



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

AGENDA of December 14, 2022 * 10:00 a.m.
Regular Meeting of the Board of Directors

ORCAA's meeting will be available virtually

If you would like to participate in the meeting via Zoom video conference, visit

<https://us02web.zoom.us/j/88654004897?pwd=NklnZCtUEtPY25UTIFWbG96eXEyQT09> join with Meeting ID:
886 5400 4897 and Passcode: N5MiRD

If you would like to participate in the meeting via Zoom audio only, call 1-253-215-8782 and join with Meeting ID:
88654004897 and Passcode: 728745

Be courteous – mute your mic if not speaking

CALL TO ORDER

APPROVAL OF AGENDA (*action item*)

(Ask for any corrections, additions/omissions)

CHAIR REPORT

1. Personnel Committee Assignment

PUBLIC COMMENT - *Comments limited to three minutes*

CONSENT AGENDA (*action item*)

1. [Minutes of Regular Meeting, November 9, 2022](#)
2. [Expenditures and Disbursements – November 3, 2022 – December 8, 2022](#)

GOOD OF THE ORDER

EXECUTIVE SESSION (To discuss any matter suitable for Executive Session under RCW 42.30.110)

ADJOURNMENT

NEXT MEETING – January 11, 2023, 10:00 a.m. (See [Board Workplan](#) for tentative agenda items)

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

BOARD OF DIRECTORS MEETING – hybrid via Zoom

November 9, 2022

Members present: Jim Cooper, City of Olympia (Chair)
Jill Warne, Grays Harbor County (via Zoom)
Randy Neatherlin, Mason County (via Zoom)
Carolina Mejia, Thurston County (via Zoom)
Frank Wolf, for Mike Runyon, Pacific County (via Zoom)
Kate Dean for Greg Brotherton, Jefferson County (Vice Chair) (via Zoom)
Joan Cathey, City of Tumwater (via Zoom)
Bill Peach, Clallam County (via Zoom)

Members absent: Robin Vazquez, City of Lacey

Legal Counsel: Jeff Myers and Matthew Sonneby of Law, Lyman, Daniel, Kamerrer and Bogdanovich

Staff Present: Jeff Johnston, Ph.D., Executive Director; Robert Moody, Compliance Manager; Mark Goodin, Engineering Manager; Dan Nelson, Communications Manager; Lynn Harding, Financial Services Manager; Lauren Whybrew, Engineer; and Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 10:00 a.m. and asked for a quick roll call of members and staff.

Cooper asked for approval of the Agenda. Wolfe moved approval, the motion was seconded and carried unanimously.

CHAIR REPORT

Cooper noted we will have a December meeting, but it will likely be a very short and include consent agenda and anything urgent from staff.

In Brotherton's absence Cooper presented a brief Finance Committee report. We are on budget at 30% revenue and 25% expenses. Cooper noted we did get a brief update regarding WA Cares, and we will discuss it more during the FY24 budget process. Cooper stated we will be paying our building off on December 1, 2022 and we will be planning a gathering in 2023 to celebrate.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

UNFINISHED BUSINESS

Revoking ban on recreational fires in Lacey, Olympia and Tumwater

Johnston explained the subcommittee met on October 25, 2022 and during the meeting staff briefed the subcommittee on the outreach noting broad support among stakeholders for the rule change. Johnston gave a brief explanation regarding the history of the ban and mentioned ORCAA is on the agenda for a Lacey City Council Work Session on December 8.

Cooper thanked staff for the broad outreach and the subcommittee agreed with the staff recommendation to proceed with the rulemaking. Cathey noted she discussed with other members of the Tumwater City Council, and they are in agreement.

In reference to the Focus Sheet ("Focus on Recreational Fires"), Dean asked if DNR's burn restrictions should be mentioned. Dean felt it may be useful for constituents. Nelson wanted to make sure the members understood we are not making a new, special rule, for the three cities; we are removing a special rule. With this change, Nelson continued, the three cities will be equivalent to the rest of our jurisdiction.

NEW BUSINESS

Request to File CR102 to repeal Rule 6.2.7(c) and 6.2.8(c)(3)

R. Moody explained we are proposing to change two rules that will allow for recreational burning in the city limits of Lacey, Olympia, and Tumwater.

R. Moody noted we are seeking to get a motion to file a CR102 to start the process. We will schedule a public hearing to take place during either the January or February Board meetings next year.

Warne moved to proceed with the recommended action and the motion was seconded. Cooper asked Johnston if there was anything else. Johnston explained the timing, noting depending on when the public hearing is held, we would file the CR103 following the hearing and the rule would become effective later in the Spring. Cooper called for the question and the motion carried unanimously.

DIRECTORS REPORT

Compliance Manager Update

R. Moody stated our two newest hires have been out in the field getting inspections completed. Our complaints went up as the summer burn bans were lifted and we have received around 50 land clearing burn permit applications and Nelson will likely have a number for residential permits.

Engineering Manager Update

Goodin highlighted two cases that have been finalized since the last meeting. AGP-Port of Grays Harbor Terminal 2 was for approval of an expansion of the grain terminal; adding two large grain silos and a loading spout. The second permit is SGTM West End Forest Industries LLC. This application was for a proposed new mill in Beaver. Goodin noted this is a green mill and will not be doing any lumber drying at this time.

Goodin explained the engineer group has been working on focus sheets to address longstanding problems we have had with regards to air permits. Many sources begin construction prior to securing permits with ORCAA and we wanted to have focus sheets we can send out during first contact and any time we deal with sources, potential or existing.

The second sheet focuses on the permit process and timeline. These will be handed out while staff is in the field and via email for our sources as we hear from them regarding permitting.

Cooper, looking at permits on the list, older permits, asked what the timeline is for these after the fact cases. Goodin, until we get a complete application the permit timeline is stopped; once we have a complete permit the timeline starts again.

Dean asked if the focus sheets will be sent to county/city permitting departments. Johnston stated we will be working to distribute them, but any help Board members can provide in getting them out is appreciated.

Senior Air Monitoring Specialist Update

Nelson noted he is doing Hadley's update. August stayed in the green for the entire month, while September had several days in the moderate. October had the largest wildfire event for the season and sent our air quality into the "Unhealthy for Sensitive Groups" and even two days of "Unhealthy" in Lacey. Nelson noted there isn't much we can do about wildfire smoke other than communicate with our citizens and our partners.

Communications Manager Update

Nelson noted the woodstove replacement program is doing well. Nelson stated many people are taking advantage of the recycling award; getting rid of their old stove and accepting a \$500 reward.

We are still working on the new website. It is looking great, and we will have more to share at the January meeting. Nelson noted we are pleased with the work Rhizome has done thus far.

Financial Services Manager Update

Harding noted premium announcement for 2023 has been published by AWC. We are looking at minor increases in medical plans, no premium increases in the other benefits. Our budget is in alignment for the increases.

State Auditor's will be here December 5 to begin the audit that will last about 3 weeks onsite. They will bring a report to the board early next year.

An RFP was sent out for the Cheeka Peak Observatory monitoring structure and tower. The funding comes from an EPA grant and is including in the 2023 budget.

Harding reminded the Board; in July we transferred our payroll services to ADP. We have completed 3 months and transition has gone well.

Harding noted, our current Wellness Committee, Aaron Manley, Debbie Moody and me, have a modest budget of about \$400 for our 16 staff members. We work to provide employees with programs and activities for wellness, both physically and mentally. We've earned the WellCity award every year since 2014.

Executive Director's Update

Johnston with this budget year we added a 17th position for a records clerk. We have 2 strong candidates we hope to have interviewed in the next couple of weeks.

The salary survey process is moving forward. We met with the consultant and provided all the information they requested. They estimate they will have information to us by the end of January. We plan on folding their recommendations into the development of our FY2024 budget.

Johnston will attend the Thurston Regional Housing Council (RHC) meeting later today to discuss ORCAA's support for an Olympia Mutual Aid Partners (OlyMAP) proposal being considered by the RHC. OlyMAP is a group that provides assistance to residents in area homeless camps. OlyMAP is working with ORCAA to help reduce complaints from outdoor burning in area camps, and ORCAA would like to see the RHC proposal funded to increase OlyMAP's capacity for doing this work.

Next week, Johnston continued, he will be attending the EPA Region 10 Northwest Air Director's meeting in Seattle. Outdoor burning, wildfires, the Inflation Reduction Act, Environmental Justice, and more, are on the agenda.

GOOD OF THE ORDER

Cooper noted the first of the year will be time to do an annual review of our director. Cooper stated he will constitute a Personnel Subcommittee, likely in December, to prepare for the review. Cooper noted if any Board member is wanting to assist, talk to him. Cooper did add he is appointing Brotherton to the committee.

EXECUTIVE SESSION (per RCW 42.30.110)

There was no executive session.

ADJOURNMENT

Cooper adjourned the meeting at 11:01 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 November 9, 2022, in Olympia, Washington.

ATTEST:

Jeff C. Johnston, Ph.D., 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

November 3, 2022 through December 8, 2022

<i>Fund:</i>	<i>Warrant #'s:</i>	<i>Scheduled Payment Date:</i>	<i>Issue Amount</i>
6471			
	63009020 - 63009040	November 10	\$ 17,854.72
	63009041 - 63009049	November 23	\$ 1,316.99
	63009050 - 63009059	November 23	\$ 10,100.00
	362174 - 362190	November - Payroll	\$ 136,123.27
	EFT Notifications	November - Benefits	\$ 41,929.22
	Inter-Office Transfer	December 1 - Debt Service Payment (Final)	\$ 43,953.96
	63009060 - 63009076	December 8, 2022	\$ 18,316.88
<i>Total Expenditures This Period:</i>			<u><u>\$ 269,595.04</u></u>

Included with Consent Agenda for Monthly Board of Directors Meeting.

OLYMPIC REGION CLEAN AIR AGENCY

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Check Register of Expenditures, Disbursements, and Wire Transfers

November 3, 2022 through Decemer 8, 2022

Payment #	Date	Payee	Cash Account	Amount
63009020	11/10/22	Cabbros Cleaning Services, LLC	10200	\$1,265.00
63009021	11/10/22	Capital Business Machines, Inc.	10200	143.39
63009022	11/10/22	Comcast Cable Com., Inc.	10200	385.85
63009023	11/10/22	Department of Ecology	10200	1,091.96
63009024	11/10/22	Edwards Environmental LLC	10200	229.74
63009025	11/10/22	Grays Harbor Co. Sheriff's Office	10200	155.00
63009026	11/10/22	Odelle Hadley	10200	124.95
63009027	11/10/22	Intermedia.net, Inc.	10200	288.60
63009028	11/10/22	Jeff Johnston	10200	184.00
63009029	11/10/22	Law, Lyman, Daniel,	10200	2,088.85
63009030	11/10/22	Linde Gas & Equipment, Inc.	10200	20.38
63009031	11/10/22	Debbie Moody	10200	34.13
63009032	11/10/22	Mountain Mist Water	10200	20.72
63009033	11/10/22	MRSC Rosters	10200	135.00
63009034	11/10/22	Dan Nelson	10200	29.38
63009035	11/10/22	Pacific Disposal	10200	77.10
63009036	11/10/22	Puget Sound Energy	10200	682.00
63009037	11/10/22	Radio Pacific, Inc.	10200	395.00
63009038	11/10/22	The Rhizome Collaborative	10200	3,125.00
63009039	11/10/22	U.S. Bank	10200	6,962.14
63009040	11/10/22	Verizon Wireless, Bellevue	10200	416.53
63009041	11/23/22	Bryson Downs	10200	156.00
63009042	11/23/22	Enduris Washington	10200	325.00
63009043	11/23/22	Jeff Johnston	10200	74.00
63009044	11/23/22	Mountain Mist Water	10200	20.72
63009045	11/23/22	Dan Nelson	10200	346.75
63009046	11/23/22	Pacific County Sheriff's Office	10200	55.00
63009047	11/23/22	Washington State Auditor's Office	10200	232.20
63009048	11/23/22	Sound Publishing Inc.	10200	20.95
63009049	11/23/22	Sunrise Pest Management, Inc.	10200	86.37
63009050	11/23/22	Alpine Ductless, LLC	10200	3,600.00
63009051	11/23/22	Christopher Bennett	10200	500.00
63009052	11/23/22	Capital City Stove	10200	1,500.00
63009053	11/23/22	Capital City Stove	10200	1,000.00
63009054	11/23/22	Craig Erickson	10200	500.00
63009055	11/23/22	Adina Groza	10200	500.00
63009056	11/23/22	Burt K. Kerlee	10200	500.00
63009057	11/23/22	Alice M. McLeod	10200	500.00
63009058	11/23/22	Timothy Palmer	10200	500.00
63009059	11/23/22	Sunset Air Incorporated	10200	1,000.00
362174-362190	11/30/22	Salaries & Benefits	10200	178,052.49
Inter-Office Transfer	12/1/22	Thurston County Treasurer's Office	10200	43,953.96
63009060	12/8/22	Air Handlers Inc.	10200	665.15
63009061	12/8/22	Cabbros Cleaning Services, LLC	10200	2,640.40
63009062	12/8/22	Comcast Cable Com., Inc.	10200	385.85
63009063	12/8/22	Compensation Connections LLC	10200	1,560.00
63009064	12/8/22	Department of Enterprise Services	10200	920.00
63009065	12/8/22	Odelle Hadley	10200	52.00
63009066	12/8/22	Intermedia.net, Inc.	10200	293.73
63009067	12/8/22	Law, Lyman, Daniel,	10200	2,236.95
63009068	12/8/22	Linde Gas & Equipment, Inc.	10200	20.89
63009069	12/8/22	Mountain Mist Water	10200	13.33
63009070	12/8/22	ODP Business Solutions, LLC	10200	32.09
63009071	12/8/22	Pacific Disposal	10200	77.10
63009072	12/8/22	Puget Sound Energy	10200	1,145.53
63009073	12/8/22	PUD #1 of Clallam County	10200	217.84
63009074	12/8/22	The Rhizome Collaborative	10200	3,125.00
63009075	12/8/22	U.S. Bank	10200	4,514.49
63009076	12/8/22	Verizon Wireless, Bellevue	10200	416.53
Total				\$269,595.04