

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

**BOARD OF DIRECTORS MEETING**

May 9, 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 (via phone)  
Joan Cathey, City of Tumwater  
Lisa Ayers, Pacific County

Members absent: Terri Drexler, Mason County  
John Hutchings, Thurston County  
Randy Johnson, Clallam County

Legal Counsel: 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 Monitoring Technician; Dan Nelson, Public Information Officer; Lynn Harding, Administrative Services; and Debbie Moody, Office Manager/Recorder

Cooper called the meeting to order at 10:05 a.m. Cooper asked for approval of the agenda. Pratt moved approval. The motion was seconded and carried unanimously.

**CHAIR REPORT**

Cooper stated he sent out an email to the Board, asking for feedback on McNair's contract and performance related concerns or kudos. Cooper also requested D. Moody to send the email to staff and they are welcome to call or email him directly to discuss any feedback.

Election of Officers

Cooper noted it was time to elect Board officers and asked for any nominations for Chair. Pratt moved to nominate Cooper to serve as Chair. There were no further nominations. Cooper called for the question and the motion carried unanimously.

Cooper asked for nominations for Vice-Chair. Cormier moved to nominate Pratt as Vice-Chair. There were no further nominations. Cooper called for the question. The motion carried unanimously.

**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.

## **PUBLIC HEARING**

### ORCAA Fiscal Year 2019 Budget

Cooper stated he would like to have a report, by staff, on the budget. After the report, we will open the public hearing and it will remain open until the June 13, 2018 meeting.

Harding noted staff is looking for the approval of our Fiscal Year 2019 Budget. Significant changes to the budget include the addition of the Community Air Toxics Grant, adding in an additional \$287,000 and is a three-year grant Hadley will be administering. We have applied to Ecology for the woodstove grant and we have confirmed they are in receipt of it and we wait for the award. Pratt added the Finance Committee has been looking at the 5-year projection and we will be evaluating the numbers. Cooper also noted the committee had a short conversation regarding outdoor burning and burn permit fees for Thurston County and have asked staff to bring that back to the full board.

With regards to expenditures, Harding continued, there is a slight increase in salaries due to the addition of 2 interns who will be working with Hadley. We have also included a 3% COLA for staff and 4% for our benefits. We do expect an audit this year and have increased some of the expenditure lines to include the interns cost (travel, etc.). Harding stated we have included the purchase of a vehicle and a possible upgrade to one of the HVAC units.

Harding noted the fund balance shows we anticipate the year with \$1.4 million and end with \$1.3 million. We anticipate using approximately \$24,000 of our reserves in Fiscal Year 2018, however the number will be more accurate by next meeting.

Cooper noted the fees are also attached to the budget. The fee schedules and assessments are set by policy (resolution) and increase by the CPI. Cooper noted there is another fee schedule later in the agenda that we wanted to look at separately.

Cooper opened the public hearing at 10:19 am. Cooper noted the hearing will remain open, up to this point in our Agenda at our June 13, 2018 meeting. There may be some amendments to the budget based on the Personnel Committee recommendations and updated numbers from staff.

## **NEW BUSINESS**

### Notice of Construction/Notice of Intent proposed fees

Jennifer DeMay, Engineer, explained we reviewed these fees three years ago and we have been doing additional billing for hours over the base fee hours we established. DeMay noted we have also made a lot of improvements to several source categories and our staff has changed. For these reasons, we felt the need to review the current fee schedule. DeMay briefly went over the changes, noting red indicates general edits, green are additions we have added to the fee schedule, purple are the fees that have been adjusted just by the CPI, and blue have been adjusted for the revised hourly rate.

DeMay explained we have added a small equipment fee for those projects that we have found take less time. We also included some new equipment fees, to include equipment that we had been putting under "other". DeMay did note some fees have been reduced. We were able to reduce the fees as we have found that some of the projects took less time that we originally estimated. There are a few items we increased the base fee but increasing the allotted hours. This increase doesn't really change, as we would have billed for the additional time once the permit was done. What it does, DeMay explained, is minimize additional billing.



Pratt moved a resolution be brought before the Board regarding the draft NSR/NOI fee schedule to the June meeting. The motion was seconded, and Cooper asked if there were any comments.

Cormier stated he appreciated staff efforts in reducing costs where they can, and adjusting the hours so business know better the cost. Cormier did recommend the 3% CPI be removed for this year, noting he didn't feel it should be automatic. Pratt noted including the CPI does help keep fees up-to-date, so we don't fall behind and must make larger adjustments later. Cooper asked if Cormier is requesting to amend the original motion. Cormier stated that was correct. Cormier requested the second be withdrawn and to reconsider the motion with the amendment to remove the 3% CPI for this year. The motion was seconded. Cooper asked for further discussion.

Ayers noted the county is currently going through DCD costs and they are looking at the actual costs and adjusting based on cost. Cormier asked for clarification on the current resolution. It was noted the resolution states the fees shall be adjusted annually by the CPI (with a cap at 3%). There is also language noting the Board may choose to not implement the increase. Cormier stated he would prefer to assess the counties and cities higher rates. Cooper mentioned perhaps next budget season, staff can do a comprehensive look at using actual and the CPI, so the Board can compare. Cooper noted we may want to look at the resolutions next year as well. After further discussion, Cooper asked if there were any further comments, there were none.

Cooper called for a vote on the amended motion before the Board. The motion failed with 1-aye to 5-nays.

Cooper called for a vote on the original motion. The motion carried with 5-ayes to 1-nay.

## **OLD BUSINESS**

### Registration Program

McNair wanted to explain to the Board what our Registration Program entailed. McNair noted our program is based on the WAC (173-400) and we track air contaminant sources. We inspect the sources and collect data from them, maintaining records and tracking their compliance with the regulations. McNair noted we provide great assistance to our regulated source during our inspections. We can assist them and let them know about the technologies available. McNair noted our current registration program rules have an exclusion list and we are looking at changing it to an inclusion list, which is how the federal and state, as well as the other locals, have their rules set.

R. Moody did note, the project McNair is discussion is a large undertaking, he was just here to explain the background for what Registration means—it does not include the major sources (Title V). Facilities are registered for several different pollutants and we have established five levels for our program. Registration Class (RC) 1 are the largest emitters, while RC5 emits smaller amounts of pollutants. Sources in the RC1 category are few, and the number of sources grows with RC5 consisting of the largest number of sources. The categories are set up with regards to the amount of emissions the sources emit each year. RC1 sources have limits set on them with regards to how much they can emit; RC2 are those sources that emit more than 30 tons per year; RC3 more than 10 tons; RC4 more than 5 tons; and, RC5 is less than 5 tons. R. Moody noted the fees associated with each class, adding the RC1, RC2 and RC3 class also pay a per ton fee on top of their base fee.

Ayers asked if this began when Drexler asked if all sources must register or if some can avoid registration. McNair stated Drexler did want to know more about program. There is a source in her jurisdiction, McNair continued, that did not want to register because he felt he was containing his pollutant indoors. McNair noted we want to rewrite the rule to cover our sources with an inclusive list.

We will do outreach by sending postcards to all the registered sources and have information on our website. We will bring the information back to the Board later, McNair stated. We just wanted to use this time to give you a briefing on what we were considering. After some additional discussion, Cooper asked if there was consensus from the Board for staff to move forward with outreach for the regulation changes and bring back proposed rulemaking later. The members agreed.

## **DIRECTORS REPORT**

### Compliance Program Update

R. Moody explained this is the start of compliances' busy time. Inspections, complaint response, etc. will keep the inspectors extremely busy for the next several months. Cathey stated she had a neighbor ask when huge outdoor barbecue pit, in use every weekend, qualify as outdoor burning. R. Moody noted, if it is in the city limits and they are using wood, it is illegal. R. Moody stated they can use charcoal, natural gas or propane only.

### Engineering Program Update

Goodin noted the fee discussion earlier are the fees that fund the work of the engineers and in part our administration and compliance staff. Goodin did want to highlight two cases; Ocean Protein and Sierra Pacific Industries-Shelton.

Ocean Protein's project was initiated by enforcement after determining the odors were unreasonable. We explained to Ocean Protein they needed to do more to mitigate the odors. They hired a consultant and they are now installing a fan to boost the overall air flow through the plant and going to the stacks. Basically, Goodin explained, this will assist in diluting the emissions that have already gone through the incinerator and multiple scrubbers.

We are currently working on Sierra Pacific Industries-Shelton's Air Operating Permit renewal. The permit is in draft form and out for public comment. Once the public comment period is over (May 25) it will be sent to EPA for review. We have not received any comments to date.

Cooper noted they have received notice Silver Springs will no longer accept many items, such as pizza cardboard and compostable silverware and paper cups. Cooper wondered if this is a revenue issue and how fast they can compost. When we are doing a permit, such as this, is there an ability to formulate the controls in place based on the ability to produce the product. Goodin explained we scrutinized the amount of time they are in each phase and received operating data from the application. Cooper noted he thought it might be possible to see small composting operations pop up due to Silver Springs new rules on what they will and will not take. Goodin noted staff would watch for these types of things.

### Air Quality Program Update

Hadley stated April typically marks our switchover from moderate days to good days. We did lose a few dates at our South Bend site for unknown reasons. We continue to do our Purple Air comparison and hope to keep it going through the fall to get a full year of data. The Community Toxic grant work has begun. The interns are doing the first phase which is laboratory testing of new techniques. We have been ordering supplies and collecting the instruments we will be using in the fall and winter. Hadley noted she attended a workshop regarding wildfires and felt it was very worthwhile. Hadley stated she is nearly finished with the Ultra Fine report. It was noted Grant has been busy with the website and other IT functions, however he is keeping up on the quarterly checks and working on getting the new dataloggers ready for the upcoming Mason County Saturation Study.



## Education and Outreach

Nelson stated the new website has launched. Nelson explained we changed our site to help people find what they need and make it easier for staff to get information out to the public without having to locate files, copy, mail etc. Nelson briefly went over the website layout and several functions. Nelson did note he will be working closely with D. Moody to populate the Public Records tab with most requested information. Nelson wanted to note the work Grant has done on the security of our website and technology in general. Pratt did note the site didn't include the Agendas for Board Minutes. Nelson stated he has not populated all the previous Agendas and Minutes, but he is working on getting them added.

Nelson recently attended the Olympia Home Show and noted there was good turnout for the event. Nelson stated he received multiple positive comments regarding ORCAA staff. Nelson noted D. Moody and Jackie Wallner both received multiple accolades for their great customer service. Compliance team was commented on their response to complaints. Whybrew was complimented on her gas station permit, Nelson stated.

## Finance/Administrative Update

Harding stated if there were any further questions on the budget or finance documents, she'd be happy to answer them. There were none.

## Executive Director's Report

McNair stated she will be attending a wildfire meeting next week and she explained one of the concerns she will be bringing up had to do with the lack of consistency and coordination of the messages, even between the air agencies.

With regards to the VW settlement, McNair explained, we had a meeting and the question was asked when the money would be available. It appears the money should be available in the fall and there are three categories; marine transport, light duty/zero emission vehicles and on roads. McNair stated she will be pushing for charging stations that are beyond the I5 corridor.

McNair noted she will be attending the National Air meeting in Tennessee next week.

Cooper asked McNair when staff would be presenting the results of the Strategic Plan. McNair explained Grayum has sent the materials to staff and the managers will be going over it and should have a final product ready in a couple of months.

## **GOOD OF THE ORDER**

There was nothing for the Good of the Order.

## **ADJOURNMENT**

There was nothing further from the Board.

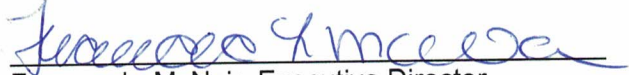
The meeting adjourned at 11:47 a.m.

## **CERTIFICATION**

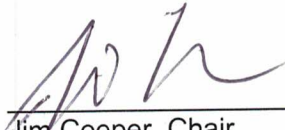
I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of

Directors held on May 9, 2018, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 6/13/18