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

Regular Meeting August 12, 2020 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 10, 2020
 - 2. Expenditures and Disbursements June 4, 2020 August 6, 2020

6. NEW BUSINESS

- 1. By-Laws amendment
- 2. Personnel Policy-Reduction in Force/Furlough
- 3. Rule 1.11 draft (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. Education and Outreach (Dan Nelson, Public Information Officer)
- 5. Finance/Administrative Update (Lynn Harding, Administrative Services Manager)
- 6. 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 10, 2020

Members present: Jim Cooper, City of Olympia (Chair)

Cynthia Pratt, City of Lacey (Vice Chair) Tim Crose for Mike Runyon, Pacific County

Wes Cormier, Grays Harbor County Greg Brotherton, Jefferson County Randy Neatherlin, Mason County Tye Menser, Thurston County

Members absent: Mary Ellen Winborn, Clallam County

Joan Cathey, City of Tumwater

Legal Counsel: Jeff Myers and Michael Throgmorton of Law, Lyman, Daniel, Kamerrer

and Bogdanovich

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Manager;

Mark Goodin, Engineering Manager; Odelle Hadley, Air Monitoring Supervisor; Dan Nelson, Public Information Officer; and Debbie Moody,

Office Manager/Recorder

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

Cooper asked for approval of the Agenda. Brotherton moved approval of the agenda. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper reminded the Board we will not be meeting in July. McNair did note that she is hoping we can have some members present at the office for the August meeting. Myers noted the Governor's Open Public Meetings Act proclamation is set to expire on June 17, we are likely required to have an in-person component by the August meeting. Cooper asked if we needed to look at our By-Laws with regards to the 50% in person meeting rule. McNair stated we should be fine. Cooper noted, if we do need to change the By-Laws, his preference is to wait for an in-person meeting. Cooper requested staff look over the By-Laws and prepare to bring it to the Board in August. McNair questioned what the Board was looking for as far as change. Cooper asked the members if they had any comments with regards to the 50% threshold.

Neatherlin stated he would prefer to hold this conversation once we are open and meeting in person. Neatherlin did noted he feels it is important that members be physically present at meetings as much as possible. Pratt agreed the in-person meetings are important, however with this current situation there are no guarantees we'll be meeting in-person in August even. Myers did note that the current By-Laws could be updated to expressly authorize attendance by remote meeting under extraordinary circumstances, to give the Board the authority to deal with these types of situations, such as Covid. Myers stated he would look over the By-Laws and bring forth draft language for the Boards' review.

Neatherlin felt, regardless of the By-Laws, we are excused from the 50% in-person meetings due to

the Governor's orders.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

DIRECTORS REPORT

Compliance Program Update

R. Moody stated the report is relatively short due to curtailment of our activities. We are preparing to ramp up, starting next week, getting back to a somewhat normal inspection process for some of our facilities.

For the August meeting, R. Moody explained, we intend to have the discussion regarding a regulation change. At a minimum, he continued, we will be presenting the annual adopt by reference date update. We will just need you to decide, during that meeting, as to whether to move forward with publishing the change with the code reviser.

Engineering Program Update

Goodin explained the permit workload has remained steady and we have gotten several out as final. Goodin stated he had two items to bring to the attention of the Board; Title V audit and Regulation Changes.

We have a Title V audit, by EPA, that will take place next week. It will be a remote audit via Zoom. The audit will cover the program and financial aspects of the Title V program.

Goodin reminded the Board we request an update for our Federal Regulation Adopt by Reference date annually. The reason for this is to keep those federal regulations we have adopted current. Goodin wanted to stress the importance of retaining delegation of those regulations. Goodin noted a good example of why, would be a McKinley Paper in Port Angeles situation. Due to the Covid Pandemic, the market for the paper they produce has taken a nosedive and they have not been able to operate at full capacity. Due to this, they would like to extend the due date for their federal annual testing requirements. With ORCAA having delegation of those requirements, we can make the determination and grant or not grant the extension now, whereas it could take EPA much longer.

Cooper asked Goodin if Crown Cork and Seal is one of our sources. Goodin stated they are. Cooper noted they are in the beginning stages of a \$60 million expansion plan. Goodin noted we are aware and one of our engineers is working with them.

Air Quality Program Update

Hadley noted she made several trips to Cheeka Peak over the month. The air quality was very good in May, with the maximum at 6.2 (half the way between good and moderate) was shown at our PA site. We had some planned power outages at Cheeka Peak, so we lost 4 days. Port Townsend stopped communicating and we had to arrange access the school, so we lost several days as well. The Mason County Saturation Study is continuing because we haven't been able to get out to take the monitors down. Once we devise a plan to take the monitors down, we will do so. We do have a new plan for our saturation studies, Hadley explained. We will be presenting it to the Board later.

Ozone season has started. The Yelm site is the federal reference method for ozone in Thurston County. We do run a site in Lacey as well and you can see the two sites correlate well.

Hadley noted she has been able to access our sites, with additional steps and permissions. We continue to work on the Community Toxics report so we can get it to EPA. Hadley did note she plans on presenting a shortened report to the Board later as well.

The Department of Ecology has asked Hadley to volunteer as the technical chair for the Northwest Air Quest Consortium. Hadley did agree to do it, which means she will be spending some time working with the modeling group that is out of the Washington State University. Hadley gave a briefing on what they do and how we use their information. Hadley also noted they are in Eastern Washington and in the past information is heavily related to Eastern Washington interests. Part of the reason Hadley agreed to volunteer was to see if we can get additional input from our side of the mountains. Pratt congratulated Hadley and asked how many trips it would entail. Hadley stated they are currently using Zoom for meetings. Typically, the meetings occur in Seattle, with a meeting in Eastern Washington on occasion. There are two meetings a year, Hadley stated, and she will be part of the organization of the meetings.

Education and Outreach

Nelson stated social media continues to be our main outreach and we are well set up so when we post news on our website it automatically pushed to our social media sites and email alerts.

The woodstove change-out program is up and running and once we hit Phase 2 we received 5 new applications in one day. Nelson noted the program is really taking off. Nelson included some analytics showing a blend of people that have either bookmarked us, typed in the address or are responding to an email post or link. We receive a lot of direct referrals from other agencies and from our woodstove partners. Most traffic still goes to outdoor burning, indoor burning and woodstove program. The asbestos and demolition pages have seen an uptick in traffic.

In the last week we have received 9 new requests in our woodstove program; 3 from Clallam, 1 from Mason and the balance from Thurston. We recently met with Ecology and the other air agencies to discuss the program and the Covid impact, as well as the reserve funds the state set aside. Because ORCAA is one of the agencies burning through funding, we have allocated more than 55% of the available funds in the first 9 months of the 2-year program. By contrast, Ecology's Central and Eastern region have used 0% and 6% of the funds. Because we are so successful, we are going to be drawing an additional \$35,000 from the state for our Thurston County program. Nelson is confident we will spend all our funds and if, by next spring, there are additional funds we may be able to get them as well.

Finance/Administrative Update

McNair noted Harding was meeting with the Fire Department for an inspection. McNair did note we are doing fine with regards to finances. We close our books at the end of this month and will be preparing a final report. It appears we have some additional monies coming in from the state and federal core. We are getting a slight increase in our federal core. McNair did state we are a bit behind on asbestos due to Covid; we brought in about \$117k and we budgeted \$135k so we may be a bit low on that line item. Land clearing, on the other hand, has gone the other way; we budgeted \$15k and have brought in \$30k. Staff continues to be busy dealing with burn complaints.

Staff is working on NOCs and AOPs trying to get the permits out the door. Budget-wise, McNair stated, we are fine this year. Not knowing what will happen in the coming year, staff has been told no travel and to closely watch expenses.

Executive Director's Report

McNair explained she has been spending a lot of time working on Covid issues. We have ordered a thermometer to check staff temperatures each day they come to work. Staff will be wearing masks at the office and maintaining distances. We have sent out a training packet and finalized the directives regarding health and safety for our office and field work.

McNair stated she is also working on the Furlough and other options as requested by the Board. We hope to get it back to the Board for review and approval no later than the fall.

Cooper stated he thought office personnel was limited to 5 office workers. McNair stated she was not aware. Cooper stated government office workers are not approved to be working until Phase 3 and we should be following that rule. He requested McNair check. McNair did note that the staff currently at the office are in private offices and isolated, except one staff in a cubicle. We have no outside customers coming in, McNair stated.

GOOD OF THE ORDER

Menser wanted to give an update on the citizen issue discussed previously. It was clarified if Thurston County were to pull out from ORCAA, the cities would also have to pull out. Menser noted we did get an answer from Ecology that was what McNair had told us; Ecology would not do the work for free. Thurston County would be charged; however, Ecology couldn't give him a number without doing an evaluation and determining staffing etc. From what he could tell, Menser continued, this was laid to rest with the Board of Commissioners.

Menser added Thurston County is requesting to move in to Phase 3 although it is likely going to be a bit longer process.

Neatherlin noted Mason County received a similar letter from the same citizen. Neatherlin stated not one commissioner raised a question regarding the issue.

Nelson wanted to let the Board know our Zoom meetings are now on our website.

There was nothing further.

ADJOURNMENT

The meeting adjourned at 10:56 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 10, 2020, 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 TransfersSUBMITTED FOR THE PERIOD

June 4, 2020 through August 6, 2020

Fund:		Scheduled Payment Date:	Issue Amount			
6471	63008142 - 63008158	June 5	\$	14,539.68		
	03006142 - 03006136	June 3	₽	14,339.00		
	63008159 - 63008168	June 17	\$	6,500.93		
	63008169 - 63008184	June 30	\$	9,090.68		
	63008185 - 63008190	June 30	\$	7,000.00		
	563542 - 563559	June - Payroll	\$	121,863.45		
	8055, 8059, 8063	June - Benefits	\$	40,824.98		
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$	551.67		
	63008191 - 63008196	July 15	\$	4,937.71		
	63008197 - 63008202	July 23	\$	12,300.00		
	63008203 - 63008216	July 23	\$	6,556.81		
	565955 - 565971	July - Payroll	\$	124,707.97		
	8076, 8080, 8084	July - Benefits	\$	41,295.60		
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$	551.67		
		Total Expenditures This Period:	\$	390,721.15		

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

June 5, 2020 through August 6, 2020

Check #	Date	Payee	Cash Account	Amou
53008142	6/5/20	ABC Legal Services, LLC	10200	84.
53008143	6/5/20	Cabbros Cleaning Services, LLC	10200	800.
53008144	6/5/20	Capital City Stove	10200	1,200.
53008145	6/5/20	Capital Business Machines, Inc.	10200	102.
53008146	6/5/20	Jean Cimino	10200	500.
53008147	6/5/20	Comcast Cable Com., Inc.	10200	376.
53008148	6/5/20	Comcast Cable Com., Inc.	10200	118.
53008149	6/5/20	Department of Ecology	10200	1,267.
53008150	6/5/20	Fed Ex	10200	16.
53008151	6/5/20	GovQA, LLC	10200	6,126.
53008152	6/5/20	Law, Lyman, Daniel,	10200	3,235.
53008153	6/5/20	Francea L. McNair	10200	40.
53008154	6/5/20	Mountain Mist Water	10200	20.
53008155	6/5/20	Pacific County Department	10200	200.
53008156	6/5/20	PUD #1 of Clallam County	10200	196.
53008157	6/5/20	Sunrise Pest Management, Inc.	10200	79.
53008158	6/5/20	Verizon Wireless, Bellevue	10200	176.
53008159	6/17/20	Capital Business Machines, Inc.	10200	91.
53008160	6/17/20	Employment Security Dept.	10200	617.
53008161	6/17/20	Intermedia.net, Inc.	10200	286.
53008162	6/17/20	Shari Knutson	10200	319.
53008163	6/17/20	Labor & Industries	10200	1,030.
53008164	6/17/20	Mountain Mist Water	10200	17.
53008165	6/17/20	Pacific Disposal	10200	69.
53008166	6/17/20	Praxair Distribution, Inc.	10200	29.
53008167	6/17/20	Puget Sound Energy	10200	610.
53008168	6/17/20	U.S. Bank	10200	3,429.
53008169	6/30/20	ABC Legal Services, LLC	10200	125.
53008170	6/30/20	Air Handlers Inc.	10200	708.
53008171	6/30/20	City of Olympia	10200	663.
53008172	6/30/20	Comcast Cable Com., Inc.	10200	376.
53008173	6/30/20	Comcast Cable Com., Inc.	10200	118.
53008174	6/30/20	Dept. of Correctional Industries	10200	426.
53008175	6/30/20	Department of Enterprise Services	10200	310.
53008176	6/30/20	Department of Ecology	10200	2,831
53008177	6/30/20	MinuteMan Press	10200	1,668.
53008178	6/30/20	Robert Moody	10200	10
53008179	6/30/20	Mountain Mist Water	10200	24.
53008180	6/30/20	PUD #1 of Clallam County	10200	191.
53008181	6/30/20	Sunrise Pest Management, Inc.	10200	79.
53008182	6/30/20	The Evergreen State College	10200	1,072.
53008183	6/30/20	U.S. Bank	10200	306.
53008184	6/30/20	Verizon Wireless, Bellevue	10200	176.
53008185	6/30/20	Capital City Stove	10200	500.
53008186	6/30/20	Dave's Heating & Cooling, Inc.	10200	1,800.
53008187	6/30/20	Everwarm Inc.	10200	500.
53008188	6/30/20	C&C Clean Sweep	10200	1,200.
53008189	6/30/20	Olympia Fireplace Supply Inc.	10200	1,200
53008190	6/30/20	Sunset Air Incorporated	10200	1,800
Auto Transfer	6/30/20	Thurston County Treasurer's Office	10200	551
563542 - 563559	6/30/20	Salaries & Benefits	10200	162,688.
53008191	7/15/20	Cabbros Cleaning Services, LLC	10200	800.
53008192	7/15/20	Employment Security Dept.	10200	308
3008193	7/15/20	Good To Go!	10200	7
53008194	7/15/20	Labor & Industries	10200	513
3008195	7/15/20	Pacific County Department	10200	200
3008196	7/15/20	U.S. Bank	10200	3,108
3008197	7/23/20	John Adams	10200	1,200
3008198	7/23/20	David Hall	10200	1,800
3008199	7/23/20	Marcia Moreth	10200	500
3008200	7/23/20	C&C Clean Sweep	10200	2,900
3008201	7/23/20	C&C Clean Sweep	10200	4,100
3008202	7/23/20	Christinia Roberton	10200	1,800
3008202	7/23/20	Capital Business Machines, Inc.	10200	103
3008203	7/23/20	Stanley Convergent Sec. Solutions, Inc.	10200	182
3008204	7/23/20	Department of Enterprise Services	10200	195
3008206	7/23/20	Intermedia.net, Inc.	10200	296
3008207	7/23/20	Law, Lyman, Daniel,	10200	4,139
3008207	7/23/20	Magee Scientific	10200	128
3008208	7/23/20	Mountain Mist Water	10200	31
3008209	7/23/20	Office Depot, Inc.	10200	262
3008210		-	10200	69
	7/23/20	Prayair Distribution Inc		
3008212	7/23/20	Praxair Distribution, Inc.	10200	30 670
3008213	7/23/20	Puget Sound Energy	10200	679
44 H IV: / I /I	7/23/20	PUD #1 of Clallam County	10200	191
	7/23/20	Sunrise Pest Management, Inc.	10200	79
3008215				
3008214 3008215 3008216	7/23/20	The Evergreen State College	10200	168
3008215	7/23/20 7/31/20 7/31/20	The Evergreen State College Thurston County Treasurer's Office Salaries & Benefits	10200 10200 10200	168 551 166,003

AMANDA C, BLEY
GUY BOGDANOVICH
DON G. DANIEL
JOHN E. JUSTICE*
W. DALE KAMERRER
ELIZABETH A. MCINTYRE*
JEFFREY S. MYERS
MICHAEL J. THROGMORTON
*Admitted in WA & OR

DONALD L. LAW, retired JOCELYN LYMAN, retired

LAW, LYMAN, DANIEL, KAMERRER & BOGDANOVICH, P.S.

ATTORNEYS AT LAW

(360) 754-3480 FAX (360) 357-3511

Mailing Address: P.O. BOX 11880 OLYMPIA, WA 98508

Street Address: 2674 RW JOHNSON BLVD SW TUMWATER, WA 98512

June 30, 2020

To: Fran McNair, Executive Director

From: Jeffrey S. Myers, Legal Counsel

Re: By-Laws re remote attendance

At the previous Board meeting, I was asked to review the provisions of our By-Laws to determine if they are adequate to allow continued remote attendance at meetings in the light of the COVID—19 emergency and Proclamation 20-28 by Governor Jay Inslee. That proclamation suspended certain portions of the Open Public Meetings Act and prohibited agencies from having in-person meetings during its effective period.

ORCAA's By-Laws provide a limit of 50% of the meetings that individual members may attend remotely, by telephone or other technological means. That limit, however, does not apply where there are "extenuating circumstances." The By-Laws state, in relevant part:

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 circumstance. 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.

The judgment of what constitutes "extenuating circumstances" is not defined but is left to the Board to determine. This language is undoubtedly sufficient to cover periods of time where the Governor has prohibited in-person meetings during a global pandemic pursuant to his emergency powers in Ch. 43.06 RCW. Because the Governor has forbidden in person meetings, and required that any meetings during the period covered by Proclamation 20-28 be conducted at a minimum, with telephonic access, and which may also include other electronic, internet or other means of remote access, it is my opinion that meetings conducted during this time would fall within the "extenuating circumstances" language of the By-Laws and would not count towards the 50% limitation therein. Thus, I believe the language of the existing By-Laws is adequate to allow continued remote attendance at Board meetings during the emergency.

LAW, LYMAN, DANIEL, KAMERRER & BOGDANOVICH, P.S. ATTORNEYS AT LAW

June 30, 2020 Page 2

It is also my opinion that this language provides the Board with the authority to waive the 50% limit even after the Governor's proclamation to allow members to remotely attend meetings until such time as the Board determines that extenuating circumstances arising from the COVID-19 pandemic are abated so as to allow safely returning to in-person meetings. The Board is also authorized to consider other factual patterns that it believes may justify remote attendance, either collectively or as applied to individual Board members.

I do not recommend any changes to the existing By-Laws at this time.

LAW, LYMAN, DANIEL, KAMERRER & BOGDANOVICH, P.S.

Jeffrey S. Myers

JSM:jm

cc:

Reduction in Force Options Resulting from a Revenue Shortfall or Workload Reduction

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:

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 ESD 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.

Reduction in hours

This option allows the employee to work reduced hours. The reduction in hours must be approved by the employee's 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.

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 weekly benefit amount, regardless of the wages earned that week.

- 3. Both public and private sector employers are eligible to participate in the program.
- 4. 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 <u>50.60.030</u> will be approved for a maximum of 52 weeks.
- 5. Participation in the Shared Work Program under chapter 50.60 RCW will not impact, in any manner, the retirement benefits of any member of a plan administered by the department of retirement systems.

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 (AWC) requires that a Furlough Policy be included in ORCAA's Polices & 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.
 - 1. 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.
 - 2. 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, employees with longer service shall be retained.
 - 3. 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. 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 Services. This does not apply to members whose employer does not participate in the Shared Work Program. The terms of the Shared Work Program may change based on Legislative/ RCW rules and guidelines.

Retirement

An employee may choose to retire following Department of Retirement Services guidelines for individuals participating in Pers 2 or Pers 3 retirement systems. See Retirement Benefit section of the P&P Manual.

Voluntary Separation Program

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 managers/supervisors and the ORCAA Board of Directors and with notification to ORCAA employees. Requests for participation must be put in writing and sent to the Executive Director.

Basic Provisions

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

- 1. Voluntary separation may 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 in the program.
- 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/supervisor.
- 4. If the request 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, 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.

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 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.

Furlough policy

Due to the 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 budget a reduction.

Exempt Employee- An employee who is exempt from the provisions of the Fair Labor and Standards Act (FLSA) and is not entitled 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 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 (FTE) 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 described in 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 canceled (vacation, sick, comp. time 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 benefits. 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 benefits. 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/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 employee (e.g., rest periods and meal periods, leave requests, pre-approval for overtime).



BOARD OF DIRECTORS MEETING August 12, 2020

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 Move to file changes to approve changes to ORCAA

RECOMMENDATION: Rule 1.11 Federal Regulations Reference date as

presented.

DOCUMENTS

ATTACHED:

The proposed rule language is shown on page 2.

BUDGET IMPACT & None

SOURCE OF FUNDS:

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, $20((\frac{19}{20}))$.

Inspections Completed

Between 6/5/2020 and 8/6/2020

Insp. Date	Inspection Type	File #	# Source Name	Location	Warning	NOV Issued
AMF						
06/17/2020	Investigation	767	SILVER SPRINGS ORGANICS LLC	RAINIER		
06/22/2020	Investigation	767	SILVER SPRINGS ORGANICS LLC	RAINIER		
06/25/2020	Full Compliance Evaluation	204	CAMCO INC	SHELTON		
06/25/2020	Full Compliance Evaluation	1024	ARCADIA CHEVRON	SHELTON		
06/25/2020	Full Compliance Evaluation	133	MUTUAL - TARGET LLC - TUMWATER	TUMWATER		
06/25/2020	Full Compliance Evaluation	241	MUTUAL MATERIALS - LACEY	LACEY		
06/25/2020	Full Compliance Evaluation	533	WSDOT - SHELTON	SHELTON		
06/25/2020	Full Compliance Evaluation	960	AIRPORT GROCERY	SHELTON		
07/16/2020	Full Compliance Evaluation	1220	WSDOT - TEF 308 PORT ANGELES WSP	PORT ANGELES		
07/16/2020	Full Compliance Evaluation	311	WSDOT - TEF 331 PORT ANGELES	PORT ANGELES		
07/16/2020	Full Compliance Evaluation	1197	WSDOT - TEF 338 DISCOVERY BAY	PORT TOWNSEND		
07/16/2020	Full Compliance Evaluation	1199	LAZY J TREE FARM	PORT ANGELES		
07/16/2020	Full Compliance Evaluation	587	CITY OF PORT ANGELES - WWTP	PORT ANGELES		
JAD						
07/30/2020	Full Compliance Evaluation	152	CROWN CORK & SEAL CO INC	OLYMPIA		
MS						
06/17/2020	Investigation	767	SILVER SPRINGS ORGANICS LLC	RAINIER		
06/18/2020	Investigation	233	AGP - PORT OF GRAYS HARBOR-TERM	ABERDEEN		
06/19/2020	Full Compliance Evaluation	1209	BAYVIEW REDI MIX - RAYMOND	RAYMOND		
06/26/2020	Full Compliance Evaluation	484	BAYVIEW REDI MIX - ABERDEEN	ABERDEEN		
06/30/2020	Full Compliance Evaluation	462	LEMAY INC	ABERDEEN		
06/30/2020	Driveby	337	OCEAN PROTEIN LLC	HOQUIAM		
07/01/2020	Source Test	177	MURPHY COMPANY	ELMA		
07/21/2020	Driveby	162	PACIFIC GRO LLC	RAYMOND		

Printed 8/6/2020 4:10:20 PM Page 1 of 4

Insp. Date	Inspection Type	File #	F Source Name	Location	Warning	NOV Issued
07/22/2020	Driveby	162	PACIFIC GRO LLC	RAYMOND		
07/27/2020	Driveby	162	PACIFIC GRO LLC	RAYMOND		
07/30/2020	Partial Compliance Evaluation	144	SHIPYARD LLC	HOQUIAM		
07/30/2020	Full Compliance Evaluation	152	CROWN CORK & SEAL CO INC	OLYMPIA		
RTM						
07/14/2020	Source Test	244	SIERRA PACIFIC INDUSTRIES - COGEN	ABERDEEN		
SMS						
06/12/2020	Full Compliance Evaluation	1019	7-ELEVEN 24379 - MARKET	ABERDEEN	✓	
06/12/2020	Full Compliance Evaluation	947	TONYS SHORT STOP	MONTESANO	✓	
06/12/2020	Full Compliance Evaluation	1070	DASHMESH PETROLEUM 13 INC - ABE	ABERDEEN	✓	
06/12/2020	Full Compliance Evaluation	1069	ELMA SHELL PIZZA & BURGER	ELMA		
06/12/2020	Full Compliance Evaluation	956	ELMA TEXACO FOOD MART #851	ELMA		
06/23/2020	Full Compliance Evaluation	150	CHAMBERS CHEVRON	LACEY		
06/23/2020	Full Compliance Evaluation	1025	MY GOODS MARKET #5497	LACEY		
06/23/2020	Full Compliance Evaluation	885	SHELL 402 - LACEY	LACEY		
06/23/2020	Full Compliance Evaluation	1026	MY GOODS MARKET #5496	LACEY		
06/23/2020	Full Compliance Evaluation	1028	MY GOODS MARKET #5082	LACEY		
06/26/2020	Full Compliance Evaluation	288	PORT LUDLOW MARINA	PORT LUDLOW		
06/26/2020	Full Compliance Evaluation	917	CHS NORTHWEST INC	CHIMACUM		
06/26/2020	Investigation	200	JEFFERSON COUNTY HADLOCK SHOP	PORT HADLOCK		
06/26/2020	Full Compliance Evaluation	978	FOUR CORNERS STORE	PORT TOWNSEND		
06/30/2020	Full Compliance Evaluation	1020	7-ELEVEN 22261 - LINCOLN	HOQUIAM		
06/30/2020	Full Compliance Evaluation	865	SHELL 401 - HOQUIAM	HOQUIAM		
06/30/2020	Full Compliance Evaluation	1068	HARRYS GROCERY	OAKVILLE		
06/30/2020	Full Compliance Evaluation	691	SIMPSON MART	HOQUIAM	✓	
06/30/2020	Full Compliance Evaluation	327	BETHEL MART	HOQUIAM	✓	
07/07/2020	Full Compliance Evaluation	1097	FOOD MART 3560 - PORT ANGELES	PORT ANGELES		
07/07/2020	Full Compliance Evaluation	687	CLALLAM COUNTY PUBLIC WORKS -	PORT ANGELES		

Printed 8/6/2020 4:10:20 PM Page 2 of 4

Insp. Date	Inspection Type	File #	# Source Name	Location	Warning	NOV Issued
07/07/2020	Full Compliance Evaluation	1143	JOHN WAYNE MARINA	SEQUIM		
07/07/2020	Full Compliance Evaluation	178	CARLSBORG STATION INC	SEQUIM		
07/14/2020	Full Compliance Evaluation	874	MARTIN WAY SHELL	OLYMPIA	✓	
07/14/2020	Full Compliance Evaluation	1141	MERIDIAN CORNER TEXACO	OLYMPIA	✓	
07/14/2020	Full Compliance Evaluation	1002	ACME FAST FUEL - ADAMS	OLYMPIA	✓	
07/15/2020	Full Compliance Evaluation	1001	ACME FAST FUEL #2-LILLY	OLYMPIA		
07/22/2020	Partial Compliance Evaluation	874	MARTIN WAY SHELL	OLYMPIA		
07/28/2020	Partial Compliance Evaluation	1141	MERIDIAN CORNER TEXACO	OLYMPIA		
07/30/2020	Full Compliance Evaluation	983	DASHMESH PETROLEUM #13 INC - SEQ	SEQUIM		
07/30/2020	Full Compliance Evaluation	692	BLIEMEISTER WOODWORKS	SEQUIM		
07/30/2020	Full Compliance Evaluation	749	AUTO DEPOT	SEQUIM		
07/30/2020	Full Compliance Evaluation	933	HAASE WOODWORKS INC	SEQUIM		
TG						
06/15/2020	Full Compliance Evaluation	1179	OLYMPIA COLLISION REPAIR	OLYMPIA		
06/15/2020	Full Compliance Evaluation	976	SYSTEM THREE RESINS	LACEY		
06/15/2020	Full Compliance Evaluation	876	SETINA MFG CO - RIXIE RD	OLYMPIA		
06/15/2020	Full Compliance Evaluation	1254	SETINA MFG CO - YELM HWY	OLYMPIA		
06/15/2020	Full Compliance Evaluation	1226	WESTERN SUPERIOR STRUCTURAL M	TUMWATER		
06/17/2020	Full Compliance Evaluation	971	INNOVATIVE AUTO BODY	BELFAIR		
06/17/2020	Full Compliance Evaluation	110	MILES SAND & GRAVEL - SHELTON FA	SHELTON		
06/17/2020	Full Compliance Evaluation	331	PROGLASS INC	SHELTON		
06/17/2020	Full Compliance Evaluation	1215	BELCO FOREST PRODUCTS	SHELTON		
06/17/2020	Full Compliance Evaluation	1200	PACIFIC COAST FIBER FUELS LLC	SHELTON		
06/19/2020	Partial Compliance Evaluation	986	GLACIER NORTHWEST-YELM	YELM		
06/19/2020	Partial Compliance Evaluation	483	GLACIER NORTHWEST INC MATS MAT	PORT LUDLOW		
06/24/2020	Partial Compliance Evaluation	152	CROWN CORK & SEAL CO INC	OLYMPIA		
06/24/2020	Full Compliance Evaluation	168	SPECTRUM OF COLOR	OLYMPIA		
07/02/2020	Full Compliance Evaluation	177	MURPHY COMPANY	ELMA		

Printed 8/6/2020 4:10:20 PM Page 3 of 4

Insp. Date	Inspection Type	File#	Source Name	Location	Warning	NOV Issued
08/03/2020	Full Compliance Evaluation	938	BENS DELI MART	ALLYN		
08/03/2020	Full Compliance Evaluation	556	ALTA FOREST PRODUCTS	SHELTON		
08/03/2020	Full Compliance Evaluation	1033	BRADS QUICK STOP	SHELTON		
08/03/2020	Full Compliance Evaluation	810	CFM AUTO BODY	SHELTON		
08/03/2020	Full Compliance Evaluation	1121	BELFAIR GROCERY	BELFAIR		
08/03/2020	Full Compliance Evaluation	564	SPENCER LAKE GROCERY	SHELTON		
08/03/2020	Full Compliance Evaluation	935	GRANITE CONSTRUCTION - BELFAIR	BELFAIR		
08/03/2020	Full Compliance Evaluation	281	JARRELLS COVE MARINA	SHELTON		
08/06/2020	Partial Compliance Evaluation	986	GLACIER NORTHWEST-YELM	YELM		
08/06/2020	Partial Compliance Evaluation	582	PLACE RANGER QUARRY	PORT ANGELES		
08/06/2020	Partial Compliance Evaluation	387	GRANITE CONSTRUCTION - PORTABL	PORTABLE		
08/06/2020	Partial Compliance Evaluation	158	GLOBAL COATINGS LLC	PORT TOWNSEND		
08/06/2020	Partial Compliance Evaluation	483	GLACIER NORTHWEST INC MATS MAT	PORT LUDLOW		
08/06/2020	Partial Compliance Evaluation	249	GOOD CRUSHING INC-PORTABLE CRU	PORTABLE		

Printed 8/6/2020 4:10:20 PM Page 4 of 4

Complaint Report for period from 6/5/2020 to 8/6/2020

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	e Dust	Wood- stove	Asbestos/ Demo	Marijuana	Other
County:										200,0			
6/07/2020	William Simmons	Union	TG										
6/16/2020	Richards (last name)		RTM				✓	✓					
6/22/2020	TBD		SMS					✓					
6/22/2020	TBD		TG				✓						
6/26/2020	TBD		SMS										
6/29/2020	unknown		RTM				✓						the neighbor smokes cigarettes
6/30/2020	Steven Dennis		FLM			✓							oigarcites
7/14/2020	TBD		SMS					✓					
7/15/2020	TBD		SMS			✓	✓						
7/20/2020	Tate		SMS					✓					
7/20/2020	TBD		SMS			✓		✓					
7/20/2020	Unknown		JW		✓	✓							
7/21/2020	JBLM		SMS			✓							
7/21/2020	TBD		SMS				✓						
7/22/2020	tbd												
8/04/2020	TBD		RTM			✓	✓						
8/05/2020	TBD		RTM			✓							
County:	Clallam												
6/22/2020	Fia & Ropeka Sagiao	Port Angeles	DAN				✓	✓					
6/22/2020	Rodney Jackson	Sequim	SMS				✓	✓					
6/24/2020	Unknown	Port Angeles	JW			✓	✓						
6/29/2020	Terrance Davis	Sequim	SMS				✓	✓					
7/11/2020	Stacey Richards	Port Angeles	AMF					\checkmark					
7/14/2020	Nellis, Dan	Sequim	AMF			✓				\checkmark			
7/15/2020	Nellis, Dan	Sequim	JW		✓		✓			\checkmark			
7/17/2020	Cascade Bark	Sequim	MS										

Thursday, August 6, 2020

Page 1 of 7

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos/ Demo	Marijuana Other
07/17/2020	Cascade Bark	Sequim	MS						✓			
07/22/2020	Cascade Bark	Sequim	MS						✓			
07/31/2020	Rush Jordan	Sequim	MS			✓	✓	✓				
08/02/2020	Unknown	Port Angeles	JW		✓		✓					
County:	Grays Harbor											
06/23/2020	LIBERTY STREET FARM	OAKVILLE	SMS									
06/30/2020	SOUND CANNABIS	ABERDEEN	FLM				✓					
07/01/2020	Chris Bryson	HOQUIAM	RTM			✓		✓				
07/01/2020	OCEAN PROTEIN LLC	HOQUIAM	FLM				✓					
07/04/2020	PETERSON CLAYTON M & BARBARA J	MONTESANO	JW		✓							
07/05/2020	PETERSON CLAYTON M & BARBARA J	MONTESANO	JW		✓	✓						
07/05/2020	PETERSON CLAYTON M & BARBARA J	MONTESANO	JW		✓	✓		✓				
07/06/2020	Pay More Recycle & Salvage	ABERDEEN	RTM			✓	✓					
07/07/2020	Gerald Johnson	Grayland	MS			✓		✓				
07/08/2020	SOUND CANNABIS	ABERDEEN	FLM				✓					
07/10/2020	Gerald Johnson	Grayland	MS			✓		✓				
07/16/2020	Brumfield Resdience	Elma	JW		✓	✓	✓					
07/16/2020	Robert & Christine Brumfield	Elma	JW		✓	✓	✓					
07/23/2020	Wright Roofing - Ryan Lawson	HOQUIAM	MS								✓	
County:	Jefferson											
06/08/2020	TreeHawk Farms	Chimacum	MS				✓					
06/23/2020	Aaron Harter	Port Ludlow	SMS					✓				
County:	Mason											
06/22/2020	Katherine Schultz	Shelton	SMS					✓				
07/20/2020	Cheryl Mock-Wst	BELFAIR	SMS			✓		✓				
07/24/2020	Neighbor	Shelton	JW		✓	✓	✓					
07/24/2020	Unknown	Shelton	JW		✓	✓	✓					
07/24/2020	Unknown	Shelton	JW		✓							
07/27/2020	SIERRA PACIFIC INDUSTRIES - SHELTON	SHELTON	MS		✓				✓			
County:	Pacific											

Thursday, August 6, 2020

Page 2 of 7

Date	Source	City	Rec'd	Formal C	Online	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos Demo	/ Marijuana Other
06/09/2020	SALME	Naselle	JW		✓	✓				✓		
06/25/2020	TBD	Ocean Park	MS			✓	✓	✓				
07/21/2020	PACIFIC GRO LLC	RAYMOND	MS				✓					
07/27/2020	PACIFIC GRO LLC	RAYMOND	MS	✓			✓					
07/28/2020	Donald & Laura Klang	Ocean Park	SMS					✓				
07/29/2020	Buddy Olson	South Bend	MS					✓				
07/29/2020	Tetzlaff Roofing	Tokeland	MS			✓						
County:	Thurston											
06/05/2020	benjamin Guris	Olympia	JW		✓	✓	✓					
06/05/2020	caryn mickelson	Olympia	JW		✓	✓	✓					
06/05/2020	FOREST FUNERAL AND CREMATORY	OLYMPIA	AMF			✓						
06/05/2020	Haumann, Marilyn	Olympia	RTM									
06/05/2020	Kristin & Jesse Frans	Tumwater	JW		✓	✓	✓					
06/05/2020	Paula Odegaard	Olympia	JW		✓	✓	✓					
06/05/2020	Randy	Olympia	JW		✓	✓	✓					
06/06/2020	caryn mickelson	Olympia	JW		✓	✓	✓					
06/06/2020	Hora Family Homes	yelm	JW		✓							
06/06/2020	Paula Odegaard	Olympia	JW		✓	✓	✓					
06/07/2020	Hora Family Homes	yelm	JW		✓							
06/07/2020	Hora Family Homes	yelm	JW		✓							
06/08/2020	Hora Family Homes	yelm	RTM			✓						
06/08/2020	PNW Redone 10 LLC	Lacey	RTM			✓	✓	✓				
06/08/2020	PNW Redone 10 LLC	Lacey	JW		✓	✓						
06/08/2020	Tamarack LLC 1	Rochester	RTM			✓	✓	✓				
06/10/2020	Gregory Naber	Olympia	JW		✓	✓	✓					
06/10/2020	Lisa	Olympia	SMS			✓	✓	✓				
06/10/2020	TBD	Olympia	TG			✓		✓				
06/10/2020	Terry White	Olympia	JW		✓	✓	✓					
06/10/2020	Terry White	Olympia	JW		✓							
06/11/2020	Terry white	Olympia	JW		✓	✓	✓					
06/11/2020	Tim	Lacey	SMS			✓		✓				
06/12/2020	Hazel Willmarth	Tumwater	JW		✓	✓	✓		✓			

Thursday, August 6, 2020

Page 3 of 7

Date	Source	City	Rec'd	Formal O	nline	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos, Demo	Marijuana Other
06/12/2020	Stephen Vanderhoof	Olympia	SMS					✓				
06/14/2020	Unknown	Olympia	JW		~	✓				✓		
06/16/2020	Samuel Taylor	Rainier	SMS			\checkmark		✓				
06/16/2020	SILVER SPRINGS ORGANICS LLC	RAINIER	RTM				✓					
06/17/2020	Donald Thompson	Olympia	JW		✓	✓		✓				
06/18/2020	Bernard McPhillips	Rainier	SMS					✓				
06/18/2020	Brian and Kelly Wilmovsky	Olympia	JW		✓	✓	✓					
06/18/2020	Unknown	Olympia	JW		✓							
06/19/2020	Sierra	Lacey	RTM			✓		✓				
06/20/2020	John Delacy	Olympia	JW		✓	✓		✓				
06/20/2020	Patrick Onwukwe	Olympia	JW		✓	✓		✓				
06/22/2020	Renee Flansburg	Yelm	JW		✓	✓						
06/22/2020	TBD	Olympia	MS			✓		✓				
06/23/2020	Jie Shen	Lacey	SMS					✓				
06/23/2020	Nathanael Nelson & Lillanie Allock	Lacey	JW			✓		✓				
06/24/2020	Duane Gaddy	Rochester	SMS					✓				
06/24/2020	Ellen Grant	Olympia	JW			✓		✓				
06/24/2020	Unknown	Olympia	JW		✓	✓	✓					
06/24/2020	Zach	Olympia	JW			✓						
06/25/2020	Daniel / BETTY L PONZOHA LIVING TRUST	Lacey	JW			✓		✓				
06/25/2020	Debbie Sue Budrow	Olympia	SMS					✓				
06/26/2020	Betty L Ponzoha Living Trust	Lacey	AMF			✓		✓				
06/26/2020	Betty L Ponzoha Living Trust	Lacey	AMF			✓		\checkmark				
06/26/2020	Nationstar Mortgage LLC	Olympia	JW		✓	✓	✓			✓		
06/27/2020	Christine Dillinger	Lacey	SMS					✓				
06/27/2020	TBD	Olympia	SMS				✓	✓				
06/28/2020	Anna McEldowney	Olympia	SMS					✓				
06/28/2020	Hendrik Doelman	Centralia	SMS					✓				
06/28/2020	Randy Guinn	Olympia	JW		✓	✓	V					
06/28/2020	Randy Guinn	Olympia	JW		✓	✓	✓					
06/28/2020	Unknown	Olympia	JW		✓	✓	✓					

Thursday, August 6, 2020

Page 4 of 7

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos/ Demo	Marijuana	Other
06/29/2020	Anna McEldowney	Olympia	RTM										
06/29/2020	Nathan Witzl	Lacey	SMS			✓	✓	✓					
06/29/2020	Tenant / Kay McKenzie	Lacey	JW			✓		✓					
06/29/2020	Toby	Yelm	JW		✓	✓	✓						
06/30/2020	Kenneth V & Shoko T Farmer	Olympia	RTM					✓					
06/30/2020	Randy Guinn	Olympia	JW		✓								
06/30/2020	Richard and Kim Stwalley	Olympia	TG					✓					
06/30/2020	Sunrise Landscaping	Olympia	JW		✓	✓	✓						
06/30/2020	Tim	Olympia	RTM										
07/01/2020	Tim	Olympia	AMF										
07/01/2020	Unknown	Olympia	JW		✓	✓							
07/02/2020	FOREST FUNERAL AND CREMATORY	OLYMPIA	AMF			✓							
07/03/2020	Brenda Nelson	Olympia	JW		✓	✓							
07/04/2020	Mike Kelly	Rochester	JW		✓	✓							
07/04/2020	Patrick Onwukwe	Olympia	JW		✓	✓		✓					
07/06/2020	Current Residents	Olympia	SMS							✓			
07/08/2020	Dan Nelson	Tenino	MS			✓		✓					
07/08/2020	Sanford, Annie Marie	Tenino	JW			✓							
07/09/2020	Matson, Matthew & Katrina	Olympia	JW			✓							
07/09/2020	Unknown	Olympia	JW		✓	✓				✓			
07/10/2020	Larsen, Michael	Olympia	RTM										
07/10/2020	Ronald Westman	Olympia	RTM			✓	✓	✓					
07/11/2020	Tim	Olympia	JW			✓							
07/12/2020	Toby	Yelm	JW		✓	✓	✓						
07/12/2020	Toby	Yelm	JW		✓	✓	✓						
07/13/2020	Charles & Lori Deturk	Olympia	SMS					✓					
07/13/2020	LCB5011	Olympia	JW			✓		✓					Land Clearing Burn
07/13/2020	Robert Olsen	Olympia	SMS					✓					
07/13/2020	TBD	Olympia	JW			✓	✓						
07/14/2020	Danny Schmiedeberg	Olympia	RTM			✓		✓					
07/14/2020	Sunrise Landscaping	Olympia	JW		✓	✓							

Thursday, August 6, 2020

Page 5 of 7

Date	Source	City	Rec'd	Formal C	Online	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos Demo	s/ Marijuana Other
07/14/2020	Unknown	Olympia	JW		✓							
07/15/2020	Hazel Willmarth	Tumwater	SMS				✓			✓		
07/16/2020	Michael & Lea Mason	Olympia	JW		✓	✓		✓				
07/17/2020	James & Gayle Phillips	Olympia				✓		✓				
07/17/2020	John Baxter	Olympia	JW		✓	✓						
07/17/2020	Tyson & Jenna Taylor	Yelm	SMS			✓						
07/18/2020	Unknown	Olympia	JW		✓	✓						
07/18/2020	Unknown	Olympia	JW		✓	✓						
07/19/2020	Christopher & Nicole Pickering	Lacey	JW							✓		
07/20/2020	Marcus Rawson	Bucoda	SMS					✓				
07/20/2020	Michelle Beckwith	Olympia				✓		✓				
07/20/2020	Nathan Witzl	Lacey	SMS			✓		✓				
07/20/2020	Unknown	Olympia	JW		✓	✓						
07/21/2020	David Gross	Olympia	SMS				✓	✓				
07/21/2020	Tu Wang Yang	Olympia	JW		✓	✓	✓					
07/21/2020	Unknown	Olympia	JW		✓	✓	✓					
07/22/2020	TBD	Olympia				✓		✓				
07/23/2020	Crissgen M. Hahn	Olympia				✓		✓				
07/23/2020	Howard & Pat Thomas	Olympia						✓				
07/23/2020	James Phillips	Olympia	SMS			✓		✓				
07/24/2020	Unknown	Olympia	JW		✓	✓						
07/24/2020	Andrew Irwin	Tumwater	SMS							✓		
07/24/2020	Hoai & Knh Thi Nguyen	Olympia	SMS					✓				
07/24/2020	Kenneth Straub	Bucoda	SMS			✓						
07/24/2020	Seth Hutt & Jennifer Schar	Olympia				✓		✓				
07/25/2020	Downing, Lisa	Olympia	JW		✓	✓						
07/25/2020	Valdez, Eric & Flora	Lacey	JW									
07/26/2020	Valdez, Eric & Flora	Lacey	JW		✓	✓	✓					
07/27/2020	Aaron Debord	Olympia	SMS					✓				
07/27/2020	Christopher & Nicole Pickering	Lacey	JW									
07/27/2020	Jesse Stevick	Olympia	SMS					✓				
07/27/2020	Lisa Nelson	Olympia	SMS					✓				

Thursday, August 6, 2020

Page 6 of 7

Date	Source	City	Rec'd	Formal (Online	Smoke	Odor	Open Fire	Dust	Wood- stove	Asbestos/ Demo	Marijuana Other
07/27/2020	Nathan Witzl	Lacey	SMS			✓						
07/27/2020	Wayne Jones	Olympia	SMS					✓				
07/28/2020	Michael & Gloria Tomczewski	Lacey	SMS			✓		✓				
07/28/2020	Truong Nhan	Lacey	SMS					✓				
07/30/2020	Zachary J. Hoffie & Britta M. Rud	Olympia	TG			✓		✓				
07/31/2020	Betty L Ponzoha Living Trust	Lacey	AMF									
07/31/2020	David Gross	Olympia	SMS			✓		✓				
07/31/2020	Marie	Lacey	SMS					✓				
08/01/2020	Jesus Madris-Ortiz	Lacey	AMF									
08/03/2020	Joel Swenson	Olympia	SMS									
08/03/2020	Marcia Keister	Olympia	SMS									
08/03/2020	Sarah Baker	Lacey	SMS			✓		✓				
08/03/2020	TBD	Olympia	SMS			✓						
08/04/2020	Mark Boyd & Taylor-Boyd	Lacey	JW		✓	✓						
08/06/2020	Christine Dillinger	Lacey	SMS			✓	✓					
08/06/2020	Christine Dillinger	Lacey	RTM			✓						

Thursday, August 6, 2020

Page 7 of 7

Asbestos Permit Status Report

Permit #	Rec'd	Site Address	County	Completion Date
19ASB006790	8/14/2019	80 5th Ave	Jefferson	8/27/2020
19ASB006838	9/20/2019	937 Fern St SW	Thurston	10/2/2019
19ASB006864	10/3/2019	413 Lilly Rd. NE-OR Hallway	Thurston	10/22/2019
19ASB006892	10/30/2019	5716 Sleater Kinney Road	Thurston	11/29/2019
19ASB006897	11/6/2019	Various	Thurston	12/21/2020
19ASB006900	11/12/2019	300 E Wishkah	Grays Harbor	12/31/2019
19ASB006910	11/15/2019	3014 Lorne St SE	Thurston	11/24/2020
19ASB006922	11/25/2019	COHO Ferry Terminal	Clallam	11/25/2020
19ASB006929	12/4/2019	1815 Marine Drive	Clallam	12/31/2020
19ASB006935	12/9/2019	798 Edgewood Ave NE	Grays Harbor	12/18/2020
20ASB006953	1/2/2020	Capitol Campus	Thurston	12/31/2020
20ASB006959	1/8/2020	13371 W Cloquallum Rd	Grays Harbor	1/17/2021
20ASB006979	1/26/2020	217 N 17th St	Grays Harbor	2/5/2020
20ASB006982	1/24/2020	156954 Highway 101	Clallam	6/26/2020
20ASB006990	1/31/2020	4300 W Cloquallum Rd	Mason	2/28/2020
20ASB007002	2/12/2020	1515 W Main St	Grays Harbor	3/18/2020
20ASB007007	2/13/2020	2611 Harrison Ave NW	Thurston	3/6/2020
20ASB007010	2/14/2020	Surfside Estates	Pacific	12/31/2020
20ASB007016	2/19/2020	2711 Fishtrap Loop	Thurston	5/16/2020
20ASB007018	2/20/2020	278 Knappton Rd	Pacific	3/6/2020
20ASB007025	2/24/2020	5810 64th Ave NW	Thurston	4/1/2020
20ASB007061	3/24/2020	39 Murry Place Rd	Grays Harbor	4/10/2020
20ASB007066	3/26/2020	607 Broadway St	Pacific	4/26/2020
20ASB007068	3/30/2020	3805 89th Ave SE	Thurston	5/10/2020
20ASB007081	4/20/2020	19010 Apricot Rd	Thurston	4/1/2021
20ASB007086	4/24/2020	217 E Holman	Grays Harbor	5/15/2020
20ASB007088	4/24/2020	2700 Evergreen Parkway - Various	Thurston	6/19/2020
20ASB007096	4/30/2020	Intersection of Carpenter Road SE	Thurston	5/29/2020
20ASB007115	5/22/2020	500 1st St	Pacific	7/31/2020
20ASB007123	6/2/2020	5040 Oyster Bay Rd NW	Thurston	6/22/2021
20ASB007132	6/10/2020	1835 Circle Loop SE	Thurston	6/4/2021
20ASB007135	6/11/2020	103 School St	Grays Harbor	6/20/2021
20ASB007136	6/11/2020	504 V St	Jefferson	8/14/2020

Thursday, August 6, 2020 Page 1 of 2

Permit #	Rec'd	Site Address	County	Completion Date
20ASB007138	6/12/2020	113 North 4th St	Grays Harbor	7/31/2020
20ASB007145	6/18/2020	2964 Alexson Rd	Pacific	10/31/2020
20ASB007146	6/19/2020	10531 176th Ave SW #1	Thurston	8/20/2020
20ASB007160	7/2/2020	510 West Huntley	Grays Harbor	12/1/2020
20ASB007164	7/7/2020	12320 123rd Ave SE	Thurston	8/31/2020
20ASB007165	7/8/2020	113 E 1st St	Pacific	8/19/2020
20ASB007169	7/13/2020	3625 93rd Ave SW	Thurston	8/7/2020
20ASB007171	7/15/2020	1000 Black Lake Blvd	Thurston	7/31/2020
20ASB007174	7/17/2020	2212 Roosevelt St	Grays Harbor	7/29/2020
20ASB007175	7/17/2020	1715 Capitol Way S	Thurston	7/28/2020
20ASB007176	7/17/2020	700 Isreal Rd SW	Thurston	12/31/2020
20ASB007177	7/1/2020	1303 30th St	Pacific	7/31/2020
20ASB007178	7/20/2020	295545 US Hwy 101	Jefferson	8/4/2020
20ASB007180	7/20/2020	1518 NE St	Grays Harbor	8/21/2020
20ASB007181	7/21/2020	6225 Delphi Rd SW	Thurston	7/28/2020
20ASB007182	7/21/2020	94 N Maple Lane	Clallam	8/10/2020
20ASB007183	7/22/2020	220 W 7th	Clallam	10/5/2020
20ASB007184	7/22/2020	707 South Chase St	Clallam	12/31/2020
20ASB007185	7/22/2020	1900 Broadway Ave #48	Grays Harbor	7/31/2020
20ASB007186	7/22/2020	91 Cedar Cove Rd	Jefferson	8/6/2020
20ASB007187	7/23/2020	94 Westview Dr	Grays Harbor	7/25/2020
20ASB007188	7/24/2020	501 W Emerson Ave	Grays Harbor	7/31/2020
20ASB007189	7/24/2020	203077 Hwy 101	Clallam	7/29/2020
20ASB007190	7/24/2020	426 Burrows Rd	Grays Harbor	5/4/2021
20ASB007191	7/24/2020	117 5th Ave East	Thurston	8/21/2020
20ASB007192	7/27/2020	2001 26th Ave NE	Thurston	9/30/2020
20ASB007193	7/27/2020	3608 Long Lake Dr SE	Thurston	8/10/2020
20ASB007194	7/28/2020	414 N Franklin Street	Mason	10/31/2020
20ASB007195	7/31/2020	8412 Thuja Ave SE	Thurston	11/30/2020
20ASB007196	7/31/2020	464 Adus Ct	Grays Harbor	8/5/2020
20ASB007197	8/1/2020	23 Robbins Road	Jefferson	8/1/2021
20ASB007199	8/3/2020	2653 N Nyhus St	Grays Harbor	8/12/2020

Thursday, August 6, 2020 Page 2 of 2

Demolition Notifications received between 6/5/2020 and 8/6/2020

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
20DEM005778	6/10/2020	AMF	4912 Keating Rd NW	Olympia	NO Survey		ASB
20DEM005779	6/10/2020		398 Bognor St S	Tenino		✓	ASB
20DEM005780	6/11/2020	AMF	26 Hoquiam-Wishkah Rd	Hoquiam	Survey not downloading?	✓	ASB
20DEM005781	6/12/2020	AMF	20 SE Arabian Rd	Shelton	States Asb present. No notification	✓	ASB
20DEM005782	6/12/2020	AMF	421 E. Neddie Rose Drive	Westport	ER Req't- fee rec'd - * ER explainat		ASB
20DEM005783	6/16/2020	AMF	5333 15th Ave NE, 5501 15th Ave NE	Lacey	ER Req't - fees pd, ER letter receiv	✓	ASB
20DEM005784	6/17/2020		3604 Smith Anderson Rd	Grayland		✓	ASB
20DEM005785	6/17/2020	AMF	18342 Kohse Ln SW	Rochester		✓	ASB
20DEM005786	6/17/2020		4325 Martin Way E	Olympia		✓	ASB
20DEM005787	6/18/2020	AMF	2964 Alexson Rd	Grayland		✓	20ASB007145
20DEM005788	6/18/2020	AMF	5415 US HWY 12	Malone	ER Req't - comments in app & fees	✓	ASB
20DEM005789	6/19/2020		10531 176th Ave SW #1	Rochester		✓	20ASB007146
20DEM005790	6/22/2020	AMF	124 19th St	Port Townsend	No samples taken - Left message f	✓	ASB
20DEM005791	6/23/2020		222 Minkler Rd	Montesano	Project size: 1350	✓	ASB
20DEM005792	6/24/2020	AMF	1103 West Bay Drive	Olympia		✓	ASB
20DEM005793	6/25/2020		30 NE Skipper Ct	Belfair		✓	ASB
20DEM005794	6/25/2020		900 E Burgundy Rd	Shelton		✓	ASB
20DEM005795	6/29/2020	RTM	452 W Hammon St	Sequim		✓	ASB
20DEM005796	6/29/2020	TG	1315 Marion St	Hoquiam			ASB
20DEM005797	6/29/2020	MS	7517 Littlerock Rd SW	Tumwater	7/17/2020 - sent email to contractor	✓	ASB
20DEM005798	6/29/2020	AMF	8703 Foxglove CT	Yelm	ER Req't - fees and letter rec'd.	✓	ASB
20DEM005799	7/1/2020	AMF	2418 Hogum Bay Rd NE	Lacey		✓	ASB
20DEM005800	7/1/2020	AMF	9816 Channel Dr	Olympia	Appears to be an ER Req't - fees re	✓	ASB

Thursday, August 6, 2020 Page 1 of 3

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
20DEM005801	7/2/2020	RTM	1070 W Bulb Farm Rd	Shelton			ASB
20DEM005802	7/2/2020	AMF	18737 Hilt St SW	Rochester	No survey.	✓	ASB
20DEM005803	7/3/2020	AMF	500 1st St	South Bend	"ORCAA request to amend the dem		20ASB007115
20DEM005804	7/6/2020		659 Wynoochee Valley Rd	Montesano		✓	ASB
20DEM005805	7/6/2020	MS	2901 217th St	Ocean Park			ASB
20DEM005806	7/6/2020	AMF	3540 Friendly Grove Rd. NE	Olympia			ASB
20DEM005807	7/7/2020	AMF	1638 North River Road	Cosmopolis	KD&S AHERA building inspector ou	✓	ASB
20DEM005808	7/7/2020	AMF	711 Bogagchiel Way	Forks		✓	ASB
20DEM005809	7/8/2020	AMF	516 North Jefferies ST	Aberdeen		✓	ASB
20DEM005810	7/8/2020	AMF	858 Trinidad Ct NE	Ocean Shores		✓	ASB
20DEM005811	7/8/2020	MS	113 E 1st St	South Bend		•	20ASB007165
20DEM005812	7/9/2020		1900 Broadway #48	Hoquiam		✓	20ASB007185
20DEM005813	7/14/2020		101 28th Street	Hoquiam		•	ASB
20DEM005814	7/13/2020		3624 49th Ave SW	Olympia		•	ASB
20DEM005815	7/13/2020	RTM	619 Taft Street	Port Townsend	"We will not be removing the area w	•	ASB
20DEM005816	7/15/2020	MS	601 MacFarlane Street	Aberdeen	ER Req't - Explaination and fees re	✓	ASB
20DEM005817	7/15/2020	AMF	2116 Beaver Creek Dr. SW.	Olympia	Demolition and abatement to be ph	✓	ASB
20DEM005818	7/16/2020	RTM	301 Hagara St	Aberdeen	After the fact - actually start date 6/	✓	ASB
20DEM005819	7/16/2020	AMF	118 Ontario	Hoquiam	Left message and sent email about	✓	ASB
20DEM005820	7/17/2020		6317 Shawn Dr SW	Olympia		✓	ASB
20DEM005821	7/17/2020	AMF	521 9th Ave	Sequim		•	ASB
20DEM005822	7/20/2020	AMF	2212 Roosevelt St	Aberdeen		•	20ASB007174
20DEM005823	7/20/2020		404 W 2nd	Aberdeen	No survey.		ASB
20DEM005824	7/20/2020		701 S. Rain St	Ocean Shores	Asb in under 48 sq ft - per Allie, no	•	ASB
20DEM005825	7/21/2020	AMF	140 Olympus Blvd	Port Ludlow	No survey w/app - filing asb remova		ASB

Thursday, August 6, 2020 Page 2 of 3

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
20DEM005826	7/22/2020		707 South Chase St.	Port Angels		✓	20ASB007184
20DEM005827	7/22/2020	MS	2653 N Nyhus St	Wesport			20ASB007199
20DEM005828	7/23/2020	AMF	6225 Delphi Rd SW	Olympia		✓	20ASB007181
20DEM005829	7/24/2020	TG	432 Parrish Road	Sequim	AFTER The fact, torn down 4/25/20		ASB
20DEM005830	7/24/2020	TG	426 Burrow Rd	Hoquiam	Paper App Rec'd Via US Mail. Req'	✓	20ASB007190
20DEM005831	7/24/2020	AMF	81 Heinzinger Rd	Norland	8/3/2020 Rec'd survey.	✓	ASB
20DEM005832	7/24/2020		1794 State Route 105	Grayland		✓	ASB
20DEM005833	7/24/2020	MS	620 E Market St	Aberdeen	No survey w/app.		ASB
20DEM005834	7/27/2020	MS	607 Broadway	South Bend	Project size: 900	✓	20ASB007066
20DEM005835	7/27/2020	AMF	1120 Caroline St	Port Angeles	- Paid \$1.00 that was missing.	✓	ASB
20DEM005836	7/28/2020		2001 26th Ave NE	Olympia		✓	20ASB007192
20DEM005837	7/29/2020	AMF	231 Song Dog Hollow	Quilcene		✓	ASB
20DEM005838	7/29/2020	AMF	1505 W Market St	Aberdeen		✓	ASB
20DEM005839	7/31/2020		10900 Kuhlman Road SE #38	Olympia		✓	ASB
20DEM005840	7/31/2020	TG	9412 Thaja Ave SE	Yelm		✓	20ASB007195
20DEM005841	8/3/2020	AMF	4019 San Mar Dr NE	Olympia	Under 48 sf of asbestos material. Fl	✓	ASB
20DEM005842	8/3/2020		1111 Archwood Dr SW #315	Olympia		✓	ASB
20DEM005843	8/5/2020		20 N Cod PI	Hoodsport		✓	ASB
20DEM005844	8/5/2020	AMF	1323 S. McDonald St. #7	Port Angeles		✓	ASB

Thursday, August 6, 2020 Page 3 of 3



Current ORCAA Land Clearing Burn Permits

FireDistrict	Expiration	#	Burn Site Address	City	
GHFD #5, Porter/Elma/Satsop	8/9/2020	5012	37 Blacktail Ridge Lane	Elma	

Thursday, August 6, 2020 Page 1 of 1

NOV Monthly Report

For the period 6/5/2020 to 8/6/2020

NOV#	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
3809	BECKER	CLALLAM	Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work without	04/15/2019	\$1,000.00	6/24/2020
			Kuic 0.3.4(a)	notification/fee			
3810	BECKER	CLALLAM	Rule 6.3.3(a)(2)	asbestos emissions during collection, processing, etc	04/15/2019	\$5,000.00	6/24/2020
3830	LY	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	05/29/2019	\$1,000.00	7/13/2020
3872	MEDINA	PACIFIC	Rule 6.3.2(b)	Demo without AHERA survey	09/20/2019	\$1,000.00	6/22/2020
			Rule 6.3.4(a)	asbestos/demo work with notification/fee			
3905	SIMS VIBRATION LABORATORY	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019	\$500.00	6/9/2020
3910	SHADOW MOUNTAIN GENERAL STORE	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019	\$500.00	7/7/2020
3914	BAYSHORE STORE	MASON	Rule 8.8	Control Equipment Maintenance and repair	10/29/2019	\$2,000.00	7/21/2020
			Rule 6.2.8(b)	Failure to comply with conditions of permit			
3945	ANDERSON	CLALLAM	Rule 6.2.5(a)	Burning Prohibitives	02/06/2020	\$10,000.00	
3947	LEBEUF	GRAYS HARBOR	Rule 6.3.2(b)	Demo without AHERA survey	03/20/2020	\$1,000.00	6/11/2020
		HARBOR	Rule 6.3.4(a)	asbestos/demo work withoutification/fee			
3956	J & D PAINTING SERVICES INC	JEFFERSON	Rule 6.1(a)	Fairlure to File NOC	02/27/2020	\$0.00	
3957	DREW PERSOON AND LINNA MCCARTHY		Rule 6.2.5(a)	Burning Prohibitives	02/27/2020	\$1,000.00	7/6/2020
3958	KURTENBACK	THURSTON	Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning	03/02/2020	\$250.00	
3959	SHELTON ASPHALT PLANT	MASON	Rule 4.3(c)	Annual and/or Periodic Reports	03/03/2020	\$500.00	7/13/2020
3962	JEFF AND VALLI STROM	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	03/09/2020	\$500.00	6/24/2020
3963	SMITH	MASON	Rule 6.3.2(b)	Demo without AHERA survey	03/09/2020	\$250.00	7/29/2020
			Rule 6.3.4(a)	asbestos/demo work withoutification/fee			
3964	CEDAR CREEK CORRECTIONS	THURSTON	Rule 6.1.8	Conditions in Approval Orders Enforceable	03/12/2020	\$2,000.00	
3965	CHRISTIANSEN	CLALLAM	Rule 6.2.5(a)	Burning Prohibitives	03/20/2020	\$500.00	
3966	PACIFIC VENEER	GRAYS HARBOR	Rule 6.1.8	Conditions in Approval Orders Enforceable	03/13/2020	\$2,000.00	7/6/2020

NOV#	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
3969	RENNER	PACIFIC	Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning	03/25/2020	\$250.00	
			Rule 6.2.5(c)	Person must be in attendance of fire			
3970	PARSONS	PACIFIC	Rule 6.2.5(e)	Use of Burn Barrel	03/30/2020	\$250.00	
3972	PANELTECH	GRAYS HARBOR	Rule 6.1.8	Conditions in Approval Orders Enforceable	06/05/2020		
3977	INVESTOR SERVICES LLC	THURSTON	Rule 6.3.2(a)	Asbestos Survey required for Renovation	04/10/2020	\$2,500.00	
3978	KLEPAREK	PACIFIC	Rule 6.2.8(c)(4)	Landclearing burn withou permit	04/10/2020	\$250.00	
3980	MORTON	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	04/21/2020	\$5,000.00	
			Rule 6.2.8(c)(7)	Required Permit in Thurston County			
3981	SEWELL	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	04/21/2020	\$500.00	7/7/2020
3983	WOLDRICH	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	04/30/2020	\$1,000.00	
3986	HOWARD	MASON	Rule 6.2.5(a)	Burning Prohibitives	04/28/2020	\$500.00	
3987	AGP - PORT OF GRAYS HARBOR-TERMINAL 2	GRAYS HARBOR	Rule 8.3(c)(1)	Fugitive dust	05/11/2020	\$250.00	7/24/2020
3988	COSTCO GASOLINE FACILITY #64 - TUMWATER	THURSTON	Rule 6.2.8(b)	Failure to comply with conditions of permit	05/19/2020	\$250.00	
3989	DICKENS	GRAYS	Rule 6.3.2(b)	Demo without AHERA survey	05/04/2020	\$500.00	
		HARBOR	Rule 6.3.4(a)	asbestos/demo work withoutification/fee			
3993	SILVER SPRINGS ORGANICS LLC	THURSTON	Rule 6.1.8	Conditions in Approval Orders Enforceable	05/21/2020	\$250.00	
3994	PAN	THURSTON	Rule 6.2.5(e) Rule 6.2.5(a)	Use of Burn Barrel Burning Prohibitives	07/09/2020		
3995	HOWARD	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympi Tumwater	05/18/2020	\$250.00	
3999	JOHNSON	THURSTON	Rule 6.2.5(a) Rule 6.2.7(c)	Burning Prohibitives No burning Lacey Olympi Tumwater	05/19/2020	\$250.00	
4000	COCHRAN	THURSTON	Rule 6.2.8(c)(4)	Landclearing burn withou permit		\$610.00	
4001	MINER	THURSTON	Rule 6.2.8(c)(4)	Landclearing burn withou permit	06/02/2020	\$250.00	
4003	PEAPEALALO	THURSTON	Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning	06/04/2020	\$400.00	
4004	JOHNSON	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	06/30/2020		
4005	JOHNSON	GRAYS HARBOR	Rule 6.3.4(a)	asbestos/demo work withoutification/fee	06/30/2020		

NOV#	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
4006	HORA FAMILY HOMES LLC	THURSTON	Rule 6.2.8(b)	Failure to comply with conditions of permit	06/12/2020		
4007	ODEGAARD	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	06/12/2020	\$500.00	
			Rule 6.2.8(c)(7)	Required Permit in Thurston County			
4008	CAMPBELL - MUD BAY COFFEE CO., LLC	THURSTON	Rule 6.1(a)	Fairlure to File NOC	06/10/2020		
4009	WOODLAND MEADOWS I LLC	THURSTON	Rule 6.3.4(a)	asbestos/demo work with notification/fee	06/19/2020		
4010	ROBYN E. PETERS AS TRUSTEE OF THE BORZONE LOVING TRUST	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	07/13/2020		
4011	BUDROW	THURSTON	Rule 6.2.8(c)(4)	Landclearing burn withou	06/25/2020		
			Rule 6.2.5(c)	permit Person must be in attendance of fire			
4012	DAHL	THURSTON	Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning	07/06/2020		
			Rule 6.2.7(c)	No burning Lacey Olympi Tumwater			
4013	BRYSON	GRAYS	Rule 6.2.5(a)	Burning Prohibitives	07/06/2020		
		HARBOR	Rule 6.2.5(c)	Person must be in attendance of fire			
4014	ONWUKWE	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympi Tumwater	07/06/2020		
4015	DECONTO	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	07/13/2020		
			Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning			
4016	RICHARDS	CLALLAM	Rule 6.2.8(c)(4)	Landclearing burn withou permit	07/15/2020		
			Rule 6.2.5(a)	Burning Prohibitives			
			Rule 6.2.6(a)	Burn Ban			
4017	JOHNSON	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	07/13/2020		
4018	COSTCO GASOLINE FACILITY #64 - TUMWATER	THURSTON	Rule 8.8	Control Equipment Maintenance and repair	08/05/2020		
4019	SIERRA PACIFIC INDUSTRIES - LUMBER MILL	GRAYS HARBOR	Rule 6.3.4(a)	asbestos/demo work with notification/fee	07/23/2020		
4020	BORZONE	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	07/24/2020		
4021	KLANG TRUSTEES	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	08/05/2020		
			Rule 6.2.6(a)	Burn Ban			

NOV#	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
4022	TAYLOR	THURSTON	Rule 6.2.4 Rule 6.2.5(a)	Summer Burn Ban Burning Prohibitives	08/05/2020		
			Rule 6.2.3	Cities and UGANo Residential or Land Clearing burning			
4024	JONES	THURSTON	Rule 6.2.4 Rule 6.2.5(a)	Summer Burn Ban Burning Prohibitives	07/29/2020		
4025	OLSON	PACIFIC	Rule 6.2.5(a) Rule 6.2.3	Burning Prohibitives Cities and UGANo Residential or Land Clearing burning	07/30/2020		
					Total:	\$54,510.00	

Industrial / Commercial Air Permits

Pending and Final Permits for period from 06/05/2020 to 08/06/2020

Facility_Name	City	Туре	NOC_No	Facility Category	Description	Eng	Application Status Received		Date of Status Update
AQUATIC CO	YELM	RFC	18RFC1287	Fiberglass/Mari ne Services	incorporate conditions from 17NOC1256	MVG	6/1/2018 final pe	rmit delivered	6/26/2020
DART CONTAINER CORP OF WASHINGTON	TUMWATE R	NOC	20NOC1442	Manufacturing	install a replacement densifer for processing internal scrap and post consumer foam	AM	4/23/2020 final pe	rmit delivered	6/12/2020
EVERGREEN PLAZA ASSOCIATES	OLYMPIA	NOC	20NOC1448	Soil Remediation	install Air Sparge/SVE remediation system	AM	6/26/2020 final pe	rmit delivered	8/5/2020
HOME DEPOT #5832 - LACEY	LACEY	NOC	20NOC1431	Retail Services	install 2 - 1000 kw standby generators	AM	3/3/2020 final pe	rmit delivered	6/9/2020
SAFEWAY - PORT ANGELES #1492	PORT ANGELES	NOI	20NOI1447	Gasoline Distribution	replace all phase 1 vr equipment	AM	6/24/2020 final pe	rmit delivered	7/14/2020
SING SQUARE LOG HOMES MCCLEARY	McCLEARY	NOC	20NOC1428	Wood Products	install a baghouse (after the fact)	AM	2/20/2020 final pe	rmit delivered	6/29/2020
AFC BODY SHOP	LACEY	NOC	19NOC1357	Automotive Services		AM	5/17/2019 waiting	on SEPA	7/18/2019

Thursday, August 6, 2020 Page 1 of 4

Facility_Name	City	Туре	NOC_No	Facility Category	Description	Eng	Application Status Received	Date of Status Update
ASCENSUS SPECIALTIES LLC	ELMA	NOC	19NOC1411	Manufacturing	revise existing voluntary limit on HAPs in order to characterize the facility as an area sources with respect to all NESHAPs with the intention of withdrawing from the Title V program	JAD	11/15/2019 public noticing period initiated	7/13/2020
ASCENSUS SPECIALTIES LLC	ELMA	AOP	15AOP1134	Manufacturing	renew AOP	JAD	11/4/2015 on hold - per source	7/13/2020
BHP BILLITON CANADA INC	HOQUIAM	NOC	18NOC1301	Manufacturing	establish a potash terminal	AM	9/20/2018 on hold - per source	9/18/2019
CAPITOL CITY PRESS	TUMWATE R	NOC	20NOC1427	Printing/Paper Products	modify condition 2A of 14NOC1064 (increase previously established VOC limit of 11 tons per year)	LEW	2/14/2020 draft pending source review	8/6/2020
CEDAR CREEK CORRECTIONS	LITTLEROC K	MOD	16MOD1143	Corrections Center	modify conditions in approval order	AM	1/28/2016 final pending final payment	6/11/2020
CROWN CORK & SEAL CO INC	OLYMPIA	AOP	20AOP1446	Manufacturing	renew 15AOP1129	JAD	6/11/2020 draft in progress	6/16/2020

Thursday, August 6, 2020 Page 2 of 4

Facility_Name	City	Туре	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
DES CAPITOL CAMPUS	OLYMPIA	SMO	19SMO1416	Government	establish voluntary limit on emissions to establish the Washington State Capitol Campus (Capitol Campus) as a minor source with respect to the Washington State Operating Permit Regulation in Chapter 173-401 WAC.	LEW	2/28/2020	public noticing period initiated	7/15/2020
FOREST FUNERAL AND CREMATORY	OLYMPIA	NOC	20NOC1450	Cremation	cremate during non- daylight hours	AM	7/9/2020	final pending final payment	8/5/2020
FOX LUMBER CO	MONTESA NO	NOC	20NOC1439	Wood Products	install baghouse	LEW	4/20/2020	waiting on SEPA	8/4/2020
GRAYS HARBOR ENERGY LLC	ELMA	AOP	09AOP672	Energy Production	Air Operating Permit - Initial	MVG	4/24/2009	proposed permit sent to EPA	6/2/2020
McKINLEY PAPER COMPANY	PORT ANGELES	AOP	18AOP1300	Printing/Paper Products	renew AOP (11AOP816)	MVG	9/4/2018	draft in progress	8/5/2020
PANELTECH	HOQUIAM	NOC	20NOC1444	Printing/Paper Products	replace formaldehyde tank	JAD	5/18/2020	draft in progress	7/28/2020
PANELTECH	HOQUIAM	AOP	20AOP1437	Printing/Paper Products	renew AOP 11AOP864	JAD	4/2/2020	draft in progress	4/22/2020
RESURRECTION AUTO BODY AND	OLYMPIA	NOC	17NOC1251	Automotive Services	install after-the-fact spray booth	AM	9/12/2017	on hold - pending initial payment	9/13/2017
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	AOP	12AOP873	Wood Products	renew AOP permit	AM	1/11/2012	draft pending internal review	8/5/2020
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	NOC	20NOC1449	Wood Products	install 8 lumber dry kilns	AM	7/1/2020	incomplete application - waiting on data response	7/29/2020
SIERRA PACIFIC INDUSTRIES -	SHELTON	NOR	19NOR1326	Wood Products	modify condition 3G of 15NOC1128	MVG	2/13/2019	hand off to engineers	2/15/2019

Thursday, August 6, 2020 Page 3 of 4

Facility_Name	City	Туре	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
SIERRA PACIFIC INDUSTRIES -	SHELTON	RFC	19RFC1321	Wood Products	Align due dates for ACC and SAMR	MVG	2/1/2019	draft in progress	11/6/2019
SILVER SPRINGS ORGANICS LLC	RAINIER	NOR	20NOR1445	Composting	change conditions in 10NOC754		5/18/2020	incomplete application - waiting on data response	8/5/2020
SIMPSON DOOR CO	McCLEARY	RFC	19RFC1319	Wood Products	correct condition R2	MVG	1/30/2019	draft in progress	2/1/2019
WESTPORT LLC	WESTPORT	AOP	14AOP1029	Fiberglass/Mari ne Services	renew AOP	LEW	3/7/2014	draft in progress	7/30/2020
WESTPORT LLC	WESTPORT	REV	09REV702	Fiberglass/Mari ne Services	modify #07AOP575 to remove conditions 4.18 and 6.12 and incorporate requirements from 40 CFR Part 63 Subpart II.	LEW	9/3/2009	draft in progress	7/30/2020
WSDOT - LACEY	LACEY	NOC	20NOC1443	Government	relocate 605 hp diesel powered generator	AM	5/20/2020	final pending final payment	6/8/2020
WSDOT - LACEY	LACEY	NOC	20NOC1443	Government	relocate 605 hp diesel powered generator	AM	5/20/2020	hand off to Debbie for final paymnet	6/8/2020

Thursday, August 6, 2020 Page 4 of 4



Air Quality Monitoring Summary

June & July 2020

Odelle Hadley, PhD

June 2020 Air Quality Summary – PM2.5

	Minimum	Average	Maximum	G O O D	M O D	U S G	U H	V U H	
Aberdeen	2.1 μg m ⁻³	3.1 μg m ⁻³	6.1 μg m ⁻³	30					
Cheeka Peak ¹	0.7 μg m ⁻³	1.4 μg m ⁻³	2.6 μg m ⁻³	29					
Lacey	1.5 μg m ⁻³	2.5 μg m ⁻³	4.2 μg m ⁻³	30					
Port Angeles	2.8 μg m ⁻³	3.6 μg m ⁻³	6.1 μg m ⁻³	30					
Port Townsend ²	3.1 μg m ⁻³	3.7 μg m ⁻³	5.4 μg m ⁻³	18					
Shelton	1.2 μg m ⁻³	2.6 μg m ⁻³	6.1 μg m ⁻³	30					
Raymond	2.4 μg m ⁻³	3.5 μg m ⁻³	6.2 μg m ⁻³	30					

- 1) Power outages caused 1 day of lost data
- 2) Data logger died and a new one had to be installed

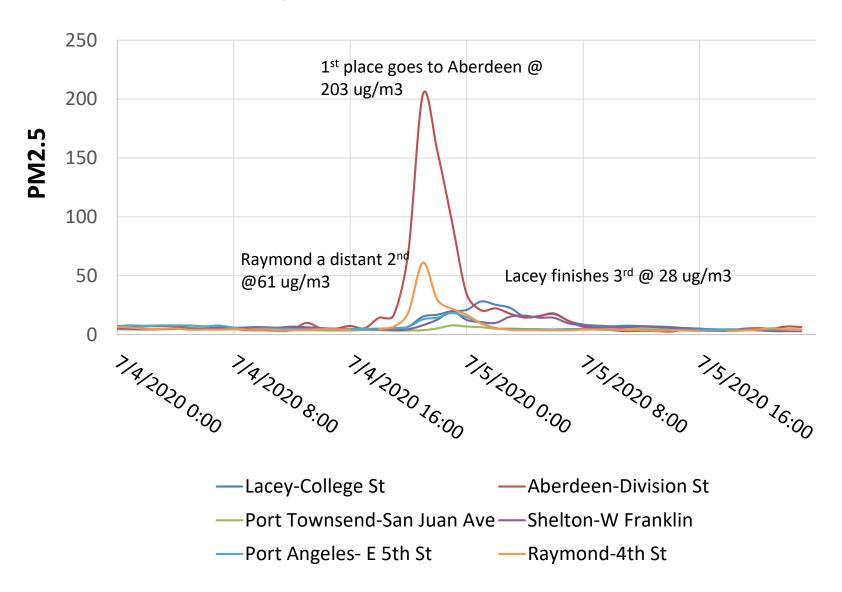
July 2020 Air Quality Summary – PM2.5

	Minimum	Average	Maximum	G O O	M O D	U S G	U H	V U H
Aberdeen	1.7	4.6	27.4	30	U	1		
Cheeka Peak	0.7	1.8	4.4	31				
Lacey	1.7	3.7	10.3	31				
Port Angeles	2.6	4.2	7.2	31				
Port Townsend ¹	2.9	4.2	6	28				
Shelton ²	0.9	3.9	7.7	26				
Raymond	1.9	4	9.6	31				

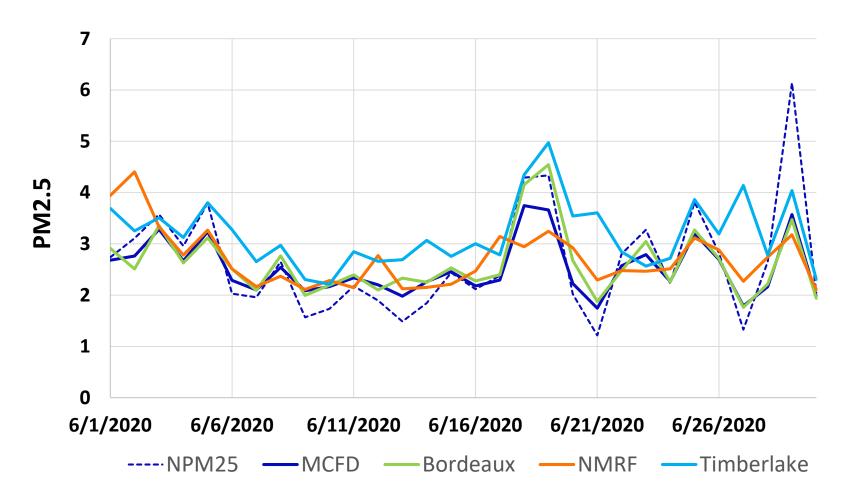
- 1) Data logger fault.
- 2) Data logger froze and was upgraded.

^{*} Maximum daily values at all sites occurred on July 5th.

July 4th and fireworks

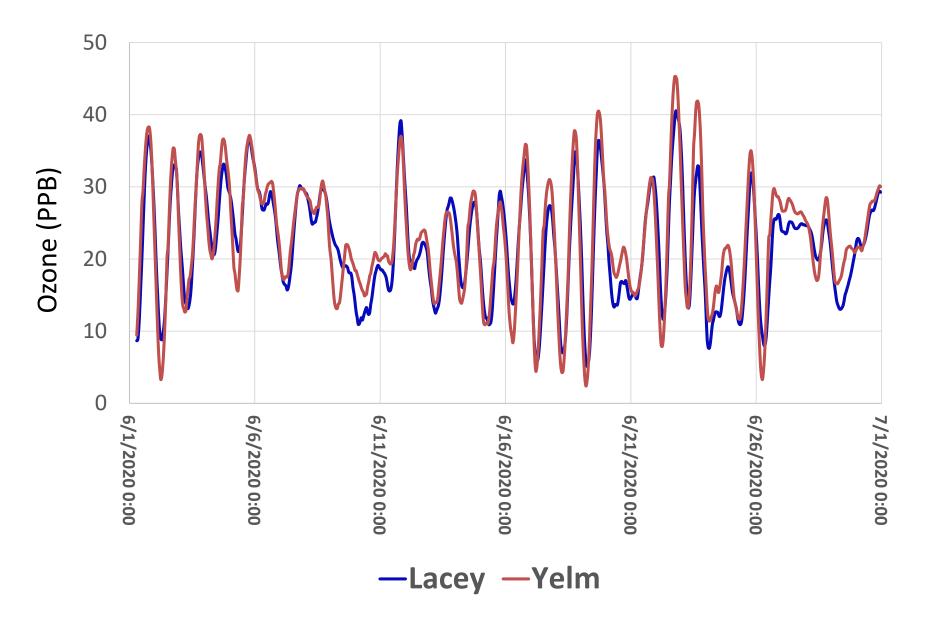


Mason County Saturation Study Daily averages – June 2020

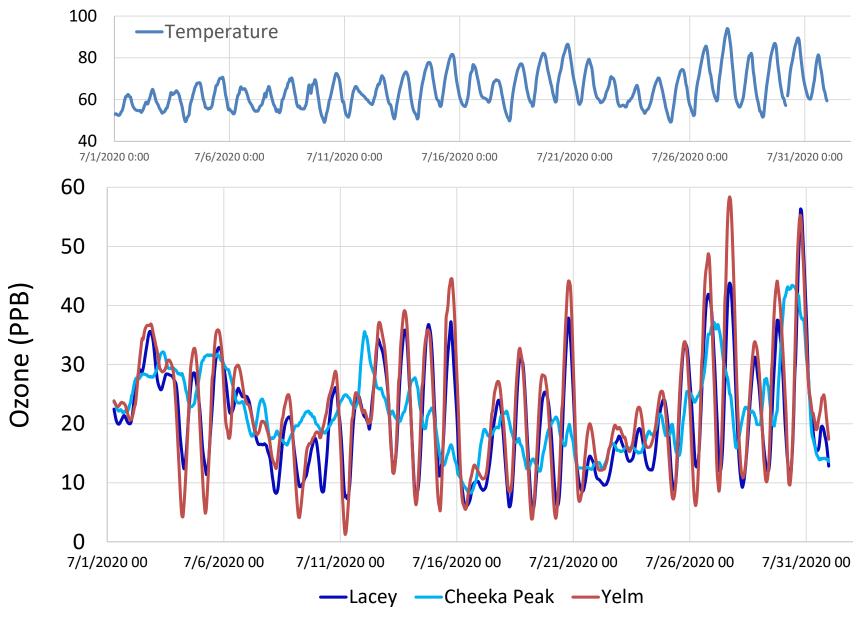


Data have been corrected to be consistent with the Shelton nephelometer in June 2020

8-hr Ozone - Thurston County - June 2020



July ozone



EPA's Air Sensor Pilot Project

- Incorporate the Purple air sensors into the smoke forecast map
- Automated correction to Purple Air data
- https://maps.airfire.org/pilot/?lat=47.045017
 6&lng=-122.935705599999998zoom=10

Other Monitoring News

- 2 site visits to Cheeka Peak in June
- 1 site visit to Port Angeles
- 2 site visits to Port Townsend
- 1 site visit to Shelton. Data logger replaced.
- Working on Community Toxics final report to EPA
- Attended NW Airquest annual meeting (remotely)
 - Presented on PurpleAir Sensor data
- Removed Purple Air sensors from Mason Co
- Working with Ecology on EtO pilot study in Lacey and Raymond, WA
- Fixed and re-installed CO monitor at Mt. View in Lacey

Contact

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

odelle.hadley@orcaa.org

https://www.orcaa.org





2940 Limited Ln NW Olympia, WA 98502 (360) 539-7610 www.ORCAA.org

Trash Burning is Illegal and expensive!

Paying to legally and safely dispose of trash can actually save you money.

Those who choose to get rid of garbage by illegal dumping or burning, face significant fines for their actions. The fine for burning trash can be as high as \$14,915 for every fire! Note that, for repeat offenses, fines increase substantially with each new violation.



Instead of saving money, property owners who burn demolition debris, construction scraps, or other trash can earn a hefty fine.

The owner of this illegal fire was fined \$500.

The Olympic Region Clean Air Agency (ORCAA) enforces the Washington Clean Air Act in Clallam, Grays Harbor, Jefferson, Mason, Pacific and Thurston Counties.

ORCAA may issue Notices of Violation (NOVs) for illegal burns, which includes burning trash of any kind (including any treated or painted wood), use of burn barrels, or any fire that impacts another resident's ability to enjoy their own property (i.e. nuisance smoke). The list of materials that are illegal to burn (a.k.a. "prohibited materials") includes, but is not limited to:

- paper or newspaper (except what is necessary to start a fire)
- cardboard
- ★ household garbage
- ▼ treated, painted or stained wood
- manufactured wood, including but limited to:
 - ✓ plywood
 - ✓ Oriented Strand Boards (OSB)
 - ✓ Medium-Density Fiberboards (MDF)
 - ✓ siding materials
- **▼** furniture
- paints
- ★ tires and other rubber products
- plastics
- asphalt
- building materials
- chemicals
- petroleum products
- **⋈** metal
- dead animals

Anyone who experiences nuisance smoke should contact the Olympic Region Clean Air Agency, (360) 539-7610, or use the online form to report the issue.

https://bit.ly/ORCAA-smoke



Based on the size of this burn pile, and the amount of prohibited materials (i.e. trash), this fire earns at least a \$500 fine.

STOP! Before you burn, consider the Alternatives!

Don't Get Burned! Know the Law!

- Burning of household trash is illegal state-wide and could result in fines of up to \$14,915.
- Burning trash including paper releases toxic compounds into the air.

Burning trash = breathing poisons!



Don't Get Burned!

Know the Law!

Burn barrels are ILLEGAL throughout Washington!



For more information, contact Olympic Region Clean Air Agency (360) 539-7610

For safe, legal disposal of trash, including household waste and construction debris, make use of Home Pick-up Services or the drop-off transfer station provided by Peninsula Sanitation Services

www.peninsulasanitationservice.com



Health Matters!

Smoke and lungs do NOT go well together. Smoke that enters human lungs could affect our health and wellbeing.

You are responsible for your smoke!

If your smoke impacts a neighbor, you may be fined!

If you experience nuisance smoke, please call ORCAA. You may leave voice mail, or you may reach our compliance team using the online form at https://bit.ly/ORCAA-smoke

Olympic Region Clean Air Agency 2940 Limited Lane NW Olympia, WA 98502

PRSRT STD ECRWSS U.S. POSTAGE **PAID** EDDM RETAIL

Local Postal Customer

Olympic Region Clean Air Agency

Comparative Summary of Agency Budget, Revenues, & Expenditures

For the Period Ending June 2020

Actuals

0.00

2,406,602.53

88,245.08

(32,181.00)

2,470,320.73 \$

Revenue AOP (Title V)

NOC - Major/Minor NOI - Major/Minor

Annual Registration

Woodstove Educ Grant

Woodsmoke Reduct/Recycle Grant

Ecology Monitoring (PM2.5) EPA - Cheeka Peak Grant

Community Scale Air Toxics

Fines (Public Education)

Miscellaneous Revenue

Building/Rental Income

Title V Contingency

Net Income (Deficit)

08062020 lmh

Total Revenue

General Fund Contingency

Investment Income

Assessments ECY Oversight

Land Clearing

CORE-Federal

CORE-State

EFSEC

Asbestos

	*		FY2020	FY2019	
FY 2020 Approved	FY 2020		<u>12-mos</u>	= 100%	
Annual Budget	12-Months Actual	Difference	% of	Budget	
\$ 378,086.00	\$ 378,083.33	\$ (2.67)	100%	100%	
110,000.00	134,984.80	24,984.80	123%	127%	
2,000.00	7,773.00	5,773.00	389%	218%	
380,000.00	396,502.33	16,502.33	104%	104%	
445,380.00	446,188.11	808.11	100%	100%	
15,000.00	12,326.05	(2,673.95)	82%	73%	ĺ
135,000.00	127,199.00	(7,801.00)	94%	116%	l
15,000.00	31,909.25	16,909.25	213%	188%	l
11,017.00	9,939.00	(1,078.00)	90%	100%	l
125,000.00	168,816.08	43,816.08	135%	53%	l
13,500.00	13,500.00	0.00	100%	103%	l
86,077.00	95,407.34	9,330.34	111%	112%	l
90,400.00	167,453.97	77,053.97	185%	50%	l
187,774.00	181,192.00	(6,582.00)	96%	100%	l
134,737.50	131,211.00	(3,526.50)	97%	100%	l
35,532.00	32,461.00	(3,071.00)	91%	212%	l
55,000.00	66,207.16	11,207.16	120%	113%	l
20,000.00	34,923.39	14,923.39	175%	221%	l
2,000.00	1,889.93	(110.07)	94%	312%	
60,708.00	60,037.00	(671.00)	99%	94%	
200,290.23	0.00	(200,290.23)	0%	0%	
	Approved Annual Budget \$ 378,086.00 110,000.00 2,000.00 380,000.00 445,380.00 15,000.00 135,000.00 11,017.00 125,000.00 86,077.00 90,400.00 187,774.00 134,737.50 35,532.00 55,000.00 20,000.00 2,000.00 60,708.00	FY 2020 Approved Annual Budget FY 2020 12-Months Actual \$ 378,086.00 \$ 378,083.33 110,000.00 134,984.80 2,000.00 7,773.00 380,000.00 396,502.33 445,380.00 446,188.11 15,000.00 12,326.05 135,000.00 31,909.25 11,017.00 9,939.00 125,000.00 168,816.08 13,500.00 13,500.00 86,077.00 95,407.34 90,400.00 167,453.97 187,774.00 181,192.00 134,737.50 131,211.00 35,532.00 32,461.00 55,000.00 66,207.16 20,000.00 1,889.93 60,708.00 60,037.00	FY 2020 Approved Annual Budget FY 2020 12-Months Actual Difference \$ 378,086.00 \$ 378,083.33 \$ (2.67) \$ 110,000.00 \$ 134,984.80 \$ 24,984.80 \$ 2,000.00 \$ 7,773.00 \$ 5,773.00 \$ 380,000.00 \$ 396,502.33 \$ 16,502.33 \$ 445,380.00 \$ 446,188.11 \$ 808.11 \$ 15,000.00 \$ 12,326.05 \$ (2,673.95) \$ 135,000.00 \$ 127,199.00 \$ (7,801.00) \$ 15,000.00 \$ 31,909.25 \$ 16,909.25 \$ 11,017.00 \$ 9,939.00 \$ (1,078.00) \$ 125,000.00 \$ 168,816.08 \$ 43,816.08 \$ 13,500.00 \$ 13,500.00 \$ 0.00 \$ 86,077.00 \$ 95,407.34 \$ 9,330.34 \$ 90,400.00 \$ 167,453.97 \$ 77,053.97 \$ 187,774.00 \$ 181,192.00 \$ (6,582.00) \$ 35,532.00 \$ 32,461.00 \$ (3,071.00) \$ 55,000.00 \$ 66,207.16 \$ 11,207.16 \$ 20,000.00 \$ 1,889.93 \$ (110.07) \$ 60,708.00 \$ 60,037.00 \$ (671.00) <td>FY 2020 Approved 12-most \$ 378,086.00 \$ 378,083.33 \$ (2.67) 100% \$ 110,000.00 134,984.80 24,984.80 22,000.00 7,773.00 5,773.00 389% \$ 380,000.00 396,502.33 16,502.33 104% \$ 445,380.00 446,188.11 808.11 100% \$ 15,000.00 12,326.05 (2,673.95) 82% \$ 135,000.00 127,199.00 (7,801.00) 94% \$ 15,000.00 168,816.08 43,816.08 135% \$ 13,500.00 168,816.08 43,816.08 135% \$ 13,500.00 167,453.97 77,053.97 185% \$ 187,774.00 181,192.00 (6,582.00) 96% \$ 134,737.50 131,211.00 (3,526.50) 97% \$ 35,000.00 1,889.93 (110.07) 94% \$ 2,000.00 1,889.93 (110.07) 94% \$ 2,000.00 60,708.00 60,037.00 (671.00) 99%</td> <td>$\begin{array}{ c c c c c c c c c c c c c c c c c c c$</td>	FY 2020 Approved 12-most \$ 378,086.00 \$ 378,083.33 \$ (2.67) 100% \$ 110,000.00 134,984.80 24,984.80 22,000.00 7,773.00 5,773.00 389% \$ 380,000.00 396,502.33 16,502.33 104% \$ 445,380.00 446,188.11 808.11 100% \$ 15,000.00 12,326.05 (2,673.95) 82% \$ 135,000.00 127,199.00 (7,801.00) 94% \$ 15,000.00 168,816.08 43,816.08 135% \$ 13,500.00 168,816.08 43,816.08 135% \$ 13,500.00 167,453.97 77,053.97 185% \$ 187,774.00 181,192.00 (6,582.00) 96% \$ 134,737.50 131,211.00 (3,526.50) 97% \$ 35,000.00 1,889.93 (110.07) 94% \$ 2,000.00 1,889.93 (110.07) 94% \$ 2,000.00 60,708.00 60,037.00 (671.00) 99%	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$

0.00

62,668.28 \$

62,668.28

2,498,003.74

32,181.00

27,683.01

0%

101%

0%

93%

		YTD
		FY2020
		Revenue
46%	Fees	\$ 1,154,984.92
32%	Grants*	799,980.39
18%	Assessments	446,188.11
4%	Other	96,850.32
0%	Reserves	 0.00
100%		\$ 2,498,003.74
*	Grants-Fed	457,553.31
*	Grants-State	342,427.08

 $\underline{Comparison}$

	Fiscal Year 2 Fiscal Yea		FY 2020 Approved	FY 2020			<u>12-mos</u>	= 100%
	Actuals		Annual Budget	12-Months Actual		<u>Difference</u>	<u>% of</u>	Budget
Expenditures								
Salaries	\$ 1,368,6	66.47	\$ 1,474,673.00	\$ 1,477,803.24	\$	3,130.24	100%	96%
Personnel Benefits	461,1	28.01	553,909.73	505,310.18		(48,599.55)	91%	89%
Total Payroll	1,829,7	94.48	2,028,582.73	1,983,113.42		(45,469.31)	98%	94%
Office Supplies/Sm Equip.	\$ 4,8	02.97	\$ 6,300.00	\$ 5,167.88	\$	(1,132.12)	82%	96%
Gasoline Vehicles	4,3	19.38	5,600.00	4,624.65		(975.35)	83%	77%
Computer Hard/Soft.	11,7	41.71	13,098.00	8,530.12		(4,567.88)	65%	82%
Bd. Prof. Ser. & Travel Reimb.	1,2	18.36	3,600.00	835.48		(2,764.52)	23%	34%
Training & Conferences	15,2	28.66	11,155.00	10,245.24		(909.76)	92%	135%
Professional Srs.	40,8	66.94	43,800.00	49,999.15		6,199.15	114%	76%
Telephone	11,3	62.74	14,000.00	11,837.82		(2,162.18)	85%	81%
Postage	3,9	68.36	4,600.00	5,358.80		758.80	116%	86%
Insurance (Bldg, Veh, Staff)	28,4	27.00	29,000.00	30,138.00		1,138.00	104%	105%
Wellness Program	4	88.64	400.00	236.27		(163.73)	59%	122%
Public Education	9,8	40.49	10,360.00	11,941.91		1,581.91	115%	116%
Miscellaneous	1,7	59.59	900.00	57.86		(842.14)	6%	196%
Dues & Subscriptions	1,5	02.79	3,500.00	3,748.81		248.81	107%	41%
Audit/Acctg	20,9	29.08	7,500.00	6,722.02		(777.98)	90%	116%
Printing		0.00	300.00	426.27		126.27	142%	0%
Rent-Satellite Office	2.4	00.00	2,400.00	2,400.00		0.00	100%	100%
Maintenance - Copier	1.3	98.89	1,800.00	1,373.14		(426.86)	76%	78%
Vehicle Purchase		00.00	0.00	0.00		0.00	0%	114%
Maintenance - Vehicles		21.01	3,500.00	1,411.61		(2,088.39)	40%	26%
Total Non-P/R		76.61	161,813.00	155,055.03		(6,757.97)	96%	93%
Principal/Interest - Office Bldg	\$ 44,4	83.31	\$ 45,500.00	\$ 44,914.45	\$	(585.55)	99%	99%
Alarm Monitoring/Security	1,1	89.48	2,000.00	1,184.52		(815.48)	59%	59%
Utilities	14,1	11.44	14,000.00	13,077.72		(922.28)	93%	101%
Janitorial & Supplies	6	04.99	600.00	7,700.42		7,100.42	1283%	101%
Maintenance - Office Bldg.	5,8	04.66	6,000.00	6,768.20		768.20	113%	97%
Leasehold Improvements	5,2	22.85	14,000.00	0.00		(14,000.00)	0%	44%
Total Bldg./Capital		16.73	82,100.00	73,645.31	_	(8,454.69)	90%	90%
WoodSmoke Reduction/Bounty	\$ 76,4	00.00	\$ 100,000.00	\$ 123,050.00	\$	23,050.00	123%	76%
ECY Oversight Fees	10,9	37.00	15,000.00	12,326.00		(2,674.00)	82%	73%
Monitor. Equip./CPO	38,7	65.14	33,400.00	33,564.67		164.67	100%	125%
Community Scale Air Toxics	96,8	84.14	44,400.00	53,049.44		8,649.44	119%	51%
Monitoring-General	4,4	83.35	5,025.00	628.46		(4,396.54)	13%	95%
Security Deposit Refunds		0.00	0.00	903.13		903.13	n/a	0%
Total Operational	227,4		197,825.00	223,521.70		25,696.70	98%	67%
Grand Total Expenditures	\$ 2,318,3	57.45	\$ 2,470,320.73	\$ 2,435,335.46	\$	(34,985.27)	99%	90%

		YTD
		FY2020
		Expenditures
81%	Payroll	1,983,113.42
6%	Non Payroll	155,055.03
3%	Bldg/Capital	73,645.31
9%	Operating	223,521.70
100%	Total	\$ 2,435,335.46

OLYMPIC REGION CLEAN AIR AGENCY

FUND BALANCE - Actual - Fiscal Year 2020 For The Period Ending June 30, 2020

	General Fund		
BEGINNING Fund Balance 07/01/2019	\$	1,658,408	
<u>Plus</u> : Revenue Fiscal Year (excluding Contingency Usage)	\$	2,498,004	
<u>Less</u> : Expenditures Fiscal Year	\$	(2,435,335)	
ENDING Fund Balance 06/30/2020	\$	1,721,076	
General Fund Balance applied to FY Budget	\$	-	Returning \$62,668 to General Fund
Title V Funds applied to FY Budget	\$	56,282	
Fund Balance ALLOCATIONS-			
Contingency Funds			
<u>Less:</u> Expense Contingency (20% FY Budget less Title V)	\$	(391,963)	
<u>Less:</u> Title V (has a deficit & is borrowing from Gen. Fund)	\$	56,282	
<u>Less:</u> Tenants Security Deposits	\$	(5,575)	
Capital & Contingency Funds			
<u>Less</u> for Office Building	\$	(30,000)	
Less for Monitoring Equipment	\$	(20,000)	
<u>Less</u> for Database	\$	(110,000)	
<u>Less</u> for Vacation/Sick Leave	\$	(211,133)	
<u>Less</u> for General Fund Contingency	\$	(1,008,687)	
"Operating Contingency Funds" defined An amount establi Revised Res #269	•		

*The total Fund Balance includes all funds on deposit.

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^{*}Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".