Responsible bidder is defined as a contractor who meets the criteria in RCW 39.04.350.

CODE OF ETHICS AGREEMENT

My signature below confirms that I have received a copy of the Code of Ethics of ORCAA and that I have read it in its entirety and any questions I may have had, have been answered to my satisfaction.

By signing this agreement, I am stating that I understand and will abide by the Code of Ethics of ORCAA.

My signature also confirms that I am not now engaged in any outside employment, do not hold position (as director, officer, partner, etc.) with any business in the jurisdiction of ORCAA, or are not otherwise engaged in any activity that could represent a conflict of interest or be contrary to the Code of Ethics of ORCAA.

Signature

Date

**COMMUTE TRIP REDUCTION INCENTIVE PROGRAM ENROLLMENT
FORM**

Name: _____

Enrollment Effective Date: _____

1. Select mode(s) you anticipate using:

_____ Carpool

_____ Bus

_____ Bicycle

_____ Vanpool

_____ Walk

_____ Other (_____)

2. Number of miles to work (one way) _____

Circle estimated frequency of non-SOV commutes per month (roundtrip):

4-6 days

7-8 days

9-10 days

11-12 days

13+ days

3. Has this program created an incentive for you to use a non-SOV mode more frequently than you have before?

Yes

No

I understand that in order to continue receiving the incentive, I may be required to renew my enrollment to the program on an “as needed” bases as determined by the Executive Director. My signature below also indicates that I have read the Agency’s Commute Trip Reduction Program policy and agree to the terms.

Employee Signature

Date

CREDIT CARD USER AGREEMENT

I, _____ as an employee of Olympic Region Clean Air Agency accept personal responsibility for the safeguard and proper use of the Agency credit card which has been assigned to me for use in the performance of my job in accordance with the terms outlined in these policies and procedures.

I understand the Executive Director will disallow my use of an ORCAA credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use or authorize the use thereof that I am adhering to the following statement:

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.

I understand I will be held personally liable for any inappropriate charges, made by me, with the Agency credit card and payment for any such inappropriate charges will be correct via direct payment to the bank. I further understand that all purchases approved for use will have back-up documentation (i.e. detailed receipts) for each expenditure.

My signature confirms I have read and understand the credit card policies and procedures and agree to the above statements.

Signature

Date

POLICIES AND PROCEDURES ACKNOWLEDGMENT

ORCAA's Policies and Procedures Manual is a guide intended to help you become acquainted with its policies and procedures. ORCAA has provided me with a copy, for my use while in their employ. I understand that these policies and procedures are not conditions of employment and do not constitute a contract for employment or a promise of specific treatment in specific situations.

I understand that my employment with ORCAA is at will, meaning that I am free to leave for any reason, at any time, with or without notice and that ORCAA may end my employment with or without notice.

My signature confirms that I understand that ORCAA may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this manual at any time with or without prior notice or reason. Any such changes made by ORCAA will immediately supersede and replace any and all previous policies.

I understand that no employee of ORCAA, other than the Executive Director or Chairman of the Board of Directors, has the authority to grant exceptions to these policies or procedures.

My signature below indicates that I have read and understood this statement and have received a copy of ORCAA's Policies and Procedures Manual. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Signature

Printed Name

Date



By-Laws

The Olympic Region Clean Air Agency of the State of Washington, pursuant to the Clean Air Act (Chapter [70A.9415](#), Revised Code of Washington), does hereby adopt the following By-Laws for transaction of its business.

1. Name:

The official name of this organization is “Olympic Region Clean Air Agency” (which may be referred to herein as “ORCAA”) and is hereafter referred to as the “Agency.”

2. Board of Directors:

The composition and term of the Board of Directors of the Agency shall be in accordance with RCW [70A.9415.4002000](#), as amended.

The Board is comprised of one representative, designated by the board of county commissioners, from the counties of Clallam, Grays Harbor, Jefferson, Mason, Pacific and Thurston and appointees, to be appointed by the mayor and city council, from the three (3) largest cities in the region, based upon the Office of Financial Management (OFM) data.

3. Officer – Election:

The elective officers of the Board of Directors are the Chair and Vice Chair.

The Chair and Vice Chair are elected at an annual meeting in April and immediately take office for a term of two years, or until a successor is elected. Nominations are from the floor. Voting is by ayes and nays and election is by plurality of the votes.

In the event the position of Chair is vacated, for any reason, the Vice Chair shall fill the position until a successor is elected. At the next regularly scheduled meeting an election of a replacement for the Chair or Vice Chair shall be held to serve for the unexpired portion of the term.

The Vice Chair will serve when the Chair is not present. If neither are present, an acting Chair may be selected by the members of the Board of Directors present, to serve during the absence of the officers from any meeting.

In no event may an alternate serve as a permanent chair. RCW [70A.9415.1302030](#)

4. Officer – Duties – Committees:

a) Duties

The Chair is the chief executive of the Board of Directors. This person has all the powers and duties usually incident to such office and is responsible for the appointment of committees and the conduct of Agency business between regular meetings. The Chair may participate as an ex-officio or an alternate committee member to ensure a quorum, as needed.

b) Finance Committee

In February, or as soon as possible thereafter, the Chair shall select three Board members to serve on the Finance Committee. One member shall be designated by the Board Chair to serve as Committee Chair. The Executive Director shall meet with the Finance Committee as necessary to prepare a draft budget, which shall be presented to the Board of Directors at the May Board meeting. The Finance Committee will meet once each quarter to review revenue and expenditures.

The Board of Directors shall adopt a final budget for the fiscal year in accordance with RCW 70A.9415.0921590. The fiscal year shall be July 1 – June 30. The budget must be adopted on or before the fourth Monday in June.

Amendments to the adopted budget may be made when necessary. The Executive Director shall meet with the Finance Committee to prepare an amended budget, which shall be presented to the Board of Directors and the public in accordance with RCW 35A.12.120 (local government RCW).

c) By-Law Committee

Every three years, or as needed, the Chair shall select three Board members to serve on the By-Law Committee. One member shall be designated by the Board Chair to serve as Committee Chair. The Executive Director shall meet with the committee who will review the By-Laws and direct ORCAA staff to draft any suggested changes. The committee will bring the draft before the full Board for finalization.

d) Ad-hoc Committee

Ad-hoc committees may be established as needed. At any time, the Board may determine a need for a committee is necessary to handle a given situation. The Board Chair will select three Board members to serve on the committee. One member shall be designated by the Board Chair to serve as Committee Chair. The Executive Director shall meet with the committee to evaluate and resolve the issue(s) at hand.

The Ad-hoc committee will serve until the issue is resolved.

5. Staff:

The Board shall appoint an Executive Director, who shall be the Agency Control Officer, to serve in a professional capacity as its technical advisor and administrative officer. RCW 70A.9415.1302030.

The Executive Director shall have the authority to appoint and remove such employees as are necessary to perform the duties assigned to him/her/them and to incur necessary expenses within the limitations of the budget.

The Board shall conduct a performance evaluation and review of the Executive Director biennially, or whenever the Board of Directors shall deem necessary. The Board shall review the Executive Director's salary on an annual basis during the budget process.

6. Meetings:

The regular meetings of the Board of Directors are held on the second Wednesday of each month at 10 a.m. at the Agency's headquarters. The Chair, with a concurrence of a majority of the Board, may substitute another day, time or place for the regular meeting of the following month. A regular meeting which falls on a legal holiday is ordinarily held on the next day which is not a holiday (RCW 42.30.070). If the business at a regular meeting cannot be completed, the Board may designate a time for a continued or new meeting or may hold the business over to the next regular meeting. The Board of Directors is to meet at least ten (10) times per year on such date and at such time and place as the Board of Directors shall designate. RCW 70A.94.1302030

The Executive Director or designee is responsible for keeping a public record of all transactions, findings and determinations of the Board. Responsibilities include meeting agenda preparation and distribution for the approval of the Chair, providing notice of meetings to Board members, arranging proper and legal notice of hearings, attending to the correspondence of the Agency and to such other secretarial/administrative duties.

Special meetings may be called by formal action of the Board at any time by the Chair/Vice Chair, or by a majority of the Board. RCW 42.30.080

The annual meeting of the Board is the regular meeting in April.

All meetings and hearings shall be open to the public. RCW 70A.9415.1302030

The Board may retire to executive session by majority vote during a regular or special meeting to discuss any item as allowed under RCW 42.30.110.

Before convening in executive session, the presiding officer shall publicly announce the purpose for excluding the public from the meeting place, the time when the executive session will be concluded, and whether action will be taken. The executive session may be extended to a stated later time by announcement of the presiding officer. RCW 42.30.110

7. Quorum – Alternate - Voting – Attendance – Conflict of Interest

A majority of the entire Board of Directors constitutes a quorum for the conduct of regular business. RCW 70A.915.1302030

Any member of the Board of Directors may designate an alternate to serve on the Board in ~~his or her~~their place with the same authority as the member when ~~he or she~~they is are unable to attend. RCW 70A.9415.1302030

There may be occasions when a member of the Board of Directors needs to attend meetings by phone. Phone attendance is limited to 50% of the meetings per year unless there are extenuating circumstances. Members who wish to attend by phone shall provide notice to the Executive Director in advance of the meeting. It is preferred that Members who wish to attend by phone will use telepresence/virtual meetings or other technology that is compatible with ORCAA systems. Board members who participate via teleconference will be responsible to supply any necessary equipment to be compatible.

Voting is by ayes and nays, except where these By-Laws, state law, or the Board may require a ballot or roll call vote. A roll call vote shall be required upon call of any Board member.

A conflict of interest shall include the possibility and not just the actuality of private benefit, direct or indirect, the creation of a material personal gain or private advantage to a relation or to friends or to groups and associations that hold some share of a Board member's loyalty. Further, no member of the Board of Directors shall engage in any transaction in which ~~he or she~~they has a financial interest, direct or indirect, with the Board unless the transaction is disclosed publicly and determined to be lawful. No member of the Board of Directors shall assist anyone in any action that is adverse to the Agency.

Wherever a member of the Board has a potential conflict of interest in an action before the Board, the member, or any other Board member, shall declare to the Board the nature of the potential conflict prior to participating in the action review. A majority of the Board may, if there is a potential conflict of interest in their judgment preventing the member from a fair and objective review of the case, remove the member from participation in the action.

A member of the Board of Directors experiencing a conflict of interest shall, upon consideration, abstain from voting on the matter, keep out of any deliberations on the matter and leave any chamber in which such deliberations are to take place. The member shall not discuss the matter privately with any fellow officials. The reason for their abstention from voting, for good and sufficient reasons, shall be announced to the Board upon call of any member of the Board of Directors.

8. Parliamentary Procedures:

All meetings and hearings shall be governed by Roberts Rules of Order except as otherwise provided in these By-Laws or by State law.

9. Order of Business:

The regular order of business generally is as follows:

- Call to Order (determination of quorum)
- Approval of Agenda (ask for corrections, additions/omissions)

Chair's Report
Public Comment
Consent Agenda
 Approval of Minutes
 Approval of Expenditures and Disbursements

Presentations
New Business / Unfinished Business
Public Hearing on new or unfinished business prior to a vote by the board
Director's report
Good of the Order
Executive Session
Adjournment

10. Consent Agenda:

The consent agenda is a tool used to streamline Board meeting procedures by collecting routine, non-controversial items into a group whereby all are passed with a single motion and vote. No debate is allowed on the consent agenda or any item included in it. The motion for adoption must receive unanimous approval. Consent items may be read by title only in the body of a single consent agenda resolution. However, any Board member can have an item removed from the consent agenda for separate consideration. In addition, any citizen from the public attending a regular Board meeting may request that an item be removed from the consent agenda, read completely, and voted on independently. The Board can approve or deny such a request. The remainder of the consent agenda can be voted on, omitting the challenged items.

11. Public Comment:

A citizen comment period will be scheduled at each regular public Board meeting. Citizens will have the opportunity to directly address the Board on matters germane to its functions, provided such address does not exceed three (3) minutes, unless otherwise ordered by the Chair with concurrence of the Board. During the address, no dialog between citizens and Board members or staff will occur. Upon conclusions of the address, Board members will be given the opportunity by the Chair to question and respond to the citizen. Staff will only respond to the citizen at the direction of the Chair. The Chair has the discretion to reopen Public Comment at any point.

12. Public Hearings:

All public hearings are to be open to the public and shall meet legal requirements as to publication, posting, timing and number of public notices. A sign-up list shall be provided to document attendance and identify persons wanting to make oral comments during the hearing. The procedure for the public hearing shall be generally as follows:

a) Hearings Before the Board:

1. Executive Director or designated staff presents a summary introduction of the factual background of the subject for the information of the Board and others in attendance.

2. Chair instructs the public regarding submission of factual relevant, non-repetitive material and requests each speaker state their name, address, and interest in the subject.
3. Chair opens the hearing and invites attendees, who have signed up to speak, to present their oral or written comments under an allotted time. Board members may pose questions, through the Chair, at the close of each presentation.
4. Public hearing is closed by the Chair with an indication, for the public, of the procedure to be followed by the Board. In no case shall the Board reach a decision before the testimony is completed. The Board will provide direction to the Executive Director to finalize the decision and mail it to interested parties. If, for any reason, a hearing cannot be completed at a single session, the adoption of a motion to continue to another time shall be deemed sufficient legal notice to all parties who may be affected.
5. Written comments will be accepted by the Board until the close of the posted comment period.

b) Other Hearings:

1. Hearing officer, Executive Director, or designated staff presents a summary introduction of the subject for the information for those in attendance.
2. Hearing officer or designated staff instructs the public regarding submission of factual relevant, non-repetitive material and requests each speaker state their name, address and interest in the subject.
3. Hearing officer or designated staff acts as the moderator and invites attendees, who have signed up to speak, to present oral or written comments under an allotted time.
4. Public hearing is closed by the hearing officer with an indication, for the public, of the procedure to be followed by the hearing officer in making a decision.
5. Staff will compile and address all questions and comments made during the public comment period and hearing. These comments and questions will be taken into consideration by the Hearing Officer or designated staff prior to a final decision being made.
6. The hearing officer shall report to the Board of Directors the following Board meeting of the decision reached.

13. Director's Report

The Director's Report shall include any Agency update, by department. Upon conclusion of each item, Board members will be given the opportunity, by the Chair, to ask questions of staff or the Executive Director.

14. Minutes and Record:

Minutes shall contain a complete record of motions, resolutions, findings of fact and other determinations of the Board, and shall also contain the usual details of time, place, type of meeting, members and officers present, speakers, and their addresses, records of roll call, votes, etc. Minutes shall be signed by the Executive Director when prepared and validated by the signature of the Chair when approved by the Board.

The Executive Director or designee is responsible for sending each member a copy of the minutes in the same mailing with the ensuing agenda.

Actions of the Board requiring written execution, such as formal resolutions, may be drawn up the by the Executive Director or designated staff prior to the action being taken. Signatures of the Chair and a minimum of two other Board members shall be sufficient to validate such resolution or documents.

15. Notice – Agenda:

It is the duty of the Executive Director or designee to make available a copy of the agenda to each member of the Board of Directors on or before the Monday preceding the regular meeting day. Notice of the time, place and agenda for continued or special meetings shall be given as far as possible in advance, although notice by telephone (email or facsimile) shall suffice in the event of an emergency.

16. Public Records:

All public records of the Agency are available for public inspection and copying at its office located at 2940 Limited Lane NW, Olympia, Washington.

Availability of public records is subject to requirements and exemptions of Chapter 42.56 RCW and other statutes that exempt or prohibit disclosure of specific information or records.

17. Amendment:

These By-Laws may be amended by a two-third vote of the full Board at a regular meeting, provided notice of the motion has been made available, to the Board members, prior to the next regular Board meeting.

18. Olympic Region Clean Air Agency Board Member Handbook:

Adopted by reference.

APPROVED BY:

Chairman of the Board

member

member

APPROVED and SIGNED this ____ day of _____ 20__
DATE Page 7 of 7

Options for Changes to ORCAA Bylaws Regarding Remote Attendance

Option 1 – Reduced Remote Attendance

Quorum – Alternate – Voting – Attendance – Conflict of Interest

A majority of the entire Board of Directors constitutes a quorum for the conduct of regular business.
~~RCW 70.9.130~~RCW 70A.15.2030.

Any member of the Board of Directors may designate an alternate to serve on the Board in ~~his or her~~their place with the same authority as the member when ~~he or she~~they is are unable to attend. ~~RCW 70.94.130~~RCW 70A.15.2030. ~~The attendance of any such designee shall not constitute a remote attendance for purposes of these bylaws.~~

There may be occasions when a member of the Board of Directors needs to attend meetings ~~by phone~~remotely. ~~Phone Remote~~ attendance may be accomplished either by remote teleconference (i.e. contemporaneous audio and video transmission) or by telephone and is limited to ~~50~~20% of the total scheduled meetings of the Board per year unless there are extenuating circumstances. Members who wish to attend ~~by phone~~remotely shall provide notice to the Executive Director in advance of the meeting. It is preferred that members who wish to attend ~~by phone~~remotely will use telepresence/virtual remote teleconference meetings or other technology that is compatible with ORCAA systems. Board members who participate via remote teleconference ~~will be~~are responsible ~~to for~~supplying any all necessary equipment to be compatible.

Option 2 – Increased Remote Attendance

Quorum – Alternate – Voting – Attendance – Conflict of Interest

A majority of the entire Board of Directors constitutes a quorum for the conduct of regular business.
~~RCW 70.9.130~~RCW 70A.15.2030.

Any member of the Board of Directors may designate an alternate to serve on the Board in ~~his or her~~their place with the same authority as the member when ~~he or she is~~they are unable to attend. ~~RCW 70.94.130~~RCW 70A.15.2030.

There may be occasions when a member of the Board of Directors needs to attend meetings ~~by phone~~remotely. ~~Phone Remote~~ attendance may be accomplished either by remote teleconference (i.e. contemporaneous audio and video transmission) or by telephone. ~~is limited to 50% of the meetings per year unless there are extenuating circumstance.~~ Members who wish to attend ~~by phone~~remotely shall provide notice to the Executive Director in advance of the meeting. It is preferred that members who wish to attend ~~by phone~~remotely will use telepresence/virtual remote teleconference meetings or other technology that is compatible with ORCAA systems. Board members who participate via remote teleconference ~~will be~~are responsible ~~to for~~supplying any all necessary equipment to be compatible.

Inspections Completed

Between 6/4/2021 and 7/8/2021

Insp. Date	Inspection Type	File #	Source Name	Location	Warning	NOV Issued
AM						
06/23/2021	Full Compliance Evaluation	475	WEYERHAEUSER NR RAYMOND LUM	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>
AMF						
06/10/2021	Source Test	341	PORT ANGELES HARDWOOD LLC	PORT ANGELES	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	517	RT LONDON CO	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	721	LACEY COLLISION CENTER INC	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	117	MARTIN WAY COLLISION	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Full Compliance Evaluation	779	GERBER COLLISION & GLASS - OLYM	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Full Compliance Evaluation	1061	CAPITAL COLLISION	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Full Compliance Evaluation	722	FOUR STAR ACCESSORY OVERHAUL	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Full Compliance Evaluation	290	PUGET SOUND AUTO BODY	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Full Compliance Evaluation	134	INTERIOR WOOD PRODUCTS 2	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Full Compliance Evaluation	1063	INTERIOR WOOD PRODUCTS	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Full Compliance Evaluation	239	RAVENS BREW COFFEE INC	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Full Compliance Evaluation	133	MUTUAL - TARGET LLC - TUMWATER	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Investigation	0	FOREVER POWDER COATING CUSTOM	Olympia	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Full Compliance Evaluation	181	APEX COLLISION SERVICES INC	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Full Compliance Evaluation	301	OLYMPIC MOUNTAIN MILLWORKS	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Full Compliance Evaluation	331	PROGLASS INC	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Full Compliance Evaluation	1188	SUNLIGHT WOODENWORKS	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
MS						
06/09/2021	Full Compliance Evaluation	1010	PENINSULA SANITATION SERVICE INC	ILWACO	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	940	PACIFIC COUNTY PUBLIC TRANSPORT	SEAVIEW	<input type="checkbox"/>	<input type="checkbox"/>
06/16/2021	Full Compliance Evaluation	647	WILLIS ENTERPRISES - MOON ISLAND	HOQUIAM	<input type="checkbox"/>	<input type="checkbox"/>
06/16/2021	Full Compliance Evaluation	409	CUSTOM FIBERGLASS	ABERDEEN	<input type="checkbox"/>	<input type="checkbox"/>

Insp. Date	Inspection Type	File #	Source Name	Location	Warning	NOV Issued
06/18/2021	Full Compliance Evaluation	716	BERGSTROM FOUNDRY	ABERDEEN	<input type="checkbox"/>	<input type="checkbox"/>
06/23/2021	Full Compliance Evaluation	475	WEYERHAEUSER NR RAYMOND LUM	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>
TG						
06/07/2021	Full Compliance Evaluation	313	COVABRELLI COFFEE LLC	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	923	JERRYS AUTOMOTIVE & TOWING	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	890	VILLAGE MART	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	114	OLYMPIA CAMPGROUND	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	121	SCOTT LAKE GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2021	Full Compliance Evaluation	937	TRI LAKE MARKET	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2021	Full Compliance Evaluation	203	CITY OF TUMWATER - GENERATORS	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2021	Full Compliance Evaluation	466	NORTHWEST CANNABIS SOLUTIONS	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2021	Full Compliance Evaluation	1206	LOWES HIW INC - YELM HWY CORPOR	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2021	Full Compliance Evaluation	381	LACEY CITY HALL	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
06/21/2021	Full Compliance Evaluation	306	INTERCITY TRANSIT-PATTISON BASE	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
06/21/2021	Full Compliance Evaluation	242	OLYMPIC CREST COFFEE ROASTING	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	579	LITTLEROCK GROCERY	LITTLEROCK	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	988	OLYMPIA SCHOOL DISTRICT	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	1195	WSDOT - TEF 313 TUMWATER WSP	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	1191	WSDOT - TEF 319 MOTTMAN	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2021	Full Compliance Evaluation	1034	WSDOT - TEF 301 TUMWATER	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Full Compliance Evaluation	986	YELM READY MIX	YELM	<input type="checkbox"/>	<input type="checkbox"/>

Asbestos Permit Status Report

Permit #	Rec'd	Site Address	County	Completion Date
20ASB007002	2/12/2020	1515 W Main St	Grays Harbor	3/18/2020
20ASB007135	6/11/2020	103 School St	Grays Harbor	6/20/2021
20ASB007197	8/1/2020	23 Robbins Road	Jefferson	8/1/2021
20ASB007244	9/18/2020	1807 9th Ave SW	Thurston	11/25/2020
20ASB007252	9/28/2020	2928 Lybarger St SE	Thurston	9/30/2021
20ASB007257	10/7/2020	8935 Pacific Ave SE10	Thurston	10/26/2020
20ASB007269	10/19/2020	700 Wood Ave	Grays Harbor	12/31/2020
20ASB007321	12/4/2020	See List	Thurston	12/31/2021
21ASB007351	1/7/2021	1902 Marine Drive	Clallam	12/31/2021
21ASB007365	1/21/2021	402 W Yelm Ave	Thurston	4/30/2021
21ASB007389	2/2/2021	5402 Sleater Kinney Rd NE	Thurston	2/11/2021
21ASB007393	2/3/2021	3512 SE 48th Ct	Thurston	8/17/2021
21ASB007409	2/15/2021	121 Log Yard Rd	Mason	2/26/2021
21ASB007413	2/17/2021	1634 Ocean Beach Rd	Grays Harbor	3/12/2021
21ASB007424	2/23/2021	4040 Pacific AveSE	Thurston	3/26/2021
21ASB007426	2/23/2021	4003 8th Ave SE	Thurston	3/26/2021
21ASB007433	2/26/2021	1202 Fones Rd	Thurston	6/30/2021
21ASB007436	3/2/2021	7915 Ellison Lp NW	Thurston	3/12/2021
21ASB007441	3/8/2021	4002 Pacific Ave SE	Thurston	5/28/2021
21ASB007442	3/8/2021	909 Sleater Kinney Rd	Thurston	5/28/2021
21ASB007488	4/5/2021	13849 Yelm Hwy SE	Thurston	9/30/2021
21ASB007490	4/6/2021	1438 W Hwy 101	Clallam	4/19/2022
21ASB007505	4/12/2021	2004 Allegro Dr SE	Thurston	4/14/2021
21ASB007516	4/26/2021	100 Mill Rd	Jefferson	12/31/2021
21ASB007526	4/29/2021	1650 Circle Lane SE #223	Thurston	5/19/2021
21ASB007528	4/30/2021	928 Poplar St - House B	Thurston	7/10/2021
21ASB007531	4/30/2021	2260 Division St Unit 23	Thurston	5/13/2021
21ASB007532	5/3/2021	107 7th Ave SE	Thurston	6/30/2021
21ASB007533	5/4/2021	261321 Hwy 101	Clallam	6/4/2021
21ASB007534	5/4/2021	261351 Hwy 101	Clallam	6/4/2021
21ASB007538	5/6/2021	902 Thomas St	Grays Harbor	8/31/2021
21ASB007545	5/14/2021	217 E C Street	Mason	6/25/2021
21ASB007546	5/14/2021	1559 Brown St SE	Thurston	6/30/2021

Permit #	Rec'd	Site Address	County	Completion Date
21ASB007554	5/21/2021	401 Capitol Way South	Thurston	7/31/2021
21ASB007556	5/24/2021	2721 McCann Plaza (Lab II Bldg)	Thurston	7/30/2021
21ASB007559	5/25/2021	6149 63rd Ave NE	Thurston	7/31/2021
21ASB007564	5/30/2021	2230 Thurston Ave NE	Thurston	6/20/2021
21ASB007566	6/1/2021	537 N Main	Grays Harbor	6/8/2021
21ASB007568	6/3/2021	1835 Circle Loop	Thurston	5/31/2022
21ASB007569	6/3/2021	6023 7th Avenue SE	Thurston	7/2/2021
21ASB007570	6/4/2021	2933 Smith Anderson Rd	Pacific	8/10/2021
21ASB007571	6/4/2021	210 Kacee Way	Clallam	6/4/2022
21ASB007572	6/4/2021	3444 Martin Way E	Thurston	6/16/2021
21ASB007574	6/7/2021	8844 Gate Rd SW	Thurston	6/25/2021
21ASB007575	6/9/2021	308913 US Hwy 101	Jefferson	7/7/2021
21ASB007576	6/9/2021	2354 E 5th Ave	Clallam	7/8/2021
21ASB007577	6/10/2021	467 St Rt 105	Pacific	7/20/2021
21ASB007578	6/10/2021	461 St Rt 105	Pacific	7/20/2021
21ASB007580	6/11/2021	194 Airport Rd	Pacific	7/30/2021
21ASB007582	6/14/2021	1422 Evergreen Park Ln SW	Thurston	6/15/2021
21ASB007584	6/15/2021	8940 Figberry Ct	Thurston	7/30/2021
21ASB007585	6/15/2021	110 Heslep Lane	Grays Harbor	7/9/2021
21ASB007586	6/16/2021	129 Taylor St	Jefferson	12/31/2021
21ASB007587	6/16/2021	149 Chinook Valley Rd	Pacific	7/2/2021
21ASB007588	6/17/2021	94 Fitzgerald Rd	Grays Harbor	7/2/2021
21ASB007589	6/17/2021	9246 Almond Ct SE	Thurston	6/21/2021
21ASB007590	6/17/2021	2090 Place Rd	Clallam	7/6/2021
21ASB007591	6/18/2021	4007 8th Ave SE	Thurston	9/3/2021
21ASB007593	6/18/2021	110 Victoria View St	Clallam	7/2/2021
21ASB007594	6/22/2021	1910 Evergreen Park Dr Condo 100	Thurston	7/30/2021
21ASB007595	6/22/2021	1220 Beckett Point Rd	Jefferson	8/31/2021
21ASB007596	6/28/2021	430 E Emerald Lake Dr	Mason	7/2/2021
21ASB007597	6/29/2021	1650 Circle Lane	Thurston	7/16/2021
21ASB007598	6/29/2021	5500 Martin Way E	Thurston	7/30/2021
21ASB007599	6/29/2021	1057 Ocean Beach Rd	Grays Harbor	7/28/2021
21ASB007600	6/1/3021	2441 66th Ave NW	Thurston	7/16/2021
21ASB007601	7/2/2021	3716 N Place	Pacific	9/1/2021
21ASB007602	7/3/2021	856 Mt St Helens Loop SE	Grays Harbor	7/10/2021
21ASB007603	7/5/2021	2417 W 19th Street	Clallam	8/31/2021

Permit #	Rec'd	Site Address	County	Completion Date
21ASB007604	7/6/2021	Microwave Tower ID #10950 - 46.8	Thurston	10/31/2021
21ASB007605	7/6/2021	1146 40th Ave SE	Thurston	7/7/2021
21ASB007606	7/6/2021	2115 Friendly Grove Rd	Thurston	11/15/2021

Demolition Notifications received between 6/4/2021 and 7/8/2021

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
21DEM006125	6/4/2021		210 Kacee Way	Port Angeles		<input checked="" type="checkbox"/>	21ASB007571
21DEM006126	6/8/2021		2901 Oak Bay Rd	Port Hadlock	NO SURVEY as of 6/11/21	<input type="checkbox"/>	ASB
21DEM006127	6/8/2021		1819 262nd Lane	Ocean Park		<input checked="" type="checkbox"/>	ASB
21DEM006128	6/8/2021		4773 SR 109	Moclips	No survey attached - indicates asbe	<input type="checkbox"/>	ASB
21DEM006129	6/9/2021		285 Nickelbush Lane	Quilcene		<input checked="" type="checkbox"/>	ASB
21DEM006130	6/9/2021	TG	810 NE Dewatto Beach Dr	Tahuya	ER Req't - Letter and fees rec'd. E	<input checked="" type="checkbox"/>	ASB
21DEM006131	6/10/2021		4596 Deer Park Rd	Port Angeles		<input checked="" type="checkbox"/>	ASB
21DEM006132	6/10/2021	MS	467 St Rt 105	Raymond		<input checked="" type="checkbox"/>	21ASB007577
21DEM006133	6/10/2021	MS	461 St Rt 105	Raymond		<input checked="" type="checkbox"/>	21ASB007578
21DEM006134	6/11/2021		312 Pioneer Road	Long Beach		<input type="checkbox"/>	ASB
21DEM006135	6/11/2021		7030 Steamboat Island Rd NW	Olympia		<input checked="" type="checkbox"/>	ASB
21DEM006136	6/14/2021		3914 Meridian Rd SE	Olympia		<input checked="" type="checkbox"/>	ASB
21DEM006137	6/15/2021	MS	3737 North Shelton Springs Rd	Shelton	NO survey w/app.	<input type="checkbox"/>	ASB
21DEM006138	6/15/2021	RTM	460 W Enterprise Rd	Shelton		<input checked="" type="checkbox"/>	ASB
21DEM006139	6/15/2021		8940 Figberry Ct	Yelm		<input checked="" type="checkbox"/>	21ASB007584
21DEM006140	6/16/2021		7720 Pickering Ln	Olympia		<input checked="" type="checkbox"/>	ASB
21DEM006141	6/18/2021		261321 US Hwy 101	Sequim		<input checked="" type="checkbox"/>	21ASB007533
21DEM006142	6/18/2021		261361 US Hwy 101	Sequim		<input checked="" type="checkbox"/>	ASB
21DEM006143	6/18/2021		261351 US Hwy 101	Sequim		<input checked="" type="checkbox"/>	21ASB007534
21DEM006144	6/21/2021		2062 Place Rd	Port Angeles		<input checked="" type="checkbox"/>	ASB
21DEM006145	6/22/2021		4040 Pacific Ave SE	Lacey		<input checked="" type="checkbox"/>	21ASB007424
21DEM006146	6/22/2021		909 Sleater Kinney Rd SE	Lacey		<input checked="" type="checkbox"/>	21ASB007442
21DEM006147	6/22/2021		4007 SE 8th Ave	Lacey		<input checked="" type="checkbox"/>	21ASB007591

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
21DEM006148	6/22/2021		50 W Fitchburg	Port Hadlock		<input checked="" type="checkbox"/>	ASB
21DEM006149	6/22/2021		4003 SE 8th	Lacey		<input checked="" type="checkbox"/>	21ASB007426
21DEM006150	6/22/2021		4002 Pacific Ave SE	Lacey		<input checked="" type="checkbox"/>	21ASB007441
21DEM006151	6/22/2021		4022 Pacific Ave SE	Lacey		<input checked="" type="checkbox"/>	ASB
21DEM006152	6/22/2021		1220 Beckett Point Rd	Port Townsend		<input checked="" type="checkbox"/>	21ASB007595
21DEM006153	6/22/2021		149 Chinook Valley Rd	Chinook		<input checked="" type="checkbox"/>	21ASB007587
21DEM006154	6/23/2021		16608 Pleasant Beach Dr SE	Yelm		<input checked="" type="checkbox"/>	ASB
21DEM006155	6/28/2021	TG	142 Funk & Ballard	Sekiu		<input checked="" type="checkbox"/>	ASB
21DEM006156	7/1/2021		460 E Treasure Island Drive	Allyn		<input checked="" type="checkbox"/>	ASB
21DEM006157	7/2/2021		3716 N Place	Seaview		<input type="checkbox"/>	21ASB007601
21DEM006158	7/6/2021		600 Fern Hill Road	Forks		<input checked="" type="checkbox"/>	ASB
21DEM006159	7/7/2021	MS	647 East Robert Bush Dr	South Bend	Walk in South Bend.	<input type="checkbox"/>	ASB
21DEM006160	7/7/2021		642 Ward Road	Sequim	Indicated asb present - no notificati	<input type="checkbox"/>	ASB



Current ORCAA Land Clearing Burn Permits

FireDistrict	Expiration	#	Burn Site Address	City
GHFD #5, Porter/Elma/Satsop	7/9/2021	5243	69 S Bank Rd	Elma
TFD #1, Rochester	7/14/2021	5249	18647 Joselyn Rd SW	Rochester
TFD #11, Littlerock	7/11/2021	5247	12414 Waddell Creek Rd SW	Olympia
TFD #13, Griffin	7/8/2021	5241	4318 Steamboat Island Rd NW	Olympia
TFD #2, Yelm	7/10/2021	5245	14715 119th Way SE	Yelm
	7/10/2021	5242	16471 SE 153rd	Yelm
TFD #8, South Bay	7/14/2021	5229	5521 Hawks Prairie Road NE	Olympia

Complaint Report for period from 6/4/2021 to 7/8/2021

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/Demo	Marijuana	Other
County:													
06/07/2021	unknown		RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/12/2021	TBD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/23/2021	tbd		RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/23/2021	unknown		AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/26/2021	Unknown	Hoodsport	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/27/2021	Unknown	Hoodsport	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/28/2021	Joint Base Lewis McCord		RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/30/2021	Kenneth and Joshua Cayo - owners	Tahuya	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County: Clallam													
06/13/2021	Unknown	Port Angeles	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/17/2021	Bryan & Jennifer Canepa	Sequim	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/06/2021	Bryan & Jennifer Canepa	Sequim	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/07/2021	Cascade Bark	Sequim	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County: Grays Harbor													
06/11/2021	Beth Troseth - owner	ABERDEEN	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/11/2021	Cynthia Keller	HOQUIAM	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/14/2021	Cynthia Keller	HOQUIAM	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/14/2021	Elva Holbrook	ABERDEEN	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/18/2021	John McKinley	HOQUIAM	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
06/27/2021	Unknown - railroad operation	McCleary	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/28/2021	Daniel K Baldwin C/O Lloyddeen Crossman	Westport	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/03/2021	Unknown	Ocean Shores	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	burn ban
07/05/2021	Unknown	Ocean Shores	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County: Jeffers on													
06/24/2021	Unknown	Quilcene	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/24/2021	Unknown	Quilcene	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/ Demo	Marijuana	Other
06/28/2021	Doreen White	Port Townsend	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County: Mason													
06/08/2021	Sebastian Marcos	BELFAIR	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/06/2021	Kurt Harmon	Shelton	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Burn Ban
County: Pacific													
06/04/2021	Melinda Sparks and Roger Hauge	Ilwaco	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/04/2021	Shawn Fuller	South Bend	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/07/2021	Duane Sullivan	Ocean Park	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/09/2021	Jacob Smart - Coastline Builders LLC	Ocean Park	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
06/18/2021	Joe and Nelly Woods	Raymond	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/01/2021	PACIFIC GRO Plant	RAYMOND	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/08/2021	Rosemary Lee	Seaview	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County: Thurston													
06/05/2021	Michael Parks	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/07/2021	Alexandr Sava	Lacey	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/07/2021	David Gross	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/08/2021	Jennifer Martinez	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/08/2021	Unknown-Tenants or Transients	Tumwater	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/09/2021	Taylor, Rachel & Thomas	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/16/2021	David James	Rochester	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/17/2021	Andrew & Dollie Cook	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/17/2021	Sophie Hendry	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/17/2021	TBD	Olympia	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/18/2021	TBD	Yelm	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/19/2021	Unown	Olympia	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/20/2021	Christian Martin - Tenant	Olympia	FLM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/20/2021	Sharon Wolfe	Lacey	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/20/2021	Unknown	Olympia	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/21/2021	Resident(s)	Lacey	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/21/2021	TBD	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/22/2021	Louis & Louisa Estrada	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/22/2021	Masit Matisons	Lacey	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/ Demo	Marijuana	Other
06/24/2021	Unknown	Lacey	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	CRUZ, ANTHONY J & TAMMY SIGUENZA	Yelm	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	PRATT, WILLIAM & BUENTELLO, ALEXA	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	PRATT, WILLIAM & BUENTELLO, ALEXA / Resident(s)	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Unknown	Centralia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2021	Unknown	Centralia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/28/2021	Kurt Hoines- Brumback & Nick Bash	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/29/2021	Ashleigh Nicole Dexter	Yelm	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/29/2021	David Gross	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Alden Johnson	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Helen Bloodsaw-Luther	Olympia	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	SOUTHWELL, JAMES E	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2021	Universal Word Processing - Babette Townsend	Olympia	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Michael & Diane Wenzel	Tumwater	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Ronald & Susan Devine	Yelm	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2021	Unknown	Yelm	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/02/2021	Hazel Willmarth	Tumwater	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/02/2021	Lee & Babbette L Townsend	Olympia		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/02/2021	Shuttuck, David & Bradley, David/ Tenants	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/03/2021	SULLIVAN, MATTHEW A & KIMBERLY D	Rainier	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2021	Resident(s)	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/06/2021	Squatter - John	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/07/2021	ARREZA, PEDRO R & CRISTY M	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOV Monthly Report

For the period 6/4/2021 to 7/8/2021

NOV #	Name	County	Regulation(s)	NOV Issued	Total Due	Date Paid	
3952	JONASON	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	02/20/2020	\$500.00	6/9/2021
3955	PARKER	CLALLAM	Rule 6.3.2(b)	Demo without AHERA survey	02/27/2020	\$1,000.00	7/2/2021
4082	CONTINUUM	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/02/2020	\$3,500.00	7/7/2021
4114	LUMSDEN	GRAYS HARBOR	Rule 6.3.2(a)	Asbestos Survey required for Renovation	02/05/2021	\$600.00	6/29/2021
4115	SKELLY	GRAYS HARBOR	Rule 6.3.4(a)	asbestos/demo work with notification/fee	02/09/2021	\$10,000.00	
			Rule 6.3.9(a)	Asbestos project by non-certified workers			
			Rule 6.3.8(a)	Asbestos Removal Prior to Renovation/Demolition			
			Rule 6.3.9(b)(1)	Asbestos Work Practices - Controlled Area			
			Rule 6.3.9(b)(10)	Asbestos Work Practices - Disturbance			
4127	ASCENSUS SPECIALTIES LLC	GRAYS HARBOR	Rule 6.1.8	Conditions in Approval Orders Enforceable	04/08/2021	\$2,000.00	6/28/2021
			Rule 4.3(d)	Annual Reporting			
4134	WOLFE	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympia Tumwater	03/19/2021	\$250.00	
4135	EVERGREEN STATE COLLEGE	THURSTON	Rule 4.3(c)	Annual and/or Periodic Reports	03/18/2021	\$500.00	7/7/2021
4138	SAFEWAY - PORT TOWNSEND #4608	JEFFERSON	Rule 6.1(a)	Failure to have an Approval Notice of Construction	04/15/2021	\$500.00	
4140	PYRAMID MATERIALS - SHELTON	MASON	Rule 4.3(d)	Annual Reporting	05/12/2021	\$500.00	
4141	WILSON	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	04/09/2021	\$1,000.00	
4142	TRASH REMOVAL SERVICES LLC	MASON	Rule 6.3.4(a)	asbestos/demo work with notification/fee	04/15/2021	\$1,000.00	
4143	FITZPATRICK	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympia Tumwater	04/20/2021	\$250.00	
4145	BEEBEE	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	04/20/2021	\$250.00	
			Rule 6.2.3	Cities and UGA--No Residential or Land Clearing burning			
			Rule 6.2.7(c)	No burning Lacey Olympia Tumwater			
4146	SCHUMATE	THURSTON	Rule 6.2.8(c)(4)	Landclearing burn without permit	04/20/2021	\$500.00	
4149	BLACK LAKE RESOURCES LLC - G.O. PORTABLE	THURSTON	Rule 4.3(c)	Annual and/or Periodic Reports	05/11/2021	\$500.00	
			Rule 4.3(d)	Annual Reporting			

NOV #	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
4153	KLINE JR.	THURSTON	Rule 6.2.8(c)(7)	Required Permit in Thurston County	05/11/2021	\$250.00	
4155	PETERSON	CLALLAM	Rule 6.2.5(a) Rule 6.2.3	Burning Prohibitives Cities and UGA--No Residential or Land Clearing burning	05/12/2021	\$5,000.00	
4164	CROWN CORK & SEAL CO INC	THURSTON	Rule 5.1(d) Rule 6.1.8	Operating Permit Program Compliance Conditions in Approval Orders Enforceable	06/09/2021		
4169	MCKINLEY	GRAYS HARBOR	Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work with notification/fee	06/24/2021		
4170	MCKINLEY	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	06/24/2021		
4171	BUILDERS LLC - JACOB SMART	PACIFIC	Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work with notification/fee	06/24/2021		
4173	MARTIN	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	06/28/2021		
Total:						\$76,100.00	

Industrial / Commercial Air Permits

Pending and Final Permits for period from 06/04/2021 to 07/08/2021

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
REG GRAYS HARBOR LLC	HOQUIAM	NOC	21NOC1481	Manufacturing	replace thermal oxidizer and add dust control system	AM	3/2/2021	final permit delivered	6/24/2021
ACI BOATS	PORT TOWNSEN	NOC	21NOC1472	Fiberglass/Marine Services		AM	2/19/2021	draft pending internal review	6/4/2021
AMAZON.COM SERVICES LLC	LACEY	NOI	21NOI1509	Retail Services	install 8 temporary engines	MVG	6/23/2021	hand off for final signatures	7/8/2021
ARTIFACT PUZZLES LLC	PORT TOWNSEN	NOC	21NOC1484	Wood Products	Laser Cut Jigsaw Puzzles	LEW	2/22/2021	incomplete application - waiting on data response	3/10/2021
BRUMFIELD CONSTRUCTION	PORTABLE	NOC	21NOC1504	Sand and Gravel	obtain a General Rock Crusher Order	AM	6/24/2021	draft pending source review	7/7/2021
BRUMFIELD CONSTRUCTION	PORTABLE	NOC	21NOC1505	Sand and Gravel	obtain a General Rock Crusher Order	AM	6/24/2021	draft pending source review	7/7/2021
BWC TERMINALS	HOQUIAM	NOC	21NOC1507	Manufacturing	install boilers	AM	6/29/2021	draft pending internal review	7/8/2021
CAPITAL COLLISION CENTER	OLYMPIA	NOC	21NOC1510	Automotive Services	install spray booth	AM	6/30/2021	draft pending internal review	7/8/2021
CROWN CORK & SEAL CO INC	OLYMPIA	AOP	20AOP1446	Manufacturing	renew 15AOP1129	JAD	6/11/2020	draft in progress	12/1/2020
CROWN CORK & SEAL CO INC	OLYMPIA	NOI	21NOI1511	Manufacturing	trial of Sherwin Williams 51119AA & 51130AA Rimcoat	JAD	7/7/2021	on hold - pending initial payment	7/7/2021
CROWN CORK & SEAL CO INC	OLYMPIA	NOC	20NOC1451	Manufacturing	construct a third can production line at their metal beverage can manufacturing facility	JAD	8/10/2020	draft pending source review	7/7/2021

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
CUSTOM FIBERGLASS	ABERDEEN	NOC	20NOC1424	Automotive Services		AM	8/24/2020	on hold - waiting on another agency	4/27/2021
McKINLEY PAPER COMPANY	PORT ANGELES	AOP	18AOP1300	Printing/Paper Products	renew AOP (11AOP816)	MVG	9/4/2018	public noticing period initiated	6/29/2021
MOUNTAIN STONE AGGREGATE	TENINO	NOC	21NOC1478	Sand and Gravel	Establish a new rock crushing plant	LEW	2/10/2021	draft pending source review	3/19/2021
MOUNTAIN STONE AGGREGATE	TENINO	NOC	21NOC1478	Sand and Gravel	Establish a new rock crushing plant	LEW	2/10/2021	waiting on SEPA	3/19/2021
MURPHY COMPANY	ELMA	SMO	21SMO1496	Wood Products	change permit to Synthetic Minor Order	LEW	4/14/2021	incomplete application - waiting on data response	7/8/2021
MURPHY COMPANY	ELMA	NOC	21NOC1498	Wood Products	replace existing log conditioning tunnels.	LEW	5/3/2021	final pending final payment	7/7/2021
NASELLE ROCK CRUSHER - G.O.	PORTABLE	NOC	21NOC1492	Sand and Gravel	install a permanent crusher	AM	4/8/2021	hand off for final signatures	7/7/2021
OLYMPIC IRON WORKS LLC	OLYMPIA	NOC	21NOC1494	Metal Fabrication/Co	permit after-the-fact booth	AM	4/5/2021	incomplete application - waiting on data response	5/21/2021
OLYMPIC MEDICAL CENTER	PORT ANGELES	NOC	21NOC1499	Medical Facility	install 800kw standby generator	AM	5/25/2021	hand off for final signatures	7/7/2021
PANELTECH	HOQUIAM	AOP	20AOP1437	Printing/Paper Products	renew AOP 11AOP864	JAD	4/2/2020	draft in progress	12/1/2020
PETLAND CEMETERY	ABERDEEN	NOC	21NOC1503	Cremation	install another cremation unit	AM	6/10/2021	draft pending source review	6/23/2021
PKMM INC	LACEY	NOC	21NOC1476	Metal Fabrication/Coating	establish after the fact spray coating operation at their metal fabrication facility	AM	2/16/2021	hand off for final signatures	6/4/2021
PORT ANGELES HARDWOOD LLC	PORT ANGELES	NOC	21NOC1489	Wood Products	modify condition 4e of 05NOC411	AM	4/5/2021	hand off for final signatures	6/29/2021

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
RESURRECTION AUTO BODY AND	OLYMPIA	NOC	17NOC1251	closed/non-registered	install after-the-fact spray booth	AM	9/12/2017	on hold - pending initial payment	9/13/2017
SAFEWAY - BELFAIR #1571	BELFAIR	NOC	21NOC1502	Gasoline Distribution	remove stage 2	LEW	6/16/2021	completeness determination pending	7/1/2021
SAFEWAY - BELFAIR #1571	BELFAIR	NOC	21NOC1502	Gasoline Distribution	remove stage 2	LEW	6/16/2021	completeness determination pending	7/1/2021
SAFEWAY - PORT TOWNSEND #4608	PORT TOWNSEN	NOC	21NOC1501	Gasoline Distribution	removal of stage II	LEW	6/16/2021	draft in progress	7/6/2021
SAFEWAY - SEQUIM #1448	SEQUIM	NOC	21NOC1500	Gasoline Distribution	after the fact removal of stage II equipment	LEW	6/16/2021	completeness determination pending	7/1/2021
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	AOP	21AOP1491	Wood Products	renewal of 15AOP1084	AM	3/30/2021	draft in progress	5/4/2021
SIERRA PACIFIC INDUSTRIES -	SHELTON	RFC	19RFC1321	Wood Products	Align due dates for ACC and SAMR	MVG	2/1/2019	draft in progress	6/4/2021
SILVER SPRINGS ORGANICS LLC	RAINIER	NOR	20NOR1445	Composting	change conditions in 10NOC754	MVG	5/18/2020	incomplete application - waiting on data response	7/8/2021
SIMPSON DOOR CO	McCLEARY	RFC	19RFC1319	Wood Products	correct condition R2	MVG	1/30/2019	draft in progress	6/4/2021
THURSTON COUNTY WASTE	LACEY	NOC	21NOC1493	Landfill and Recycling	replace flares	AM	4/6/2021	final pending final payment	6/21/2021



Air Quality Monitoring Summary

June 2021

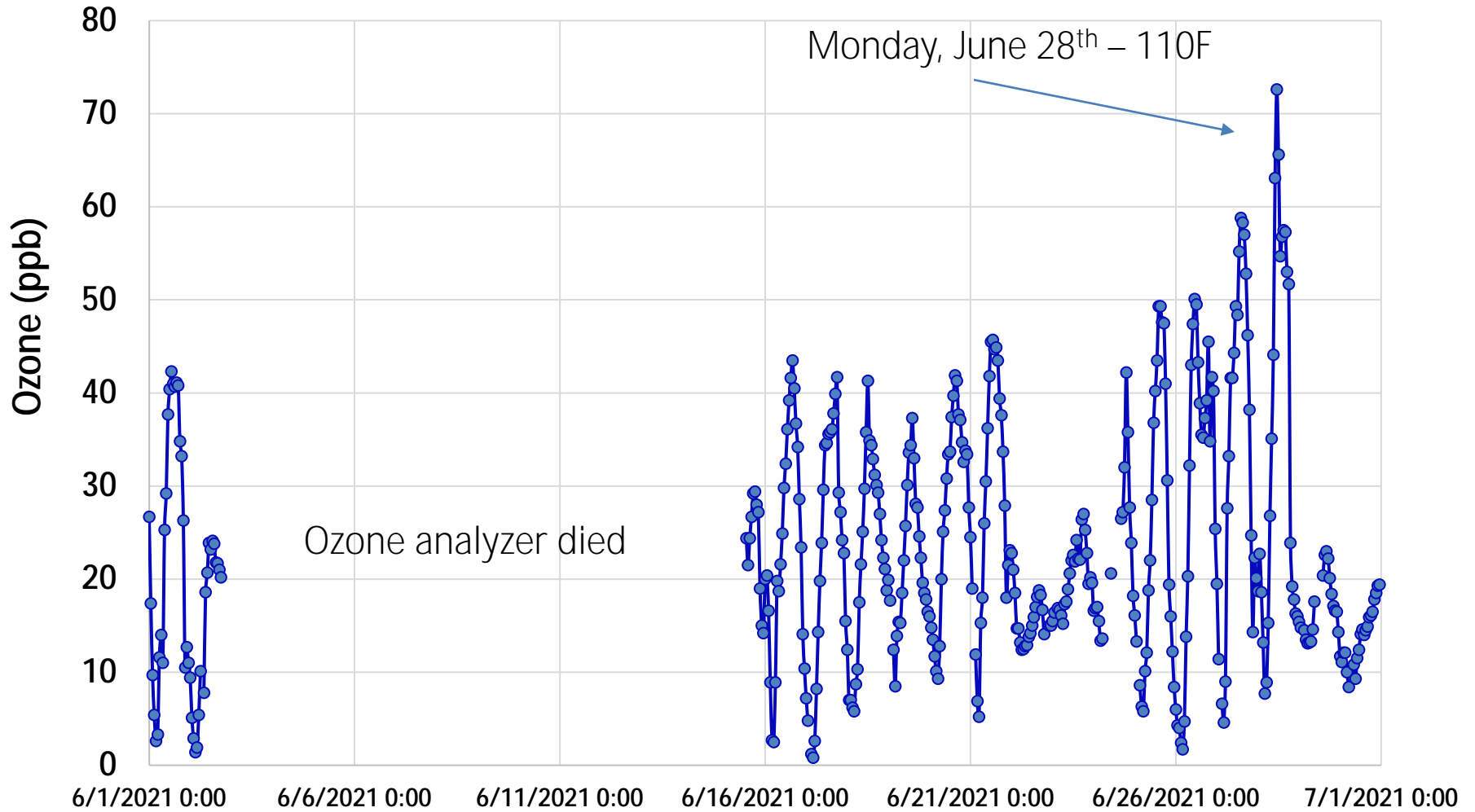
Odelle Hadley, PhD

June 2021 Air Quality Summary – PM2.5

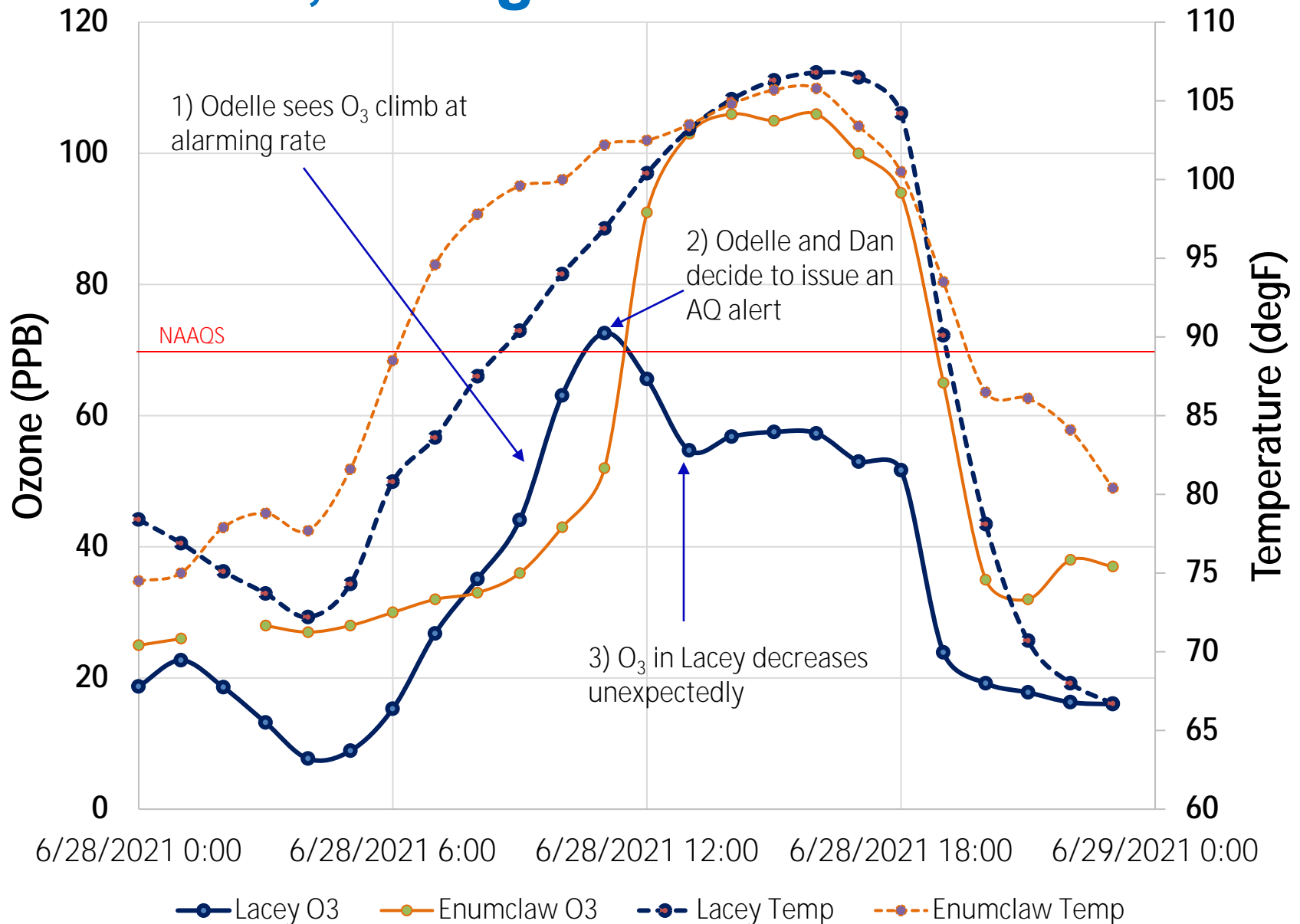
	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH
Aberdeen	1.9 $\mu\text{g m}^{-3}$	4 $\mu\text{g m}^{-3}$	12.9 $\mu\text{g m}^{-3}$	29	1			
Cheeka Peak	0.4 $\mu\text{g m}^{-3}$	1.9 $\mu\text{g m}^{-3}$	14.8 $\mu\text{g m}^{-3}$	29	1			
Lacey	1.6 $\mu\text{g m}^{-3}$	4.3 $\mu\text{g m}^{-3}$	20 $\mu\text{g m}^{-3}$	28	1	1		
Port Angeles	2.6 $\mu\text{g m}^{-3}$	4.6 $\mu\text{g m}^{-3}$	22 $\mu\text{g m}^{-3}$	29		1		
Port Townsend	2.5 $\mu\text{g m}^{-3}$	4.1 $\mu\text{g m}^{-3}$	19.1 $\mu\text{g m}^{-3}$	29	1			
Shelton ¹	1.1 $\mu\text{g m}^{-3}$	4.6 $\mu\text{g m}^{-3}$	19.5 $\mu\text{g m}^{-3}$	24	2			
Raymond	1.5 $\mu\text{g m}^{-3}$	3.2 $\mu\text{g m}^{-3}$	11.4 $\mu\text{g m}^{-3}$	30				

1) Lost 4 days of data when the datalogger crashed

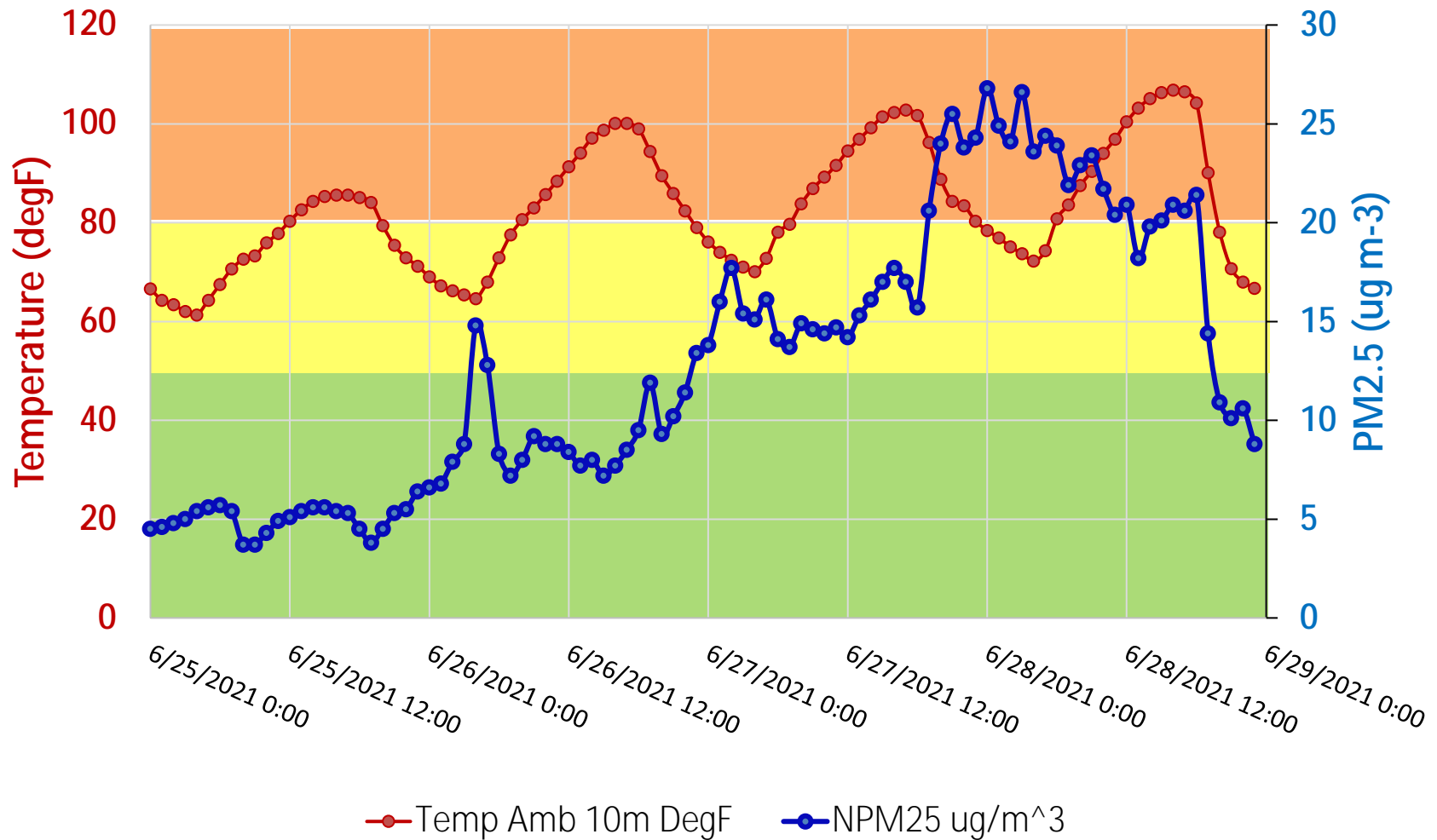
Thurston County Ozone – June 2021 (hourly)



Heat, sunlight and ozone alerts



A rare air quality problem for the PNW: photochemical smog – biogenic aerosol



Other Monitoring News

- 3 site visits to Cheeka Peak
 - Pull SO2 for repairs & replace CO with back-up
 - Annual ecology audit
 - Install SO2 after replacing lamp and driver board
 - Install primary CO after back-up failed (yes I'm whining just a little bit)
- Aberdeen and Port Angeles quarterly QC
- Lacey
 - Ozone analyzer board failed
 - Installed FRM ozone and transfer standard
 - Replaced lamp in transfer standard
- Assisted ECY with EtO study in Lacey, Raymond and Tacoma
- Chaired the NW Airquest annual meeting
 - Presented results from toxics study at the meeting
- Participated in state smoke blogger and forecaster co-ordination call

Contact

Odelle Hadley, Ph.D., Senior Monitoring Specialist
360-539-7610 x105

odelle.hadley@orcaa.org

<https://www.orcaa.org>



Historic Heatwave 101

+

What led the Pacific Northwest to experience the most severe heat event of the century?

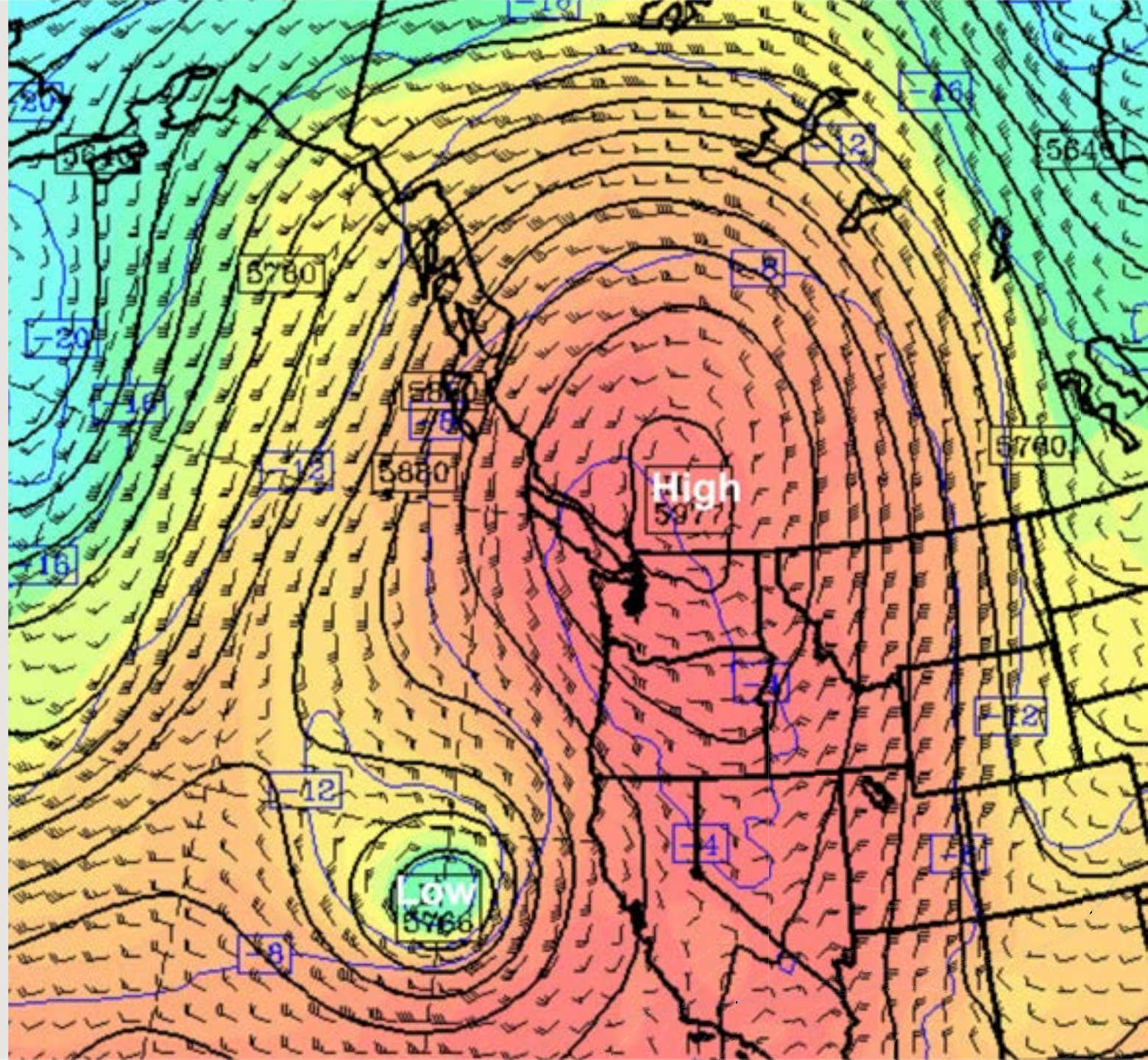
Overview of the Event

- + Max temps were 30-40 F above normal
 - + Quillayute hit 109F; normal high is 65 F
- + Olympia reached 109F (previous record of 105F)
- + Seattle hit 108F
 - + Hotter than it's ever been in Miami, Washington DC, or Atlanta

In the span of 3 days, Seattle accomplished what took 125 years to do:
Reaching 100 degrees on 3 separate occasions.

Ingredient 1: High Pressure Aloft

- 500hPa (~18,000 feet)
- *Sinking* air is associated with high pressure aloft
- *Sinking* air compresses, causing the air to warm



Ingredient 3: Time of Year

- + The sun is powerful
- + The days are long (meaning more time for solar heating)
- + No wildfire smoke in the skies

