

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

BOARD OF DIRECTORS MEETING – via Zoom

April 13, 2022

Members present Jim Cooper, City of Olympia (Chair)
 Greg Brotherton, Jefferson County (Vice Chair)
 Robin Vazquez, City of Lacey
 Joan Cathey, City of Tumwater
 Jill Warne, Grays Harbor County
 Frank Wolfe and Mike Runyon, Pacific County
 Carolina Mejia, Thurston County
 Randy Neatherlin, Mason County
 Bill Peach, Clallam County

Members absent

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

Staff Present Jeff Johnston, Ph.D., Executive Director; Mike Shults, Compliance Supervisor
 Manager; Mark Goodin, Engineering Manager; Dan Nelson, Communications
 Manager; Odelle Hadley, Ph.D., Senior Monitoring Specialist; Lynn Harding,
 Administrative Services Manager; Robert Wyland, Air Quality Specialist; and
 Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 10:02 a.m. Cooper asked for introductions of Board, staff, and any public in attendance. Board, staff, and counsel are listed above. Nelson noted closed captioning will be used.

Cooper asked if there were any changes to the Agenda. Brotherton moved approval of Agenda, the motion was seconded and carried unanimously.

CHAIR REPORT

Annual Meeting - Election of Officers

Cooper noted we will need to elect both a Chair and a Vice Chair, noting it is a 2-year term. Cooper asked for nominations for Chair. Neatherlin nominated Cooper as Chair, the nomination was seconded. Cooper accepted the nomination. Cooper called for the question. The vote was unanimous.

Cooper asked for nomination for Vice Chair. Mejia nominated Brotherton. Brotherton accepted the nomination. Cooper called for the question. The vote was unanimous. (Warne arrived 10:10am)

Cooper asked Brotherton to give an update on the Finance Committee meeting.

Brotherton stated the third quarter of FY2022 is looking good with our revenues at 83% and expenditures at 69%. It doesn't appear at this time we will have to use any of our contingency

funds. Brotherton stated the committee also began discussing the draft FY2023 budget. The full budget will be brought to the full Board in June. The committee did make suggestions to staff to limit the options. We discussed variables of CPI and fees and asked they be narrowed to lower CPI options. One item on our agenda was not discussed but will be discussed during Harding's report to the Board this morning. Cooper added the actual CPI for the year, per our policy, is 7.4%, which is not what we are considering, the committee is looking at several options.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

UNFINISHED BUSINESS

2022 ORCAA Board Work Plan

Johnston noted he and D. Moody put this together and has been discussed with Cooper and Brotherton. Johnston felt it would be a helpful tool for him and perhaps it would be helpful for the Board. Johnston shared the document explaining we have populated it with items for the upcoming meetings, however it is a work in progress. As items come to mind, we can suggest dates and get them in the document. Johnston noted if members have any items to add, let us know and we will certainly work them in. Johnston pointed out the second page is another table we are using as a placeholder for items that have come up in conversation. Once we find a good time to include them in a meeting, we will move them to the agenda.

Johnston touched on a few items, noting May we included a 90-day Executive Director review and a presentation regarding our Emissions Inventory. The workplan is a working document and will likely change as we move through the year. Cooper noted once we begin work on the strategic plan it will cause changes to this workplan. Johnston agreed.

Vazquez noted her appreciation for the effort as it helps to have an understanding of what is going to be on the agendas for upcoming meetings.

Johnston noted in August we have a note regarding the Rule 1.11 and 1.12. This is an annual update we make, changing a date in our rules. We are considering a resolution to allow us to move forward on this action each year without having to bring it to the Board.

Cooper asked if there were any questions or comments and stated he would like to adopt the document. There were no questions or further discussion. Cooper asked for a motion to adopt. Brotherton moved to adopt the work plan. The motion was seconded and carried unanimously.

NEW BUSINESS

Review Performance Measures for ORCAA Executive Director

Cooper reminded the board we are tasked, in Johnston's contract with 2 things in the first 90 days. One was setting performance measures for his first year—what are we looking at and what do we want to see in process or have happen that first year. Secondly, we wanted to do an informal 90-

day review of performance. Cooper explained he and Brotherton have been working with Johnston to bring forward the performance measures included in the packet.

Cooper stated we can plan an executive session to discuss performance at the May meeting, then bring Johnston in and do a check-in as a group. As a second option, Cooper continued, if the discussion takes too much time, Brotherton and Cooper could do the performance check on behalf of the Board following the meeting and then report back. Cooper noted he has been really pleased with Johnstons' work thus far; talking to all the members, meeting with staff and generally done a phenomenal job getting his brain wrapped around ORCAA. Cooper asked if there were any questions before we have Johnston walk us through the document. There were none.

Johnston explained he had developed this after several conversations with Cooper during his first month. Once drafted he has shared and discussed it with both Cooper and Brotherton. Johnston noted it is not exhaustive, but it was important to him to have SMART measures; things that are specific, measurable, achievable, relevant and time bound.

Johnston went over each measure explaining how important the strategic plan is and how it will also play a part in other areas, such as succession planning. Johnston noted there are several staff who have been with the agency for 30+ years and we need to gather and share their knowledge with staff. Continuity of operations and IT updates will need to be looked at to insure our infrastructure is strong and secure. Johnston stated he would like to have something in place a year from now so when we start the next fiscal year (2024), we have a plan.

Vazquez asked a question related to enhancing technology, have we filled the IT position? Johnston stated we have, and our new staff member will start on Friday. Johnston stated he will give an update during the director report.

Johnston, noting he has a tight knit, well run team, there hasn't been any real performance measures set for staff. The agency performance management item (number 2 on the performance measures document) ties in well with strategic plan, Johnston explained, and he feels it is important to implement it sooner than later. Johnston felt developing goals, etc., with managers would be a great start. Vazquez stated if feedback on performance management is needed, she is happy to assist. Johnston stated he may, very well, reach out for assistance.

Moving on, Johnston stated we have a resolution stating we will do a salary survey every 5 years. Johnston stated he has reached out to the other local air agencies to get examples of what they have done and who they have worked with. We hope to launch something in the coming months.

Johnston continued stating he was thankful McNair and staff started the budget process early. He stated the budget has been a major focus these past 3 months. Johnston noted he has been meeting with the management team, and spending quality time with Harding to get up to speed on the full budget.

Johnston explained, while he has been working closely with the management team, he has made an effort to meet one on one with every staff member. Johnston also noted he has met with all the Board members, except one, at this time.

Johnston attended a meeting with the Clallam County Board of Health at Peach's invitation and has an invitation from Warne for a meeting with Grays Harbor in a couple of weeks. Johnston stated he has also met with Josh Cummings of Thurston County and will continue to have conversations with other stakeholders/partners in our jurisdiction. Neatherlin added Mason County Director will be contacting you for a presentation at the Public Health meeting which will include members of the

Building Department.

Cathey wanted to apologize as she is the one person Johnston has yet to talk to. She would like to say we don't need a long conversation as she sees he is doing a great job and she is grateful he is with ORCAA.

Moving on, Johnston explained he is interested in board evaluation, but is also really interested in staff's feedback as well. Johnston stated he didn't have a good avenue in getting staff feedback, yet, but has been putting some thought into that. Cooper noted we have offered staff to give feedback during semi-annual performance evaluations via the Chair. Cooper stated, if Johnston was ok with it, he'd have D. Moody send out a note to staff during evaluation time, allowing them to send comment. Johnston stated that worked for him.

Cooper noted we have included the Executive Position description for reference, along with the performance measures document. Cooper stated this is a great start for someone who has been here less than 90-days. Cooper asked the board how they feel about the upcoming process and the document. Cooper noted if everyone is ok with it, he was open to adoption today or we can bring it back next month. Cooper added it is important we adopt it prior to the budget as it is an important piece of what the Finance Committee will be bringing to the Board.

Vazquez stated this covers all the things she felt we should be working on, and it sounds like we'd be moving in right direction. Vazquez moved adoption of the performance measures as presented. The motion was seconded and carried unanimously.

Cooper thanked Johnston for his work and stated we would hold an executive session next month to discuss Johnston's first 90-days and then bring him in for further discussion. Cooper noted this is a huge landmark for ORCAA to have these performance measures and an annual work plan in front of us.

DIRECTORS REPORT

Compliance Manager Update

Mike Shults, Compliance Supervisor is filling in for R. Moody. Shults noted if anyone had any questions during his discussion to let him know. He stated he wasn't going to go over the report but wanted to touch on just a couple of things. Shults noted the photo of the pollen in the packet. We had received several calls from people complaining about dust' on their vehicles. Staff went out and collected some and had it analyzed, this photo is what we received back, along with the explanation of the type of pollen. It was a bit of a unique situation, and we were glad we were able to work with the Forester, Chris Baus of Department of Natural Resources, to get answers for our constituents.

We recently were approached by a student working on her Bachelor of Science degree at University of Washington. She needed hours with environmental government work so requested to team up with ORCAA. Rob Wyland, Air Quality Specialist, spent a day with her in the Port Angeles area showing her some of the work we do. She was very appreciative, and it was a good experience for all involved.

Shults stated he accompanied EPA on an inspection recently. He noted this was an unusual thing for us. Typically, we have done joint inspections, with us leading, but in this instance, we were invited to attend the inspection with them. The site we visited was Pacific Veneer in Aberdeen. Apparently, someone called EPA with concerns and EPA wanted to follow up. Shults did note the

preliminary report showed no serious findings, although there will be a follow-up meeting in the next few weeks.

We are losing one of our staff, Shults stated. Allie Feidt, Air Quality Specialist, has been here for just over 3 years and has decided to move on as a civilian employee with the Navy up near Bellingham. She will be continuing with environmental work, and they are gaining a good employee. We will have her through the end of April. Shults added we will be posting for a new Air Quality Specialist and hope to have someone in place soon. Shults asked if there were any questions.

Myers asked about Westport LLC's has several maximum penalties for six different violations. Myers asked if we have heard if an appeal is coming. Shults stated R. Moody and Johnston are working with them and we are not aware of an appeal forthcoming. The issue is an emissions inventory and usage problem. Shults stated his understanding is they were using materials they were not approved for which changed their emissions. They are required to report every month and as long as they continue to use this material, they are in violation of their permit. Shults noted, because they continue to use the unpermitted materials, it is likely there will be additional violations in the coming months.

Johnston added we are working closely with them and in constant conversation to find ways to get them back in compliance. They are having trouble getting their low styrene resin so it may be awhile before they are back in compliance.

Engineering Manager Update

Goodin noted Brady Trucking in Shelton is a proposed composting facility in Mason County. Their current proposal shows them producing something on the order of 50,000 tons of finished compost per year. Goodin stated he feels we will see more and more composting operations throughout our jurisdiction. In this particular proposal, Goodin explained, they will be diverting a certain amount of food waste from going to a landfill. We will continue working with them on this permit. Cooper added the state passed new legislation around composting that will greatly increase it across our region.

Another case, Goodin continued, is the City of Yelm Wastewater Treatment Plant. They do require a permit and it is an existing plant that is upgrading their headworks and odor control, as well as some other additional upgrades.

International Paper is another permit worth mentioning. They have requested a Synthetic Minor Order. This type of permit establishes limits, or caps, on their emissions to keep them out of the Title V program.

Goodin wanted to explain why Washington State Healthcare Authority is still on our list. It seems the generator they are using is not able to be permitted as requested. We have let them know and they are currently investigating options and we are waiting for a proposal from them.

Cooper asked where International Paper was located. It was noted it is off Union Mills Rd in Thurston County.

Senior Air Monitoring Specialist Update

Hadley noted March air quality was all good and we got 100% data collection. She noted winter averages of 3-4 micrograms per cubic meter, while summer was 5 micrograms per cubic meter, but has noticed the numbers have been coming down, maybe partially due to our woodstove reduction programs.

Hadley stated she did not have time to plot data for the Grays Harbor Saturation Study this month but will have it ready next meeting. The solar panels came in and Hadley is currently testing them for our PurpleAir Sensors. Hadley, reminding the Board that Rob Wyland has taken over as her assistant monitoring specialist. She continued with his training and has now visited all our sites except Lacey. He has demonstrated his ability to do the basic quality checks on his own. Next, we will train him for maintenance. Hadley added the student Shults mentioned, was shadowing Wyland and he did take her to one of our air monitoring sites as well.

Hadley stated there were far too many trips to Cheeka Peak this past month. We usually go up once a month, but we had issues and traveled up there 3 times. On a happy note, Hadley added, we did get approval for funding the Cheeka Peak infrastructure upgrades. We are still working with EPA on the work plan and final budget, but we expect to have the funding available by September.

Hadley explained she meets with a group that is responsible for the Washington Smoke Blog. It is typically active in the summer, and she works with Ecology, Department of Health and US Forest Service. We partner together to write blogs for the post to keep the public informed of wildfire smoke episodes. Hadley explained these agencies have had major staff changes but they continue to do what they can to keep the blog up to date. The link to the blog is in the packet and Hadley stated it is a good resource.

Cooper asked about some information he had heard regarding the Washington Air Quality Advisory, are they doing away with that? Hadley stated the last she heard they were going to switch over later this month. Hadley stated she will contact Ecology and have D. Moody send the information out.

Prior to moving on, Hadley recalled the conversation regarding the Yelm Wastewater facility. Because of the construction, Hadley explained, Ecology is having to permanently move the ozone monitoring site to Lacey, and it will be the official Thurston County site.

Communications Manager Update

Nelson noted the winter months have been slow for woodstove change outs. Most people aren't willing to lose their wood heat during the cold months. We are confident, come spring, we will see an uptick in applications for both replacement and recycling. Nelson added there is still the issue of low inventory and supply backlog of heat pumps. We will continue to process applications and we expect our suppliers will be working with the customers and keeping us informed.

On the recycling side, we expect to see that move a bit more. We plan to coordinate with national Air Quality Awareness Week (May 2-6) and push promotional advertising in all 6 counties. During that week we will also discuss wildfire smoke preparedness people should be looking at early before we get into smoke season.

Nelson stated this coming Saturday is National Citizen Science Day. We have just published a blog post and press release about Purple Air sensors and other personal air quality monitoring devices, how people can use them and participate in the global push to get more personalized data gathering. Similar to the growth of personal weather stations in the past decade with the data being pushed out to sites like Weather Underground. We are seeing more PurpleAir devices and expect to see other types as well.

Johnson asked if everyone is on Nelson's email distribution list? If not, you should be, as it is a great resource. Nelson shared the link to sign up.

Administrative Services Manager Update

Harding noted Thurston County will be increasing our accounting fees for payroll processing. We were able to get the increase deferred until July. Harding wanted to thank Thurston County for the services, but because of the increase in cost, we are looking at alternatives. We are considering Automatic Data Processing (ADP), upgrading our current in-house software module, or staying with Thurston County. The costs involved; ADP \$125 a month, update our existing software is \$245 a month, or staying with Thurston County at \$1800 a month. Harding stated she did some research and has determined ADP will meet our needs, not only in cost, but in terms of security of our staff's information as well.

Harding shared we have received acknowledgment from AWC that we have received our WellCity award. This means we will receive a 2% reduction in our medical premiums. Harding noted it takes staff participating in our Wellness program to receive this award.

Executive Director's Update

Johnston noted we have had a variety of excitement over the past month, some not so pleasant. We had a couple vehicles in our fleet vandalized and the catalytic converters stolen. The transformer out by the road failed, caused us some server issues. This was a tough time to be without an IT specialist, so it was a bit of a challenge. Nelson has been our honorary IT person, and while our website was off for a couple of days, it did happen over a weekend, when we have less traffic. Once PSE replaced the transformer, Nelson was able to get most everything back up and running. There were several hiccups, but for the most part, we are good to go. Johnston also noted we are upgrading our office bandwidth very soon.

The good news is we have hired Christopher Krause, who will be starting on Friday. We have a long list of things to get him up to speed.

Johnston stated we had a good conversation with the Finance Committee this morning and he wanted to thank not only Harding, but D. Moody and the other managers for pulling everything together. The budget was a bit more complicated; we had more uncertainties; you have a new director stepping in and a very high consumer price index. There has been a lot of discussion around how much fees and salary increases are going to affect the budget.

As Shults noted, Johnston continued, we are losing Feidt at the end of the month. She has been a great contributor for the past 3 years. She will be hard to replace. We will be recruiting, looking at all 3 levels of compliance so hopefully we'll get a good pool of candidates.

Johnston explained he has been in several conversations with some of our sources regarding compliance issues. There are several outstanding large penalties we are having conversations about. We are working with them to get them back in compliance and then we will work on coming to an agreement around the appropriate penalties. We have also been having some issues around outdoor burning in homeless encampments, but we are working with Lacey and Olympia.

Johnston noted he didn't have any further updates, but asked Myers to give a brief update on the 350 litigation.

Myers noted the trial court dismissed the claims that were brought on our motion because the plaintiffs lacked standing. It was appealed and the plaintiffs sought direct review in the Supreme Court. The response to their motion for direct review is due Thursday and we are in the process of

filing that we are opposing direct review. We believe it needs to go through regular review at the Court of Appeals. Our paperwork will be filed tomorrow.

Cooper noted all elected officials here have to file their F1 obligation to the public disclosure commission by Friday. He stated if anyone has any questions about how, or if you need to list your other assignments, Myers assisted us in the past and can answer those questions if you reach out to him.

GOOD OF THE ORDER

There was nothing for the good of the order

EXECUTIVE SESSION (per RCW 42.30.110)

There was nothing for Executive Session

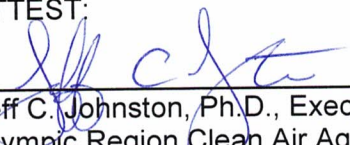
ADJOURNMENT

The meeting adjourned at 11:28 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 13, 2022, in Olympia, Washington.

ATTEST:



Jeff C. Johnston, Ph.D., Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 5/11/2022