

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

**BOARD OF DIRECTORS MEETING**

April 13, 2016

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Mary Ellen Winborn, Clallam County  
Phil Johnson, Jefferson County  
Dan Di Guilio, City of Port Angeles  
Cathy Wolfe, Thurston County  
Steve Rogers, Pacific County  
Wes Cormier, Grays Harbor County

Members absent: Tim Sheldon, Mason County

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Supervisor; Mark Goodin, Professional Engineer; Odelle Hadley, Senior Monitoring Technician; Nick Grant, Network Administrator/Monitoring Tech; Dan Nelson, Public Information Officer; and Debbie Moody, Office Manager/Recorder

The meeting was called to order at 10:01 a.m.

Cooper asked for approval of the agenda. Cormier moved approval of the Agenda. Wolfe seconded the motion and it carried unanimously.

**CHAIR REPORT**

Cooper requested Pratt give a brief Finance Committee report. Pratt explained the committee went over the quarterly budget and the committee would like to make recommendations to the Board. Pratt stated the committee would like to recommend ORCAA increase the per capita assessment by \$0.30, bringing it to \$0.75 per capita. The second recommendation, Pratt noted, is to add a CPI inflator to the assessments each year. The third and final recommendation, Pratt continued, is to add a CPI inflator to the fees. The resolutions for these recommendations are on the Board agenda. The committee will be meeting on May 4 to go over the FY17 budget and the Director's salary.

**PUBLIC COMMENT**

There were no members of the public in attendance.

**CONSENT AGENDA**

Cooper asked for approval of the Consent Agenda. Pratt moved approval of the Consent Agenda. Johnson seconded the motion and it carried unanimously.

**NEW BUSINESS**

Resolution 267 – CPI for assessments

McNair stated there is a recommendation from the Finance Committee. This resolution will allow staff to

increase the assessment, each year, by the CPI to keep up with inflation. There is a sentence in each of the resolutions that will allow the Board to request no increase in any given year.

Johnson liked to have the CPI inflator added so there are no surprises. Rogers added that this is a dramatic increase and stated we should have been increasing the assessment in small increments over the years. It appears we are now planning for that, Rogers noted, but it is a tremendous jump for Pacific County.

Di Guilio moved approval of Resolution 267. Johnson seconded the motion. Cooper asked if there were any comments on the motion. Di Guilio asked what date would be used for the CPI. McNair stated we will use the previous year's numbers. We will use the yearly number that we get in February which covers January through December of the previous year. Hearing no further discussion Cooper called for the question. The motion carried unanimously.

#### Resolution 268 – CPI for fees

McNair explained this is a similar resolution however it affects our fee based programs, except AOP, and is rounded to the nearest dollar. The fees will increase by the CPI and take effect July 1 of each year. We have included a ceiling in this resolution – the fee increase will not exceed 3%. Similar to the assessment increase, this increase will be automatic, unless the Board chooses not to impose the increase.

Di Guilio questioned the cap on the fees and asked about the need to have higher fees. Myers explained the Board has the option of increasing the fees, by resolution, at any time. The automatic nature of this resolution is to allow for an increase without Board's direct approval, as part of the budget process. The cap came from the agricultural burning fee rule which has a cap of 3% so we paralleled that rule.

Pratt moved approval of Resolution 268. Johnson seconded the motion. Cooper asked if there were any comments. Cormier noted he had not supported Resolution 263 and 264 (fee schedules) however he does support the ceiling and for that reason he will support Resolution 268.

Hearing no further discussion, Cooper called for the question and the motion carried unanimously.

### **UNFINISHED BUSINESS**

#### Assessment Discussion

McNair briefly explained we have fee based programs and non-fee based programs. Looking at the non-fee programs (outdoor burning, woodstoves, marijuana, etc. where there is little to no revenue) we project the cost will be \$676,000. We have unrestricted revenue (assessments and state/federal core) and have been told our state and federal funding will be cut. The RCW states if you have a reduction in state and federal funds you need to go back to your communities to support the programs.

We do not have secure numbers for our core funds however, we believe we will have a deficit of approximately \$137,000 in our non-fee based programs. By raising the assessment to \$0.75 we will be able to increase the revenue by approximately \$157,000.

McNair did note the increase will be part of the normal budget process. The Board sets the amount and we include it in the budget.

Cooper stated this conversation wasn't comfortable for anyone at the Finance Committee because we are still dipping into the reserves at an unsustainable rate. We make this recommendation and we will be meeting to look, inclusively, at revenues over expenses across the board for all fees and assessments at a 3-5 year level. Cooper asked if any Board members had talked to their jurisdictions and if there was any feedback to share.

Winborn asked why the Finance Committee doesn't look at what we really need now, to basically just do what needs to be done to make sure we are sustainable. Cooper stated he looks at things in that way, however we didn't have all the information in front of us at the time. McNair added when we raise fees, we like to do outreach to involve those that will be impacted and that takes time. We have to have our budget passed by the June Board meeting and we wouldn't be able to do outreach in that time period.

Di Guilio did speak with the City Manager and Finance Director and they understood and appreciated the early notice.

Johnson asked what the timeline would be. McNair stated we would like this increase incorporated into the Fiscal Year 2017 budget.

Di Guilio moved approval to increase the assessment \$0.30, bringing it to \$0.75 per capita. Pratt seconded the motion and it carried unanimously.

## **DIRECTOR'S REPORT**

### Compliance Program Update

R.Moody was surprised to see 11 pages of demolition permits. It indicates a lot of activity and perhaps some improvements in the economy. Staff has been working on updating the asbestos rule and we are now waiting on review and comments from the Director and our attorney. Once we have comments we will then take the draft out to our stakeholders (contractors) for comments and hope to have the draft before the Board in a couple of months. Cooper asked for a briefing on the new rule. R.Moody explained currently we receive permits and each one is reviewed and approved/disapproved by a staff member. We want to have a notification system, similar to EPA and the other APCAs have been doing it. We will get the notification and staff will make a decision as to whether or not the project warrants an inspection or other work such as education. This type of system should improve our efficiency in the program

### Engineering Program Update

Goodin stated his staff has been working on rule revisions and also assisting in the state's general rule revisions. McNair stated Goodin is also spending a lot of time, working hard, on the State Implementation Plan. We will be bringing these rule revisions to the Board later this year. Goodin is very busy with all of the rule revisions, writing permits and managing his team, McNair added. Goodin stated he is fully intending to give the Board a full brief, at a later date, of the changes that are coming.

### Air Quality Program Update

Hadley was happy to report the March report shows good air quality across the jurisdiction and it contains complete data.

The Saturation Study is underway and this current draft is missing the Olympia Fire Department data due to a timing issue. We have to physically collect the data and each time Hadley visited the station there was no personnel to let her in. Hadley did note the site has been very similar to Lacey. Hadley did note that Rochester is reading higher, not surprisingly as it is a very rural area and there is a lot of outdoor burning in that area.

Hadley state she did present the results of the Jefferson County Saturation Study over the weekend and it was attended by about 30 residents. Hadley added Pinky Mingo, Air Quality Specialist, did assist at the meeting and was invaluable. Hadley briefly went over the highlights of the presentation, noting the full presentation is available online and she will be writing a full report. The conclusion for Jefferson County, Hadley stated, is air quality has improved over the past 15 years; the summer air quality is good over 98%

of the time at all four monitoring locations; the winter air quality is good over 94% of the time at all four sites; residential wood burning contributes to impair winter air quality; dust contributes to summer air quality; outdoor burning may contribute to impaired air quality outside the urban growth area; and the effect of wind direction was inconclusive. We will continue to use Blue Heron Middle School as our permanent site for Port Townsend.

Di Guilio asked if the monitors can pick up pollen. Hadley explained pollen is extremely large particles, and while the OPC might pick it up, it is typically too large to be pulled into our nephelometers. McNair did add Mason County will be the next area for our Saturation Study. Cooper asked if we will start over again when we are done with all six counties. Hadley stated no decision has been made at this time.

### Education and Outreach

Nelson noted Hadley, as well as Jennifer DeMay (Engineer) participated in Expanding Horizons, a program that focuses on getting teen girls more involved in science. Nelson did note they have been presenting at the program for over 5 years.

Nelson handed out copies of the final version of the graphic novel the APCA communication team produced. This publication is geared toward 4<sup>th</sup> through 7<sup>th</sup> grade kids and seems to be very popular. We do have a couple of STEM Fairs coming up, in schools, and we will be handing out the publications there. Nelson stated he has a few HOA meetings scheduled and one of the members he spoke with is a realtor and has requested us to attend a meeting to discuss publications for new homeowners.

Nelson attended a wood smoke management conference in Spokane. It is hosted each year by EPA in conjunction with DNR, the Forest Service and other agencies. The focus is large scale events such as wild fires, forest fires, crop burning, etc. Nelson continues to work with the group as they work on uniform language for publications.

Our online burn permit program continues to be popular. We did have some technical issues that lasted a couple of days that caused a bit more work for our front staff. We currently have nearly 3000 outdoor burn permits in Thurston County.

Di Guilio stated if we are wanting to reach young children, Clallam County holds an even each year called Kid Fest and it occurs the first part of March. Di Guilio also noted Clallam County Home Show is in February.

### Executive Director's Report

McNair stated staff met with the Thurston County Burn Committee. We proposed to move the fire safety burn ban, for Thurston County, to be consistent with the other counties. They stated they would like it to start the 15<sup>th</sup> of July and end September 30. We also proposed no outdoor burning during December and January. They also liked that proposal however the Fire Commissioners want to discuss it further. There is a meeting on the 19<sup>th</sup> which Nelson and R. Moody will be attending. We will need to do a regulation change to adjust the date and to add the no burn months if we get consensus from the Fire Commissioners.

McNair was asked to be on a national committee. This committee, McNair explained, looks at wood burning devices. Washington has very strict standards about what can come out of woodstoves and there are devices that can be used elsewhere in the country, but not here. EPA is putting in place standards and McNair noted she pushes for more rigorous standards. McNair stated we continue to be the only agency that is not allowing woodstove to woodstove replacement with the woodstove grant program.

McNair stated a previous employee, Rita Cirulis, attended the City of Port Angeles Comprehensive Plan Update meeting. She sent me an email regarding the comp-plan, noting a study that ORCAA had done regarding traffic corridors and woodstove pollution. We are pleased that she remains active in the

community and continues an awareness of our agency. McNair offered to attend any meetings the Board members had regarding comp-plans.

McNair reminded the Finance Committee that we will meet on May 4.

#### **EXECUTIVE SESSION**

There were no items for Executive Session.

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

Cooper stated he will not be in attendance for the May meeting so Pratt will be serving as Chair.

#### **ADJOURNMENT**

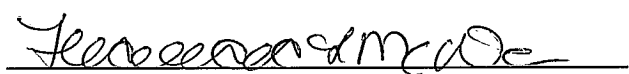
There was nothing further from the Board.

The meeting adjourned at 11:20 a.m.

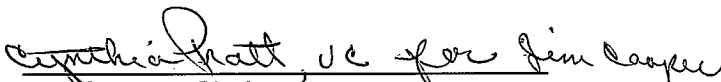
#### **CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on April 13, 2016, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 5/11/2016