

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

**BOARD OF DIRECTORS MEETING**

January 9, 2019

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Joan Cathey, City of Tumwater  
Tye Menser, Thurston County  
Mary Ellen Winborn, Clallam County  
Wes Cormier, Grays Harbor County  
Randy Neatherlin, Mason County  
Greg Brotherton, Jefferson County

Members absent: Mike Runyon, Pacific County

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Manager;  
Allie Feidt, Air Quality Specialist; Mark Goodin, Engineering Manager;  
Odelle Hadley, Air Monitoring Supervisor; 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 stated he would like to have the Chair Report delayed until the new Board members arrive, they are late due to an accident blocking traffic. He did request a quick introduction of those in attendance, noting it would be repeated once the other members arrived. (Brotherton arrived at 10:05am)

Cooper asked if there were any issues with the Agenda, hearing none approved the Agenda by consensus.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

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

**UNFINISHED BUSINESS**

Personnel Policy Manual updates

McNair explained there are two version of the manual in the packet. The redline version, so you can see the changes, and a clean copy. Most changes are language changes (plain talk), however there are some areas we did some additional clarification and we added a couple of new sections.

McNair went through several of the changes. (Winborn arrived 10:12am) The new sections added include the Commute Trip Reduction policy and Surplus/Disposal policy. We have had a stand-alone Commute Trip Reduction policy and under advisement of the auditor we have included it in our manual. The surplus/disposal policy was approved at the November meeting. We have not included the new Family Medical Leave language at this point, McNair explained, we will be adding it later, once we know what it really looks like.

Pratt felt the manual was intense, lengthy and extensive. The changes are clear, Pratt noted. Brotherton appreciated the document, stating it was clear. McNair stated we do need the Board's approval on the document.

Cooper asked if staff has had a chance to comment. McNair stated it was sent out to the entire staff and we received no comments. Cooper felt this is a Board policy and there should be a committee to work on this before we receive a complete rewrite. Cooper suggested we wait until next month to approve the policy, to make sure everyone has had a chance to read it. McNair stated that would be fine. Cooper asked the Board their pleasure. Neatherlin stated he could support waiting until next month. Cooper noted any questions or comments should be directed to McNair prior to the next meeting.

Cooper stated we would go to the Chair Report at this time.

## **CHAIR REPORT**

Cooper wanted to let the Board and staff know that Phil Johnson of Jefferson County had passed away. Johnson had served on the Board for over 11 years. Cooper noted he would like to provide a space for reflection and a moment of silence. Cooper asked for a moment of silence.

Cooper stated he remembered Johnson as someone who always wanted these meetings to be fun and Cooper stated he tries to remember that at each meeting. Pratt stated he was a sweet guy and she was amazed that he rarely ever missed a meeting, a very dedicated person. Brotherton stated Johnson was an inspiration to him. He was a great commissioner and very entertaining. Brotherton noted Johnson would regularly bring poetry to the meetings. McNair appreciated that he had renovated the Rose Theater in Port Townsend. She also noted, even with his Parkinson's he made it to the meetings. He was committed to things and saw them through.

Cooper moved on, noting we have several new members to our Board; Commissioner Menser of Thurston County, Commissioner Brotherton of Jefferson County, Commissioner Neatherlin of Mason County and Commissioner Runyon of Pacific County. Cooper noted they will be working with McNair and staff to become familiar with the agency and the Board. Cooper asked the Board and staff to, once more, introduce themselves.

Cooper noted, with so many new members and an ongoing conflict with the Thurston County Chamber of Commerce meeting on this same Wednesday, he has asked D. Moody to send out a poll of some kind to make sure this meeting time is still the best date and time for everyone.

Pratt noted the Finance Committee met prior to the Board meeting and went over the 2<sup>nd</sup> quarterly report. Pratt stated we are on schedule with 45% of our revenues and 44% of the expenditures. Due to the Federal Government shutdown, Pratt explained, ORCAA is waiting on the transfer of approximately \$61,000 but are confident the funds will be received. Cooper did note a new finance committee will need to be appointed in February. Cooper had already asked current members Pratt and Cormier if they were interested in remaining on the committee and they are. If anyone else is



interested and willing, they meet typically at 9:00am quarterly and then a couple extra times during budget.

## **DIRECTORS REPORT**

### Compliance Program Update

R. Moody gave a brief explanation of his report for the new members. There were a few questions regarding the report, complaints and response time, and coordination of efforts. R. Moody introduced our newest Air Quality Specialist, Allie Feidt. Feidt shared a little bit about herself, the Board thanked her and welcomed her to ORCAA. There was some discussion regarding staffing and location. It was noted we will not have an office in Port Townsend any longer and staff will spend more time traveling to the outer areas of our jurisdiction. McNair noted we are still down one compliance person.

R. Moody noted we will have a public hearing at the February meeting. We do not foresee any issues or public comments to the rule change we are proposing. The change is a simple date change from July 2017 to July 2018 with regards to the federal regulations we have chosen to adopt by reference. McNair stated we do have to change that date each year. Neatherlin asked if we just adopt all of the rules or if they are handpicked. R. Moody noted we hand pick the rules.

### Engineering Program Update

Goodin gave a brief review of his program and report. Goodin explained he had discussed a case at a previous meeting regarding an air curtain incinerator. Peninsula Topsoil had come to us proposing to use an air curtain incinerator to burn wood waste. We had told them we would not permit an air curtain as they were proposing. They have recently come back with a new proposal of a pyrolysis unit. This type of unit creates a biochar from the wood waste. Goodin stated it would trigger a Notice of Construction and we know there will be air emissions we would need to review. The neighborhood where they are currently located is sensitive to odors and this application could trigger a public notice and possibly a hearing.

Goodin reminded the Board that biomass is an issue in our region. Once McKinley is online, they could take the woody debris, but until then there is an abundance of it throughout the areas.

There was some additional discussion about how biochar is produced, what it is and what it is used for.

### Air Quality Program Update

Hadley stepped up to the computer and upon realizing the screen was black, began frantically trying to get it to work. The entire room was in a panic. Fearing the worst—someone must have turned off the computer! When, out of nowhere, D. Moody calmly stated, “shake the mouse”. Hadley, claiming Debbie might be right, reached up and shook the mouse. To everyone’s delight, it worked. The meeting was saved.

Hadley noted the report covers November, December and the 2018 annual summary. November, December and January are typically when we see the most impact from woodstoves, Hadley explained. We begin to see the numbers shift from good to moderate and unhealthy. Both November and December showed Lacey and Port Angeles as having the higher concentrations. Hadley explained there were a few lost days in both months due to power outages. Going over the

2018 summary, Hadley noted the one day of hazardous up at Cheeka Peak. She did note that was due to the wildfire smoke that passed through over the summer.

Hadley went over the 2018 Air Quality Data Completeness, which we met everywhere but South Bend. It was noted sites must have 75% of the data to qualify for completeness. Washington has an air quality goal and for our area, other than Thurston County, we are meeting the goal if we take out the wildfire days.

The Community Toxics Project, Hadley stated, is still moving forward. As part of the project we are temporarily monitoring Carbon Monoxide at the Lacey site. The results, thus far, show correlation between Carbon Monoxide and PM2.5. The chart showed results from both wildfires and woodstoves. Hadley explained there is less Carbon Monoxide as a result of the wildfires as compared to the woodstoves.

Hadley reminded the Board we are working on setting up for the Mason County Saturation Study. Noting we have already done Clallam, Jefferson and Thurston. We have rebuilt the boxes and had found the four sites needed. Unfortunately, Hadley continued, one of the sites was to be located at Mason County General Hospital and they have contacted us and stated they are going to be doing a major construction project. So, Hadley explained, we are looking for the fourth site.

Hadley noted she made several trips to Cheeka Peak over the past couple of months. Hadley finished the Ultrafine Particle report and has been published on our website. EPA had requested our interns present information from the toxics study, however, due to the shutdown that presentation has been delayed.

Cooper suggested Hadley bring her climate presentation back to the Board at a later meeting for the new members.

#### Education and Outreach

Nelson gave a brief overview of his program for the new members. Nelson reminded the Board Cooper had requested ideas on how to have the Board help get information out to our constituents through social media. Nelson provided a short primer on how to share our social media channels. Nelson stated he has created a system that will push information out to emails and our social media when we post items to our webpage.

The home and garden show season is coming up and we are booked at the Sequim (North Clallam) Home Show in February and Thurston County Master Builders Home Show in April. We will likely attend the show in Port Townsend as well. Nelson stated we can do other shows if needed.

Winborn asked about ORCAA's school outreach program. Nelson explained it is hit and miss with the school. Several teachers have us on a call list and will contact us if they can work it into their curriculum. Last year, Nelson stated, he spent significant time at East Olympia Elementary working with every student from Kindergarten through Fourth grade. Winborn felt working with the kids would be very effective. (Pratt and Menser left at 11:42am)

#### Finance/Administrative Update

Harding noted Pratt had provided an update on the 2<sup>nd</sup> quarter of the year, noting we are on track with our budget. Harding did reiterate we do have enough reserves to carry us over during the federal shutdown.



Harding stated we have recently gone through an audit with State's Auditors Office. They have suggested some minor housekeeping, such as the CTRIP policy being added to the Policy Manual. There were other minor suggestions regarding financial language as well. Harding did note we still have one vacancy in our building.

#### Executive Director's Report

McNair gave the new members a brief history of our building, explaining the changes we have made and what is in the queue for the future.

McNair noted she has been watching the legislative actions. McNair stated the way the laws are set up, we can be more stringent, but not less stringent. McNair used the woodstove rules as an example, noting the federal rule isn't as stringent as our state rules. There is State legislation for the fee on woodstoves to have it raised from \$30 to \$50 and add an inflator to keep up with inflation. There is also federal legislation for funding replacement of woodstoves in Alaska and other areas. The current State program we have only allows us to replace woodstoves in Thurston County. We would like to use it in other areas of our jurisdiction. McNair noted she will be looking into whether we can use the federal funds.

McNair stated she would like to meet with the new members and stated she would contact their staff to set up times, noting perhaps after the next meeting, to go over the Board notebook and help them understand the Board's role and what ORCAA does.

Cooper asked McNair to explain her role as our hearings officer with regards to appeals. McNair stated appeals don't come before us. Appeals go to the Pollution Control Hearings Board and are heard by a panel of judges. If we have a public hearing, McNair explained, it is her job to act as the hearings officer.

#### **ADJOURNMENT**


There was nothing further from the Board.

The meeting adjourned at 11:50 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 January 9, 2019, in Olympia, Washington.

ATTEST:

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

  
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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 2/13/2019