

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

**BOARD OF DIRECTORS MEETING**

June 12, 2013

Members present: Phil Johnson, Jefferson County (Chair) (9:45am)  
Jim Cooper, City of Olympia  
Cynthia Pratt, City of Lacey  
Terri Jeffreys for Tim Sheldon, Mason County (9:48am)  
Karen Valenzuela, Thurston County (Vice Chair)  
~~Frank Wolfe~~ for Steve Rogers, Pacific County  
Wes Cormier, Grays Harbor County  
Mike Doherty, Clallam County (9:42am)  
Dan Di Guilio, City of Port Angeles (9:51am)

Members absent:

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Supervisor; Mark Goodin, Professional Engineer; Odelle Hadley, Senior Air Monitoring Specialist; Mark Moore, Network Administrator/Monitoring Technician; Dan Nelson, Public Information Officer; Lynn Harding, Administrative Services Manager; and Debbie Moody, Administrative Assistant/Recorder

In the absence of Johnson, Valenzuela called the meeting to order at 9:37 a.m.

Valenzuela asked if there were any additions or omissions to the Agenda. Cooper moved approval of the Agenda. Pratt seconded the motion and it carried unanimously.

**CHAIR REPORT**

There was no chair report.

**APPROVAL OF MINUTES**

Valenzuela asked for approval of the Minutes of May 8, 2013. Pratt moved approval of the Minutes. Cormier seconded the motion and it carried unanimously.

**APPROVAL OF EXPENDITURES AND DISBURSEMENTS**

Valenzuela noted the Expenditures and Disbursements consisted of Warrants and wire transfers 63005109 through 63005149 in the amount of \$29,242.71; and Payroll 368591 through 368606 and 3055786 in the amount of \$104,509.17 for May 4, 2013 through June 7, 2013. Cormier moved approval of the Expenditures and Disbursements. Cooper seconded the motion and it carried unanimously.

**PUBLIC COMMENT / PUBLIC HEARING / PRESENTATION**

Fiscal Year 2014 Budget, cont.

Valenzuela noted there were no members of the public closed the public hearing at 9:41am.

Valenzuela asked the pleasure of the Board. (Doherty arrived.)

Pratt moved approval of the Fiscal Year 2014 Budget. Cormier seconded the motion. Valenzuela asked if there was any discussion or comments.

Cooper asked if staff had received any comments from the public. McNair stated we have not. McNair did note there were two changes to the budget since the last meeting. We have contracted for \$5,000 from the Makah Tribe for a project and our woodstove grant program has been carried over.

Valenzuela stated the Board had approved a COLA at 2.8% for staff. Cooper asked if the director receives the same COLA as staff. McNair stated she is not included in the COLA.

Valenzuela noting the motion on the table to approve the budget, called for the question. The motion carried unanimously.

#### Resolution 253 – Capital Reserves

Harding explained during the 2012 budget process the Board approved the establishment of reserve accounts; building, database, and monitoring equipment. This resolution allows the addition of funds to each of the reserves. Harding went over the line items. (Johnson arrived.)

Harding noted the budget does include capital expenditures; change out of a furnace, and any improvements needed if we rent suite A.

Valenzuela wanted to verify that we currently have a reserve of \$100,000. Harding agreed. Valenzuela asked if this was the level we had agreed upon. Harding explained each reserve account has a ceiling. The plan was to add funds to the reserve accounts until they each reach their goal: database-\$100,000; monitoring-\$75,000; and, building-\$100,000.

Valenzuela noted this would mean eventually we would have \$275,000 tied up in reserve accounts. Is this something we want to reconsider? Cooper noted at the rate we are saving, it will be six or seven years before we have the funds for the database – is that appropriate? Is it costing our staff time and money using the existing database? McNair noted the database does have some issues, we have made some improvements, but we do need to make the change. We do not yet have a system in mind, McNair stated, and we are likely good for a couple of more years.

McNair did note that we will look at our reserves and provide a resolution each year. It will always be part of the overall budget discussion, McNair added.

Johnson asked the Boards' pleasure. Valenzuela moved approval of Resolution 253. Doherty seconded the motion and it carried unanimously.

### **UNFINISHED BUSINESS**

#### Outdoor burning

McNair stated we had discussed outdoor burning at our previous meeting. One question that came up was in regards to Thurston County's UGA. McNair explained there is a lot of information about outdoor burning and because we have had a Board that has changed over time, staff is proposing spending time at our next meeting going over the history of how we got to where we are in terms of outdoor burning.

McNair thought it would be beneficial for the Board to understand where burning is and isn't allowed, alternatives to burning, etc. We are not going to be able to make any kind of changes this year, but we could try to do something by next spring.

Jeffreys felt it would be beneficial. Valenzuela agreed however was concerned about ORCAA's use of UGA boundaries to state where burning is and isn't allowed. Thurston County is a rapidly urbanizing county, Valenzuela continued, and people just outside urban growth areas are not protected from outdoor burning. If the logic is *you can't burn in a city* because there are a lot of people, what about communities such as Rochester—that is not incorporated but is fairly densely developed—they have no protection.

McNair stated we can work with the county to make these types of decisions, such as do we want to ban burning in certain areas. Cooper asked if the Thurston Board of Health should be included in the meeting. Valenzuela agreed it would be appropriate. Doherty added Ecology's air contact could also be invited. Doherty stated he was more interested in where we are going, rather than the history of how we got here.

McNair explained there are many new members on the Board that do not have the history as Doherty would. McNair felt it was important to have everyone understand. Cormier stated this had been discussed at a previous meeting, that we have a workshop to explain our authority to the Board. McNair asked if we wanted both discussions take place at the same time. Valenzuela agreed we do need some basic information with regards to our authority. Doherty felt it was important to differentiate the open burning from the general authority of air control agencies. Valenzuela felt there was a connection because we'll need to understand what our authority is with regards to making any changes we want.

Cooper agreed the historical baseline is a great idea, but his interest was focused on the list of alternatives the Board received last month and what the costs would be, what would it take, and who has the authority. Starting with the big picture and zeroing in on the goal.

Doherty requested the exemptions for storm debris burning, etc. is included. McNair noted staff would prepare this information for the next Board meeting.

## **DIRECTOR'S REPORT**

### Compliance Update

R.Moody explained it is inspection season and staff has been busy out in the field. We have been receiving complaints from Ocean Protein in Hoquiam and Silver Springs in Rainier. Staff has been out multiple times to observe odors and we do think things are improving.

R.Moody noted one of our current staff is starting their own part-time business and has requested to reduce their hours so we will be hiring a half-time inspector in the very near future.

We received a voicemail message early this morning from a complainant in the Belfair area, R.Moody stated. We were pleasantly surprised to when the message was letting us know they were sitting outside, enjoying the morning and realized it has been a great year. R.Moody stated those kinds of calls are great to get and don't happen often enough.

Pratt noted she doesn't see complaints regarding the mushroom farm on Steilacoom, yet she knows there are issues. R.Moody explained there are several reasons, one being the people that live nearby are aware of the issues and live with it; two, some people just don't know who to call; and, three, several years ago ORCAA and Ostroms went through a settlement agreement and they now need to comply with agricultural standards and we cannot do anything about it.

Valenzuela asked R.Moody why the business Windfall Lumber is under our jurisdiction. R.Moody stated they recycle scrap wood, pallets, lumber etc. and make them into new lumber to sell. Valenzuela asked what does staff look for during an inspection. R.Moody noted they emit sawdust and have a baghouse to control those emissions.

## Permit Actions

Goodin stated the big highlight this past month is Granite Construction. We approved a permit for their asphalt plant and they have appealed our final determination on the grounds of a single condition. Staff felt they needed to install a device to capture air emissions during the loading of the trucks. When trucks are loaded, Goodin continued, there is a puff of emissions that contain toxic chemicals that are emitted at ground level which is problematic. If the wind blows it in the wrong direction, it could easily impact nearby residences.

Goodin explained we recently met at the PCHB to discuss mediation. We are fairly close to settling the issue. We do have an agreement that will be finalized soon. Goodin stated we believe it is a good settlement agreement and it will achieve emissions reductions comparable, if not better than, what we had originally proposed. Myers gave a brief summary of the settlement stating they have proposed warm asphalt which will not generate the puff of emissions such as the hot asphalt does. Goodin stated there are still specifications they need to meet in order that the roads last. Granite stated they are confident they will be able to use the warm technology for their current bids.

Jeffreys was concerned the new asphalt won't be as good. Myers stated the warm asphalt meets state standards and they will be allowed a certain amount of hot asphalt to meet federal standards. Jeffreys requested talking points from staff for her use with the community.

McNair added we did include additional conditions with regards to tarping their trucks. Cooper asked if ORCAA has any authority over the trucks once they leave the plant. Goodin stated we have authority while it is at the plant; which is why we require covering of the trucks. If we saw a violation, we would issue a warning—followed by a violation notice if warranted—to the company (plant) rather than the truck driver.

Rogers requested information on permitting of waste water treatment plants, and the timeline in permitting them. Rogers noted the application for a project in Raymond was received in 2011 and it is already up and running. Goodin stated he would provide the actual timeline of events for that project; however, with waste water treatment plants you don't just have odors but chlorinated organics and other air toxics.

Doherty noted Westway is asking for two 200,000 gallon tanks and Imperium is asking for nine 80,000 gallon tanks, does ORCAA look at them aggregated. Doherty thought there were three projects in the area and asked if they are looked at all together as to what they contribute to the airshed, or are they looked at separately. Goodin explained the Washington Air Toxics regulations are real specific as to when accumulative (or aggregated) look at emissions kicks in. We have had conversations with the companies to make sure we go beyond the regulations to consider the cumulative affects to have the additional assurance.

## Air Quality Summary

Hadley explained staff recently installed the Ozone monitor at the Lacey site. We had good air quality at all sites for May. Hadley noted, except for Shelton, the sites were below 5 micrograms per cubic meter. Hadley noted Ecology also operates an Ozone monitor in Yelm. Hadley showed a comparison between the Lacey and Yelm Ozone numbers, noting they are tracking well. McNair added EPA has been telling us the new standards for Ozone will be out in December. The current standard is 75 and it could go down to 60, for an 8 hour average. We are currently doing ok, McNair continued, but if it gets really hot during the summer it could be an issue.

Hadley stated she has found some interesting data in the saturation study. During a week in May, each of the sites 'bumped' up and Sequim was showing the highest values, which is very unusual. We do not know for sure what was causing the bump, but after reviewing other monitoring sites around the region we found they were all slightly elevated. Hadley noted this leads us to believe it was a regional, meteorologically driven, issue. Why it is higher in Sequim, Hadley continued, could be due to the fact they are downwind of

the highway 101 expansion project. Interestingly though, Hadley stated, when we looked at the black carbon measurements it doesn't really appear to be combustion. There was very little measurement of combustion during that same week. After checking with another agency, they had noted an elevation of organic carbon. Hadley did note she doesn't know for sure what caused the elevation, it is merely speculation.

Pratt asked if any of the readings were related to emissions from China or other regions. Hadley stated it could but we would need more chemical measurements, which we don't have. We don't believe it is that type of emission because we did check Cheeka Peak at that same time and it didn't really show anything other than local spikes. Doherty asked if staff compared data to the Jimmy-Come-Lately site. Odelle explained that site is an improve site and their data is extremely delayed. It could be six to seven months before we would get data.

Moore went over some technological improvements we have recently completed, regarding permits. Moore noted we will also begin taking online payments (credit card, e-checks, etc) July 1. Using our website, Moore went over the online permits, noting the third party payment site that will become active soon. The online forms for asbestos, demolition, land clearing burning and Thurston County residential burn permits are currently accessible and we have begun receiving the permits. Moore did note that our customers will continue to have the option of printing out the forms then mailing them in or coming to the office and paying by cash or check, etc. Moore stated we will also have a kiosk in the office for customers to use if they so choose.

#### Education and Outreach

Nelson explained our goal for online forms was for the convenience of our customers. Having our forms and payment available online will allow burn contractors to fill out a permit at the job site, if needed, complete payment and receive their approved permit back via email. For those permits that have a wait period, they receive notification as such, noting their permit is not valid until they receive an approved copy.

With regards to Thurston County residential burn permits, we have seen a tremendous amount of success with the online form thus far. Traditionally Thurston County had a self-issued residential permit with no fees. We worked with the fire districts throughout the county and established a permit application. Residents have been able to pick up the permits at their local fire district, sometimes out of a box at the front of the office. The copies left for the district were commonly left in a box and were not tracked or reviewed. With the new online permits people can fill them out and we are notified immediately. Nelson stated he then takes the data and converts it into a map for staff to use. Staff can quickly look to see how many burns are permitted as well as where they are. Nelson noted we will be sharing this with the fire departments if they are interested. Doherty suggested it also alert people to alternatives, pointing them to other sites. Moore noted that would entail a lot of programming that we are not prepared to do at this time.

Pratt asked if complaints could be placed on the map as well. Nelson stated we could. Myers asked if the address can be linked to a database that identifies whether or not you are in a restricted area, so they don't get a permit thinking they can burn when they can't. Nelson explained we do have links to Thurston County Geodata site where they can look up the information. We can make a notation on the permitting page to check there prior to filling out the permit.

Jeffreys asked if this is a pilot project that other counties could eventually participate in. Nelson explained we certainly could expand it to other areas; however that decision would be made by the Board, McNair and the fire districts.

Nelson noted staff is gearing up for summer education. We are a confirmed participant at Grays Harbor County Fair, and we have received new materials we'll be handing out.

The seasonal fire safety burn ban will begin in July and we'll be getting that message out very soon.

## Finance/Administrative Update

Harding stated we are looking forward to implementing the new credit card system and online payments. Harding did want to make it clear that we are in no way limiting our customers' ability to pay; we will still accept cash, checks, money orders, etc.

We will be renewing our insurance (building, bonding, etc) with Enduris, Harding noted. We are currently going through the application process. Harding noted they have gone electronic, making the process much more streamlined. Rogers asked if we have a safe, secure relationship with financial institution. Harding explained we contract with the Thurston County Treasurers office and we do not have direct access to the bank. We are limited on how we can access our account. Rogers was concerned with third parties hacking into the system. Harding stated our agreement with Thurston County states they are taking measures to secure their system. The Point and Pay site we'll be utilizing for credit card payments, Harding added, is a third party site and we don't have access to any of the stored information.

Harding noted we are currently underway with a new contract for our attorneys.

We will be bringing another resolution to the Board regarding a new service Thurston County will be utilizing. The service will assist in cutting down on embezzlement and fraud.

AWC will be letting us know what the rates will be for the next year. In an effort to keep rates down, McNair stated, staff has received mailings requesting verification of dependents. Harding noted the trust anticipates saving between 3.5 to 5 million dollars per year on ineligible dependents.

## Executive Director's Report

McNair attended a meeting in Sequim recently and a copy of the article is in the packets. McNair noted the article was not bad, but there was some misinformation. The article states we'll be using the saturation study baseline to test for particulate from biomass, when in fact McNair stated, it was stated we would use it for ambient air quality to decide our monitors are located correctly and the air is good quality. McNair stated there were approximately 25 people in attendance and it appeared to be a good meeting.

McNair explained Representatives Van De Wege and Tharinger put \$216,000 in the operating budget for the ultrafine study and they have said it is still there and we may get the money. We did discuss with them that we would rather the money not go through Ecology and they are looking into it.

McNair noted the Board must meet 10 times per year and last year it was indicated we need to have one break reserved for winter weather. McNair asked if the Board was interested in taking either July or August off this year. Jeffreys noted August would be her preference. Pratt preferred July but was open to either month. After some discussion it was decided to cancel the August meeting. McNair stated she would invite the Board of Health and Ecology to the July meeting to participate in the open burning session.

## **FOR THE GOOD OF THE ORDER**

Di Guilio asked, with regards to the saturation study, what kinds of tasks the interns are doing and how are they working out.

Hadley stated we have one intern and he has been great. He visits all four sites on a weekly basis, checking on the instruments, keeps logs, and is on-call if we see a problem he will go check it out for us.

Doherty asked if Nippon can burn Scott's Broom. Doherty gave Goodin some information regarding a site, elsewhere, that burns it. Doherty asked if staff could look into it.

## EXECUTIVE SESSION

Johnson called for Executive Session at 11:15am, noting the Board would take a 5 minute break prior to commencing. The session would be to discuss the Director's evaluation. He noted the session would last approximately 30 minutes.

The Board returned at 11:45am and Johnson reported that overall it is a favorable evaluation. Johnson explained he weighs staff comments a bit heavier than the Board as staff works with the Director daily. Johnson put the comments together and would provide them to McNair. Jeffreys added that as a new Board member, she appreciates McNair's sensitivity to our lower level of familiarity and the extra time she took on the orientation. Rogers agreed. Cormier stated he appreciated that McNair came down to his office twice. McNair stated she is always willing to come down and talk with Board members and or their staff. Johnson stated two of the Board members had to leave prior to the end of the session, so the Board did not make a final decision on a salary increase. Johnson stated we will make a decision at the next meeting. McNair asked if the raise would be retroactive to July 1, to match the timeline of staff. The Board stated it would be.

## ADJOURNMENT




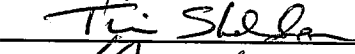
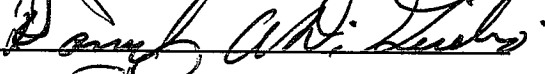


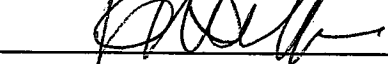
There was nothing further from the Board.

The meeting adjourned at 11:47 a.m.

### PRESENTED BY:

  
Francea L. McNair, Executive Director

### APPROVED BY:

APPROVED and SIGNED this 10 day of July 2013