

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

Regular Meeting

November 14, 2018  
10:00 am

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***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, October 10, 2018
  2. Expenditures and Disbursements – October 5, 2018 – November 6, 2018
6. **UNFINISHED BUSINESS**
  1. Update on Gas Station Rule
  2. Review Penalty Worksheets – Asbestos and Demolition (*action item*)
  3. 10-year look- Employee Changes
7. **NEW BUSINESS**
  1. Federal Regulation-adopt by reference (*action item*)
  2. Resolution 2018-277 - Small Public Works & Consultants (*action item*)
8. **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*)
9. **GOOD OF THE ORDER**
10. **EXECUTIVE SESSION**  
To discuss any matter suitable for Executive Session under RCW 42.30.110
11. **ADJOURN**

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

**BOARD OF DIRECTORS MEETING**

October 10, 2018

Members present: Cynthia Pratt, City of Lacey (Vice Chair)  
Joan Cathey, City of Tumwater  
Kristina Hollatz in for Wes Cormier, Grays Harbor County  
Lisa Ayers, Pacific County  
Terri Drexler, Mason County  
John Hutchings, Thurston County

Members absent: Jim Cooper, City of Olympia (Chair)  
Randy Johnson, Clallam County  
Kate Dean, Jefferson County

Legal Counsel: Julie Carignan of Law, Lyman, Daniel, Kamerrer and Bogdanovich

Staff Present: Fran McNair, Executive Director; Mike Shults, Compliance Supervisor;  
Mark Goodin, Engineering Manager; Odelle Hadley, Air Monitoring  
Supervisor; Dan Nelson, Public Information Officer; Lynn Harding,  
Administrative Services; and Debbie Moody, Office Manager/Recorder

Pratt called the meeting to order at 10:00 a.m. Pratt noted Cooper was absent however his backup person should be arriving. Pratt asked for approval of the Agenda. Ayers moved approval of the Agenda. The motion was seconded and carried unanimously.

**CHAIR REPORT**

There were no items for Chair Report.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

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

**UNFINISHED BUSINESS**

Review Penalty Worksheets – General and AOP

McNair noted Mike Shults is in for R. Moody. We have 6 total penalty worksheets, two were done in September, we have two for today and we will bring the final two to the Board in November.

Shults explained the General Penalty Worksheet covers those violations that don't fit in the other categories (woodstove, outdoor burning, etc.). Basically, Shults stated, our smaller registered

sources will fall under this worksheet. Shults explained we are hoping to align all six of the worksheets with regards to formatting and the general questions, while each of them will have specific questions depending on the type of violation. Shults went over the questions and responses of the General Worksheet. Shults did note the higher points associated with nuisance issues, explaining nuisances are labor intensive and typically take several site inspections, therefore we assign a higher points value. McNair also noted we only go back 5 years on violations. If the violation is older than 5 years, it isn't counted on the multiplier. After review of the General Worksheet, Drexler asked how staff would know if the violator had been informed by another agency (question 7). Shults explained we do work closely with other entities (fire departments, police, L&I, building depts, etc.) if they have been in contact with them and if they had notified them of the requirements.

Shults went over the questions and response of the AOP Worksheet. Shults did note the nuisance question is also on this worksheet and does receive higher points for the same reasons. Shults did note several questions didn't change, but we did add some clarity to a few.

Ayers asked if, after all is said and done, will these worksheets result in an increase in penalties in general, due to the new structure? Shults explained we use old violations to run through the new worksheets and there were no dramatic increases or decreases with our final products.

Drexler moved approval of the General and AOP Penalty Worksheets. The motion was seconded and carried unanimously.

McNair did note the last 2 worksheets (asbestos and demolition) will be brought before the Board in November.

## **DIRECTORS REPORT**

### Compliance Program Update

Shults stated the compliance team has completed interviews for the open inspector position and if references check out, we will be making an offer soon. Our AOP source inspection have all been completed for the year, Shults noting the deadline for those inspections was the end of September. Shults briefly went over the reports pointing out we were still getting some odor complaints from Ocean Protein and marijuana facilities.

### Engineering Program Update

Goodin reminded the Board he had given a presentation about air current incinerators at the last meeting. This topic was also discussed at the permit writers quarterly meeting and, across the state, Goodin noted, there wasn't an agency who wasn't opposed to approving air curtain incinerators in any capacity. Goodin reminded the Board we had a company wanting to place one of the incinerators in our jurisdiction and we will be telling them not to submit an application as it will not meet the standards and we would not be able to approve the permit.

Drexler wanted to understand that the decision that this is not a technology we can approve is a decision made by staff and not the Board, is that correct? McNair stated that is correct. Drexler asked if there was any discussion regarding using the incinerators for mobile outdoor burning projects. Goodin explained the permit writers did discuss it and every one of his peers and the agencies were against the use of these incinerators. McNair did add that ORCAA is not closed to the idea. Drexler noted she appreciated that ORCAA would still consider it in place of open burning.

Goodin also wanted to inform the Board that McKinley Paper (previously known as Nippon) did submit a renewal application. They are currently closed, which is part of the reason there is so much woody debris building up around the area. Goodin did state, the renewal application means they should be up and running, consuming biomass debris, in about a year and a half.

#### Air Quality Program Update

Hadley went over the September air quality, noting almost all the sites began to approach moderate, due to a bit of wildfire smoke moving through the area. Ozone season is coming to an end Hadley stated. We did have a couple of days of higher readings, one nearly hit 70ppb, which we assume is also due to wildfires. Monitoring continues to work with our interns on the Community Toxics Grant. We are gearing up for the Mason County Saturation Study and we made several unplanned trips to Cheeka Peak to do some repair work. Hadley stated she also attended Air Sensors International Conference in California, which covers the personal air monitors, such as purple air (however they didn't attend the conference). Hadley added we also continue to analyze our purple air data.

#### Education and Outreach

Nelson stated burn season has begun and permitting started 10 days ago. On the first day, we were averaging 1 permit every 4 minutes and we now have about 700 active residential permits in Thurston County. We have only had 7 invalid permits, meaning they applied in a no burn area. Nelson explained we had some issues with DNR and burn ban notification this past summer and will be working with them to hopefully have a more unified message and better communication. Now that burn season is underway, we are seeing an uptick in applications for the changeout program. We have allocated about \$35,000 of the \$125,000 thus far.

#### Finance/Administrative Update

Harding stated the Finance Committee met this morning and went over, in detail, the Fiscal Year end for 2018. Harding stated we did end with a \$66,000 addition to our general fund. We also went over the first quarter for Fiscal Year 2019, Harding continued. Harding went over a few line items noting we have received 28% of our revenues as of the end of September and are at 19% of our expenditures. Harding briefly went over the ending fund balance sheet, noting we have increased the database reserve to \$75,000.

Harding explained we had received word from Thurston County we are no longer going to be part of their Small Works Roster as they are looking at moving to MRSC for their needs. We are also looking to move that direction as well, however there are some questions we have and once we get the answers, we will get a resolution to the Board to reflect that change, along with a policy update.

We did receive final premium costs from AWC, Harding noted. The new rates are within our budget and we have also received the 2% eWellCity award, which will help in keeping the costs down as well.

#### Executive Director's Report

McNair stated she had received some preliminary legislation regarding changes to PCHB's rules, noting it isn't good legislation for small agencies such as ours.

We do think we will have a new inspector starting November 1, once we check references. We do have a 2<sup>nd</sup> person that may or may not start in January, McNair explained. The workload has been heavy for our inspectors and it will be great to have the new employee(s) on board to help.

We will be bringing the first quarter report for our Strategic Plan to the November meeting, McNair stated. McNair did note she will be attending the National Association of Clean Air Association (NACAA) meeting in Cleveland.

Drexler reminded McNair that Cooper had suggested we get a meeting Hilary Franz regarding DNR's role on how to handle excess biomass. McNair was under the impression Cooper was taking the lead. McNair stated she would follow up with him.

### **GOOD OF THE ORDER**

There were no items for the good of the order

### **ADJOURNMENT**

There was nothing further from the Board.

The meeting adjourned at 11:13 a.m.

### **CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on October 10, 2018, in Olympia, Washington.

ATTEST:

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

\_\_\_\_\_  
Jim Cooper, Chair  
ORCAA Board of Directors

DATED: \_\_\_\_\_

OLYMPIC REGION CLEAN AIR AGENCY

2940 Limited Lane NW, Olympia WA 98502-6503

**Board Approval of Expenditures, Disbursements, and Wire Transfers**

SUBMITTED FOR THE PERIOD

October 5, 2018 through November 6, 2018

<i><b>Fund:</b></i>	<i><b>Warrant #'s:</b></i>	<i><b>Scheduled Payment Date:</b></i>	<i><b>Issue Amount</b></i>
6471			
	63007396 - 63007414	October 10	\$18,600.04
	63007415 - 63007427	October 22 (including 63007402-Void)	\$3,122.60
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$540.76
	515022 - 515038	Payroll	\$108,529.01
	7615, 7619, 7622	Benefits	\$35,274.74
	63007428 - 63007441	November 1	\$13,822.47
	63007402	November 6	\$7,561.00
		<i><b>Total Expenditures This Period:</b></i>	<b>\$187,450.62</b>

**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  
October 5, 2018 through November 6, 2018

Check #	Date	Payee	Cash Account	Amount
63007396	10/10/18	Capital City Stove	10200	2,400.00
63007397	10/10/18	Capital Business Machines	10200	102.74
63007398	10/10/18	Comcast Cable Com., Inc.	10200	307.82
63007399	10/10/18	Comcast Cable Com., Inc.	10200	105.53
63007400	10/10/18	Anthony Cutler	10200	106.82
63007401	10/10/18	Department of Ecology	10200	1,591.55
63007402	10/10/18	Eastern Research Group, Inc.	10200	7,561.00
63007403	10/10/18	Fed Ex	10200	70.18
63007404	10/10/18	Grays Harbor Co. Sheriff's Department	10200	35.00
63007405	10/10/18	Labor & Industries	10200	1,438.87
63007406	10/10/18	Law, Lyman, Daniel,	10200	2,015.21
63007407	10/10/18	C&C Clean Sweep	10200	1,200.00
63007408	10/10/18	Mark O'Neill	10200	500.00
63007409	10/10/18	LeMay Inc-Pacific Disposal	10200	62.55
63007410	10/10/18	Puget Sound Energy	10200	689.84
63007411	10/10/18	Sabio Environmental, LLC	10200	142.00
63007412	10/10/18	Ruth Schumaker	10200	17.44
63007413	10/10/18	Sunrise Pest Management, Inc.	10200	78.68
63007414	10/10/18	Verizon Wireless, Bellevue	10200	174.81
63007415	10/22/18	Air Handlers Inc.	10200	585.34
63007416	10/22/18	Lisa Ayers	10200	74.89
63007417	10/22/18	Bank of America	10200	3,089.25
63007418	10/22/18	CADRE Inc.	10200	2,600.00
63007419	10/22/18	Terri Drexler	10200	20.71
63007420	10/22/18	Colton Gray	10200	784.08
63007421	10/22/18	Tufts University	10200	15.00
63007422	10/22/18	Kristina Hollatz	10200	38.15
63007423	10/22/18	Intermedia.net, Inc.	10200	297.92
63007424	10/22/18	Mountain Mist Water	10200	47.47
63007425	10/22/18	Olympia Fireplace Supply Inc.	10200	1,200.00
63007426	10/22/18	Pacific County Department	10200	200.00
63007427	10/22/18	The Evergreen State College	10200	1,730.79
Auto Transfer	10/31/18	Thurston County Treasurer's Office	10200	540.76
515022-515038	10/31/18	Salaries & Benefits	10200	143,803.75
63007428	11/1/18	Air Handlers Inc.	10200	230.22
63007429	11/1/18	City of Olympia	10200	638.23
63007430	11/1/18	Comcast Cable Com., Inc.	10200	315.76
63007431	11/1/18	Alarm Center, Inc.	10200	361.27
63007432	11/1/18	Eastern Research Group, Inc.	10200	8,114.00
63007433	11/1/18	Francea L. McNair	10200	135.75
63007434	11/1/18	Mountain Mist Water	10200	23.74
63007435	11/1/18	C&C Clean Sweep	10200	500.00
63007436	11/1/18	Northwest Clean Air Agency	10200	219.99
63007437	11/1/18	Olympia Fireplace Supply Inc.	10200	500.00
63007438	11/1/18	PUD #1 of Clallam County	10200	197.11
63007439	11/1/18	Sunset Air Incorporated	10200	2,400.00
63007440	11/1/18	Tags Awards & Specialties	10200	10.89
63007441	11/1/18	Verizon Wireless, Bellevue	10200	175.51
63007402V	11/6/18	Eastern Research Group, Inc.	10200	-7,561.00
63007442	11/6/18	Eastern Research Group, Inc.	10200	7,561.00
Total				187,450.62



**BOARD OF DIRECTORS MEETING**  
**November 14, 2018**

**SUBJECT:** Review draft penalty worksheets for the Asbestos and Demolition.

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

**REQUESTED BOARD ACTION:** The Board may consider a motion to approve.

**STAFF RECOMMENDATION:** Staff recommends a motion to approve the asbestos and demolition penalty worksheets as presented.

<b>DOCUMENTS ATTACHED:</b>	Title	Page #
	1. Summary of changes to the Asbestos worksheet	3
	2. Existing Asbestos civil penalty worksheet	4-5
	3. Proposed Asbestos civil penalty worksheet	6-7
	4. Summary of Demolition worksheet	8
	5. Existing Demolition civil penalty worksheet	9-10
	6. Proposed Demolition civil penalty worksheet	11-12

**BUDGET IMPACT & SOURCE OF FUNDS:** Proposed changes do not impact the budget.

**PRESENTERS AND OTHERS NOTIFIED:** Robert Moody, Compliance Manager, will present the information

**Introduction**

At the September and October Board meetings, staff presented proposed changes to four penalty worksheets. This month staff will present the Asbestos and Demolition penalty worksheets. As noted at the previous Board meetings, there are similarities within each of the penalty worksheets, such as: including the same instructions on each worksheet; the order of the questions is similar across all six worksheets; each question is numbered to simplify a reference to a specific question; a multiplier was used for violators with previous

Notices of Violation (NOVs); and, many of the questions were modified to be a yes/no answer. A yes/no answer is easier for staff to evaluate and the violator to understand. In the upper right corner of each worksheet you will see we have intentionally limited the list of previous NOVs to the last 5 calendar years. The Revision date and Board approval date will be included in the footer for each worksheet.

## **Summary of Changes Asbestos Penalty Worksheet**

### **Asbestos Civil Penalty Worksheet-Proposed**

This worksheet was last updated on January 12, 2011. The asbestos rule was updated in 2016. This proposal reflects the terms and conditions found in the current Rule.

As mentioned in the Introduction, we have limited the list of previous NOV's to 5 calendar years.

#### **Questions**

1. This question was limited to just the person or entity that did the work. We remove the reference to "NESHAP" which is the federal regulation. The maximum penalty amount for failure to notify the agency was reduced.
2. The wording has changed, but the intent was contained in the old Question #2. The question is asking about "visible emissions". In this context visible emissions are what we see with our naked eye. Examples would be sheet flooring or cement asbestos board laying on the ground at a demolition site. The term "friable" means how easily the material will release asbestos fibers.
3. This is the same as the existing Question #3. The potential answers were simplified.
4. This was contained within existing Question #3. Except for a single-family residence, only certified workers should be performing the work. Those workers have the training to properly minimize asbestos exposure for those people in the vicinity.
5. This question is new. It appears in other worksheets.
6. This question is similar to existing Question #6. We have limited the history to 5 calendar years. The number of previous violations will be a multiplier which will rapidly increase the total points and hence, the penalty amount.

The minimum and maximum penalties shown in the Table on page 2 have not changed.

**Existing**  
**Asbestos Civil Penalty Worksheet**  
(Revised 01/06/11)

Name: \_\_\_\_\_  
NOV# \_\_\_\_\_ Previous NOVs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

The following procedures shall be used in making a recommendation for assessment of civil penalties for violations of Federal, State, and local regulations. Civil penalties should include a "gravity" component that shall be determined according to Step 1 below. In addition, civil penalties for violations involving an economic benefit to the violator should include a "benefit" component. The amount of the benefit component should be equivalent to the economic benefit realized by the violator due to the noncompliance and may be determined according to Step 2 below. The total civil penalty assessed for a violation should be the sum of the "gravity" and "benefit" components.

**STEP 1. GRAVITY COMPONENT:** Answer all questions below. Choose the statement that best answers the question. Sum the numerical "ratings" for all answers and proceed to the table at the end of this section to determine the appropriate "gravity" component.

**1. Was the violation an administrative violation?**

- No. (0)
- This was an Administrative/Paperwork violation, other than Agency notification, on a Residential project by owner or agent. (1)
- No notification of work on a Residential project with work performed by the owner or agent. (2)
- This was an Administrative/Paperwork violation, other than Agency notification, by a contractor on a project less than NESHAP. (3)
- No Notification of project performed by a contractor. (5)
- No Notification of a commercial project less than NESHAPS. (5)
- This was an Administrative/Paperwork violation, other than Agency notification, on a NESHAP project. (7)
- No notification of a NESHAP project. (10)

\_\_\_\_\_ (pts)

**2. Was there an emission?**

- No or Unknown. (0)
- The violation likely resulted in an emission of nonfriable asbestos that was contained to the owner-occupied residential property limiting potential exposure. (3)
- The violation likely resulted in an emission of friable asbestos that was contained to the owner-occupied residential property, limiting potential exposure. (7)
- The violation likely resulted in a non-friable asbestos emission where the public may have been exposed. (10)
- The violation likely resulted in a friable asbestos emission where the public may have been exposed. (15)

\_\_\_\_\_ (pts)

**3. Were appropriate handling procedures followed?**

- All handling procedures appear to have been followed, or handling procedures cannot be determined. (0)
- Removed material was improperly bagged or marked, but the ACM was contained. (2)
- Material was not wetted when removed and/or bagged. (2)
- The material was removed or transported improperly. (3)
- Asbestos material was removed by non-certified workers (on a non-owner occupied residential dwelling). (3)
- The asbestos was disposed of improperly. (7)

\_\_\_\_\_ (pts)

**4. Was the violator responsive in correcting the violation?**

- The violation has been corrected. (0)
- The violator attempted to correct the problem, but was unsuccessful. (2)
- The violator was unable to correct the problem. (2)
- The violator did not attempt to correct the problem. (5)

\_\_\_\_\_ (pts)

**5. Were there any complaints associated with this violation?**

- No complaints. (0)
- ORCAA received one or more complaints from an unaffected party. (1)
- ORCAA received one or more complaints from an affected party. (3)
- ORCAA received complaints from more than one affected party. (7)

\_\_\_\_\_ (pts)

**6. Is there a history of violations?**

- No previous history. (0)
- Violator was contacted by ORCAA for a similar incident but was not cited. (1)
- Violator was contacted by ORCAA on more than one occasion, for similar incidents, but has not been cited. (2)
- Violator has received a written NOV for a similar violation. (5)

Violator has received two NOV's for similar violations. (7)  
 Violator has received more than two NOV's for similar violations. (10)  
 \_\_\_\_\_ (pts)

**Total gravity score** \_\_\_\_\_

Score	1-3	4-6	7-9	10-11	12-13	14-15	16-17	18-19	20-21	22-23	24-25	26+
Penalty \$	100	250	500	750	1,000	1,500	2,500	3,750	5,000	7,500	10,000	14,915

**STEP 2. BENEFIT COMPONENT:** Did the violator economically benefit from the violation? **YES** \_\_\_\_\_,  
**NO** \_\_\_\_\_. If the answer is **"YES"**, an economic benefit component shall be included in the penalty. The estimated dollar amount of economic benefit is: \$ \_\_\_\_\_. Attach any calculations, reports, or any other pertinent information.  
 For situations where an economic benefit occurred but cannot be clearly calculated add \$100.00.

**Penalty Assessment:**

\_\_\_\_\_  
 Issuing staff \_\_\_\_\_ date \_\_\_\_\_ \$ \_\_\_\_\_ Recommended penalty

\_\_\_\_\_

\_\_\_\_\_  
 Comments

\_\_\_\_\_  
 Compliance Supervisor \_\_\_\_\_ date \_\_\_\_\_ \$ \_\_\_\_\_ Recommended penalty

\_\_\_\_\_

\_\_\_\_\_  
 Comments

\_\_\_\_\_  
 Executive Director \_\_\_\_\_ date \_\_\_\_\_ \$ \_\_\_\_\_ Assessed penalty

\_\_\_\_\_

\_\_\_\_\_  
 Comments

# **Proposed**

## **Asbestos Civil Penalty Worksheet**

Source: \_\_\_\_\_ Previous similar NOVs in the last 5 years: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

NOV#: \_\_\_\_\_

Instructions: Answer the following questions and assign the appropriate point value. Once you have answered all the questions, sum the points and use the Penalty Matrix Table to determine the recommended penalty amount. Then, determine the dollar amount of the economic benefit, if any. The total recommended penalty shall be the dollar amount corresponding to the sum of the gravity points, plus any economic benefit.

Gravity + Economic Benefit = Total Recommended Penalty

**STEP 1, GRAVITY COMPONENT.** Answer the following questions. Sum the numerical “ratings” for all answers and proceed to the table at the end of this section to determine the appropriate “gravity” component.

**1. Was there an administrative violation?**

No (0)

No amendment notification on work performed by someone other than a contractor (1)

No amendment notification on work performed by a contractor (2)

No Notification of a project performed by someone other than a contractor (3)

No Notification of a project performed by a contractor (4)

\_\_\_\_\_ pts

**2. Were there visible emissions of known or presumed asbestos containing material (ACM)?**

No (0)

Yes, the material was non-friable asbestos containing material (5)

Yes, the material was friable asbestos containing material (10)

\_\_\_\_\_ pts

**3. Were appropriate handling procedures followed?**

All handling procedures appear to have been followed, or handling procedures cannot be determined (0)

Removed material was improperly bagged or marked, but the ACM was contained (5)

The material was removed and/or disposed of improperly (7)

\_\_\_\_\_ pts

**4. Was the asbestos project performed by appropriate workers (as per Rule 6.3.9a)?**

Yes (0)

No (10)

\_\_\_\_\_ pts

**5. Was the violator informed of the requirements by ORCAA or another government entity prior to the violation occurring?**

No (0)

Yes (1)

\_\_\_\_\_ pts

**6. Does the violator have a history of similar violations in the last five years?**

No (0)

There is documentation that ORCAA, or another government entity, has contacted the violator for a similar incident but did not cite the violator. (1)

ORCAA has issued NOV's for similar violations. (3 points for each previous similar NOV issued)

\_\_\_\_\_ pts

**Total gravity score** \_\_\_\_\_

Score	1-3	4-7	8-11	12-16	17-20	21-25	26-29	30-33	34+
Penalty \$	100	250	500	1,000	1,500	2,500	5,000	10,000	14,915

**STEP 3, TOTAL CIVIL PENALTY:** The total amount of the recommended civil penalty should be the sum of the dollar amounts from Step 1 and Step 2: \$ \_\_\_\_\_.

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## **Summary of Changes Demolition/Renovation Civil Penalty Worksheet**

This worksheet was last updated December 10, 2008. This worksheet is used for demolition and renovation of buildings or other structures. The term “Renovation” was added to the title to include those activities which are similar to demolition.

### **Questions**

1. This question is similar to existing question #2. The language was changed from “permits” to “notification” to align with our current Regulations.
2. This question is the same as existing question #1.
3. This question is mostly new. A few elements of existing Question #2 were carried forward. Additional answers were added to expand the possible scenarios that would be included.
4. This is a new question. It appears on several of our revised Penalty Worksheets.
5. This was a repeat of existing Question #3. We have limited the history to 5 calendar years. The number of previous violations will be a multiplier which will rapidly increase the total points and hence, the penalty amount.

The range of the penalties was expanded to a maximum of \$10,000.

## **Existing**

### **Demolition Civil Penalty Worksheet**

The following procedures shall be used in making a recommendation for assessment of civil penalties for violations of Federal, State and local regulations. Civil penalties include a “gravity” component that shall be determined according to Step 1 below. In addition, civil penalties for violations involving an economic benefit to the violator should include a benefit component. The amount of the benefit component should be equivalent to the economic benefit realized by the violator due to the noncompliance and may be determined according to Step 2, below. The total civil penalty assessed for a violation should be the sum of the gravity (Step 1) and benefit components (Step 2).

Source: \_\_\_\_\_

NOV#: \_\_\_\_\_

Previous NOV#: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**STEP 1. GRAVITY COMPONENT.** Answer all questions below. Add the numerical ratings for all answers.

**1. Type of Demolition.**

- Residential by Homeowner (1)
- Commercial by Property owner (2)
- Residential by Contractor (3)
- Commercial by Contractor (4)

\_\_\_\_\_ pts

**2. Was it an application violation?**

- No (0)
- Had an approved permit, but didn't wait 10 days (1)
- Applied for a permit but the permit was not approved yet (2)
- No permit when started (3)
- Completed job (*removal of significant material*) without a permit (5)

\_\_\_\_\_ pts

**3. Does the source have a history of similar violations?**

- No (0)
- Incident occurred before but has not been cited (2)
- Incident occurred more than once, but has not been cited (5)
- Source has received a written NOV for a similar violation (7)
- Source has received 2-3 NOV's for similar violations (10)
- Source has received 4+ NOV's for similar violations (15)

\_\_\_\_\_ pts

**4. Were there reports and/or complaints associated with this violation?**

- No complaints (0)
- The violation was the result of a report by a non-affected party (1)
- The violation was the result of a complaint by an affected party (3)

\_\_\_\_\_ The violation resulted in complaints from multiple parties (5)  
\_\_\_\_\_ pts

**TOTAL POINTS:** \_\_\_\_\_

**Table 1**

Score	1-4	5-7	8-10	11-13	14-18	19-23	23+
Penalty\$	100	300	500	750	1,000	2,000	5,000

**STEP 2. BENEFIT COMPONENT.** Did the violator economically benefit from this violation? YES \_\_\_\_, NO \_\_\_\_\_. If the answer is yes, and economic benefit portion shall be included in the penalty. The estimated dollar amount of economic benefit is: \$\_\_\_\_\_. Attach any calculations, reports, or any other pertinent information. For situations where economic benefit occurred but could not be clearly calculated add \$100.00.

_____ Issuing Staff	_____ Date	_____ Recommended Penalty
_____ Comments		

_____ Supervisor	_____ Date	_____ Recommended Penalty
_____ Comments		

_____ Executive Director	_____ Date	_____ Assessed Penalty
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# Proposed

## Demolition and Renovation Civil Penalty Worksheet

Source: \_\_\_\_\_

Previous similar NOVs in the last 5 years:

NOV#: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Instructions: Answer the following questions and assign the appropriate point value. Once you have answered all the questions, sum the points and use the Penalty Matrix Table to determine the recommended penalty amount. Then, determine the dollar amount of the economic benefit, if any. The total recommended penalty shall be the dollar amount corresponding to the sum of the gravity points, plus any economic benefit.

Gravity + Economic Benefit= Total Recommended Penalty

**STEP 1, GRAVITY COMPONENT.** Answer the following questions. Sum the numerical “ratings” for all answers and proceed to the table at the end of this section to determine the appropriate “gravity” component.

5. **Was the demolition or renovation notification submitted?**

Yes (0)

No (3)

\_\_\_\_\_ pts

6. **What type of demolition or renovation project was this?**

Single Family Residential project performed by the property owner (1)

Commercial project performed by the property owner (3)

Single Family Residential project performed by a contractor (7)

Commercial project performed by a contractor (10)

\_\_\_\_\_ pts

7. **Were all procedural requirements met?**

Yes (0)

A copy of the asbestos survey was not available on-site (1)

The violator did not adhere to the required waiting period (2)

No asbestos survey was conducted on a structure (i.e. outbuilding) that was not likely to contain suspect material (5)

No asbestos survey was conducted on a single-family residence. (10)

No asbestos survey was conducted on a structure, other than a single-family residence (15)

\_\_\_\_\_ pts

4. **Was the violator informed of the requirements by ORCAA or another government entity prior to the violation occurring?**

No (0)

Yes (5)

\_\_\_\_\_ pts

5. **Does the violator have a history of similar violations in the last five years?**

No (0)

There is documentation that ORCAA, or another government entity, has contacted the violator for a similar incident but did not cite the violator. (1)

ORCAA has issued NOVs for similar violations. (3 points for each previous similar NOV issued)

\_\_\_\_\_ pts

**Total gravity score:** \_\_\_\_\_

Score	1-4	5-8	9-12	13-16	17-20	21-24	25-27	28-30	31-35	36+
Penalty \$	250	500	750	1000	1500	2,000	2500	5000	7500	10000

**STEP 3, TOTAL CIVIL PENALTY:** The total amount of the recommended civil penalty should be the sum of the dollar amounts from Step 1 and Step 2: \$\_\_\_\_\_.

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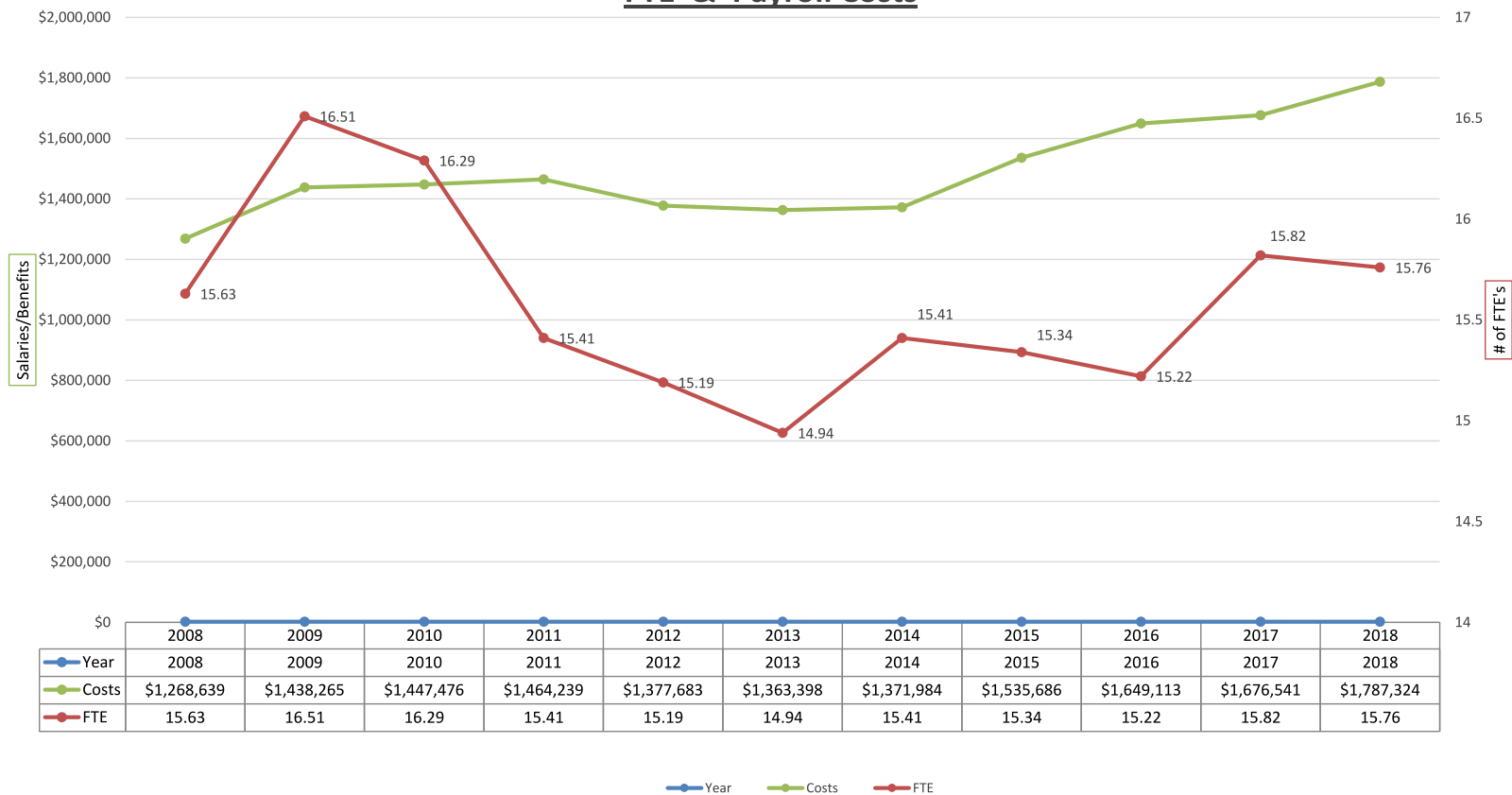
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## FTE & Payroll Costs



- <sup>1</sup> Admin= ExeDir, Adm Mgr, Off Mglr, CustSrs, PIO, NetAdm @.50  
<sup>2</sup> Eng=PE, Sen-PE, Eng 1, Eng 2  
<sup>3</sup> Compli=CompSup, CompSpec, AQS1 (x3)  
<sup>4</sup> Monitor= Sen Mon Spec, Mon Spec @ .50  
<sup>5</sup> Other = Janitor, Maintenance  
 = 18 Employees\*

FTE	
	5.5
	4
	5
	1.5
	0.25
<b>FTE's Budgeted</b>	<b>16.25</b>

Age Group*
<30 = 3
30-49 = 5
50+ = 10

Year	Costs per
	FTE
2008	\$81,167
2009	\$87,115
2010	\$88,857
2011	\$95,019
2012	\$90,697
2013	\$91,258
2014	\$89,032
2015	\$100,110
2016	\$108,352
2017	\$105,976
2018	\$113,409

### Staff Turn-over since January 2012:

<b>12</b>	New Employees
<b>15</b>	Voluntarily Terved (11) or Retired (4)
<b>3</b>	Temporary Hires (includes 2 interns)
<b>30</b>	

## ORCAA - Actual Payroll Costs

		<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>		
		<b>Annual Salary</b>	<b>Annual Salary</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>Hired</b>
	<u>Name</u>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>		
Engineer	Arroyo	14,619.00	0.00	0.00	0.00	Left Agency
Janitor	Brown	7,361.90	1,942.28	0.00	0.00	Left Agency
Engineer	Demay	91,452.00	95,088.00	99,408.00	0.87	Apr-12
Compliance	Feidt	0.00	0.00	34,744.00	1.00	Nov-18
Compliance	Gibson	51,288.00	53,772.00	58,968.00	1.00	Jun-15
Engineer	Goodin	118,924.00	123,948.00	127,668.00	1.00	May-92
IT	Grant	60,172.00	63,092.00	66,992.00	1.00	Nov-15
Monitoring	Hadley	87,604.00	91,760.00	97,350.00	1.00	Aug-12
Admin	Harding	84,360.00	85,800.00	88,380.00	1.00	Mar-03
Engineer	Manley	77,610.00	81,372.00	88,784.00	1.00	Sep-13
ExecDir	McNair	124,000.00	128,004.00	135,000.00	1.00	Mar-09
Maintenance	Meinberg	659.25	308.31	1,300.00	0.01	Jun-10
Compliance	Mingo	52,944.00	55,452.00	8,178.38	0.00	Left Agency
Admin	D Moody	72,324.00	73,548.00	75,756.00	1.00	May-91
Compliance	R Moody	119,220.00	123,948.00	127,668.00	1.00	Apr-91
Admin	D. Nelson	84,360.00	85,800.00	88,380.00	1.00	Feb-04
Compliance	Shults	88,976.00	94,329.00	100,689.00	1.00	Feb-05
Janitor	Wack	0.00	4,468.00	7,508.28	0.20	Nov-17
Admin	Wallner	40,856.00	42,955.35	45,408.00	1.00	Nov-13
Engineer	Whybrew	39,522.92	73,710.00	78,270.00	1.00	Dec-16
Compliance	Wright	39,227.54	50,133.42	0.00	0.00	Left Agency
Compliance	NEW AQS 1	0.00	0.00	26,058.00	1.00	Jan-19
Intern	Cutler	0.00	72.99	15,747.01	-	Interns
Intern	Schumaker	0.00	72.99	15,107.97	-	Interns

Annual Employer Paid Benefits	Salaries	\$ 1,255,480.61	\$ 1,329,576.34	\$ 1,387,364.64	
	FICA	94,903.00	100,687.79	106,133.00	
	DRS-Retirement	139,225.00	167,857.11	172,910.00	
	AWC-Medicals	181,263.36	182,304.35	187,774.00	
	L&I	5,670.34	6,898.47	7,898.00	
	Paid Med Fam-ESD	0.00	0.00	1,725.00	
		\$1,676,542.31	\$ 1,787,324.06	\$ 1,863,804.64	16.07

DRS Rate History		
StartDate	EndDate	ORCAA
7/1/2015	6/30/2017	11.18%
7/1/2017	8/31/2018	12.70%
9/1/2018	Present	12.83%

## ORCAA COLA & Dependent Coverage History

DepCoverage Per Mo.

M/S/P	6/13/2007		Fiscal Year 2008	\$ 425
	3.35% COLA		July 1, 2007 - June 30, 2008	
M/S/P	6/11/2008		Fiscal Year 2009	\$ 450
	3.31 COLA		July 1, 2008 - June 30, 2009	
M/S/P	6/10/2009		Fiscal Year 2010	\$ 475
	2.00 COLA		July 1, 2009 - June 30, 2010	
M/S/P	6/9/2010	0.00% No COLA	Fiscal Year 2011	\$ 500
			July 1, 2010 - June 30, 2011	
M/S/P	6/8/2011	0.00% No COLA	Fiscal Year 2012	\$ 525
			July 1, 2011 - June 30, 2012	
M/S/P	6/13/2012	0.00% No COLA	Fiscal Year 2013	\$ 525
	Added 2nd Personal Holiday		July 1, 2012 - June 30, 2013	
M/S/P	6/12/2013	2.8% COLA	Fiscal Year 2014	\$ 525
			July 1, 2013 - June 30, 2014	
M/S/P	6/11/2014	2% COLA	Fiscal Year 2015	\$ 525
Plus	1st Phase Salary Survey		July 1, 2014 - June 30, 2015	
M/S/P	6/10/2015	1.8% COLA	Fiscal Year 2016	\$ 525
Plus	2nd Phase Salary Survey		July 1, 2015 - June 30, 2016	
M/S/P	6/8/2016	1.4% COLA	Fiscal Year 2017	\$ 525
Plus	3rd Phase Salary Survey		July 1, 2016 - June 30, 2017	
M/S/P	5/10/2017	1.7% COLA	Fiscal Year 2018	\$ 525
			July 1, 2017 - June 30, 2018	
M/S/P	6/13/2018	3.0% COLA	Fiscal Year 2019	\$ 525
			July 1, 2018 - June 30, 2019	



**BOARD OF DIRECTORS MEETING**  
**November 14, 2018**

**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

<b>REQUESTED BOARD ACTION:</b>	<b>Information on a proposed change to ORCAA Regulation Rule 1.11. The Board may direct staff to begin the process by filing with the Code Reviser's office.</b>
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<b>STAFF RECOMMENDATION:</b>	<b>Provide approval to proceed with proposed changes to Rule 1.11.</b>
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**DOCUMENTS ATTACHED:** The proposed rule language is shown on page 3.

**BUDGET IMPACT & SOURCE OF FUNDS:** None

**PRESENTERS AND OTHERS NOTIFIED:** Robert Moody, Compliance Manager

**BACKGROUND:** This change is presented annually to the Board. The proposed action changes the effective date of the Federal Rules implemented by ORCAA. Following a staff level review of the changes to federal rules, no significant changes were noted that would affect ORCAA's jurisdiction.

Should the Board choose to move forward at this time, staff

will file a CR102 with the state Office of the Code Reviser. The CR102 is the initial step for Rule changes. This starts the public comment period, which is typically kept open until a public hearing is held as part of the Board's monthly meetings. Public notice for this change will be provided through the Washington State Register, the SEPA Register, local newspapers, and ORCAA's website.

## **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~~((17))~~18.

# SMALL PUBLIC WORKS, and CONSULTANT RESOLUTION

## Resolution No. 2018-277

A RESOLUTION OF THE BOARD OF OLYMPIC REGION CLEAN AIR AGENCY, THURSTON COUNTY, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, AND A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING AND OTHER PROFESSIONAL SERVICES.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, in order to be able to implement small works roster processes, ORCAA is required to adopt a resolution establishing specific procedures;

WHEREAS, RCW 39.80.030 requires that an agency publish in advance that agency's requirement for professional services and that one of the ways to accomplish that notification is to announce generally to the public its projected requirements for any category or type of professional services and request qualification statements to be kept on file with the agency;

NOW, THEREFORE, THE BOARD OF OLYMPIC REGION CLEAN AIR AGENCY (ORCAA), THURSTON COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The Interlocal Agreement between ORCAA and Thurston County is hereby repealed.

**Section 2. MRSC Rosters.** ORCAA will contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for ORCAA's use for small public works contracts and consulting services developed and maintained by MRSC and authorizes ORCAA's Executive Director to sign that contract.

**Section 3. Small Public Works Roster**

The following small works roster procedures are established for use by ORCAA pursuant to RCW 39.04.155:

1. ORCAA may use the Small Public Works Roster procedures for public works projects as set forth in ORCAA'S Purchasing Manual. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, on behalf of ORCAA, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they complete the online application and meet minimum State requirements for roster listing.

a) ORCAA reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by ORCAA, consistent with ORCAA's Purchasing Manual.

#### Section 4. Consulting Services Roster

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, on behalf of ORCAA, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of ORCAA who can provide further details as to the Agency's projected needs for consulting services. Firms or persons providing consulting services may complete the online application at anytime and be listed if they meet the minimum State requirements.
3. **Professional Architectural and Engineering Services.** The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public ORCAA's projected requirements for any category or type of professional or other consulting services. ORCAA reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by ORCAA, consistent with ORCAA's Purchasing Policy.

PASSED this 14<sup>th</sup> day of November, 2018 and signed in authentication of its passage this 14<sup>th</sup> day of November, 2018.

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Executive Director

APPROVED AS TO FORM:

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Agency Attorney

11/9/18 lmh

## RCW References:

### RCW [39.04.155](#)

#### **Small works roster contract procedures—Limited public works process—Definition.**

(1) This section provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property that may be used by state agencies and by any local government that is expressly authorized to use these provisions. These provisions may be used in lieu of other procedures to award contracts for such work with an estimated cost of three hundred thousand dollars or less. The small works roster process includes the limited public works process authorized under subsection (3) of this section and any local government authorized to award contracts using the small works roster process under this section may award contracts using the limited public works process under subsection (3) of this section.

(2)(a) A state agency or authorized local government may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Where applicable, small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor. The small works roster or rosters shall consist of all responsible contractors who have requested to be on the list, and where required by law are properly licensed or registered to perform such work in this state. A state agency or local government establishing a small works roster or rosters may require eligible contractors desiring to be placed on a roster or rosters to keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the state agency or local government as a condition of being placed on a roster or rosters. At least once a year, the state agency or local government shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. In addition, responsible contractors shall be added to an appropriate roster or rosters at any time they submit a written request and necessary records. Master contracts may be required to be signed that become effective when a specific award is made using a small works roster.

(b) A state agency establishing a small works roster or rosters shall adopt rules implementing this subsection. A local government establishing a small works roster or rosters shall adopt an ordinance or resolution implementing this subsection. Procedures included in rules adopted by the department of enterprise services in implementing this subsection must be included in any rules providing for a small works roster or rosters that is adopted by another state agency, if the authority for that state agency to engage in these activities has been delegated to it by the department of enterprise services under chapter [43.19](#) RCW. An interlocal contract or agreement between two or more state agencies or local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the provisions of this subsection.

(c) Procedures shall be established for securing telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW [39.04.010](#). Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. However, if the estimated cost of the work is from one hundred fifty thousand dollars to three hundred thousand dollars, a state agency or local government that chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The government has the sole option of determining whether this notice to the remaining contractors is made by: (i) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by facsimile or other electronic means. For purposes of this subsection (2)(c), "equitably distribute" means that a state agency or local government soliciting bids may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

(d) A contract awarded from a small works roster under this section need not be advertised.

(e) Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

(3) In lieu of awarding contracts under subsection (2) of this section, a state agency or authorized local government may award a contract for work, construction, alteration, repair, or improvement projects estimated to cost less than thirty-five thousand dollars using the limited public works process provided under this subsection. Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process provided under subsection (2) of this section and are exempt from the requirement that contracts be awarded after advertisement as provided under RCW [39.04.010](#).

For limited public works projects, a state agency or authorized local government shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW [39.04.010](#). After an award is made, the quotations shall be open to public inspection and available by electronic request. A state agency or authorized local government shall attempt to distribute

opportunities for limited public works projects equitably among contractors willing to perform in the geographic area of the work. A state agency or authorized local government shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. For limited public works projects, a state agency or authorized local government may waive the payment and performance bond requirements of chapter [39.08](#) RCW and the retainage requirements of chapter [60.28](#) RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes imposed under Title [82](#) RCW that may be due from the contractor for the limited public works project, however the state agency or authorized local government shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

(4) The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process or limited public works process.

(5)(a) A state agency or authorized local government may use the limited public works process of subsection (3) of this section to solicit and award small works roster contracts to small businesses that are registered contractors with gross revenues under one million dollars annually as reported on their federal tax return.

(b) A state agency or authorized local government may adopt additional procedures to encourage small businesses that are registered contractors with gross revenues under two hundred fifty thousand dollars annually as reported on their federal tax returns to submit quotations or bids on small works roster contracts.

(6) As used in this section, "state agency" means the department of enterprise services, the state parks and recreation commission, the department of natural resources, the department of fish and wildlife, the department of transportation, any institution of higher education as defined under RCW [28B.10.016](#), and any other state agency delegated authority by the department of enterprise services to engage in construction, building, renovation, remodeling, alteration, improvement, or repair activities.

#### **RCW [39.80.020](#)**

#### **Definitions.**

Unless the context clearly requires otherwise, the definitions in this section shall apply throughout this chapter.

(1) "State agency" means any department, agency, commission, bureau, office, or any other entity or authority of the state government.

(2) "Local agency" means any city and any town, county, special district, municipal corporation, agency, port district or authority, or political subdivision of any type, or any other entity or authority of local government in corporate form or otherwise.

(3) "Special district" means a local unit of government, other than a city, town, or county, authorized by law to perform a single function or a limited number of functions, and including but not limited to, water-sewer districts, irrigation districts, fire districts, school districts, community college districts, hospital districts, transportation districts, and metropolitan municipal corporations organized under chapter [35.58](#) RCW.

(4) "Agency" means both state and local agencies and special districts as defined in subsections (1), (2), and (3) of this section.

(5) "Architectural and engineering services" or "professional services" means professional services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in chapters [18.08](#), 18.43, or [18.96](#) RCW.

(6) "Person" means any individual, organization, group, association, partnership, firm, joint venture, corporation, or any combination thereof.

(7) "Consultant" means any person providing professional services who is not an employee of the agency for which the services are provided.

(8) "Application" means a completed statement of qualifications together with a request to be considered for the award of one or more contracts for professional services.

#### **RCW [39.80.030](#)**

#### **Agency's requirement for professional services—Advance publication.**

Each agency shall publish in advance that agency's requirement for professional services. The announcement shall state concisely the general scope and nature of the project or work for which the services are required and the address of a representative of the agency who can provide further details. An agency may comply with this section by: (1) Publishing an announcement on each occasion when professional services provided by a consultant are required by the agency; or (2) announcing generally to the public its projected requirements for any category or type of professional services.

[ [1981 c 61 § 3](#). ]

## XIII. PURCHASING

### A. NON-TRAVEL RELATED CREDIT CARD USE

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

Limitations on the use of credit cards include the following:

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

\*Examples of Allowable Goods and Services:

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

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

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

- Obtain cash advances.
- Make personal purchases.
- Purchase materials or services from any member of the ORCAA employee's immediate family.
- Purchase equipment, materials, or supplies restricted by policies, guidelines or contractual agreements.
- ~~Purchase airfare unless prior written approval is obtained from the Executive Director.~~

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

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

ORCAA retains the right of any rebate received on purchases.

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

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

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

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

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

## **B. SUPPLIES, GOODS AND SERVICES**

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

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

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

For items not budgeted, Prior~~prior~~ approval from the Executive Director or your supervisor is required. ~~in all instances.~~

When possible ~~and feasible~~, ORCAA shall utilize recyclable materials and purchase goods containing recycled materials. ~~In order to~~To make purchases in a systematic, uniform manner, the following guidelines shall be followed.

- The Agency shall enter into ~~or utilize~~ existing intergovernmental agreements when available to obtain greater economy and efficiency from larger procurement volume. ORCAA entered into

an agreement with ~~Thurston County~~Municipal Research & Services Center (MRSC) in ~~December~~June 2001 for the purpose of accessing their Small Works and Consulting Roster due to our applicability to the Public Works Law as referenced in RCW 39.04.

- ~~A Petty Cash Fund of \$200 is available for the single purchase of miscellaneous items totaling \$20 or less. Prior approval must be obtained, including the need to ensure that funds are available for reimbursement. All gasoline purchases shall be made using the ORCAA VISA credit card.~~
- Single purchases of goods or services totaling less than \$500 (other than expendable office supplies) shall have prior approval from the employee's immediate supervisor.
- All single purchases (other than expendable office supplies) totaling \$500 or more shall have prior approval from the Executive Director.
- When intergovernmental purchasing agreements are not available, vendor selection-choice shall be based on price, reliability, product, and service quality. If a capital purchase or service is determined to be available only through a sole source vendor, the normal bidding process is not required, but a negotiated price with the vendor is preferred. To assure that funds are expended-spent in a cost-effective manner, the following procedures shall be followed:
  - Purchases of less than \$499—No price quotes or bids required.
  - Purchases of \$500 to \$2499—Two verbal price quotations required.
  - Purchases of \$2,500 to \$9,999—Three verbal price quotations required.
  - Purchases of \$10,000 to \$24,999—Three written price quotations required.
  - Purchases exceeding \$25,000—Formal bid procedures shall be followed. This may include public notice in local paper for invitation to bid. At a minimum, advertising will occur on ORCAA's website.

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

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

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

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

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

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



## Washington Public Agency Contract Small Works and Consultant Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government (the "Public Agency"),

Olympic Region Clean Air Agency.

1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters.
2. Scope of Services. MRSC shall host the entire Public Agency's individual Small Public Works Roster ("Small Works Roster") and individual Consultant Roster ("Consultant Roster"), (collectively "Rosters"). MRSC shall advertise at least annually for the Small Works Roster and Consultant Roster in accordance with statutory requirements on behalf of the Public Agency. MRSC will assist small public works and consultant business (collectively, "businesses") with roster registration throughout the year, receive applications, review applicant eligibility for compliance with basic statutory eligibility requirements, and maintain business applications in an online database.
3. Effective Date and Term. This Contract shall be effective in the year in which it is signed on either May 1 if signed prior to May 1 or December 1 if signed prior to December 1, for a period of one year.
4. Access to MRSC Rosters by Public Agency Prior to Legal Notice. As of the Contract effective date, the Public Agency may access the MRSC Rosters database at [www.mrscrosters.org](http://www.mrscrosters.org) by entering its account login information, as will be provided by MRSC. The Public Agency may search for and view business applications as of the effective date of the Contract, but it may not contact businesses about roster projects until after the legal notice is posted.
5. Notification of Transition to MRSC Rosters. As of the contract effective date, the Public Agency may begin notifying interested businesses that they may register with the Public Agency at any time in the MRSC Rosters, but that the Public Agency will not begin using the hosted rosters until after the legal notice is posted.
6. Roster Legal Notice. MRSC shall post the statutorily-required roster legal notice on behalf of the Public Agency in a newspaper of general circulation relative to the location of the Public Agency. The notice will occur the first Monday of January or June, or during the week of the first Monday of January or June for weekly newspapers.
7. Use of MRSC Rosters by Public Agency. As of the date of the applicable legal notice in January or June, all departments of the Public Agency will discontinue use of any previously-maintained rosters and begin using the MRSC Rosters exclusively when choosing to follow a roster contracting process, in accordance with the following statutory requirements:
  - (a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects in accordance with RCW 39.04.155, as now or hereafter amended. The Public Agency shall be responsible for its own and the selected businesses' compliance with all other laws and regulations governing public works contracting, including retainage and bonds, prevailing wages, and any other applicable requirements.
  - (b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects in accordance with the laws and ordinances applicable to the Public Agency, including Chapter 39.80 RCW when contracting for architectural and engineering services. The Public Agency shall be responsible for its own and the selected businesses' compliance with all laws and regulations governing the purchase of services.

8. Compensation of Businesses. The Public Agency shall be responsible for payments to any business that it selects as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

9. Annual Membership Fee. The Public Agency will pay MRSC an annual membership fee based on the five-year average of the Public Agency's total capital expenditures. Payment of the annual membership fee is due within thirty (30) days of the Contract effective date.

Based on the following Membership Fee Scale, the Public Agency will pay an annual membership fee of \$ 135.

Total Capital Expenditures	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

10. Relationship of Parties. MRSC will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint ventures.

11. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses which the Public Agency may enter into as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

12. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, to the extent arising from any negligent act or omission of that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

13. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

14. Renewal. This Contract may be renewed annually by completing the online renewal process that includes confirming that the Public Agency will continue abiding by the terms outlined in this Contract and making payment within thirty (30) days from the effective date of either May 1 or December 1.

15. Non-assignment. MRSC shall contract with Strategies 360 for the hosting of the Public Agency rosters in the online database. MRSC shall not otherwise subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

16. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

17. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

18. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

19. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: Olympic Region Clean Air Agency

Common Public Agency Name (if different): \_\_\_\_\_

Mailing Address: 2940 Limited Lane NW  
Olympia WA 98502-6503  
\_\_\_\_\_

County: Thurston

Type of Public Agency: Air Agency (RCW 70.94)-Special Purpose District-Local Govt

Website: www.orcaa.org

**Primary Contact:**

Name: Lynn Harding  
Title: Administrative Services Mgr  
Email: lynn.harding@orcaa.org  
Telephone: 360-539-7610 x103  
Facsimile: 360-491-6308

**Additional Contact:**

Name: Francea L. McNair  
Title: Executive Director  
Email: fran.mcnaair@orcaa.org  
Telephone: 360-539-7610 x100  
Facsimile: 360-491-6308

20. Signatures. By signing this Contract, the Public Agency signatory below certifies that he/she has the authority to enter into this Contract on behalf of the entire Public Agency.

**PUBLIC AGENCY**

\_\_\_\_\_  
[Signature]  
Executive Director  
\_\_\_\_\_  
[Title]  
November 14, 2018  
\_\_\_\_\_  
[Date]

**MRSC**

\_\_\_\_\_  
[Signature]  
MRSC Rosters Manager  
\_\_\_\_\_  
[Title]  
\_\_\_\_\_  
[Date]

# Inspections Completed

Between 10/5/2018 and 11/8/2018

Insp.	Date	Inspection Type	File #	Source Name	Location	Warning	NOV Issued
JAD							
	10/30/2018	Driveby	152	CROWN CORK & SEAL CO INC	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
MS							
	10/11/2018	Full Compliance Evaluation	926	SHELTON ASPHALT PLANT	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
	10/26/2018	Full Compliance Evaluation	291	LAKESIDE INDUSTRIES - DURGIN RD	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
	10/30/2018	Source Test	152	CROWN CORK & SEAL CO INC	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
	10/31/2018	Source Test	1200	PACIFIC COAST FIBER FUELS LLC	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
TG							
	10/17/2018	Driveby	767	SILVER SPRINGS ORGANICS LLC	RAINIER	<input type="checkbox"/>	<input type="checkbox"/>
	10/31/2018	Source Test	1200	PACIFIC COAST FIBER FUELS LLC	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
	11/06/2018	Full Compliance Evaluation	784	BLACK LAKE RESOURCES INC	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>

# Complaint Report for period from 10/5/2018 to 11/8/2018

Date	Source	City	Rec'd	Formal	Oncall	Online	Smoke	Odor	Open Fire	Dust	Woodstov	Other
<b>Referred to: AMF</b>												
11/01/2018	Richard K Leffler	Shelton	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/05/2018	GREEN FREEDOM LLC	ELMA	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Referred to: MS</b>												
10/08/2018	Juan Roberto	BELFAIR	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10/08/2018	unknown	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/15/2018	PACIFIC VENEER	ABERDEEN	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10/16/2018	SILVER SPRINGS ORGANICS LLC	RAINIER	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	Paul Kandris	Rochester	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	Ronald Bruce Madison	Shelton	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	SILVER SPRINGS ORGANICS LLC	RAINIER	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	SILVER SPRINGS ORGANICS LLC	RAINIER	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2018	known Source		FLM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2018	Robert Stagner	Tenino	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/21/2018	Karen and Frederick Smith	Ocean Shores	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/22/2018	Neighbor	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/23/2018	Lynne Vanier	Rochester	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/29/2018	John and Diana Kubena	Lacey	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/01/2018	Landlord	Grapeview	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/08/2018	GREEN FREEDOM LLC	ELMA	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Referred to: RTM</b>												
10/10/2018	KFG	OAKVILLE	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/16/2018	KFG	OAKVILLE	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/23/2018	Robert Berschauer	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2018	Terry A & Cheryl M Larson	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/26/2018	KFG	OAKVILLE	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/30/2018	Debra Moore	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/01/2018	KFG	OAKVILLE	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Referred to: TG</b>												

Date	Source	City	Rec'd	Formal	Oncall	Online	Smoke	Odor	Open Fire	Dust	Woodstov	Other
10/05/2018	Lydia Pagaduan	Shelton	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/15/2018	Ken Brogan, Commercial Property, LLC	Olympia	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	David & Siriporn Atkins	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	Travis Brown	Rochester	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2018	Unknown	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/18/2018	Daniela Hicks	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2018	Sharon & David Langford	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/21/2018	Neighbor's fire	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/22/2018	Rosella Dalebout	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/23/2018	Timothy Isaac	Allyn	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/24/2018	Cory & Jaime Hench	Rochester	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2018	John Burtch	Olympia		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2018	Outdoor Burning Air Quality	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/06/2018	Joseph & Lynn Fleming	Port Townsend	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/06/2018	Outdoor burning		JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/06/2018	Resident(s)	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Asbestos Permit Status Report

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
17ASB006003		12/13/2017	1815 Marine Drive	Port Angeles	Other: fireproofing paints	12/31/2018	
17ASB006007		12/18/2017	PSE-all counties	Olympia	Annual - limited of 260 linear or 160 squa	12/31/2018	
18ASB006018		12/29/2017	4213 Lagoon Dr	Tokeland		1/16/2018	
18ASB006026	KJW	1/8/2018	1730 Darcy Ln SE	Olympia	must be complete no later than 1/8/19	1/10/2019	
18ASB006063	KJW	2/20/2018	208 18th Avenue SW	Olympia		4/6/2018	
18ASB006069		2/21/2018	Capital Campus	Olympia	Other: boiler/furnance, duct insulation, fi	12/31/2018	
18ASB006097	KJW	3/7/2018	1920 Abernethy Rd NE	Lacey	Other: exhaust hood, fire doors, electrical	7/31/2018	
18ASB006148		4/16/2018	101 Sargison Loop	Shelton	Paper App - no survey w/app.	5/31/2018	
18ASB006178	MS	5/7/2018	700 Isreal Rd	Tumwater	They need completion date, contractor inf	5/7/2019	
18ASB006183		5/14/2018	2637 45th Ave SE	Olympia	Permit cannot go beyond May 14-2019	9/9/2019	
18ASB006188		5/16/2018	1835 Circle Loop SE	Lacey	Completion date can be no later than 5/1	6/15/2019	
18ASB006189	PFM	5/17/2018	3900 Lindsay Hill Rd	Quilcene	completion date can be no later than 5/17	5/26/2019	
18ASB006193	MS	5/21/2018	Water System - Piping	Ocean Park	completion date can be no later than 5/21	5/30/2019	
18ASB006205		6/1/2018	1439 4th Street	Cosmopolis	Other Material: GWB...joint tapping and	11/26/2018	
18ASB006219	MS	6/11/2018	222 Wynoochee Ave	Montesano	ER letter sent - water damage to popcorn	6/17/2018	
18ASB006245		7/2/2018	220 Alder St	Sequim	Other Material: Roofing, Magnesite Floor	11/30/2018	
18ASB006248		7/2/2018	111 Bethel Street NE	Olympia	7/5/18 Derica called. Filing amendment t	9/11/2018	
18ASB006260		7/16/2018	7000 Pacific Ave SE	Olympia	"We will work on this as we can. Primarily	12/31/2018	
18ASB006266		7/18/2018	505 North F Street	Aberdeen	Other Materials: boiler/furnace, asbestos	12/31/2018	
18ASB006268		7/19/2018	2461 East Beach Road	Port Angeles	Other Materials: Mastic, electrical panel	12/31/2018	
18ASB006269		7/19/2018	875 East Beach Road	Port Angeles	Other Material: window glazing.	12/31/2018	
18ASB006270		7/19/2018	814 Lake Crescent Road	Port Angeles	Other Material: Leveling compound, wind	12/31/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006271		7/19/2018	1403 East Beach Road	Port Angeles	Other Material: Mastic	12/31/2018	
18ASB006272		7/19/2018	452 North Shore Road	Amanda Park	Other Material: Window caulking, windo	12/31/2018	
18ASB006273		7/19/2018	75 & 76 Lake View Road	Amanda Park	Other Materials: Window putty & assume	12/31/2018	
18ASB006274		7/19/2018	314 North Shore Road	Amanda Park	Other Materials: Window caulking, assu	12/31/2018	
18ASB006278		7/24/2018	511 North B Street	Aberdeen		10/10/2018	
18ASB006292		8/1/2018	1025 Union Ave SE	Olympia	Other: Mastic	12/31/2018	
18ASB006322		8/21/2018	8 View Point Lane	Port Angeles	Other: Window glazing, electrical panels	12/31/2018	
18ASB006323		8/21/2018	604 North Shore Road	Amanda Park		12/31/2018	
18ASB006324		8/21/2018	606 North Shore Road	Amanda Park	Other: Window caulking and roofing seal	12/31/2018	
18ASB006325		8/21/2018	250 North Shore Road	Amanda Park	Other: Window putty, roofing tar sealant,	12/31/2018	
18ASB006326		8/21/2018	991 North Shore Road	Amanda Park	Other: roofing, Mastic, window and door	12/31/2018	
18ASB006327		8/21/2018	17 View Point Lane	Amanda Park	Other: Roof sealant	12/31/2018	
18ASB006328		8/21/2018	Preachers Point on Lake Ozette	Forks	Other: mastic, sink undercoating, roofing	12/31/2018	
18ASB006329		8/21/2018	East Shore Lake Ozette	Forks	Other: Mastic	12/31/2018	
18ASB006330		8/22/2018	413 Lilly Rd NE	Olympia	Keith Deline - Project Mgr. 360 4937234	9/10/2018	
18ASB006339		8/29/2018	210 11th Ave SE	Olympia	Other: Black Mastic on CMU Block Wall.	10/5/2018	
18ASB006340		8/29/2018	1503 5th Ave SW	Olympia	other material: duct tape.	9/21/2018	10/4/2018
18ASB006348	RTM	9/3/2018	716 Dennis St SE#102	Tumwater	edenvirollc@gmail.com	9/5/2018	
18ASB006357		9/11/2018	880 Russell Rd	Forks		10/2/2018	
18ASB006364		9/13/2018	1831 Bel Air Ave	Aberdeen		10/1/2018	
18ASB006368		9/14/2018	1026 Lilly Road	Olympia	Req't start date of 9/17/18	10/5/2018	
18ASB006371		9/14/2018	156 East Price St	Port Hadlock	9/18/18 Just link asb notificationto demo t	10/1/2019	
18ASB006372		9/14/2018	799 Mariner Ct	Ocean Shores	Supervising removal KD & S Environmen	1/15/2019	
18ASB006374		9/17/2018	1124 Wheeler Ave	Hoquiam	Other Material: ceiling, skirting.	11/10/2018	
18ASB006380		9/21/2018	4840 Archer Dr SE	Olympia		10/2/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006383		9/24/2018	749 Sleater Kinney Rd SE	Lacey		12/31/2018	
18ASB006386		9/25/2018	17524 WA St Hwy 507	Yelm		10/10/2018	
18ASB006389		9/27/2018	1320 Marie View St	Port Angeles	Other Landfill: LRI Landfill.	10/8/2018	
18ASB006391		9/27/2018	1326 Georgiana	Port Angeles	Paper app	10/20/2018	
18ASB006392		9/27/2018	70 Gary St	Beaver	Other: Actimolite Vermiculite Approx 80	10/10/2018	
18ASB006396		9/28/2018	7842 Trails End Drive	Tumwater		1/31/2019	
18ASB006397	RTM	10/1/2018	9038 Gallea St NE	Olympia	ER Req't.	10/2/2018	
18ASB006398		10/1/2018	715 Taft St	Port Townsend		10/10/2018	
18ASB006400		10/2/2018	6069 Capitol Blvd	Tumwater	Materials: removing wood remnants, woo	10/19/2018	
18ASB006401		10/2/2018	817 L St	Hoquiam	Other Material: Roofing.	10/31/2018	
18ASB006402		10/3/2018	24050 N US Hwy 101	Hoodsport	Other Disposal site: Waste Management	10/17/2018	
18ASB006404	RTM	10/4/2018	719 W McByde Ave	Montesano	ER letter rec'd & app'd - fees paid	10/5/2018	
18ASB006405		10/5/2018	2910 Brentwood Dr SE	Lacey		10/19/2018	
18ASB006407		10/3/2018	919 Ramer St	Hoquiam	* This is out of sequeance-I moved to wr	10/19/2018	
18ASB006408	MS	10/8/2018	14826 Terrace Ave SE	Tenino	No ER letter attached. Emails for on. 10/	10/10/2018	
18ASB006409	TG	10/9/2018	446 Wildcat St SE	Lacey	ER Req't.	10/11/2018	
18ASB006410		10/8/2018	1307 25th Ct NE	Olympia		10/17/2018	
18ASB006411	TG	10/11/2018	4511 17th Ave SE	Lacey	Disposal Site: NTSI - Dalles, Oregon. E	10/12/2018	
18ASB006412		10/13/2018	5201 Rumac St SE	Lacey		10/23/2018	
18ASB006413		10/15/2018	Barnes Point Rd at Ranger Station,	Port Angeles	C/O Catworks Construction	12/31/2018	
18ASB006414	MS	10/15/2018	2275 St Rt 109	Hoquiam	Other Material: Roofing - Start date req't	11/15/2018	
18ASB006415	TG	10/16/2018	1067 Cherry St SW	Olympia	Apt Complex - 2 units ER Req't. Fee pd.	10/19/2018	
18ASB006418	MS	10/17/2018	2700 Evergreen Parkway NW-Centr	Olympia	College Contact: Dejay Williamson - 360	1/29/2019	
18ASB006419	MS	10/18/2018	2917 Sumner Ave	Hoquiam	ER Req't. ER Letter rec'd & pd for.	10/26/2018	
18ASB006420		10/18/2018	810 Bracket Rd	Sequim		11/1/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006421		10/18/2018	214 San Mar Drive NE	Olympia		12/31/2018	
18ASB006422	MS	10/22/2018	3102 Simpson Ave	Aberdeen	Roofing.	11/9/2018	
18ASB006423	MS	10/24/2018	4546 14th Ave SE	Lacey	ER Req't. Letter rec'd. Paid.	10/24/2018	
18ASB006424		10/23/2018	3530 Martin Way	Lacey	flooring	11/9/2018	
18ASB006425		10/23/2018	4725 Waldrick Rd SE	Olympia		11/6/2018	
18ASB006426	TG	10/24/2018	4711 Pleasant View Rd	Olympia	No ER letter, indicates demo, no survey	10/25/2018	
18ASB006427		10/25/2018	3040 Wild Currant Loop NW, Mod 3	Olympia		12/7/2018	
18ASB006428		10/24/2018	328 W Cota	Olympia	Other Materials: Boiler Jacket, Pipe Wra	11/8/2018	
18ASB006429		10/25/2018	1110 S Jacob Miller	Port Townsend	Waste Disposal site unclear.	11/5/2018	
18ASB006430		10/24/2018	751 W Fairgrounds Rd	Shelton	Other: fireproofing paints.	11/30/2018	
18ASB006431		10/25/2018	4730 NE Northshore	Belfair	Disposal site unclear	11/7/2018	
18ASB006432		10/26/2018	3014 Lorne St SW	Olympia	Other Material: duct insulation	11/5/2018	
18ASB006433		10/23/2018	10741 Northshore Rd	Belfair	Sent in on Demo notification		
18ASB006434		10/26/2018	18617 Hilt St SW	Rochester	partial survey?	1/19/2019	
18ASB006435		10/29/2018	423 Williamson Dr	Sequim		11/9/2018	
18ASB006436		10/29/2018	209 Cullems St NW	Yelm	They submitted their notification to PSCA	10/16/2018	
18ASB006437		10/29/2018	131 East Spruce Dr	Port Ludlow		11/8/2018	
18ASB006438		10/29/2018	10741 NE Northshore Rd	Belfair		11/14/2018	
18ASB006439	MS	11/1/2018	450 2nd St	Raymond	Completed online in South Bend. Mike S	1/31/2019	
18ASB006441		11/2/2018	427 Lilly Rd SE	Olympia	So many questions, submitted on residen	11/27/2018	
18ASB006442		11/5/2018	105 Broadway Ave, Space F	Hoquiam	Other: Window & Door Putty, Silver Coa	11/14/2018	
18ASB006443		11/5/2018	411 Tillicum Lane	Forks	Other: 122 LF of window and door putty,	11/15/2018	
18ASB006444	MS	11/6/2018	100 Custer Way SW	Tumwater	Paper App. Sent labs/photos exterior ma	1/1/2019	
18ASB006445		11/6/2018	1112 Paulding Street	Raymond	Request start date not 10day. No ER Re	11/9/2019	
18ASB006446	MS	11/8/2018	410 5th Ave SW	Olympia	Walk in - paper app.	11/22/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006447		11/8/2018	699 Ocean Shores Blvd NW	Ocean Shores		11/21/2018	
18ASB006448		11/8/2018	81 N Fircrest	Hoodsport	Other material: roofing	11/23/2018	

## Demolition Notifications received between 10/5/2018 and 11/8/2018

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
18DEM005204	10/5/2018	MS	5045 Sunrise Beach Road NW	Olympia	Sent labs only. A Linda Ryan called	<input type="checkbox"/>	ASB
18DEM005205	10/9/2018		2014 245th St	Ocean Park	Project size: 1300	<input checked="" type="checkbox"/>	ASB
18DEM005206	10/10/2018		204 Ranger Dr SE	Olympia		<input type="checkbox"/>	ASB
18DEM005207	10/12/2018		1436 Linwood Ave SW	Tumwater	Walk in Paper App.	<input checked="" type="checkbox"/>	ASB
18DEM005208	10/16/2018	TG	18338 Nicody Ln	Rochester	Walk in	<input checked="" type="checkbox"/>	ASB
18DEM005209	10/17/2018	MS	410 Wishkah	Aberdeen		<input checked="" type="checkbox"/>	ASB
18DEM005210	10/18/2018	MS	820 5th Ave SW	Olympia	New to us contractor. No survey	<input type="checkbox"/>	ASB
18DEM005211	10/22/2018		131 E Spruce	Port Ludlow	Steve Kelly Construction Co. Waiti	<input checked="" type="checkbox"/>	18ASB006437
18DEM005212	10/23/2018	TG	#3 Moxt Street	Ocean Shores	NO survey.	<input checked="" type="checkbox"/>	ASB
18DEM005213	10/24/2018	TG	209 Cullens Rd	Yelm	Called to get guidance on notificatio	<input checked="" type="checkbox"/>	ASB
18DEM005214	10/29/2018		2907 Summner Ave	Hoquiam		<input checked="" type="checkbox"/>	ASB
18DEM005215	10/29/2018		70 Gary St	Beaver		<input checked="" type="checkbox"/>	18ASB006392
18DEM005216	10/30/2018		18617 Hilt St SW	Rochester		<input checked="" type="checkbox"/>	18ASB006434
18DEM005217	10/30/2018	RTM	940 Lawrence Street	Port Townend	"This is for the removal of non load	<input type="checkbox"/>	ASB
18DEM005218	10/31/2018		3524 Stoll Road SE	Olympia	New to us Contractor.	<input type="checkbox"/>	18ASB006441
18DEM005219	11/1/2018	MS	106 8th St SE	Long Beach	Paper App - rec'd in US Mail.	<input checked="" type="checkbox"/>	ASB
18DEM005220	11/1/2018	MS	311 E Pacific #4	Westport	pd \$35.00 - left msg @ city of West	<input checked="" type="checkbox"/>	ASB
18DEM005221	11/2/2018	MS	699 Ocean Shores	Ocean Shores	10/31/18 Rec'd documents & check	<input type="checkbox"/>	18ASB006447
18DEM005222	11/2/2018		411 Tillicum Lane	Forks	"The trailer is being abated on Nove	<input checked="" type="checkbox"/>	18ASB006443
18DEM005223	11/5/2018	MS	5831 Old Gardiner Rd	Port Townend	Project Size: 192. No survey - to M	<input type="checkbox"/>	ASB
18DEM005224	11/5/2018	MS				<input type="checkbox"/>	ASB
18DEM005225	11/5/2018		105 Broadway, Space F	Hoquiam		<input checked="" type="checkbox"/>	18ASB006442
18DEM005226	11/5/2018		810 Bracket Road	Sequim		<input checked="" type="checkbox"/>	ASB

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
18DEM005227	11/6/2018		3911 West Edgewood Dr	Port Angeles		<input checked="" type="checkbox"/>	ASB
18DEM005228	11/6/2018		27306 V St	Ocean Park	Project size: 1188.	<input checked="" type="checkbox"/>	ASB
18DEM005229	11/6/2018	MS	100 Custer Way SW	Tumwater	Paper App. Labs only.	<input type="checkbox"/>	18ASB006444
18DEM005230	11/6/2018	TG	113 Columbia St. NW	Olympia	Project Size: 980 sq ft - Commercial	<input type="checkbox"/>	ASB
18DEM005231	11/7/2018		500/506 E Wishkah	Aberdeen	Project size: 13000	<input checked="" type="checkbox"/>	ASB
18DEM005232	11/8/2018		4730 NE Northshore Rd	Belfair	"All asbestos was removed 11/6/20	<input type="checkbox"/>	ASB
18DEM005233	11/8/2018	TG	7930 Pacific Ave Se	Lacey	Walk in - Paper App	<input checked="" type="checkbox"/>	ASB
18DEM005234	11/8/2018	TG	201 Spruce St	Port Townend	Asb present - TG contacted - KCB t	<input type="checkbox"/>	ASB



# Current ORCAA Land Clearing Burn Permit

FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
	11/9/2018	4545		337 Lourella Rd	Sequim		George Dickinson Contruaction	(360) 461-83
	11/18/2018	4567		13125 Reo Rd SE	Rainier	Glassburn		(360) 446-18
	11/22/2018	4571		136 Foreman Rd	McCleary	Scheel		(360) 791-14
	11/23/2018	4574		16426 Cougar Village Dr SE	Yelm	Rogers		(360) 507-70
CFD #3, Sequim	11/11/2018	4558		Antler Ct, Lot 41 (corners of Antler & Panorama Blvd).	Sequim		Northwest Log Homes	
	11/22/2018	4570		665 Dryke Rd	Sequim	Bennett		(360) 809-05
	11/29/2018	4579	Sec36 T31R04w	Corner of Twin Fawn Lane and Lotzgesell Rd	Sequim		Landmark Excavating	(360) 379-66
	12/6/2018	4593		S. Bagley Creek Rd	Port Angeles		Minner *& Company	(360) 477-83
CFD #4, Joyce	12/2/2018	4588	Sec02 T30R08w	Lot 7, Survey 24/34	Port Angeles	Criel		(360) 461-17
	12/5/2018	4592	Sec35 T31R08w	292 Evergreen View Pkwy	Port Angeles	Dickinson	We Dig It	(360) 670-60
Elma Fire Department	11/8/2018	4549		15 Arrowhead Lane	Elma	McFadden		(360) 791-62
	11/24/2018	4524		1220 Monte-Elma Rd	Elma		City of Elma	(360) 482-22
	12/6/2018	4594		124 Elma-McCleary Rd	Elma	Stangland		(360) 580-37

FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
GHFD #2, Central Park - Brady	11/8/2018	4539	Sec16 T17R08w	River Road west of Hill Rd	Central Park	Skitch		(253) 458-28
	11/8/2018	4548	Sec18 T17R08w	5300 Central Park Drive	Aberdeen	Williams	Shermer Construction	(360) 533-58
JFD #4, Brinnon - DO NOT ISSUE PERMITS	11/15/2018	4561	Sec08 T25R02W	2275 Duckabush Road	Brinnon		Should Excavating, Inc.	(360) 301-59
JFD #5, Discovery Bay	11/25/2018	4576	Sec24 T29R02w	162 Fairmont Rd	Port Townse	Connolly		(360) 970-78
PFD #3, Raymond	12/2/2018	4587	Sec27 T14R09w	418 SR 105	Raymond	Thiessen		(360) 934-56
PFD #4, Naselle	11/17/2018	4566		795 SR 4 West	Naselle	Katryniuk	WSOT	(360) 942-20
PFD #6	11/11/2018	4556		2697 Tokeland Rd	Tokeland	Cross		(360) 267-63
TFD #1, Rochester	12/8/2018	4596		16920 Eugene St SW	Rochester	Lenzi	KCL Excavating Inc	(360) 515-63
TFD #11, Littlerock	11/21/2018	4568	Sec28 T17R02w	10910 Lone Tree Lane SW	Olympia	Mathis		(360) 556-89
	12/2/2018	4589	Sec09 T16R03w	13441 Halokuntux Ln SW	Olympia	Fisher		(360) 701-84
TFD #12, Tenino	11/11/2018	4557	Sec09 T15R01W	4612 Skookumchuck Rd SE	Tenino	Bower		(509) 432-45
	11/16/2018	4564	Sec14 T15R01W	19838 Pruett Lane SE	Tenino		Gary's Bulldozing LLC	(360) 456-88

FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
TFD #13, Griffin	11/10/2018	4554		7932 Hargis St NW	Olympia	Sanchai		(619) 677-67
	11/21/2018	4569	Sec19 T19R02W	5612 Stetson Ct NW	Olympia	Aikins		(253) 732-91
	11/23/2018	4573		8840 Steamboat NW	Olympia	Beckman		(360) 866-05
	11/30/2018	4583		6820 48th Lane NW	Olympia	Smith		(360) 867-91
TFD #17, Bald Hills	11/8/2018	4550	Sec35 T16R02e	17919 Kismet Ln SE	Yelm	Howerton Jr		(253) 405-24
TFD #2, Yelm	11/11/2018	4559	Sec22 T16R02E	15425 Smith Praire Rd	Yelm	Howard		(360) 960-06
	11/15/2018	4562	Sec13 T16R01E	14547 Martinson Rd SE	Yelm	Scott		(714) 479-44
	12/2/2018	4586	Sec13 T16R02E	14217 Rainier View Dr SE	Yelm		Hora Flamily Homes	(253) 508-40
	12/2/2018	4585	Sec12 T16R02E	14223 Rainier View Dr SE	Yelm		Hora Family Homes	(253) 508-40
	12/5/2018	4590	Sec35 T17R01E	11822 Hobby St SE	Yelm	Redell		(360) 560-17
	12/5/2018	4591	Sec T16R02e	14617 Rainier View Dr SE	Yelm		Justice Construction	(253) 310-23
TFD #3, Lacey	11/14/2018	4560	Sec12 T17R01W	7943 Kamerlyn Hill Lane SE	Olympia	Coumbs		(350) 951-77
	11/17/2018	4565		97810 93rd Ln SE	Olympia	Paulsen		(360) 870-31
TFD #4, Rainier	11/8/2018	4546	Sec08 T16R01e	13939 Sunny Ct SE	Rainier		Rainier General Development, Inc.	(360) 400-07
	11/29/2018	4577	Sec23 T16R01e	14247 155th Ct SE	Yelm	Parsons	JRP Development	(253) 380-76
	11/30/2018	4584		13338 Hwy 507 SE	Rainier		Roger's Tree Service LLC	(360) 705-29

FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
TFD #6, East Olympia	11/10/2018	4553	Sec25 T17R02W	1627 105th Ln Se	Olympia	Olson		(360) 539-71
	11/29/2018	4578	Sec19 T17R01W	9445 Old Hwy 99 SE	Olympia	Brewer	American Pump	(360) 507-10
TFD #8, South Bay	11/9/2018	4552	Sec16 T19R01W	7536 Granite Ln NE	Olympia	Ellsworth		(360) 350-01
	11/15/2018	4563		4509 Shincke Rd NE	Olympia	Goodwin		(360) 791-49
	12/1/2018	4582	Sec16 T19R01N	68th Ave	Olympia	Myer		(360) 970-13
TFD #9, McLane	11/9/2018	4551		3434 Delphi Rd SW	Olympia	Lindbeck		(360) 515-02

# NOV Monthly Report

For the period 10/5/2018 to 11/8/2018

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3621	PASHA AUTOMOTIVE SERVICES - MATT RAASCH	TG	GRAYS HARBOR	Rule 6.1.8	Failure to comply with any term or condition of an Approval Order constitutes a violation of this rule and is subject to penalties pursuant to RCW 70.94.430 and RCW 70.94.431.	11/06/2017	\$500.00		\$500.00	03/15/2018
3625	ABERDEEN AM PM	TG	GRAYS HARBOR	Rule 6.1.8	Failure to comply with any term or condition of an Approval Order constitutes a violation of this rule and is subject to penalties pursuant to RCW 70.94.430 and RCW 70.94.431.	11/07/2017	\$750.00		\$750.00	01/05/2018
3728	WELCHES	PFM	CLALLAM	Rule 6.2.5(a)	It shall be unlawful for any person to cause or allow an outdoor fire containing prohibited materials which include but are not limited to garbage, dead animals, asphalt, petroleum products, paints, rubber products, plastics, paper, cardboard, treated wood, processed wood, construction/ demolition debris, metal, or any substance which when burned releases toxic emissions, dense smoke, or obnoxious odors. A limited amount of paper may be used to start the fire. ORCAA may allow the limited burning of prohibited materials for fire training.	05/08/2018	\$250.00		\$250.00	07/30/2018

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3734	JAMES FOOD MART	TG	MASON	Rule 8.8	All air contaminant sources are required to keep any process and/or air pollution control equipment in good operating condition and repair.	06/12/2018	\$500.00		\$500.00	08/20/2018
				Rule 6.1.8	Failure to comply with any term or condition of an Approval Order constitutes a violation of this rule and is subject to penalties pursuant to RCW 70.94.430 and RCW 70.94.431.					
3741	FREEDOM FAMILY TRUST	MS	THURSTON	Rule 6.2.5(a)	It shall be unlawful for any person to cause or allow an outdoor fire containing prohibited materials which include but are not limited to garbage, dead animals, asphalt, petroleum products, paints, rubber products, plastics, paper, cardboard, treated wood, processed wood, construction/ demolition debris, metal, or any substance which when burned releases toxic emissions, dense smoke, or obnoxious odors. A limited amount of paper may be used to start the fire. ORCAA may allow the limited burning of prohibited materials for fire training.	07/20/2018	\$2,500.00			10/10/2018

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3747	JOHNSON	MS	GRAYS HARBOR	Rule 6.3.2(b)	It shall be unlawful for any person to cause or allow any demolition unless the property owner or the owner's agent obtains an asbestos survey, by an AHERA building inspector, of the structure.	08/10/2018	\$562.00			10/10/2018
				Rule 6.3.4(a)	It shall be unlawful for any person to cause or allow any work on an asbestos project or demolition unless a complete notification, including the required fee and any additional information requested by the Control Officer, or designee, has been submitted to the ORCAA on approved forms, in accordance with the notification period requirements contained in 6.3.4(c) Notification Period.					

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3755	PANELTECH	MS	GRAYS HARBOR	Rule 5.1(d)	It shall be unlawful for any person to cause or allow the operation of any source subject to the requirements of chapter 173-401 WAC without complying with the provisions of chapter 173-401 WAC and any permit issued under its authority.	10/08/2018				
				40 CFR §63.3360(f)	You must determine capture efficiency of the capture system using the methods in 40 CFR §63.3360(f). (National Emission Standards for Hazardous Air Pollutants: Paper and Other Web Coating 40 CFR Part 63 Subpart JJJJ)					
				Condition M10 11AOP864	The permittee shall verify the performance of the emissions capture system associated with EU-1 and EU-3 using one of the methodologies listed in the condition.					
				RCW 70.94.161(9)(a)	It shall be unlawful for any person to operate a permitted source in violation of any requirement of an Air Operating Permit.					

NOV #	Name	Issued by	City	Regulation(s)	NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3756	OTHON - EVERGREEN STATE ABATEMENT, LLC	TG	THURSTON	<p>Rule 6.3.9(a)</p> <p>It shall be unlawful for any person to cause or allow any work on an asbestos project unless it is performed by persons trained and certified in accordance with the standards established by the Washington State Department of Labor and Industries, the federal Occupational Safety and Health Administration, or the United States Environmental Protection Agency (whichever agency has jurisdiction) and whose certificate is current. This certification requirement does not apply to individuals who work on asbestos projects on their own single-family residence(s).</p> <p>Rule 6.3.9(b)(1)</p> <p>It shall be unlawful for any person to cause or allow the removal of Asbestos-containing Materials (ACM) unless the asbestos project is conducted in a controlled area, clearly marked by barriers and asbestos warning signs. Access to the controlled area shall be restricted to authorized personnel only.</p>	10/11/2018				

NOV #	Name	Issued by	City	Regulation(s)	NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
				Rule 6.3.9(b)(10)					
				It shall be unlawful for any person to create or allow a condition that results in the disturbance, or likely disturbance, of Asbestos-containing Materials (ACM) (e.g., not removing all ACM in a structure scheduled for demolition or partially removing ACM and leaving remaining ACM in a state that makes it more susceptible to being disturbed, or leaving it on the ground, outside and open to the environment).					
3758	GRAYS HARBOR COMMUNITY HOSPITAL	TG	GRAYS HARBOR	Rule 3.1(d)	11/01/2018				
				Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.					

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3759	ST PETERS HOSPITAL	TG	THURSTON	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3760	MOBIL	TG	CLALLAM	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3761	LIBERTY STORE	TG	GRAYS HARBOR	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3763	SUNSHINE DELI - ABERDEEN	TG	GRAYS HARBOR	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3764	LACEY SHELL FOOD MART	TG	THURSTON	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3765	TUMWATER DELI MART	TG	THURSTON	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3766	SEAVIEW TEXACO	TG	PACIFIC	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3767	JONS AUTOBODY	TG	GRAYS HARBOR	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3768	LINCOLN INDUSTRIAL CORP INC (PAYNE)	TG	CLALLAM	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3769	BELFAIR CLEANERS	TG	MASON	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3770	LILLIWAUP STORE & MOTEL	TG	MASON	Rule 3.1(d)	<p>Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.</p>	11/01/2018				

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3772	PYR PRESERVATION SERVICES	TG	JEFFERSON	Rule 3.1(d)	Upon assessment by the Agency, annual registration fees are due and payable and shall be deemed delinquent if not fully paid within thirty (30) days. However, sources classified as RC1, RC2, or RC3 shall be given the option to pay their annual fee in quarterly installments. RC1, RC2, and RC3 sources may choose to pay their annual fees in quarterly installments by indicating so on the first invoice received and remitting payment of the first installment to the Agency along with the duplicate copy of the invoice. Quarterly installments shall be equal to 25% of the total annual registration fee and shall be due within 30 days of each quarter following initial assessment by the Agency.	11/01/2018				
						<b>Totals:</b>	<b>\$6,124.00</b>		<b>\$2,500.00</b>	

# Industrial / Commercial Air Permits

Pending and Final Permits for period from 10/05/2018 to 11/08/2018

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
COVABRELLI COFFEE LLC	TUMWATER	NOC	18NOC1303	Coffee Roasting	install coffee roaster	AM	9/21/2018	hand off to Debbie for final paymnet	10/10/2018
COVABRELLI COFFEE LLC	TUMWATER	NOC	18NOC1303	Coffee Roasting	install coffee roaster	AM	9/21/2018	final permit delivered	10/10/2018
CROWN CORK & SEAL CO INC	OLYMPIA	NOI	18NOI1306	Manufacturing	run a trial of inside spray BPAni PPG2012825 and Aqualure G1 50 214680	JAD	10/9/2018	final permit delivered	10/18/2018
PEPSI NORTHWEST BEVERAGES LLC	TUMWATER	NOC	18NOC1293	Food Processing	replace boiler	LEW	8/21/2018	final permit delivered	11/8/2018
ALTA FOREST PRODUCTS	SHELTON	NOC	18NOC1302	Lumber Mill - Logging	use oil stain	AM	9/20/2018	initial payment received, hand off to engineers	11/6/2018
AQUATIC CO	YELM	RFC	18RFC1287	Fiberglass/Marine Services	incorporate conditions from 17NOC1256	MVG	6/1/2018	draft in progress	7/20/2018
ARCO 7063	OLYMPIA	ADM	18ADM1305	Gasoline Distribution	correct 16NOC1149	LEW	10/4/2018	draft pending internal review	10/11/2018
ASCENSUS SPECIALTY	ELMA	AOP	15AOP1134	Chemicals	renew AOP	JAD	11/4/2015	draft in progress	6/28/2018
BELCO SHELTON MILL	SHELTON	NOC	18NOC1294	Wood Products	install a cyclone	LEW	7/26/2018	incomplete application - waiting on data response	11/1/2018
BHP BILLITON CANADA INC	HOQUIAM	NOC	18NOC1301	Chemicals	establish a potash terminal	AM	9/20/2018	draft pending internal review	10/30/2018
CAPITOL CITY PRESS	TUMWATER	NOC	14NOC1064	Printing/Paper Products	get approval for after-the-fact installation of printing presses	LEW	9/19/2014	draft pending internal review	10/5/2018

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
CEDAR CREEK CORRECTIONS	LITTleroc K	MOD	16MOD1143	Corrections Center	modify conditions in approval order	AM	1/28/2016	on hold - per source	10/19/2016
CONTANDA TERMINALS LLC	HOQUIAM	NOC	14NOC1074	Chemicals	install storage tanks and vapor combustion units	AM	12/1/2014	waiting on SEPA	1/13/2016
FOX LUMBER CO	MONTESA NO	NOC	17NOC1242	Lumber Mill - Logging	after-the-fact review of cyclone	LEW	8/1/2017	draft pending internal review	9/10/2018
GRAYS HARBOR COUNTY -	MONTESA NO	NOC	15NOC1138	Gasoline Distribution	install spray booth (after-the-fact)	AM	11/25/2015	on hold - per source	12/8/2016
GRAYS HARBOR ENERGY LLC	ELMA	AOP	09AOP672	Energy Production	Air Operating Permit - Initial	MVG	4/24/2009	on hold - waiting on another agency	7/20/2018
HARPO LLC	ABERDEEN	NOC	18NOC1275	Printing/Paper Products	replace existing boiler with new 6.3 MMBtu/hr natural gas boiler (after-the-fact)	LEW	4/2/2018	incomplete application - waiting on data response	8/20/2018
HARPO LLC	ABERDEEN	NOC	18NOC1275	Printing/Paper Products	replace existing boiler with new 6.3 MMBtu/hr natural gas boiler (after-the-fact)	LEW	4/2/2018	draft in progress	8/20/2018
McKINLEY PAPER COMPANY	PORT ANGELES	AOP	18AOP1300	Printing/Paper Products	renew AOP (11AOP816)	MVG	9/4/2018		9/6/2018
METAUX SPECIAUX	HOQUIAM	NOC	16NOC1191	closed/non-registered	build a sodium methylate plant	MVG	4/10/2017	on hold - per source	7/20/2018
MUTUAL MATERIALS - LACEY	LACEY	NOC	17NOC1237	Concrete Batch Plant	after-the-fact paver stone tumbler	LEW	9/6/2017	waiting on SEPA	6/1/2018
NORTHWEST AQUA SOILS	ELMA	NOC	16NOC1146	Composting	operate a compost facility	AM	1/28/2016	on hold - per source	10/21/2016
PORT ANGELES HARDWOOD LLC	PORT ANGELES	MOD	17MOD1243	Wood Products	modify condition 1	AM	8/8/2017	incomplete application - waiting on data response	9/6/2017

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
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
RT LONDON CO	LACEY	NOC	18NOC1304	Furniture/Cabinet Shops	install cefla automated finish line	AM	10/5/2018	initial payment received, hand off to engineers	11/6/2018
SETINA MFG CO - YELM HWY	OLYMPIA	NOC	18NOC1274	Metal Fabrication/Coating	establish metal fabrication facility including welding, metal cutting, and abrasive blasting (after-the-fact)	AM	3/28/2018	draft pending internal review	11/7/2018
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	AOP	12AOP873	Lumber Mill - Logging	renew AOP permit	AM	1/11/2012	draft in progress	1/24/2018
TACC	TUMWATER	NOC	17NOC1255	Automotive Services	install after-the-fact spray booth	AM	9/26/2017	on hold - waiting on another agency	12/11/2017
VALLEY NUT & BOLT CO INC	OLYMPIA	NOC	18NOC1307	Metal Fabrication/Co	operate hot dip zinc galvanizing facility	JAD	11/8/2018	draft in progress	11/8/2018
VALLEY NUT & BOLT CO INC	OLYMPIA	NOC	18NOC1307	Metal Fabrication/Co	operate hot dip zinc galvanizing facility	JAD	11/8/2018	initial payment received, hand off to engineers	11/8/2018
WESTPORT LLC	WESTPORT	AOP	14AOP1029	Fiberglass/Marine Services	renew AOP	JAD	3/7/2014	draft in progress	11/8/2018
WESTPORT LLC	WESTPORT	REV	09REV702	Fiberglass/Marine Services	modify #07AOP575 to remove conditions 4.18 and 6.12 and incorporate requirements from 40 CFR Part 63 Subpart II.	JAD	9/3/2009	draft in progress	11/8/2018
WESTPORT LLC - INTERIOR - 1050 BUILDING	PORT ANGELES	NOC	18NOC1297	Furniture/Cabinet Shops	Establishment of a park bench painting facility.	LEW	8/7/2018	on hold - per source	10/25/2018

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
WEYERHAEUSER NR RAYMOND	RAYMOND	AOP	12AOP915	Lumber Mill - Logging	renew 04AOP387	AM	8/1/2012	draft pending internal review	10/15/2018



# Air Quality Monitoring Summary

October 2018

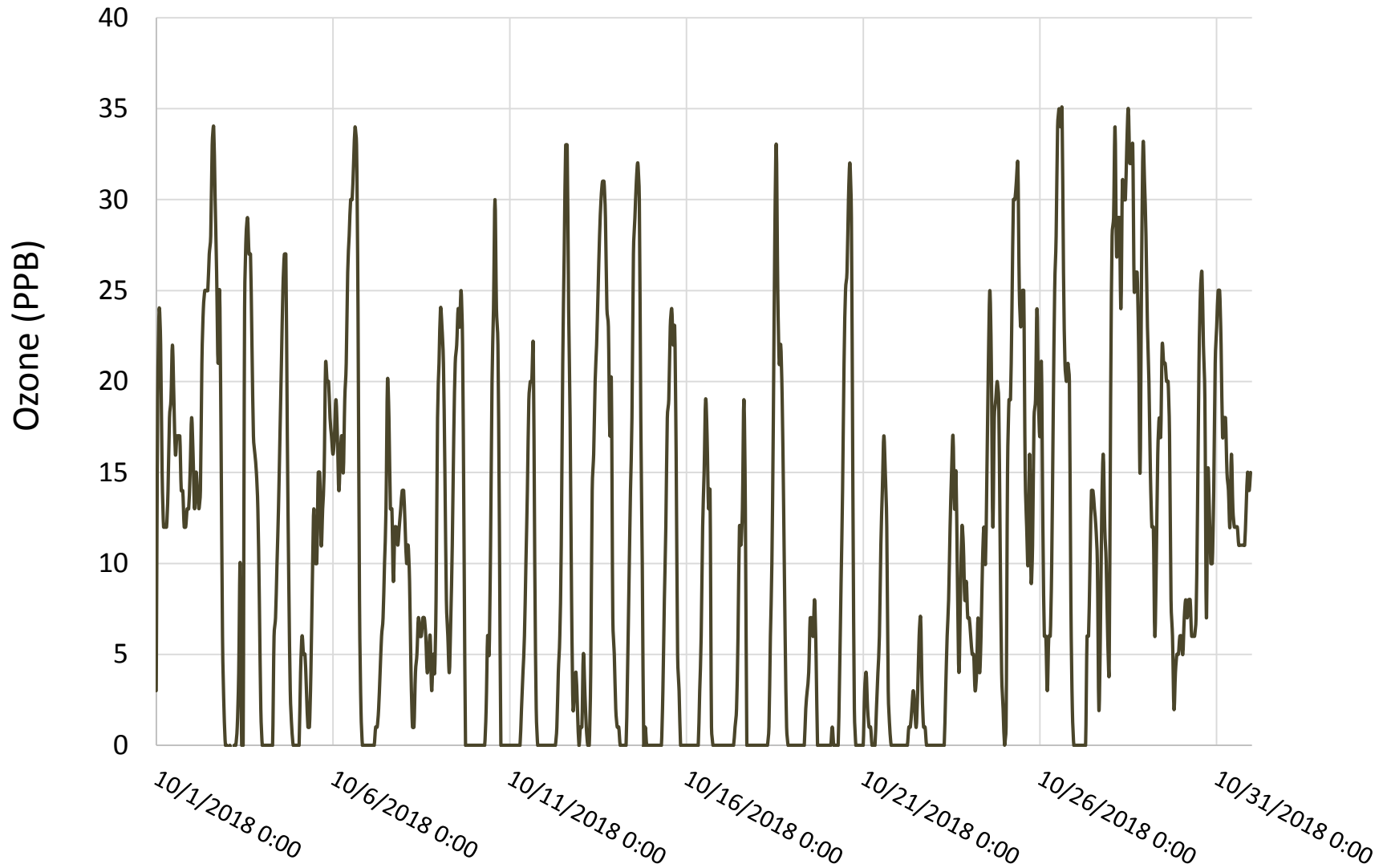
Odelle Hadley, PhD

# 2018 October Air Quality Summary – PM2.5

	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH
Aberdeen	2.3	6.0	10.9	31				
Cheeka Peak <sup>1</sup>	0.5	3.2	8.3	25				
Lacey	2.1	7.0	17.1	28	3			
Port Angeles	4.5	9.8	17.1	28	3			
Port Townsend	3.6	6.6	12.3	31				
Shelton	2.7	8.6	24	25	6			
South Bend	1.3	5.3	12.9	31				

1) Fault in power lines caused several days without power at Cheeka Peak

# Thurston County Ozone



# Monitoring Activities

## Odelle

- Community Toxics Grant
  - Support student monitoring efforts
  - Meeting with students (lab update)
- Cheeka Peak site audit with Ecology
- Presented UFP results to the Clallam County joint meeting of Commissioners and Port Commissioners

## Nick

- Quality checks
  - Shelton
- Mason Co Saturation study
  - Installed first sat study monitor at the current Shelton air quality monitoring station
  - Discovered hardware incompatibility problem
  - New parts are on order

# Contact

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

[odelle.hadley@orcaa.org](mailto:odelle.hadley@orcaa.org)

<https://www.orcaa.org>

## **Quarterly Progress Report on 2018 Strategic Plan**

**SUMMARY:** In 2018 the staff of Olympic Region Clean Air Agency (ORCAA), at the direction of the Board of Directors (Board), developed a new Strategic Plan to guide agency operations. ORCAA created this Plan as a dynamic document, to establish guidelines for on-going programs as well as time-limited activities and grants. The Plan was implemented at the start of Fiscal Year 2019 (FY2019) which began July 1, 2018. Under the plan, ORCAA staff will present the Board with quarterly updates on Strategic Plan objectives.

As for Nov. 1, 2018, ORCAA has launched new initiatives and continued existing programs in accordance with the Plan, as outlined below under each of the established Strategic Core Concepts.

### **1. Ensure compliance with local, state and federal clean air regulations**

- This is a continual process. As of the end of Q1, FY2019, there aren't any new Federal Regulations or rollbacks in place – all proposed changes are being litigated and have not been implemented. We are monitoring all the potential EPA roll back policies and providing comments through NACAA, the national clean air association.
- The Air Monitoring section launched the new EPA-funded Community Toxics Project. This project features partnerships with Evergreen State College and EPA. As of Q1, students are beginning to learn R statistical analysis program for analyzing our data set. This will allow analysis and report writing to begin in January 2019
- Staff completed 106 inspection during Q1, which is the busiest quarter of the year. Seven AOP and five synthetic minor inspections were completed.
- Source testing was observed at Grays Harbor Energy, Sierra Pacific Industries–Aberdeen, and SPI–Shelton.

### **2. Promote agency visibility and continue strengthening community partnerships**

- ORCAA staff provided information about DERA funds to Thurston Intercity Transit for bus replacement funding in conjunction with VW penalty funds.
- Staff also provided information to all ports in ORCAA region about DERA and VW penalty funding opportunities. The Executive Director also met with the Port of Port Townsend to talk about how to collectively manage emissions generated by activities dealing with boat maintenance and repair.

- Provided information to local jurisdictions about asbestos and demolition notification rules. Provided information to Lake Cushman Maintenance company HOA about same subjects.
- ORCAA's communications section made wood smoke presentations to youth groups in Thurston and Mason Counties.
- Met with a Hoodspoint-area HOA and shared outdoor burning regulation information. During the presentation, staff helped identify alternatives to burning options for the community.
- Communications and IT Staff developed several new web-based interfaces to strengthen social media programs and improve direct outreach to residents and civic groups.
- Staff participated in the Thurston County Fire Chief's meeting in September and the Thurston County Coordination meetings in August and September.

### **3. Continue increasing the effectiveness and efficiency of permit programs**

- Staff worked with the Washington Air Directors Group, Washington Department of Ecology (Ecology) and the National Association of Clean Air Agencies (NACAA) to promote a consistent message about air quality and health impacts during impaired air quality as a result of wild fires this summer.
- ORCAA's engineer section participated in a meeting of the Washington Permit Writers Group and addressed issues of interest and concern to ORCAA, include:
  - Use of Air Curtain Devices in conjunction with outdoor burning activities
  - Updated Gas Station Permitting practices

### **4. Continue safeguarding agency assets**

- Review and approve financial statements, all contracts and accounts payable meeting state and federal requirements.
- In the first quarter of this fiscal year, the board approved revised penalty worksheets for Solid Fuel Burning Devices and Outdoor Burning.
- Investigating heating system for the garage tenants. Contracted for property clean up and maintenance.
- A review of data for FY 2016-2018 yielded the following results.
  - For Registration, the average revenue was \$360,884 and the expenses were \$391,174 for a difference of \$(30,291). The difference is within 10 percent of the revenue.
  - For asbestos, the average revenue was \$137,521 and the expenses were \$153,569 for a savings of \$16,048. The difference is within 12 percent of the revenue.

- For land clearing burning, the average revenue was \$20,969 and the expenses were \$18,816. The expenses are within 10 percent of the revenue.
- Expenses for each of these programs during the first two quarters of FY 2019 are expected to be lower than was budgeted.

## **5. Attract and retain high quality staff**

- During Q1, all Compliance staff attended the semi-annual Smoke School training. Staff also received Hazwopper training.
- Compliance staff participated in meetings with the Washington State Air Quality Compliance Group to ensure consistencies and cooperation between programs.
- ORCAA salary data was provided to both Spokane Clean Air Agency and Southwest Clean Air Agency for their salary surveys. Results of those surveys will be shared with ORCAA once available.
- ORCAA Administration staff continues to monitor all changes to the agency's benefit plans as provided by Association of Washington Cities (AWC). ORCAA Board approved plans to cover the employee cost to the State's new Family Medical leave Act.
- The ORCAA Air Monitoring section attended the National Air Monitoring Conference and the Air Sensors International Conference
  - Staff made valuable contacts for getting access to all hourly meteorological information from Weather Underground.
  - During the conferences, ORCAA staff participated in discussions about, and evaluations of, new citizen-operated air monitoring devices such as Purple Air.