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

BOARD OF DIRECTORS MEETING

February 14, 2018

Members present: Jim Cooper, City of Olympia (Chair)
Cynthia Pratt, City of Lacey (Vice Chair)
Terri Drexler, Mason County (left at 1045am)
Lisa Ayers, Pacific County
Wes Cormier, Grays Harbor County
Mary Ellen Winborn for Randy Johnson, Clallam County
Kate Dean, Jefferson County (10:24am)
Joan Cathey, City of Tumwater
John Hutchings, Thurston County

Members absent:

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; Dan Nelson, Public Information Officer; Lynn Harding, Administrative Services and Debbie Moody, Office Manager/Recorder

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

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

CHAIR REPORT

Cooper noted the retreat is currently scheduled for March 14. Noting we already have two members that are unable to attend, Cooper asked if there were any other members that have conflicts with that date. There were none. The retreat will remain scheduled for March 14 at 10am until 2pm. D. Moody stated she would send the retreat details to the Board the week before. Coffee and lunch will be provided.

PUBLIC COMMENT

There were no comments from members of the public in attendance.

CONSENT AGENDA

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

OLD BUSINESS

<u>By-Laws – Proposed Updates, draft language</u>

McNair reminded the Board they requested 2 changes to the language in the By-Laws. McNair made the changes by removing the item that allowed resolution changes to take place after the action and included options for attendance. Cooper noted there were no ramifications in the policy and asked the members if they had any comments. There was some discussion regarding the technology for video presence and whether we wanted the wording to state they will use it or they may use it. Ayers stated we should note the preference of the Board is to be physically at the meeting, then video presence over phone.

Cooper noted he had two concerns over the By-Laws in general. Cooper asked if the Board if they were open to having the staff add a section to the By-Laws noting a regular review, by a Board subcommittee. Cooper felt any changes to the By-Laws should be initiated by the Board, not the staff. Cooper suggested an 'every 3-year review' process and language stating any changes or amendments to the By-Laws will come through a Board subcommittee prior to coming to the full Board. Pratt agreed this would be a good addition to the By-Laws. Ayers noted 'every 3 years or as needed' would be good language. The Board agreed.

McNair stated she would update the draft and bring the By-Laws back for approval at the April Board meeting.

Cooper requested a motion for the proposed changes to the By-Laws. Hutchings moved approval of the changes. The motion was seconded and carried unanimously.

Personnel Policy Manual – Proposed Updates

McNair reminded the Board they reviewed the manual last month and we are now seeking approval of the updates. Cooper asked if there were additional discussion. Hutchings asked if there are provisions for abuse of sick leave. McNair stated there are, however it is in a different section of the manual and not part of the new updates.

Drexler moved approval of the updates to the Personnel Policy Manual. The motion was seconded and carried unanimously.

NEW BUSINESS

Review Draft Letter for LCB

McNair reminded the Board they had requested staff draft a letter to the Liquor and Cannabis Board requesting better communication regarding new cannabis businesses. Cooper added, about 4 months ago, at the Board's direction he had emailed Rick Garza and asked this question. Cooper noted the response from Garza was they need legislation in order to interact with local governments. Cooper felt we have already made the comment to the LCB and felt this letter should be directed to the legislature. After some discussion it was decided to have staff prepare the letter to be sent to all local legislators, environmental committee and commerce and gaming committee, copied to the LCB. McNair asked if the Board wanted individual signatures or just the Chair. The Board stated they would all like to sign. McNair stated she would prepare the letter for signatures for the March meeting.

Resolution #272 – Fiscal Year 2018 Budget Amendment

Harding explained we need to amend the budget to add $36,193 for the new Community Air Toxics program. We anticipate receiving approximately $359,000 over a three-year period. Dean requested Hadley give a summary on the new grant. After Hadley's summary, Cooper asked if staff can take on this project. Hadley noted the students will be doing the bulk of the work and she will be overseeing them and offering guidance.

Dean moved adoption of Resolution 272. The motion was seconded and carried unanimously.

Resolution #273 – Community-Scale Air Toxics Grant and Sole Source

Harding noted this is also part of the Air Toxics grant and we are seeking approval for a sole source. We need to hire a contractor to analyze the samples we provide. The contractor we need has been approved through EPA. This resolution will approve contracting with Eastern Research Group for $160,000 for the analysis and the purchasing of supplies.

Cormier moved approval of Resolution #273. The motion was seconded and carried unanimously.

DIRECTOR'S REPORT

Compliance Program Update

R. Moody explained we have been permitting land clearing burns, throughout areas in our jurisdiction, for approximately 15 years. Sequim was permitting their own permits, however this year the local fire district has requested we end their agreement with us and we will take over permits in that area. R. Moody noted we did have to void a permit recently due to poor burning practices. We, along with the fire department, received several calls on the burn. We revoked the permit, letting them know they may be able to reapply in the future.

Engineering Program Update

Goodin explained the first five entries on the list are permits that have been delivered and of those, Aquatics is the biggest project. Goodin noted their permit basically doubles their size, however they do have appropriate control technology for their facility.

Air Quality Program Updates

Hadley went over the air quality for January. There were a few days of elevated PM2.5 in Lacey, Port Angeles and Shelton, she noted. Hadley noted the Purple Air Monitors are available to the public and the information is transferred to the map we showed at the last meeting. Hadley explained a new one popped up in Port Angeles near our site, there is one in Port Townsend and two in Thurston county. Typically, Hadley stated, they read about 2 to 3 times higher than the official monitors. Hadley stated she is a bit concerned and wants to be ready when the public starts questioning why their monitors are so different than ours. Hadley noted the answer is the Purple Air Monitors are calibrated to cigarette smoke, which is much finer than PM2.5. Also, we dry our particles, whereas the Purple Air Monitors do not and therefore don't account for moisture. Hadley did note the monitors are highly correlated with ours, just reading much higher. Hadley stated they are doing studies on the monitors. Dean requested the published paper for the monitors be sent to her. Hadley stated she would forward the published paper to the Board members.

Hadley stated we have installed new nephelometers at the Thurston County air quality site, as well as a Purple Air Monitor. She has been meeting with Evergreen State College to discuss the upcoming Air Toxics program and it appears they are currently calling references of the students they have chosen to work on the grant. Hadley will be presenting her talk on climate change and air quality at the library for the Oly Science Café group. Grant has been working on new data loggers for the upcoming Mason County Saturation Study.

Education and Outreach

Nelson added the Purple Air Monitors are an international business and are marketed internationally. Our

communicators group is strategizing how to get the word out that while the correlation is good, we want people to understand why the numbers are higher. Nelson stated he met with several HOAs to address their concerns and questions. Met with a Lacey HOA which straddles the city and UGA where those in the UGA can burn, those in the city cannot. Nelson stated the HOA was considering a policy in their bylaws to push people toward gas burning devices for recreational fires. Nelson explained he will be attending a home and garden show in Sequim this coming weekend and one of our other staff members will be attending the Port Townsend home show next month. In April, Nelson continued, we will cover the Master Builder's home show on Lacey.

Nelson stated he has completed his portion of the new website and passed it on to Grant for the technical portion and getting it launched.

Cathey asked what type of information is requested at the home shows. Nelson explained we get a lot of questions about asbestos and demolition. We also get question regarding outdoor burning.

Finance/Administrative Update

Harding stated we have received bids on the heating system for our new tenant and estimate the cost to be around $4,200, which our current budget can cover. We are beginning to start the budget process for Fiscal Year 2019. Staff will be bringing a draft budget to the Finance Committee in April. The Finance Committee will bring a draft to the full Board in May for potential adoption. We do need to adopt the budget no later than our June meeting. Our current budget is on track, Harding noted.

Executive Director's Report

McNair explained Michael Grayum has agreed to facilitate our retreat. He is currently Yelm's City Administrator. McNair gave the Board a brief bio on Grayum. McNair did note Grayum will be working with our management staff and doing a SWOT analysis and is looking forward to the retreat. Drexler was concerned with timing of the strategic plan and budget. McNair explained we have a little flexibility with regards to timing as the budget doesn't have to be finalized until June, however, our goal is the concepts we have already identified should work within the budget. If the Board has additional items, we are confident we can incorporate them and make them work in time for the final budget.

Pratt suggested staff identify strategic plan goals on the Board Meeting Agendas, so the Board is more aware of what core goal is being addressed. Cathey verified with staff that we are currently operating under the 2012 Strategic Plan. McNair stated that was correct. Cathey asked if we are updating it. Cooper stated staff will be updating us on where they stand with the 2012 plan and then we will work toward a new plan. Cooper requested the Board read the 2012 plan and send any retreat questions of comments to McNair.

McNair noted there is not a lot going through the current legislation that affects us. She did note there is a nuisance composting bill (HB1590) which states if the facility was there before homes were built, those people who move in may not complain about nuisance odors. The capital budget was passed, McNair continued. There was $2million allocated to the woodstove grant, McNair stated, and we have contacted Ecology to let them know we are interested in funds. We are not sure when the grant program will begin again as they recently hired a new person to oversee the program and they do not have the grant program applications prepared.

Another change that has come down from EPA, McNair continued, has to do with the 'once in always in' rule for Air Operating Permits (AOP). They have changed the ruling, so facilities can opt out of the program if their emissions are low enough. This could change at least 2 of our current AOP sources from major sources to synthetic minors. McNair explained a synthetic minor permit sets limits they must meet to stay below the threshold to keep from becoming a major source.

Drexler asked Cooper if there is time to go into Executive Session she would appreciate hearing from our attorney the arguments for the most recent court case. Myers noted the case is still pending so it would be appropriate for an Executive Session if the Board would like to discuss it.

EXECUTIVE SESSION

Cooper moved the Board go into Executive Session to discuss the current and pending litigation. The motion was seconded and carried unanimously. Cooper note the session would last 15 minutes. Cooper requested staff leave the meeting. Executive Session began at 1132am.

The Board reconvened at 1147am. No decisions were made.

FOR THE GOOD OF THE ORDER

There was nothing for the Good of the Order.

ADJOURNMENT

There was nothing further from the Board.

The meeting adjourned at 11:48 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 February 14, 2018, in Olympia, Washington.

ATTEST:

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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: March 14, 2018