

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

BOARD OF DIRECTORS MEETING – via Zoom

April 8, 2020

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

Members absent:

Legal Counsel: Jeff Myers and Michael Throgmorton 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 10:12 a.m.

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

CHAIR REPORT

Election of Officers

Cooper noted this is something we do every 2 years. Cooper noted we need to elect a chair for the next 2-year term. Cooper opened the floor for nominations. Neatherlin nominated Cooper as chair. Cooper asked for any further nominations. There were none. Cooper noted one nomination for chair, for himself and stated he is willing to serve absent any volunteers. Cooper called for the question and it carried unanimously.

Cooper asked for nominations for vice chair. Winborn nominated Pratt for vice chair. Cooper asked if there were any further nominations. There were none. Cooper noted one nomination for vice chair, Pratt. Pratt accepted the nomination. Cooper called for the question and it carried unanimously.

Personnel Committee Update

Cooper noted the personnel committee met prior to this meeting. They presented a review to McNair and noted it was very positive. Noting McNair is a professional and fair director and leads with grace, finding the balance between public input and the need to follow the law and get the work

done. McNair's budget practices are very fiscally sound and keeps the organization on a strong track, Cooper continued, and takes constructive criticism throughout the year and responds and adapts as needed. The personnel committee recommended McNair's salary remain tied to the same increase as the staff will be receiving in this budget. The committee did acknowledge her salary is bit behind her peers in the other air agencies. McNair's review will be placed in her file and her pay will tied to any increase, if any, staff may receive in the final budget. We will review her salary again in a year, if not sooner. Cooper asked if there were any questions or comments. Neatherlin stated the quality of McNair's employees reflects on her quality and she has done a great job. There was nothing further.

Finance Committee Update

Pratt reported all rent has been paid through April. Asbestos and Land Clearing permits continue to come in and staff is working closely with timelines on those projects. There was discussion regarding the fees and staff provided three options. The finance committee is recommending a 1.5% fee increase except for the per capita assessments – there will be no increase. The committee also recommends a 1.5% pay increase for staff. Cooper clarified the finance committee has had two meetings and we started by looking at a range of options from no increase in fees/pay to an increase of 2.9% in fees/pay. We landed on a hybrid of 1.5% increase in the fees ORCAA charges to their businesses and customers, 1.5% pay increase to staff, but no increase at all to assessments which is the amount the jurisdictions pay to ORCAA. Cooper noted the committee wrestled with the choices and the decision was based on the fact we really don't know what kind of impact the Covid situation will have. Cooper explained the process and asked if there were any questions or comments. There was nothing further.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

DIRECTORS REPORT

Compliance Program Update

R. Moody stated source inspections have been dropped off for the moment as we don't want to expose staff or others. We are trying to be picky about what we are going to inspect. Staff is doing asbestos, demolition and outdoor burn inspections, and complaints. The biggest issue compliance is dealing with now is outdoor burning, brought on by people staying home. Some are burning and others are impacted by the smoke. Outdoor burn complaints are at an all time high. R. Moody did note we have a situation we'll be discussing with Menser soon. We are having a high volume of burn complaints that we have continued to investigate but have found no violations.

Brotherton asked if we would be putting out a message asking people not to burn. McNair explained we have already done that, and Nelson will likely cover that in his report.

Engineering Program Update

Goodin noted all the engineers have been working remotely since the crisis and they have maintained productivity and discovered some additional efficiencies with regards to coordinating our work. There has been a slight downturn in the amount of applications coming in, but there is

enough work to keep us busy. Goodin stated he didn't have any cases to bring to the board, but if there were questions, he would be happy to answer. Brotherton asked what 'convert to general order' means (sand and gravel facility). Goodin explained we created a general rock crusher approval order which allows these crushers to move about our jurisdiction without having to secure approval each move. It gives the source a lot more flexibility, Goodin noted.

Air Quality Program Update

Hadley noted March was wet and rainy and not a lot of people were out. We had some issues early in the month, having a few days that were close to moderate. Overall, though, it was a good month. Mason County Saturation study numbers look good and consistent. The numbers are correlating well. Hadley stated she was able to remotely access all our monitoring sites. Hadley wanted to thank MC Fire for rebooting the datalogger since we can't access the building now. We have successfully kept all our sites operational, which is great, Hadley stated. We are not allowed up to the CPO site, but things have gone well thus far. Hadley did say she recently got permission to drive through the reservation if she doesn't stop anywhere. So, if we need to access the site, we will be able to from here on out.

There has been a delay in the Community Toxics project and the interns still have some lab work to do and the labs are currently closed. The two students have agreed to work into the summer if need be.

Education and Outreach

Nelson stated the woodstove program has slowed down, we still have a few changeouts to process, but right now it is mostly bounties. A lot of contractors have closed their shops, so we are waiting. Talking to Ecology, it may be possible to extend our grant. The money is currently secured through the end of the next fiscal year. Nelson did state he didn't believe it would be an issue for us once we are back up and running as we have several vendors that have a backlog of projects.

At the end of April, Nelson explained, we sent out our initial email and social media requesting people voluntarily refrain from burning. It has been renewed several times through email and social media. Pratt asked if the language ties the bad air quality to difficulties with those that have the corona virus. Nelson stated we have, noting any air pollution can exasperate respiratory problems.

Nelson explained we had a bit of an issue with a fire district in Mason County. They had posted a recommendation to go outside and enjoy a recreational fire in their backyard. Several people were concerned so we did talk to them, noting it was in direct conflict with what we were trying to do. They agreed to rerun the ORCAA message.

Nelson noted some of the other outreach we have been doing, to keep people involved and interactive with air issues, is by sharing links to educational materials. Parents can continue education efforts with their kids and tie it into science and air quality. We have posted lesson plans and experiments kids can do.

Finance/Administrative Update

Harding updated the Board on the new credit card transition. We continue to move forward and we should have all our new cards in, and our old account closed by end of the month.

During this month, Harding continued, we will be processing our grants with Ecology.

Harding noted our local Key Bank, where we make daily deposits, is now closed. We will have to drive to another branch (Tumwater) to make our deposits and we have received a letter of approval, from Thurston County Treasurer, deviating from our currently 24-hour deposit requirement.

We continue to stay in close communication with our tenants. We have all rents paid through April even though it is quiet on that side of the building. As for the quarter, we have collection \$2.1 million in our revenues, compared to the \$2.4 million budget. We are right where we should be. Harding briefly went over line items in the budget.

Brotherton asked if our renters have asked for rent forgiveness and if so, are we able to do that. Harding stated we haven't had anyone request any forgiveness, or delays at this time, however, if we do, we will work with them.

Executive Director's Report

McNair stated we have had a very busy month. Staff is doing a great job working off site and those of us in the office are practicing our social distancing. McNair noted she appreciates those staff that are here at the office, stating it would be nearly impossible to get done what needs to get done otherwise. McNair stated we have closed the doors to the public and we have been working with our customers and sources to make sure we do what we can as seamlessly as possible.

McNair is hoping to have staff back in the office in May; however, we just need to wait and see how it goes. Compliance is going out on complaints and have been very careful and maintaining distances and being safe. We have had a lot of activity in terms of enforcement. We have one appeal and another case we hope to work on mitigation with and come to an agreement.

Brotherton noted, as we go through this new work environment, we look to the future. We need to decide what is working and what is not, as the corona virus isn't going away too soon. McNair noted we have run into issues and continue to work through them. Access to our database has proved to be an issue and resulting in extra work for D.Moody. Cooper agreed it is good to do an after-action review to look back and identify issues. Related to that, Cooper continued, we may want to consider changing our By-Laws to amend the meeting in person requirements. It was noted Nick Grant has done an amazing job keeping us all working.

GOOD OF THE ORDER

There was nothing for the good of the order.

ADJOURNMENT

The meeting adjourned at 10:56 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 8, 2020, in Olympia, Washington.

ATTEST:


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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 5/14/2020