

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

**BOARD OF DIRECTORS MEETING – via Zoom**

August 12, 2020

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

Members absent: Mary Ellen Winborn, Clallam County  
Mike Runyon, Pacific County

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

Staff Present: Fran McNair, Executive Director; 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 10:00 a.m.

Cooper asked for approval of the Agenda with a minor adjustment. We would like to move the Director's Report Item 2 – Engineering Update to occur immediately following Consent Agenda. Pratt moved approval of the agenda as amended. The motion was seconded and carried unanimously.

**CHAIR REPORT**

Pratt noted the Finance Committee met prior to the Board meeting. She noted we did well and ended with a net income of \$62,668. Harding will give another briefing during her report. Cooper clarified it was year-end 2020.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

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

Cooper noted we would now have the Engineering Update in order to allow Goodin to excuse himself early.

Engineering Program Update

Goodin explained Ascensus is in Elma and is currently a major facility in our jurisdiction. They have applied to become a minor facility. This process is a formal permitting action where we will impose limitations on their emissions to keep them below the major thresholds. Goodin added Ascensus is

a large chemical plant that is truly a complicated and sophisticated facility. They have many safety precautions and we are comfortable with them switching from major to minor status. They will get the same level of regulations, they just get out of the major source program, paying a lesser fee. Pratt asked what types of chemicals are found at Ascensus. Goodin noted they primarily produce Sodium Borohydride which is used in the pulp and paper industries. Goodin suggested Jennifer DeMay, the engineer for this facility, give an overview of their facility at a future meeting.

Goodin continued, noting Sierra Pacific Industries (SPI) has a list of applications on the report. They are currently going through an AOP renewal; however, it is currently on hold while we work through their construction permit. We are working with SPI and Ecology regarding lumber dry kilns and increasing their capacity.

Silver Springs Organics, Goodin noted, is a compost facility in Thurston County. They are our largest compost facility and they have requested to increase their capacity. We are waiting for additional data from them before we can get their permit done. We have had some complaints at the facility, so we are taking a very close look at this case. We are thinking this permit will go through the 30-day public comment period.

Cathey asked if ORCAA is already receiving complaints, would you really consider letting Silver Springs expand? Goodin explained, we still need to consider their options and we hope they can have controls in place to keep the odors at current levels, or less. Cooper asked if they have room to expand. Goodin explained their square footage isn't increasing, they are proposing to go from windrows to one large "sheet" of material. We are being cautious. Cathey expressed her concerns about the ongoing issues at the facility but was glad to hear ORCAA staff are looking at it in a cautious manner. Myers asked if Silver Springs was just increasing volume or, are they adding different product. Goodin explained they are proposing to increase volume only.

Menser asked how Major/Minor source is determined, regarding Ascensus. Goodin noted it is a complicated answer, but in short, Ascensus is major for methanol, meaning they have the potential to emit more than 100 tons per year of methanol. However, Goodin continued, their actual emissions have been well below that, so they are eligible for a Synthetic Minor Order.

Cooper asked for a rundown on the change for the capitol campus. Goodin explained for years we have regulated the various buildings individually. After some discussion with other jurisdictions and EPA guidance we are now going to consider them as 1 large source. This does put them in the AOP realm, but they are requesting to take a limit to remain in the minor source realm. Cooper asked if they will be reevaluated if they go above their limit. Goodin stated yes.

## **NEW BUSINESS**

### **By-Laws amendment**

Myers stated he had sent a memo out with his opinion. Basically, he was asked to evaluate the existing By-law language to see if a change needed to be made regarding the restrictions to meeting attendance that has been caused by Covid-19. Myers noted he feels the language we currently have gives the Board the power to address the 50% limitation. The current language limits members to 50% of the meeting can be done via phone/virtual, unless there are extenuating circumstances. Myers feels the Governor's proclamation supersedes the limitation and provides extenuating circumstances as a matter of law. The ability to declare extenuating circumstances lies with the Board and you can address that on a Board-wise basis if you feel virtual meetings should continue, or if individuals have needs such as quarantine issues or other needs to attend remotely, that isn't due to just convenience. Cooper felt a conversation regarding travel and our mission will need to take place once the Covid issue has passed.



### Personnel Policy-Reduction in Force/Furlough

McNair stated she had sent a draft of the furlough and reduction of force language to the Board. McNair went over each section with a brief description. McNair did note the 'shared workload' program is something we would have to apply for, and get approval, as needed.

Pratt asked if staff has had a chance to preview the documents. McNair stated management staff and our attorneys have seen them. Cooper asked if staff had any comments. McNair noted it was only the managers group and they have made changes. We have verbally talked to staff about it, however they have not seen the document.

Cormier noted the county did a volunteer furlough program where they allowed employees to collect a certain amount of unemployment and what happened was our unemployment insurance went from about \$50,000 to about \$450,000 a year. Long term there is no savings, but it is good to have it as an option. McNair did note ORCAA could initiate a voluntary separation program, not the staff person. There were no further questions. Pratt did note she wants to make sure staff is comfortable with the policies. Pratt also noted she hopes we never have to use the policies as we don't have enough staff as it is.

McNair noted she would incorporate it into the Personnel Manual and bring it back to the Board in September.

### Rule 1.11 draft

McNair noted Robert Moody is out in the field and she will be taking care of his agenda items.

McNair stated this is our annual change to the Regulations regarding Rule 1.11 that allows us to be consistent with federal regulations. The change includes just a date change from July 1, 2019 to July 1, 2020.

We need approval to file the CR102 and set a public hearing for the October meeting.

Pratt moved approval of the Rule 1.11 change. The motion was seconded and carried unanimously.

## **DIRECTORS REPORT**

### Compliance Program Update

McNair noted staff has been out doing inspections and dealing with complaints. McNair stated if there were any questions, she would do her best to answer them. Brotherton asked what kind of response does ORCAA make when someone complains about an agriculture issue. McNair explained we do try to work with the entity regarding what is causing the odor. We try to work with them regardless. Pratt asked what we do with continuous issues when the problem is not taken care of. McNair stated we continue to work with them.

Menser asked if people only give partial names, how do we deal with this. McNair explained we do our best to get as much information as possible. We do utilize the county assessor's office if necessary. We also send out targeted mailers to cover large areas.

### Air Quality Program Update

Hadley explained she is covering both June and July. As for June, we had almost complete data, with issues at Port Townsend due to data logger failure and Cheeka Peak having power outages. July had similar data and issues at a few sites.

We did have some higher values in July, due to Independence Day celebrations. Hadley did city-shame Aberdeen noting they had the highest values in July. Raymond and Lacey did have higher values as well, but still below the standard.

We have finished the Mason County Saturation study and have retrieved our monitors. Hadley noted all the monitors measured quite similar concentrations. Hadley added, the Purple Air monitor that is co-located with our permanent site is still in place. Our plan is to put the Purple Air monitors out with our other sensors so we can start providing support to the public network for data correction. We hope to get a few new Purple Air monitors to place in Grays Harbor.

We continue to collect Ozone data and the graph shows it is consistent. Hadley noted the peak for Ozone is typically around 4:00 p.m. each day. Hadley added the Cheeka Peak Ozone graph in the July chart to show the baseline of Ozone in the region. We remain well below the standards for Ozone.

Hadley explained EPA has started an air sensor pilot project and will be using the Purple Air sensors. At our most recent meeting, there were concerns of people using the Purple Air data and we needed to address applying a correction factor across the country. Hadley had a link that will take people to the EPA study, once it goes live.

Hadley added, we are working to finalize the Community Toxics study. It was noted, once it is finalized Hadley will give a brief presentation to the Board at a later meeting.

We are also working with Ecology on a pilot study in Raymond and Lacey. They are looking at Ethylene Oxide in those communities.

### Education and Outreach

Nelson stated he was finalizing the amendment on the woodstove program to request and receive an additional \$35,000. The program has been strong, and we have allocated all of the funds we initially had set aside for Thurston County. Mason and Clallam county have not been quite as strong; however, the amendment will combine the funds into a regional pool so we can use all of the funds allocated to us, regardless of the county.

We are still seeing some complaints, Nelson continued. Nelson stated he is working with compliance by sending out a flier to a specified area in Mason County where trash burning is an ongoing problem.

### Finance/Administrative Update

Harding gave a brief update on the 2020 year-end finances. Harding stated the year ended June 2020 and the finance committee discussed it at our meeting this morning. With a \$2.4 million dollar budget, we exceeded that in revenue. We brought in about \$25,000 over our budget line for Notices of Construction. Harding noted we exceeded our annual registration as well, most likely due to late fees and a few new sources. Asbestos was slightly under; however, we exceeded our Land Clearing budget by double. At the end of our budget year, we were able to deposit \$62,000 back into our general funds.

We were slightly under in expenditures.

Under the fund balance sheet, Harding stated we started the year (July 1, 2019) with \$1,658,000 and ended (June 30, 2020) with \$1,721,000. We did have a lot of workload activity in the Title V program, thinking we would transfer \$32,000 into our contingency fund, however we overspent in



that program and had to use contingency fund. We end the year with a little over a million in unreserved balance.

Harding also wanted to mention the Wellness committee continues to do what they can remotely. We send out emails reminding staff of the benefits.

We still have 8 of our 9 tenants, Harding stated. We have our vacant space advertised – one-person office on the second floor.

### Executive Director's Report

McNair reminded the Board we hired a janitorial service almost a year ago and it has been going well. We plan on renewing their agreement in September. McNair noted most staff are working remotely and we don't expect that to change until we have a vaccine. Staff has been made aware of how critical it is to remain productive. Some staff have come in on occasion, while we have a core group here daily. McNair noted she wouldn't be surprised if we are still working under these conditions in the Spring. Using Zoom has been workable for Board meetings and we feel comfortable working this way until we at least have a vaccine. McNair did note that all staff are healthy and as far as we know, no immediate family members have been impacted by Covid. We continue to remind staff to be very careful.

McNair noted annual registration invoices were mailed out and we are getting payment and feel this is a good sign that people are still working. We continue to meet with staff via Teams, which isn't as efficient as having staff in the office, but we are making it work. Staff is working hard, and some are taking time off. We are emphasizing mental health is important, so we encourage staff to get out and do things, access resources that are needed.

### **GOOD OF THE ORDER**

Cooper asked if there was anything for the Good of the Order.

Brotherton was interested in biochar and ORCAA's ability to incentivize burning and the use of biochar as an effective tool. McNair stated there has been some conversation regarding biochar modeling or testing. She was not aware of it going anywhere. McNair felt Goodin may have additional information. Brotherton felt it was a good option and takes no technology. You smother the fire and it prevents smoke and you sequester the carbon and have productive by-products, Brotherton state. McNair stated we could have Goodin get back to him for specifics.

There was nothing further to discuss.

### **ADJOURNMENT**

The meeting adjourned at 11:23 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 August 12, 2020, in Olympia, Washington.

ATTEST:



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

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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: \_\_\_\_\_

9/9/2020