

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

BOARD OF DIRECTORS MEETING

March 11, 2020

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

Members absent: Wes Cormier, Grays Harbor County

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Manager;
Jennifer, Engineering Supervisor; Odelle Hadley, Air Monitoring
Supervisor; Dan Nelson, Public Information Officer; and Debbie Moody,
Office Manager/Recorder

Cooper called the meeting to order at 10:03 a.m. Cooper asked for introductions, starting with Tim Crose, Pacific County's representative.

Cooper asked for approval of the Agenda. Brotherton requested we discuss the option of video conferencing. Cooper stated we could add that topic under *Good of the Order*. Brotherton moved approval of the amended agenda. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper noted there was no report.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

DIRECTORS REPORT

Compliance Program Update

R. Moody stated there are not any unusual issues in compliance. We would like to thank our attorneys in getting one of our cases resolved last week. We had an asbestos case from Port

Angeles, and they have agreed to pay \$6000 of a \$6500 penalty. R. Moody asked if there were any questions regarding the reports. Brotherton asked about the marijuana complaint in Jefferson County. He noted his concern is there is a lot of opposition that kicked up at a previous hearing and ORCAA validated the engineering report on odor mitigation, which is necessary for rural residential but not for the one in the complaint. Brotherton stated there is a different process depending on zoning. Does ORCAA think the odor mitigations are effective and do you deal with odor complaints differently, depending on location/zoning? R. Moody explained we have seen the odor mitigations work for the true indoor operations. For outdoor, R. Moody continued, you need space. As far as response to odor complaints, we treat them like anything else regardless of underlying conditions. R. Moody did note there are unique rules for agricultural land; we must get a 3rd party expert to support our findings.

Neatherlin asked about RNJ BBQ, was it a complaint about the smoke? R. Moody noted it was a smoke complaint and we did investigate. We had received a complaint they were smoking 24/7 and had multiple smokers on site, we did verify this was not the case. We were unable to confirm there was a nuisance issue at the time of our visit.

Menser asked if there are any updates related to the Jungle. McNair explained we have a meeting scheduled for the upcoming Friday. Cooper requested an update be sent after the meeting. McNair stated she would send an update to all Board members.

Engineering Program Update

DeMay stated we have issued 5 permits since the previous meeting. In addition to working on permits, the engineers have received most of the emissions inventories for 2019 (90 source). We do have a few left to receive, but we will work on them as they come in. Aaron Manley, one of our engineers, has been working with department of agriculture to identify coffee roasters in our jurisdiction that we have not registered. He did find one and has three more we are waiting to hear from.

Air Quality Program Update

Hadley noted this has been a pretty typical February, with only one moderate (barely) day. We did have quite a bit of rain and wind to keep our air clean. The Mason County Saturation Study is ongoing, and we are still pleased the monitors are matching quite well with slight differences, but all within the 'good' air quality.

We did have several trips to Cheeka Peak for repairs and upgrades.

Education and Outreach

Nelson explained we are about 8 months into a 2-year grant for the woodstove program. We have allocated nearly all the Thurston County funds. We will be requesting a grant revision. Currently we must expend funds in all three counties before we can request additional funding. We are hoping to revise the grant to pool the three funds into one. Then, once the money is spent, we will request additional funds from Ecology.

Working to keep our agency open and transparent, Nelson stated, and reduce the time we spend on public records we continue to increase the online records. Nelson showed the website with the different links to records (i.e. asbestos and demolition notifications, notices of violations, etc.). Nelson explained we have also added the Board By-laws. In the last 45 days we have had 384 hits to the public record page, the notices of violations being most popular.

Cooper reminded the Board to share this information with their constituents.

Finance/Administrative Update

McNair explained Harding was out, but we have been working on the draft budget. The finance committee will meet on April 1 and we are preparing a draft budget with a 5-year projection as well. McNair did note we are fully rented; however, we do have one renter who has given notice and will be leaving this summer. We do have a waiting list for that unit, so we are hopeful it won't be empty long.

Executive Director's Report

McNair explained we are looking at ways to protect our employees, and any public that come in, with regards to COVID-19. We also are working on a plan in case we need to close the building. McNair stated she had contacted our tenants, telling them if we close, they close. After some discussion, it was decided we would be in direct contact with the tenants, allowing them to stay open if there is no chance of cross contamination. We also contacted our janitorial service to make sure we are using the correct cleaning products. We are currently working on a work-at-home plan as well. We do have our remote office in Pacific County and will utilize that office as needed and if they stay open. There was some additional discussion regarding Covid-19, no decision or action required of the Board.

McNair stated legislature is supposed to end on the 12th and they have been preoccupied with the virus as well. Several bills that were moving seem to have stopped. McNair noted everything will die at the end of this session and will need to be reintroduced next session. There were really no bills that would impact us. Cooper asked about the Clean Air Act affecting mobile sources. McNair stated it wasn't necessarily mobile sources, it was about refineries that are creating fuel which is causing emissions. If it did pass, it would affect Ecology, more than us, McNair added.

McNair announced the director of the Spokane Clean Air Agency has put in her notice. If anyone knows of anyone interested, McNair can pass that information on.

GOOD OF THE ORDER

Brotherton noted he would like to discuss the video option for remote meeting. The Covid-19 has made this a more urgent situation, however, his thoughts were for all meetings into the future. Brotherton did state, personally, if he can attend a meeting via video call, he is more apt to be 'present' than on a conference call. Brotherton suggested we have capacity for video conferencing for some meetings. He was thinking quarterly or options to be able to do them as needed.

McNair felt she would need to discuss it with our IT staff as we may need better software. Nelson did note we recently moved to Microsoft platform (from Google) and it does include Skype for business. Cooper stated Zoom is a great option. Brotherton agreed, it is consistent and a monthly charge. He felt it would be less per month that ORCAA is paying him to drive down. McNair asked who all would be interested in video conferencing. Winborn noted she prefers to be in person at the meeting but understand the concern. In person meetings are more productive. The Board was supportive of the idea. Myers noted there is a provision in ORCAA's By-Laws limiting 'phone-in' attendance to 50% of the meetings, per year unless there are extenuating circumstances. It also notes, it is preferred that members use telepresence, virtual meetings or other technology, Myers stated. Myers suggested the Board may want to address longer term use in the By-Laws. Cooper asked how that would affect the public's access to meetings if we closed the building. Myers explained if the public does not have an ability to attend at the physical location, you would have an issue.

After some additional discussions, it was decided we will look into video options and we need to be flexible while staying within our By-Laws.

McNair noted she did receive some good information from MRSC and will talk to IT and look into options.

Prior to adjournment, Cooper reminded the members there is a Finance Committee meeting on April 1 at 9:00 am. We will be electing Chair and Vice Chair at the April 8 Board meeting.

ADJOURNMENT

The meeting adjourned at 11:01 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 March 11, 2020, in Olympia, Washington.

ATTEST:



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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 4/9/2020