

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

BOARD OF DIRECTORS MEETING – Hybrid via Zoom
April 12, 2023

A video recording of this meeting is available on the ORCAA YouTube channel at:
<https://www.youtube.com/@ORCAADan/videos>

Members present: Jim Cooper, City of Olympia (Chair) (via Zoom)
Greg Brotherton, Jefferson County (Vice Chair) (via Zoom)
Joan Cathey, City of Tumwater (via Zoom)
Jill Warne, Grays Harbor County (via Zoom)
Randy Neatherlin, Mason County (via Zoom)
Carolina Mejia, Thurston County (via Zoom)
Robin Vazquez, City of Lacey (via Zoom)
Dave Tobin, Pacific County (via Zoom)
Mike French, Clallam County (via Zoom)

Members absent:

Legal Counsel: Jeff Myers, of Law, Lyman, Daniel, Kamerrer and Bogdanovich (via Zoom)

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

Cooper called the meeting to order at 10:01 a.m. and asked for a roll call of members and staff.

Cooper asked for approval of the agenda. Brotherton moved approval, the motion was seconded and carried unanimously.

CHAIR REPORT

Finance Committee Update

Brotherton noted the Finance Committee went over the 3rd quarter of our budget and the balance looks to end at \$2.4 million in ORCAA's fund balance. It was noted we are at 83% for revenue and at 69% on expenditures.

We also looked at the Fiscal Year 2024 budget, which will be brought to the Board in May. We are recommending the draft budget show fee increase of 6.3% and a 4% salary adjustment (independent of implementing the results of the salary survey) for the 2024 budget. Cooper encouraged the members to review the proposed budget in the Finance Committee folder prior to the next meeting.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

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

Cooper noted with the vote, we have an approved contract for our Director. Cooper noted he would finalize with letter/signatures.

NEW BUSINESS

Compensation Connections – Market Study

Johnston welcomed Shannon Drohman and Kathy Marek, noting they have worked with us since last fall on the compensation market study, also known as a salary survey. The Personnel/Finance Committee made some decisions on how to implement the results of the salary survey, and we are using that information in preparing our FY 2024 budget.

Drohman, taking the Board through a series of slides, noted Compensation Connections looked at both pay and benefits and found ORCAA was quite competitive overall, however ORCAA could increase the life insurance/death benefit to be closer to the market. It was also noted that some employers utilize sabbaticals to reward longevity, which may not work for ORCAA, but perhaps a different way to acknowledge long-standing team members.

Drohman went through the market study and noted they looked at a lot of sources to find comparable positions, including other air agencies. They also looked at other air and water resource agencies in the area, and other local government agencies. Drohman explained they focused on the job content and qualifications when they did comparisons. They found, on average, 5.4 matches per ORCAA positions and then aged the market data to July 1, 2023, and calculated the 25th, 50th and 75th percentiles of the market.

Looking at the pay range of ORCAA's jobs they were 8% above the 25th, 4% below 50th, and 10% below the 75th percentiles. There are 5 jobs 5% or more below the 50th percentile market. With the suggested changes of the 5 jobs and moving the two lowest paid agency positions to a higher range, puts ORCAA at market (50th percentile).

Johnston stated we implemented the recommendations suggested by Drohman and Marek and brought the draft to the personnel/finance committee and they agreed to have us move forward.

Cooper asked if there were any questions or comments. Neatherlin questioned why we would move someone up to the next step and not just leave them where they are until the step. Neatherlin asked if we could see where we are at the percentile by moving the 5 jobs. Johnston stated he felt it was important in implementing a salary schedule that staff be placed on it. It would complicate matters otherwise. Drohman noted adjusting the 5 jobs and starting at the higher range overall, puts ORCAA on market. (Mejia arrived 10:28)

There were no other questions/comments.

Resolution 281-Air Quality Awareness Week (May 1-5, 2023)

Nelson explained the EPA Air Now program has sponsored Air Quality Awareness Week on a national level for a few years. We have participated in previous years, but formally adopting it seems appropriate. The week runs May 1-5, and each day has a different focus related to air quality.

Mejia asked about the date and wondered what they represent. Nelson explained these dates represent social media pushes to amplify the messages. Nelson added we are working with other agencies to have a pool of information to share. Mejia encouraged the counties who have public health services to also push the messages out during that week on social media as well. Nelson noted the social media coordinators are welcome to contact him. Cooper asked Nelson to forward kit to the Board so they can share the information.

Neatherlin moved approval of Resolution 281 regarding Clean Air Week as presented. Vazquez seconded the motion and it carried unanimously.

Executive Director's draft 2023-25 Performance Measures

Cooper noted we have included in Johnston's contract that he develops performance measures for Board review.

Johnston noted he has a preliminary draft and wanted to note the four items currently on the list. We have a staff of 17 and approximately one-quarter of them could conceivably be retiring in the next 2-3 years, so it is important to focus on succession planning. Updating the strategic plan is important and we want to make sure we are focusing on the right things and the plan is meaningful. Johnston stated the plan ties into refining ORCAA's performance management culture. We need to look at replacing the agency database as we are using an antiquated system. With that, we also need to work on our overall IT infrastructure. We are in need of adding additional laptops, updating our servers, etc.

Johnston noted these are just his initial ideas and is open to additional suggestions. Vazquez felt the list was on point. Vazquez added items 1 and 4 could be clearly linked as you are working on the performance management culture, having part of the process be succession planning for their own position.

Cooper noted Johnston can finalize and bring it back to the Board for approval next month.

DIRECTORS REPORT

Compliance Manager Update

Shults note the compliance report is available and as you can see the team has been very busy. Outdoor burning is picking up which means complaints also increase. Shults highlighted the For Business section of ORCAA's new website. Under Business Assistance there is a list of categories of many of the business we regulate. Shults went over how we handle gasoline stations with regards to permitting and testing requirements. Shults showed how the facilities can also use the site (Tobin was excused at 10:47). A gas station map is available that shows the tests required per site.

Engineering Manager Update

Goodin noted we haven't received a lot of new applications recently but noted this is not unusual as permitting fluctuates quite a bit for many reasons. Goodin did add, this doesn't mean we don't have work to do as the list also includes Air Operating Permits (AOP). Goodin highlighted Interfor Port Angeles. This new lumbermill that had received approval through the Notice of Construction process to establish their facility. They have done some modifications and they are now big enough to trigger an AOP. They have submitted their application and their approval order (permit) is currently in the works.

Cooper asked if there is an update on the Crown Cork & Seal case. Goodin noted the case is moving in right direction.

Senior Air Monitoring Specialist Update

Hadley noted it was requested by Johnston to give a brief presentation on Particulate Matter. The slides were presented and explained by Hadley.

Regarding the monthly air quality for March, Hadley noted we got nearly 100% of our data and all days were in the "good" category. Port Townsend and Shelton lost data due to malfunctions. We still don't have information from Raymond—we are still working on a solution.

Grays Harbor Saturation Study shows some sort of event, possibly a fire early March, in Quinault. Despite the peak at Quinault, nothing went over 10 micrograms meter cubed. This past month we had several site visits and performed quality control checks that are done quarterly. We released the RFP for site improvement work at Cheeka Peak. We did receive one bid and it appears to be an excellent bid so we accepted it and will be working with them to get this project running.

Communications Manager Update

Nelson noted he had attended home shows in Jefferson and Clallam Counties. He also attended a Mason County public event regarding wildfires and community readiness. We are prepping for an Olympia area home show as well as another wildfire event in Port Townsend, and an event in Grays Harbor.

The woodstove recycling program is picking up and it appears we will have similar pool of money for the next cycle, and we will plan on sending in our application early fall.

Nelson stated he has been working with Johnston and the Northwest Air Quality Communicators Group to develop the concept for a shared communications platform to better coordinate the development and distribution of public education and outreach materials. We hope this will help all the agencies in Washington, as well as Oregon and Idaho.

Financial Services Manager Update

Harding stated we have had a lot of RFPs and we are excited for the upcoming Cheeka Peak project. We also have an RFP out for replacement of our gutters. Harding added we will have some other maintenance items for our building as well.

Executive Director Update

Johnston noted he has spent a lot of time working with managers on developing the draft budget, including steps needed to implement the salary survey results. Johnston stated he had mentioned Clean Air Grants last month, part of the Inflation Reduction Act, and noted it is a \$25 Million available to state and local clean air agencies, nationwide. Washington is getting a total of \$472,000. Ecology will be using a large portion of that grant. ORCAA has requested a portion to cover the cost of an aethalometer for our Lacey monitoring site. Another grant is EPA's Climate Pollution Reduction Grant which provides grants to local governments, tribes, and territories to implement plans to reduce Green House Gas emissions. The Governor's office is the lead on this for Washington and they need to determine how the \$3 million will be distributed to the state.

Johnston wanted to remind everyone that our June meeting will be in-person, so we'd like to have everyone here if possible. We will hold the public hearing for our budget, and then after the meeting we're planning to celebrate paying off our building and ORCAA's 55th anniversary.

GOOD OF THE ORDER

Neatherlin wanted to thank Nelson for going to the Mason County event.

Neatherlin shared a story of a recent meeting he attended. He noted he ended up discussing the ORCAA Board and how it is composed and who is involved. He prefaced, saying he is not good at remembering names. Cooper's name had come up in conversation and after some discussion Neatherlin had stated "just make him Chair" because the man is 100% professional. Cathey's name also came up and it was discussed how competent she is. Neatherlin noted there was one name he just couldn't remember, and he had told the group that each time this person speaks he can't help but think 'dang that person is smart' and when he was trying to recall her name during the conversation, everyone said "oh you must be talking about Vazquez from Lacey."

EXECUTIVE SESSION (per RCW 42.30.110)

There was no Executive Session.

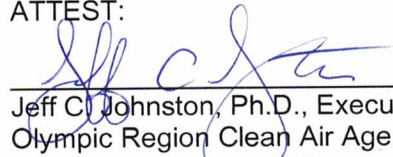
ADJOURNMENT

Cooper adjourned the meeting at 11:38 p.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 12, 2023, in Olympia, Washington.

ATTEST:



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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 5/10/2023