

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

BOARD OF DIRECTORS MEETING

February 13, 2019

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

Members absent: Mike Runyon, Pacific County
Wes Cormier, Grays Harbor County

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Manager;
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 noted we will be postponing the Climate Change presentation until a later date. Cooper agreed and asked for approval of the amended Agenda. Pratt moved approval of the amended Agenda. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper stated he needed to select a Finance Committee. Pratt offered to continue as the chair of the committee and Cormier had stated he would continue to serve. Cooper agreed and asked if anyone would like to volunteer for the committee. Neatherlin stated he would volunteer. Cooper noted he attends whenever possible as well.

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.

NEW BUSINESS

SAO Report

Bryson Bristol, the State Auditor's Office, gave the members copies of the SAO report. Bristol began by explaining he was present to share the results of the recent audit and attestation. Bristol did note there were no significant issues and ORCAA has a clean audit. Bristol went over the Accountability Audit draft and briefly explained what areas were looked at and summarized the report. There were minor recommendations that were given directly to staff, Bristol noted.

Bristol went over the Financial Statement Audit draft, briefly explaining what areas were looked at and summarized the report, noting again, there were no significant issues. The SAO's opinion is part of the report and the opinion is positive.

Bristol then went over the Attestation report. Bristol summarized, noting this report is presented every 2 years and there are 14 sections that discuss the items reviewed and the results of each step reviewed.

Bristol then read over the exit conference document. He noted the SAO's appreciation of working with ORCAA staff. Bristol explained the report will be published in 2 weeks, however if there are any comments, the members are welcome to contact him. Bristol noted the next audit will be scheduled for 2020 and will be covering the same areas.

Menser asked if the items not listed in the report are only for staff. McNair stated two of the items we are taking care of via the Policy Manual. Bristol explained we don't typically go through them and we don't like to belabor them during the exit conference as they are not significant.

Cooper thanked Bristol and staff for the great audit.

UNFINISHED BUSINESS

Personnel Policy Manual updates

McNair noted the clean and redline version were in the packet. McNair briefly noted the changes. Most of the changes were verbiage, clarifying language and making it more readable. The two big changes included incorporating our Commute Trip Reduction policy into the manual. The policy didn't change, it was just included into the manual. The second change had to do with travel. The SAO suggested we put in specific language specifying a minimum mileage with regards to overnight travel. After some research, we concluded 50 miles was a typical distance in use for most agencies. McNair noted if staff travels more than 50 miles, they can request overnight status. There are a few exceptions, McNair pointed out. If training is ongoing for several days, or the start time is early, etc. we can make some exceptions in advance. The other exception would be if there were some emergent issue (illness, accident, etc.) where you are unable to travel safely, we would ask the staff to contact us as soon as possible to discuss the situation.

McNair did note we would need approval from the Board to finalize the manual. Cooper asked if there were any questions. Brotherton asked if there was a reason we offer maternity but not paternity leave. McNair explained we will be updating the family leave policy once the state finalizes it and paternity leave, she believes, will be included. Brotherton also asked about vehicle maintenance being the responsibility of an employee. McNair explained it is staff's responsibility to let us know if maintenance is needed.

Pratt moved approval of the Policies and Procedures Manual as presented. The motion was seconded and carried unanimously.

PUBLIC HEARING

Adopt by Reference Rule 1.11 – Rule Change

Cooper asked for a staff report.

R. Moody explained this rule change must be done annually to maintain the current version of the Federal Regulations we reference in our rule. It was published for 30 days (or more) and we have had no comments. The change updates Rule 1.11 by changing the date from July 1, 2017 to July 1, 2018.

Cooper opened the public hearing at 10:37 am. Cooper asked if there were any comments. Hearing none, Cooper closed the hearing at 10:37 am. Cooper stated he was open for a motion. Pratt moved approval of the rule change as presented. The motion was seconded and carried unanimously.

DIRECTORS REPORT

Compliance Program Update

R. Moody noted inspections continue, notifications for asbestos and demolitions continue to come in, as do burn permits. We also continue to receive and respond to complaints. R. Moody stated we do have one position open on the compliance staff, the position closes on Friday and we anticipate completing interviews in the very near future.

Engineering Program Update

Goodin stated McKinley Paper in Port Angeles submitted, electronically, their application to retool the paper mill and we are hoping to get the paper copy soon. Goodin noted he will begin working on the permit once we receive the hard copy and he anticipates it taking about 60 days to process the application. Goodin explained the company plans on producing cardboard stock from recycled paper. They have a biomass boiler that creates electricity and steam they use in the plant. This boiler has been an outlet for our abundant biomass throughout our region. We are hoping to be able to approve their application and they will be able to burn the biomass under very controlled manner, using air pollution controls that bring emissions down significantly.

Goodin noted he, along with McNair and R. Moody, met with the Port of Port Townsend recently. The purpose of the meeting was to work with them on regulating their general-purpose boat yard. We think we have a good solution for them to manage the multiple entities coming in to their facilities. The port managers we met with seemed agreeable and will be taking our suggestions back to the commission.

Cathey wanted to discuss a letter from the mayor of Tumwater regarding so many after-the-fact permits. McNair noted she had contacted the Mayor and explained how these things happen. We have offered to come in and talk to the mayor and staff, McNair added, to give them examples of business activities that would trigger permits from ORCAA.

Air Quality Program Update

Hadley went over the January summary. January is typically a very cold month and we start to see the air quality degrade with the cold, stagnant episodes. We did have a few days of moderate air quality in Thurston County, Port Angeles and Shelton. Hadley noted it was fewer days than we normally see this time of year.

Hadley explained we have been trying to get our Saturation Study up and running in Mason County and have encountered some issues with our monitors and dataloggers. Due to the issues, we decided to use the Purple Air monitors. Hadley explained we compared the Purple Air to our permanent monitor, noting Purple Air registers higher numbers. The correlation is high, Hadley explained, and we will have one collocated with our permanent monitor, so the data can be corrected. The Purple Air monitors are not costly, easy to maintain and very easy to install. Currently, Hadley continued, we have installation completed at the North Mason Regional Fire Station in Belfair, and Timberlake Community Center. We will install one at our permanent site in Shelton and the last one will be located at Bordeaux Elementary School.

Cooper asked if the Purple Air monitors store data. Hadley stated they can store up to 2 years' worth of data. Cooper asked if we offer educational opportunities to the schools when we set up monitoring stations, do we engage the kids? Hadley we would be happy to, if they request it. Nelson added he has been considering following PSCAA's lending program. The plan is to have Purple Air monitors to lend out to schools for air quality program participation.

Education and Outreach

Nelson stated he has been working on outdoor burning permits and education with customer calls, questions and complaints. Getting the complaints gives us an opportunity to send out educational materials to a broader audience in a neighborhood, addressing the issues as broadly as we can. Nelson noted he has continued working on the woodstove change out program, although this time of year it slows down. Home show season is coming up, Nelson stated. We were scheduled for the Sequim show; however, it was cancelled and will be rescheduled later this spring.

Finance/Administrative Update

Harding noted we recently submitted our 4-year application to EPA for our Cheeka Peak site. We are in the process of applying for our next, 2-year, application for EFSEC and it should be submitted by end of month. Harding stated we did receive word our E-Well City application (2% reduction on our medical premium) has been received and we should get official notification in March. Harding added we still have one rental space upstairs.

Executive Director's Report

McNair noted staff met with Jefferson County and the Port of Port Townsend staff to discuss permitting with the Port and businesses on Port property. McNair explained there are some businesses that have individual permits with us. We discussed the Port receiving a permit and then setting up best management practices for some of their tenants. We will continue to work with them.

McNair stated the Auditors were very pleased with our audit and they really appreciated working with staff.

The second quarterly report of our Strategic Plan is included in your packet, McNair noted.

On the legislative front, there are several bills we have been watching. A bill that was brought about by Senator Van De Wege and Senator Warnick. SB5279 amends the Clean Air Act, allowing Silvicultural Burning. Air quality is critical to us, and we have expressed our concerns to Ecology, letting them know we want to make sure air quality is prominent in the discussion. Another bill we are watching has to do with the woodstove fee. When you purchase a woodstove there is a fee of \$30, which hadn't been increased for years. The bill will increase the fee to \$50 and there is an inflator included. The bill numbers are HB1567 and SB5697. Currently, McNair continued, we

currently receive about \$11,000 per year for our woodstove education fund. HB1167 has to do with compost nuisance lawsuits. It was brought about by a King County compost business. They don't want people to be able to sue them for having an odor. The bill would not change the way we deal with odors, McNair explained. Another bill, that doesn't appear to be moving, is HB1637 and deals with airborne nuisances. This bill would allow people to complain about odors impacting any public area. Currently, the rules states odors must impact your property for a complaint to be dealt with, McNair explained.

Cooper thanked staff for the plan update. He noted the salary information compared to Spokane Air. McNair explained she had received the survey results from Southwest Air, although she has not yet had a chance to complete a review. She did note she believes Southwest is most likely to be closest to us with regards to salary ranges.

ADJOURNMENT

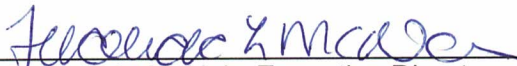
There was nothing further from the Board.

The meeting adjourned at 11:26 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 13, 2019, in Olympia, Washington.

ATTEST:


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


Jim Cooper, Chair
ORCAA Board of Directors

DATED: 3/13/2019