

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

BOARD OF DIRECTORS MEETING – via Zoom

August 10, 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 Bill Peach, Clallam County Randy Neatherlin, Mason County Carolina Mejia, Thurston County
Members absent	Jill Warne, Grays Harbor County Mike Runyon, Pacific County
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; Mark Goodin, Engineering Manager; Dan Nelson, Communications Manager; Odelle Hadley, Ph.D., Senior Monitoring Specialist; Nancy Wood Siglin, Air Quality Specialist; Bryson Downs, Air Quality Specialist; and Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 10:02 a.m. and asked for a quick roll call of members and staff.

Cooper asked for a motion to approve the Agenda. Brotherton moved approval of the Agenda. The motion was seconded and carried unanimously.

CHAIR REPORT

Cooper explained the Board is to do a 180-day evaluation for our director. Cooper noted Johnston's 90-day review was fairly comprehensive and we had a strong report that he added to his file. Cooper noted his plan would be to get a 180-day update from Johnston during his report. If any member feels we need an executive session we can do that.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

DIRECTORS REPORT

Compliance Manager Update

Shults noted we are currently in burn ban season for our entire region. Burn ban season allows our team more time out in the field doing inspections. Shults added he and R. Moody recently met with new fire marshal in Mason County, Randy Collins to discuss ways we can coordinate and work together.

Shults stated we are fully staffed in compliance. We recently hired 2 new members of the team and had the best candidate pool we have had in years. Shults introduced Nancy Wood Siglin and Bryson Downs.

Wood Siglin gave a brief background, noting she has 25 years in wood products industry where she managed air quality and water permits. She noted she is excited to join the team. Shults added she has been involved with some of our regulated sources, we are happy to be able to utilize her expertise.

Downs gave brief background noting he had been in the asbestos abatement industry for the previous 8 years, and as a supervisor for the last 4 years. Downs stated he is happy to be on board and looking forward to assisting ORCAA in their asbestos program. Shults added he and Downs have already been out in the field, and we look forward to him bringing his experience into our asbestos program.

Johnston explained we were down 2 inspectors for a period of time. Nancy has been here for a month and has been spending a lot of time with the compliance team getting up to speed. Johnston wanted to point out many staff came together to help make sure work was done while we were down. We are very pleased to have the new team members here. Johnston also noted Wyland was promoted from an Air Quality Specialist I to Air Quality Specialist II. He came on board a year ago and has been a great addition to the team. He has learned a lot this past year and has been working closely with Nancy getting her trained and up to speed.

Engineering Manager Update

Goodin had no permits to highlight but was available for questions. Goodin noted the team has been working on permits and doing some visits to some planned facilities and some facilities that have started various aspects of construction without securing permits. A lot of our work over the past month has been assisting these businesses in submitting applications.

Johnston noted a couple of the sources Goodin was talking about are up in Clallam County and Johnston had discussed these with Peach.

Senior Air Monitoring Specialist Update

Hadley noted June air quality shows all good days. We did lose one day of data at our Lacey site due to datalogger failure. In July, Hadley continued, we had 100% data collection and 1 moderate day in Aberdeen on July 4. Hadley noted the higher numbers in July were on July 4th and 5th.

Our Grays Harbor Saturation Study is doing well with many, many sites. We are still using the PurpleAir sensors, and you can see in Oakville we had one day that registered right over the unhealthy for sensitive groups. We suspect there was a burn nearby as it was very localized. On July 4th you can see a peak at several sites, but very high at our Aberdeen site.

Moving on to our ozone slide, Hadley stated, we are still collecting data at Lacey and both analyzers are correlating well. Hadley did note, even on the very hot days, when we expect to see higher values, the levels were still good.

Hadley stated she had made a couple of trips up to Cheeka Peak. One trip was to do an audit with Ecology and then a trip working with a UW graduate student to plan for installation of ASCENT instruments.

Hadley stated she has been working closely with the Northwest Air Quality Forecasters on the smoke blog (wasmoke.blogspot.com). Hadley encourage everyone to follow the blog as it is most updated information with regards to wildfires in Washington.

Hadley added, she did install a sensor in West Aberdeen. We installed this on at the request of some environmental activists in the community. A sensor was also installed at Blue Heron Middle School.

Hadley attended the Northwest Airquest meeting, virtually, on June 28-29.

Cooper asked if adding new equipment now will be an issue with the new infrastructure plan at Cheeka Peak. Hadley stated it will not be an issue. The new equipment will fit in current trailer, and we move it to the new trailer once it is in place.

Cooper asked Hadley to give a briefing on final design when it is ready. Hadley noted the proposal will be coming before the Board for approval.

Carolina asked about a recent Rochester fire. It was noted about 50 acres burned and she was wondering if that affected the numbers? Odelle didn't see anything on the air quality monitors indicating an issue.

Communications Manager Update

Nelson stated woodstove replacement and removals are up. A substantial number of heat pumps are being placed in both Thurston and Mason county. Nelson noted that while the equipment backlog appears to be caught up, unfortunately they are now waiting on labor and time.

It is summer outdoor burning ban season. All 6 counties have called a fire safety ban. Our staff doesn't do a lot with regards the summer ban other than complaint response.

Nelson explained we are working with a contractor on our website redesign, as approved in the budget. The contractor we hired jumped in feet first and has been working on the redesign. They have completed the research portion, interviewed key staff, and got feedback from the other staff and several Board members. Nelson explained we have huge deficiencies with regards to integration with our database. Currently we get emails of our online reports and then staff have to key the information into our database. The team has found some tool options and an add-on to our contract to restructure the website and better integrate it with our database. The additional cost of \$6,000 will save us a lot of money in the long run and make it easier to integrate with a new database in the future.

Johnston added we are very excited about the work being done. Johnston added he, D. Moody and Nelson met with the contractors yesterday to view the initial structuring and how they are thinking of organizing the site.

Brotherton asked about working on the SEO (Search Engine Optimization) for the website as well. Nelson stated the team is very well versed in SEO and will also be working on our social media integration.

Nelson noted ORCAA will have a booth at Harbor Days. Multiple staff will take turns attending and staffing the booth for the entire weekend. We are contemplating a presence at some of the small farmers markets that allow informational booths. Nelson noted Mason County denied us, noting they only do crafts and food booths. Neatherlin stated that was incorrect and if needed, he could put staff in contact with the correct people.

Cooper asked if the database integration will eliminate the need to update database. Nelson stated it would not.

Executive Director's Update

Johnston noted Harding is out but wanted to let the Board know we have successfully transitioned from Thurston County payroll to ADP. It was a lot of work, but everything is going well. We had been with Thurston County since 1968 and Thurston County was helpful and supportive during the transition.

As for budget, Johnston stated, we have completed our fiscal year and ended up putting almost \$178,000 back into general fund. The savings came from staff vacancies and from penalties. Johnston noted it means more money to invest in things such as a database.

We do still have one vacant space in the building, it is being advertised so hopefully something will come of it.

Johnston stated our annual invoices have gone out. D. Moody and team sent out almost 700 invoices to our sources. The invoices went out August 1 and payments have already been coming in.

There has been a lot of focus on hiring and we are happy to have Wood-Siglin and Downs on board. We have also hired a building grounds and maintenance person, Dave Nelson. Nelson has a varied background including 12 years managing a conference center in Port Orchard. He is also a substitute teacher in Tumwater, Olympia, and Tenino school districts.

Also, in the 2023 Fiscal budget we included a 17th position, a records specialist. Hoping to get recruitment started soon. Cooper asked if the new facilities member has done upgrades to the back area and if so, were pictures sent to McNair. Nelson noted we have taken pictures and sent them to her.

Johnston noted with regards to outdoor burning in the cities, we have had conversations with cities staff and once we explain why we are proposing the change, we are getting support. Several stakeholders noted it was important to not make a bigger deal of this than it is. Johnston noted he is working with Nelson on a communication plan; outlining the various steps. Nelson will then produce a one-page focus sheet, highlighting why we are doing it and why it isn't a necessary regulation anymore. Next step will be meeting with key stakeholders, such as homeowner associations. Johnson noted it would be beneficial to have a subcommittee of the Board to discuss what we are hearing and then report back to full board. Cooper suggested adding someone from outside Thurston County to the committee as it won't create a quorum.

Cooper appointed the subcommittee of Cathy, himself and Vazquez and asked if anyone else would like to be on board. Brotherton offered to sit in as well.

Johnston noted it was likely people have been following the Inflation Reduction Act of 2022. The Federal legislation passed the senate on Sunday and is now waiting on the House. The document is 755 pages with a lot of incentives for a wide variety of efforts related to reducing greenhouse gas emissions. The other air agencies will also be keeping watch on this and looking for opportunities.

Regarding his review, Johnston noted the first 6 months have gone by quickly and he feels it has been a busy but productive time. There have been a lot of things to focus on, hiring being a key item. The Network Administrator left the agency shortly after Johnston began working and we were able to bring on Krause pretty quickly. We also have 2 new air quality specialists and a building/grounds maintenance person and are working on looking into hiring a records specialist.

Johnston noted he has been meeting with different groups throughout the jurisdiction and several staff have been included in the conversations. It was noted meetings occurred with Clallam and Jefferson County Boards of Health, and meetings with the Mason County Board of Health and Community Services department are scheduled. Earlier this spring we met with the Grays Harbor planning and building departments. We recently met with staff at the Port of Grays Harbor and the Executive Board of Thurston County Fire chiefs.

Budget development was also a focus, Johnston continued. Johnston added he has a wide variety of day-to-day things coming across his desk. He feels it has been a very productive 6 months and he is very energized about the work.

Johnston did want to make sure the Board knew it is a team effort. Johnston stated he really appreciates the ORCAA team working with him on various tasks.

Cooper noted a comment from staff stating Johnston handled the turnovers in staff quite well. Johnston noted updating the agency's strategic plan has been delayed due to hiring and other priorities. Johnston hopes to move forward with the strategic planning process this fall. Johnston stated he has been working on agency performance management and has developed a performance management plan process based on his experience with the State. We now have a form and template and he had completed them for the engineering and compliance managers. His goal is to compete the other managers, and they will complete their staff, hopefully by the end of the year or early 2023.

Johnston explained he has also been working on the salary survey. He has had several conversations with consultants, and he hopes to have it done by early 2023 so the results can be built into the next fiscal year budget. The salary survey is a key focus currently.

Johnston did want the Board to understand he does feel the strategic plan is important and wants to work on it, but he also wants to make sure it is done right and doesn't become something that just sits on a shelf. Cooper and the Board agreed.

Cooper noted there were some comments from staff on the chat: *"The office morale has increased. Jeff has been doing a great job."* *"We appreciate him and his hard work."* *"Jeff brings strong leadership, organizational skills and ideas to ORCAA."* *"Very glad to have him leading us."* Cooper noted these comments reflect his feelings as a board member as well.

Brotherton noted when you have management staff coming out unsolicited like that, it means a lot. Brotherton stated he really appreciates the work thus far and being so proactive with outreach to

Jefferson County, as well as the other municipalities. Vazquez, noting Johnston has a lot of goals, if there is one more thing you had the capacity to do, what one more thing would you like to accomplish. Johnston noted the strategic plan effort is important, but with the potential opportunities coming through whether it's the Inflation Reduction Act or other federal and state monies, it would be useful to have a grant writer. Another idea that came up is to have an energy expert to assist with our permitting. Cathey noted her appreciation of Johnston's leadership style, dreaming for the future, and added maybe ORCAA has an opportunity to play a role in climate change.

Cooper noted the 180-day review is concluded and if the members are ok with process, we will move forward to our next point which is an 11-month review. In January, Cooper explained, he and Brotherton will get together to make the review a bit more formal and include staff. Cooper added he will work with Johnston on bringing forth an updated contract. Johnston thanked everyone for the support and comments, noting his appreciation.

Johnston noted the workplan is attached via a link in the agenda and if there are any additional topics that Board members would like to see on upcoming agendas to let us know.

Myers gave a quick update on the 350 Seattle lawsuit.

EXECUTIVE SESSION (per RCW 42.30.110)

There was nothing for executive session.

GOOD OF THE ORDER

There was nothing for the Good of the Order.

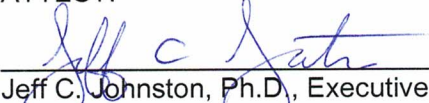
ADJOURNMENT

The meeting adjourned at 11:40 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 10, 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: 9/15/2022