

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

BOARD OF DIRECTORS MEETING

April 11, 2018

Members present: Jim Cooper, City of Olympia (Chair)
Cynthia Pratt, City of Lacey (Vice Chair)
Wes Cormier, Grays Harbor County
Kate Dean, Jefferson County (10:15am)
Joan Cathey, City of Tumwater
Lisa Ayers, Pacific County
Randy Johnson, Clallam County

Members absent: Terri Drexler, Mason County
John Hutchings, Thurston County

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

Staff Present: Fran McNair, Executive Director; Lauren Whybrew, Engineer; 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 10:04 a.m.

Cooper asked for approval of the agenda. Pratt moved approval. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper noted there will be a Personnel Committee meeting following the Board meeting. Cooper asked the Board to watch for an email regarding the director's performance. Cooper, noting our new member, asked Board and staff make introductions.

Pratt gave a brief report on the Finance Committee meeting, noting we are at approximately 86% of our revenues and approximately 83% of our expenditures in the third quarter. The Finance Committee went over the Draft FY19 budget which will be brought before the full Board in May.

Cooper did add it appears we will be spending significantly less of our reserves than anticipated for this current fiscal year.

PUBLIC COMMENT

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

CONSENT AGENDA

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

OLD BUSINESS

By-Laws

McNair noted the Board had requested some changes to the By-Laws and staff has updated the document to reflect those changes.

Cooper asked if there were any further issues with the By-Laws. Hearing none Cooper asked for a motion. Pratt moved approval of the By-Laws. The motion was seconded and carried by a majority of the Board (Johnson abstained).

NEW BUSINESS

Gasoline Station Rule 8.12 – Proposal

McNair noted Lauren Whybrew, Engineer, would be presenting. McNair explained staff has been working on streamlining our processes where we can and Whybrew has been working with one of our inspectors on this proposal.

Whybrew explained staff is looking for approval of the concept so we can begin outreach to the affected parties. Whybrew noted gas stations make up 36% of our minor sources and they use up a lot of time and resources for the agency. This proposal is to assist in streamlining the permitting process for new and existing stations and include federal and state regulations along with our local regulation. Whybrew went through the proposed changes and the reasons behind them. One big change, Whybrew noted, currently a Notice of Construction can take between 60-90 days. We are now looking at a project notification process which should save both staff time as well as industry time. The review time for the proposed process will be a 10-day waiting period, which will allow us time to read over the application and ask and/or respond to questions.

Cooper asked if the next steps were to initiate community dialogue with the industry and bring a final recommendation to the Board after that process is over? Whybrew stated we will be reaching out to interested parties, including Washington Oil Marketers, Western State Petroleum Association, as well as consultants and contractors that commonly work with the gasoline facilities, and our facilities. We will then come back to the Board with the CR102 form at the next meeting.

Operations and Maintenance Rule 4.3 – Proposal

R. Moody explained this rule change is a by-product of the gasoline rule change. This change is an attempt to streamline as well and does not lose us anything with regards to enforcement ability. The rule now requires all our regulated sources have an Operation and Maintenance Plan. After discussing this amongst staff, we felt it made more sense to have this language added to permits, as needed. The engineers will require an Operations and Maintenance Plan to permits as necessary to make sure a source complies with applicable air regulations and standards. Having seen no benefit to having this section in our rule, R. Moody explained, we would like to remove the language from our rule.

The Board had some concerns regarding sources not having a plan when they need one. R. Moody noted leaving the rule as it is, many of our sources would be out of compliance. We don't want to force a business to have a separate plan if they don't need one, R. Moody stated.

Ayers was uncomfortable with staff using their discretion to determine the need for the plan. She noted one business may feel targeted if they have a permit that states they need a plan, while another business isn't required to have one. Goodin explained our rule requires proper operation and maintenance of air pollution

controls. What we are proposing is doing away with a rule that says they have to have a written plan. Every business has some sort of plan in place. We feel it is overkill to force them to have a written copy, Goodin stated. Ayers asked if there was some basis to make the decision? Goodin noted it is discretionary based on the engineer reviewing the case and it is intentional due to the variety of issues we deal with. Cooper felt the Board's concern could be dealt with by having staff come back with language showing how staff will be consistent.

DIRECTORS REPORT

Compliance Program Update

R. Moody noted there were no significant issues to report. Cooper asked if he could point out any gasoline issues. Pages 1-4 of the report include all the inspections for the past 2 months. R. Moody pointed out the check boxes, noting the Warnings and NOV issued columns. If there is a check mark, the source received either a warning letter or a Notice of Violation. There were several gas stations that received warning letters putting them on notice of issues found during the inspection.

Engineering Program Update

Goodin noted Ocean Protein's most current permit. We had them test their emissions and based on the tests we met with them and they have proposed to install additional controls to mitigate odors.

Air Quality Program Update

Hadley noted we are moving into Spring, so our air quality is improving. We did have a few moderate days in February but improved in March with no moderate days.

Hadley showed a graphic that compared the Purple Air monitor to the Lacey site. Hadley did note they correlate quite well, however the Purple Air monitor continue to overpredict the PM2.5 by a factor of 2 to 3. Hadley stated we will continue to run the Purple Air monitor for a full year to see if the discrepancy changes to the seasons. If it is consistent, we can alert the company and provide a correction factor to the public.

We are working on our Community Toxics Grant, Hadley stated. Working with Evergreen State College students, we have had a few meetings and we have delivered some monitors for them to start working with. We have purchased some supplies as well. Hadley noted she has also done a few presentations in the past couple of months and has continued working on the Ultrafine report. The Thurston County Saturation study report has been finalized, Hadley stated, and it will be brought to the Board in the next couple of months.

Education and Outreach

Nelson stated the state has opened the application process for the Woodstove Reduction Grant. We will be applying for \$150,000 and we hope to hear by mid-May. Nelson noted it is home show season and he will be attending the Olympia Home Show April 21st weekend. Nelson explained our inspector in Port Townsend covered the home show up there last month, while he attended the Sequim Home Show in February.

Nelson noted he did a 4th grade elementary circuit in East Olympia. Nelson did classroom presentations regarding air quality and atmospheric studies using simple experiments and demonstrations. Nelson explained teachers were very interested to have us back to work with some of the younger grades. A couple of our engineers will be going out and working with Kindergarten through 5th grade classes soon.

We continue working with Home Owners' Associations Nelson stated, dealing with outdoor burning. We are down about 800 burn permits from the previous year, so we are hoping the outreach is the reason for this change.

Finance/Administrative Update

Harding noted we have ended our third quarter for the year and we are doing quite well. The fiscal year 19 budget will be coming before the Board in May. Harding explained we will be paying our building off in 2022 and the current revenue of approximately \$57,000, compared to the \$76,000 in expenditures leaves us with a net deficient of approximately \$20,000 per year. We are currently paying approximately \$4 per/sqft, Harding noted. We currently have approximately \$200,000 left on our note with the county, at 2.4% interest. The Finance Committee will be discussing the options on payoff of our note. They will bring a final recommendation to the Board.

Harding stated the Board has been given a copy of Enduris' year end 2017 report. Enduris is our insurance for a broad spectrum of coverage for our agency, such as liability, errors and omissions by the Board, auto liability, etc.

Executive Director's Report

McNair reminded the Board we went before the Pollution Control Hearings Board in January regarding a Notice of Violation we issued to Green Freedom. McNair noted we didn't expect to get a final decision for some time, but we recently received it. We are still in the appeal period, McNair stated, so we will not be talking about it until after the appeal process is complete. McNair stated we did well and our odor violation was upheld. The complicated piece of the ruling has to do with defining agriculture. We will be working with our attorneys and the Board to move forward with the issues at upcoming meetings.

McNair noted we do have the budget coming up in May and the draft will be brought to the full Board. We will also be discussing the registration program, in general, as well as the marijuana implications. McNair stated she has not yet heard back from Michael Grayum, facilitator of our retreat, however she will continue to work on getting his final report back to the agency.

GOOD OF THE ORDER

Cooper stated we were supposed to elect officers at our annual meeting, which is April. However, we did not notice this on our Agenda, so he was comfortable waiting until the May meeting. Cooper did note he was willing to continue serving as Chair, however if someone else would like the position, he would welcome them to speak up next month. Pratt stated she would also be willing to continuing to be Vice Chair or Chair if needed.

ADJOURNMENT

There was nothing further from the Board.

The meeting adjourned at 11:35 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 11, 2018, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair
ORCAA Board of Directors

DATED: 5/9/16