

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

September 11, 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: Greg Brotherton, Jefferson County (Vice Chair) (via Zoom)  
Michael Steadman, City of Lacey (via Zoom)  
Dave Tobin, Pacific County (via Zoom)  
Carolina Mejia, for Emily Clouse, Thurston County (via Zoom)  
Mike French, Clallam County (via Zoom)  
Jill Warne, Grays Harbor County (via Zoom)  
Joan Cathey, City of Tumwater (via Zoom)

Members absent: Jim Cooper, City of Olympia (Chair)  
Randy Neatherlin, Mason County

Legal Counsel: Jeff Myers and Jakub Kocztorz of Law, Lyman, Daniel, Kamerrer and Bogdanovich

Staff Present: Jeff Johnston, Ph.D., Executive Director; Mike Shults, Compliance Manager; Odelle Hadley, Ph.D., Senior Monitoring Specialist; Lynn Harding, Finance Services Manager; Tiffany Flores, Records Specialist, and Debbie Moody, Office Manager/Public Records Officer

**CALL TO ORDER (:04)**

Brotherton, filling in for Cooper, called the meeting to order at 10:01 a.m.

**APPROVAL OF AGENDA (:22)**

Brotherton asked for approval of the agenda. Warne moved approval, the motion was seconded and carried unanimously. Brotherton asked for roll call.

**CHAIR REPORT (3:02)**

Finance Committee Report

Brotherton gave a brief report on the Finance Committee meeting.

**PUBLIC COMMENT (5:50)**

There were no public in attendance.

**CONSENT AGENDA (6:11)**

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

## **UNFINISHED BUSINESS**

### By-Laws Update (7:22)

French gave a brief update on the previous meeting noting the changes were minor, and e-signatures were a big part of the discussion and will be discussed later on the agenda. Johnston added we are in the practice of updating the By-Laws every 3 years.

Brotherton asked the members if they had any questions or comments. Brotherton requested a motion to approve, Steadman moved approval. The motion was seconded and carried unanimously.

### Electronic Signature Policy (10:48)

Johnston noted ORCAA did not have an e-signature policy but reached out and found one we adapted for ORCAA. We did have counsel look it over as well. Johnston noted vouchers, in #4 and #10 means financial vouchers.

Brotherton asked the members if they had any questions or comments. Hearing none, Brotherton asked for a motion to approve with the updates as presented by Johnston. Warne moved approval. The motion was seconded and carried unanimously.

### Board Handbook (14:57)

Johnston noted this item was added as it is mentioned in the By-Laws. Johnston welcomed any additions or comments. We will be adding this document to the Board electronic files.

## **DIRECTORS REPORT**

### Executive Director Update (21:05)

Noting Nelson was away from the office, Johnston updated the Board on the communications report.

Johnston noted staff have been focusing on internal policies. Johnston listed the many policies and procedures we have completed and are currently working on.

Johnston stated we are currently working on an RFP for a new database.

Johnston gave a brief updated on the request the Board had related to a letter for Ecology regarding flame cap kilns.

Johnston noted he and other staff met at Port of Grays Harbor for a tour with Leonard Barnes, Executive Director, and it was much appreciated.

Johnston wanted to let the Board know he would be at the Fall [NACAA](#) membership meeting in October so Shults will be attending the Board meeting in his stead.

### Compliance Manager Update (30:55)

Shults let the Board know we received a resignation notice from one of our inspectors. We will put a job announcement out soon.

Shults briefly went over highlights of the compliance team, noting completed construction permits by the engineers, and the inspection team is in the Title V inspection season.

Shults explained there is a new incinerator rule that Jennifer DeMay has been following and recently submitted a comment letter to EPA as the rule is more suited for Alaska and not Washington.

Senior Air Monitoring Specialist Update (38:38)

Hadley went over the July and August air quality. Hadley showed a new format, tile plot, for air quality details. Several Board members appreciated the tile plot format.

Hadley covered the Ozone report, noting the correlation between high temperatures and high ozone concentrations. Hadley completed her presentation with monitoring highlights.

Financial Services Manager Update (55:21)

Harding noted we have gotten notification of our upcoming SAO audit, likely in November.

Harding stated we had 2 tenants move out this summer, both sites have been re-rented. We also received 90-day notice from another tenant who is vacating the upstairs space.

We will be advertising for a part-time maintenance staff member in October.

Harding shared that our Wellness committee continues to work with and encourage staff to practice healthy habits.

**GOOD OF THE ORDER (59:02)**

There was nothing for the good of the order.

**EXECUTIVE SESSION (per RCW 42.30.110)**

There was no executive session.


**ADJOURNMENT (59:39)**

The meeting ended 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 September 11, 2024, in Olympia, Washington.

ATTEST:

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

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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: October 9, 2024