

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

**BOARD OF DIRECTORS MEETING – via Zoom**

June 10, 2020

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Tim Crose for Mike Runyon, Pacific County  
Wes Cormier, Grays Harbor County  
Greg Brotherton, Jefferson County  
Randy Neatherlin, Mason County  
Tye Menser, Thurston County

Members absent: Mary Ellen Winborn, Clallam County  
Joan Cathey, City of Tumwater

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

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

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

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

**CHAIR REPORT**

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

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

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

the Governor's orders.

## **PUBLIC COMMENT**

There were no public comments.

## **CONSENT AGENDA**

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

## **DIRECTORS REPORT**

### Compliance Program Update

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

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

### Engineering Program Update

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

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

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

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

### Air Quality Program Update

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

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

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

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

### Education and Outreach

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

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

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

### Finance/Administrative Update

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

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

## Executive Director's Report

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

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

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

### **GOOD OF THE ORDER**

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

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

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

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

There was nothing further.

### **ADJOURNMENT**

The meeting adjourned at 10:56 a.m.

### **CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on June 10, 2020, in Olympia, Washington.

ATTEST:

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

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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 8/12/2020