OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502
BOARD OF DIRECTORS MEETING – Hybrid via Zoom

November 13, 2024

A video recording of this meeting is available at:
https://www.youtube.com/ORCAA
Files discussed at this meeting are available at:
http://board.orcaa.org/

Members present:	Jim Cooper, City of Olympia (Chair) (via Zoom) Greg Brotherton, Jefferson County (Vice Chair) (via Zoom) Randy Neatherlin, Mason County (via Zoom) Dave Tobin, Pacific County (via Zoom) Mike French, Clallam County (via Zoom) Jill Warne, Grays Harbor County (via Zoom) Taylor Rome for Carolina Mejia-alternate, Thurston County (via Zoom)
Members absent:	Michael Steadman, City of Lacey Joan Cathey, City of Tumwater
Legal Counsel:	Jeff Myers of Law, Lyman, Daniel, Kamerrer and Bogdanovich
Staff Present:	Jeff Johnston, Ph.D., Executive Director; Mike Shults, Compliance Manager; Dan Nelson, Communications Manager (via Zoom); Odelle Hadley, Ph.D., Senior Monitoring Specialist; Lynn Harding, Financial Services Manager; Chris Kraus, Network Administrator (via Zoom); and Debbie Moody, Office Manager/Public Records Officer

CALL TO ORDER (:04)

Cooper, called the meeting to order at 10:01 a.m. and asked for roll call. Cooper noted 2 additional people on line and asked them to introduce themselves. Ken VanBuskirk, citizen of Belfair noted he had a public comment. Taylor Rome, Mejia's assistant introduced herself.

APPROVAL OF AGENDA (2:41)

Cooper asked for approval of the agenda. Tobin moved approval, the motion was seconded and carried unanimously.

CHAIR REPORT (3:03)

Finance Committee report

Brotherton gave a brief update from the committee, noting the first quarter of the year shows us in good standings. Brotherton noted the committee also reviewed a 3-year budget forecast that will be brought to the Board at a later meeting.

December meeting (7:21)

Cooper noted after discussion with staff, we will not be meeting in December.

Board comings and goings (8:04)

Cooper, members, and staff thanked Warne for her service on the Board. Warner noted her appreciation and time on the Board.

PUBLIC COMMENT (11:04)

Ken VanBuskirk, Belfair, noted he had done a public records request 4 months ago and he wanted to thank Debbie Moody and Bryson Downs for their help and professionalism. VanBuskirk wanted the board to know how much he appreciated the organization and staff.

CONSENT AGENDA (14:27)

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

UNFINISHED BUSINESS

Continued discussion of Regional Focus topics at upcoming Board meetings (14:56)

Johnston explained the purpose of the regional presentations. It was noted Brotherton agreed to highlight Jefferson County at the January meeting and Neatherlin may highlight Mason County in March.

It was also noted staff is willing to attend meetings at each of the county and city meetings as needed.

Cooper noted we will need to determine how to include the three cities. Discussion followed. There was no action required of the Board.

DIRECTORS REPORT

Executive Director Update (22:56)

Johnston updated the board on staffing, noting we will be posting for a new Inspection Supervisor. We are currently receiving applications for the Financial Services Manager and a Building Maintenance position. Johnston added the building position is on hold while we determine whether to use a property manager instead. We are also looking to hire an Air Quality Specialist (Inspector).

Johnston reminded the Board we updated our rules to allow recreational burning within the city limits of Lacey, Olympia, and Tumwater in March of 2023. Because that part of ORCAA's rules is part of the Washington State Implementation Plan (SIP), Ecology has been working with EPA to update the SIP with this ORCAA rule change. EPA currently has that action open for public comment.

Our staff database committee reviewed two database demonstrations, and we are working on an RFP that we hope to have out in early 2025. Staff was pleasantly surprised by proposed timelines and cost.

On October 29th EPA announced selected applications for the Clean Ports Program, and for our jurisdiction, the Port of Port Angeles was chosen and is set to receive nearly 9.5 million dollars.

Johnston thanked city of Olympia Police department for office workplace safety and active shooter training.

Johnston added Myers came to the office and did a deposition training for staff.

Johnston noted Debbie and Tiffany have been processing several public records requests recently. Tiffany is moving towards taking over as the public records officer.

Johnston explained he will be in Vancouver on Friday for the Washington Air Directors' meeting and will look for the opportunity to bring up the possibility of legislation change. We are the only locals with a 6-

county jurisdiction, and Johnston assumes the other locals won't have a lot of thoughts regarding a change to Board make-up.

Johnston noted he will be attending a 2-day meeting December in Seattle with the Pacific Northwest Air Directors' meeting organized and hosted by EPA Region 10.

Cooper asked how the board felt about the make up of the board and whether it should be discussed. Neatherlin agreed with Cooper's thoughts on the Board make-up. Johnston noted he would talk to the other locals.

Compliance Manager Update (34:26)

Shults noted we are currently looking at interviewing 5 candidates for the Air Quality Specialist position. Shults reminded the board that we had a student at the last Board meeting. The same student, along with another, recently joined our Inspector Team meeting to discuss their project.

Shults announced our engineer Abi Roberts recently passed her Engineer In Training (EIT) test.

Every three years, Ecology does an audit on our AOP program. Jennifer DeMay is working with Ecology to gather the necessary data, Shults explained. We will give a report once we get the audit report.

Shults noted we have had an uptick in issuing notices of violations to entities for beginning construction prior to getting their permit from ORCAA. Shults requested the Board remind county and city staff of the requirements for an air permit. If a county or city need a briefing from ORCAA, Shults asked the Board to let us know.

Shults noted inspectors are finishing up the annual AOP inspection reports. We recently invited some staff from SWCAA to participate in a field trip to Silver Springs Organics as they are expecting a large composter in their area.

Senior Air Monitoring Specialist Update (43:26)

Hadley went over the October air quality data. Hadley noted we did have some moderate days in our jurisdiction. Cheeka Peak is expected to remain green as it is a background site.

Hadley highlighted the Raymond site showing October 15, where the monitor showed very high values. There had been quite a lot of smoke in the area and Hadley noted she discussed this with Department of Ecology and contacted Shults who drove through the area and noticed it was smokey. Hadley noted we do work with other agencies to solve/determine issues. DNR noted they had 55 burn permits in our region at that time.

Hadley completed her presentation with monitoring highlights.

Communications Manager Update (51:52)

Nelson wanted to thank Chelsie Kilmer from Jefferson County for her assistance with the wood smoke reduction grant process in their area. The wood smoke program is going well, and we expect to use our entire grant.

Nelson noted the Northwest Air Quality Communicator's put out an RFP for a contractor to assist in resource sharing and a platform to assist in messaging and content creation.

Nelson will be meeting with Shelton High School students to work with them to install purple air monitors at the school.

Financial Services Manager Update (58:26)

Harding reminded the members they have access to review the Finance Committee documents and encouraged them to do so.

Harding stated staff will be bringing a budget amendment to the Board after the first of the year. The amendment will be needed due to an additional grant funding site upgrades to the Lacey monitoring site.

We are expecting the auditor to be on site after the first of the year, Harding noted.

We are expecting a vacancy in our building in December, and we will continue to advertise for the space. The space is 1100 sq ft and $1500/mo.

We will be submitting our Well City application to the Association of Washington Cities at end of December. The Wellness Committee works hard all year long and the Boards' continued support is appreciated.

GOOD OF THE ORDER (1:02:47)

There was nothing for the good of the order.

EXECUTIVE SESSION (per RCW 42.30.110)

There was no executive session.

ADJOURNMENT (1:02:58)

The meeting ended at 11:04 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 13, 2024, in Olympia, Washington.

ATTEST:

Jeff C. Johnston, Ph.D., Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 1/8/2025