

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

**BOARD OF DIRECTORS MEETING – via Zoom**

July 14, 2021

Members present      Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Joan Cathey, City of Tumwater  
Randy Neatherlin, Mason County  
Gary Edwards for Carolina Mejia, Thurston County  
Jill Warne, Grays Harbor County  
Frank Wolfe, Pacific County  
Greg Brotherton, Jefferson County  
Bill Peach, Clallam 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;  
Mike Shults, Compliance Supervisor; Robert Wyland, Air Quality  
Specialist; Lauren Whybrew, Engineer; Dan Nelson, Communications  
Manager; Dr. Odelle Hadley, Senior Monitoring Specialist; Lynn Harding,  
Administrative Services Manager; and Debbie Moody, Office  
Manager/Public Records Officer

Cooper called the meeting to order at 10:00 a.m. Cooper asked for introductions. Robert Moody also introduced ORCAA's newest employee, Rob Wyland who joined us July 1.

Cooper asked for a motion to approve the Agenda. Brotherton asked if we would be discussing returning to in-person meetings and whether it should be its own Agenda item. Cooper noted if it isn't resolved during the policy conversation, we will come back to it on Good of the Order. Brotherton moved approval of the Agenda. The motion was seconded and carried unanimously.

**CHAIR REPORT**

There was no report from the Chair.

**PUBLIC COMMENT**

There were no public in attendance.

Prior to moving on, McNair reminded the Board will not meet in December.

**CONSENT AGENDA**

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

## **NEW BUSINESS**

### ORCAA Regulation Rule 1.11 adoption date

R. Moody explained the Federal Rules are updated each July and because ORCAA has added specific rules in our regulations, we need to update and adopt them each year as well. The request today is motion to allow staff to submit the CR102 to get the process started. A public hearing will then be scheduled for the September Board meeting.

Pratt moved approval of filing the CR102 with the State Code Reviser, amending ORCAA rule 1.11. The motion was seconded and carried unanimously.

### Personnel Policy Manual Updates

McNair noted we went through the Policy and changed it to gender neutrality. We also did some minor grammatical updates. The main changes include the addition of a Telework policy, along with an agreement. McNair explained in September, people will no longer be able to use VPN on their home computers. We have purchased (not yet received) three laptops for telework use.

Pratt noted a misspelling on page xviii of the appendix.

Brotherton stated he was in favor of the changes but wondered how the Telework policy would interface with the Commute Trip Reduction Program. McNair noted if they are only working from home, they are not eligible for CTRP. CTRP eligibility is for when they come to the office; if they take the bus, walk or carpool, they will get the benefit. Brotherton noted it might need to be made clearer or explain why they aren't eligible because they are avoiding the commute. McNair stated staff working from home have the added benefit of saving on gas, etc. Brotherton agreed, but felt the information needs to be clear.

Neatherlin stated he is not a fan of these types of programs. Neatherlin doesn't feel like a bonus should be given to people for doing the right thing. Cooper noted as we are coming out of the pandemic, telework needs to be made available as a benefit and the "must have worked 1-year" requirement in the policy may need to be removed. The decision as to staff's ability to work at home should be determined between the manager and the employee. McNair agreed to remove the 1-year clause. Warne noted she agreed with Neatherlin and noted she feels it is time to get people back to work. Pratt noted, sometimes people who work in the field having to come into the office to then go back out end up costing the agency more money.

Cooper asked if there were any other comments on the policy. Pratt stated, the state pushed the Commute Trip Reduction Program, so it seems counterintuitive to not encourage it. Harding noted the program was brought to the Board back in 2006 or so, because it was part of the CAA. At that time, we adjusted the state policy to match up what other smaller agencies were doing, using the incentive of providing time instead of other incentives. It was noted staff can get up to 2 hours a month and she felt it was great to have the program. After some discussion of other options, Cooper asked Harding to investigate a more modern CTRP proposal. Cooper reiterated, Harding is to research what other public entities have around CTRP currently and bring back an updated policy.

Neatherlin added, while he brought it up, he would not stand in the way of ORCAA's program. He noted ORCAA does a great job with their budget and are very conservative. Neatherlin noted he was just wanted to ask the question, but wanted it known how proud he is of the way ORCAA handles their funds.

Cooper noted the 3 items of concern. One being the spelling error Pratt noted; second one would



be to add language under the telework agreements are exempt from the CTRP; and third remove the 1-year requirement and leave that to the manager and staff to work out. The Board all agreed to the 3 changes.

Brotherton moved approval of the Policy with the changes as outlined by Cooper. The motion was seconded and carried unanimously.

#### By-Laws Updates

McNair explained we updated the By-Laws to be gender neutral and we have included options for consideration. We could just stay with the current By-Laws, which allows for 50% of the meetings must be in person. The first option after that would be to lower the number of times a Board member must attend in person to 20% (2 meetings a year); and the second option is to just leave it open-ended.

Cooper asked if there were any questions or comments. Brotherton noted he had mentioned the commute at previous meetings before the pandemic. He appreciates the options and felt the 20% seemed like a good option. He noted, perhaps we could prioritize meetings so that there are important meetings where everyone is in person. Warne noted they will be looking into a hybrid system called OWL and she can pass on information if interested.

Cooper noted he is leaning toward an open ended, case-by-case option, acknowledging specific meetings when we need everyone in person. Neatherlin felt it was important to meet in person whenever possible. He noted some of the members have been less vocal on these Zoom meetings than they typically are in person. Neatherlin would be more comfortable if we had specific in person meetings and then allow the rest to be Zoom. Pratt added she recalled when we held meetings in other locations, rather than just Olympia, so that would be another option.

Cooper suggestion we go with the open-ended option, noting remote attendance for Board members is an accommodation and all members are encouraged to be in person whenever possible. We could then discuss the calendar each year and determine which meetings are encouraged. The Board favored the flexibility.

Cooper asked for a motion to approve the By-Laws with the flexible option and adding a sentence like remote attendance for Board members is an accommodation and it is highly encouraged members attend in person whenever possible. Wolfe stated he would make that motion and added he appreciates the option to do it virtually as he can attend more meetings a day if he can attend via Zoom. The motion was seconded and carried unanimously.

Pratt noted the city will be requesting vaccination status upon staff return and will require the unvaccinated to wear masks, would we be doing the same. Cooper stated that would be appropriate. McNair noted we would like to continue to social distancing for those coming into the office so knowing who will be here will assist us in setting up the room. McNair asked how many of the Board would plan on being in person in September? Neatherlin, Pratt, Brotherton, Peach, Cooper, all stated they would attend. Edwards noted he felt Mejia would also want to attend. Wolfe stated he'd prefer to use Zoom and Warne noted she isn't an employee, so she wasn't sure about having to wear a mask. Cooper noted it might be better for any folks not vaccinated to remain remote until vaccinated as it is very difficult to hear masked individuals on a recording.

McNair asked if members want to attend and not wear masks, to please be prepared to show proof of vaccination. Neatherlin added or attest to that fact.

#### **DIRECTORS REPORT**

### Compliance Program Update

R. Moody introduced Rob Wyland, who has joined us as an Air Quality Specialist I at the beginning of the month. Wyland stated it was great to meet everyone and looked forward to working with ORCAA.

R. Moody noted staff is getting inspections done as they can, safely. We continue to deal with complaints. It was pointed out we have a page of land clearing burn permits and R. Moody noted they have all been contacted and told to stop burning due to the burn ban.

Pratt asked what "investigation" meant on the Forever Powder Coating line. R. Moody explained this means we found a facility that may have air impacts, so we initiate an investigation to see what they have on site and whether they need to be registered and inspected by us.

### Engineering Program Update

Lauren Whybrew, filling in for Goodin. Whybrew stated if anyone had any specific questions to let her know, otherwise she wanted to touch on a couple of cases. Crown Cork and Seal is in Olympia and they are expanding their operation and installing a third line. They are also putting on a control device called an RTO which will decrease their overall emissions.

Whybrew continued noting McKinley Paper is currently in the public noticing period for their AOP. This action has no new requirements and is strictly a renewal of their permit. In addition to renewing the permit, we did roll in all their previously issued NOC requirements.

Peach asked if Whybrew knew of any comments ORCAA may have received. Whybrew stated she was not aware of any comments to date. McNair agreed we likely have not received any comments; however, she would ask Goodin and update Peach next week.

### Air Quality Program Update

Hadley noted June was exciting for air quality. For the first time in quite a while, we have some moderate and unhealthy for sensitive groups days at all our sites, except Raymond. This is not typically June air quality. We did lose some days at Shelton due to a datalogger issues.

We continue to monitor ozone here in Thurston County. Ecology has located the official monitor at our Lacey location until construction is complete in Yelm. Hadley noted on the slide, where we went above the 8-hour NAAQS on June 28<sup>th</sup> when temperatures hit 110° F. With the heat came some air quality problems we don't typically see in Western Washington. Hadley's graph showed Lacey Ozone climbing rapidly, nearing the standard. Hadley explained she met with Nelson to determine if an alert needed to be issued. We did issue an alert; it was immediately followed by the Ozone dropping. Hadley stated this was not expected and she has been investigating the science behind it but has no clear answer.

Hadley noted another rare air quality issue that showed up at the Lacey site, where the PM2.5 average bumped up into the unhealthy for sensitive groups. This was not caused by smoke, but biogenic aerosol. Hadley stated Whybrew will be presenting some additional information related to the heatwave we recently experienced.

Whybrew presented slides and explained this was one of the most severe heatwaves we have seen in the century. Whybrew explained maximum temperatures were 30 to 40 degrees above the normal for this time of year. Whybrew gave a brief explanation of what caused the heatwave, noting the high pressure caused the sinking air to heat. Typically, Whybrew stated, we have cool weather coming off the Pacific, however in this case we had an offshore flow that brought a boost of heat to



add to the sinking air. The final ingredient in the heatwave was time of year. This time of year, the sun is at full strength and our days are longer. The longer days allow for longer daytime solar heating and because we had no wildfires to speak of, there was no smoke in the skies to reflect away some of the solar heating.

Pratt asked if we could expect this to happen again. Whybrew noted it is reasonable to expect we may see this over the next years, because of climate change.

### Education and Outreach

Nelson noted Eastern Washington is seeing a high plume of wildfire smoke and we are lucky to have a nice on shore flow keeping our area cleaner for the time being. Watching wildfire smoke is an ongoing thing. Due to the extreme heat, outdoor burning was shut down early this year. DNR realized nearly the entire state is in a fire hazard zone and called the burn ban, extending it to recreational fires. Most of our county fire marshals followed DNR and shut down burning in their areas as well. Nelson worked closely with DNR and the fire marshals to help get word out about the bans in our area.

The woodstove program wrapped up the end of June, Nelson stated. We came very close to spending all our funds, with only a couple projects that were not completed due to inaccessibility of product at the HVAC companies. We are working on our application to submit to the Ecology, and we hope there is a quick turn-around in August so we can get working on the program. We are excited we can offer the bounty program to all 6 counties this year. The bounty program is for those people (who qualify) wanting to remove their woodstove and have it recycled, rather than replace it with an appliance.

We will continue the change out program for Thurston and Mason, and we are looking at Clallam County as well.

McNair noted the only fire safety burn ban information we have in our Regulations covers Thurston County. McNair asked if we want to eliminate the language from our Regulations and just focus on the Fire Commissioners, as they did this summer. It isn't an air quality issue, McNair stated, it is a fire safety issue, so we may want to consider a Regulation change. There was some additional discussion. There was no action required of the Board.

### Finance/Administrative Update

Harding noted all nine of our rental offices are now occupied. Harding reminded the Board she was looking into solar grant information. Harding stated she has been discussing solar options with McNair and Goodin, and decided we need additional information to determine if it is a viable option. Harding stated she would report back later.

Enduris, Harding explained, is our insurance carrier for our building, vehicles, bonding, errors and emissions, etc. Harding noted the premiums will be a slightly higher than anticipated, around \$3,000.

Harding stated she will be presenting the year end FY2021 budget in September, and, while it isn't official, it appears we will not be using the reserve we budgeted. In fact, she continued, it appears we will be adding approximately \$125,000.

Harding noted the projections we had for our benefits, through AWC, appear to be very close to the projections AWC has noted.

Our Wellness program continues. We currently have a recipe exchange happening this month and staff are staying involved.

Last month, Harding stated, we reported to the Board on the Washington Cares Fund (Long Term Care Program). Since then, Harding continued, she has attended a webinar and communicate information back to staff. Beginning in 2022, ORCAA will begin deducting the fees from employees checks to cover this program, unless the employee finds an alternative plan. Cooper asked if the employer could pay the benefit. Harding stated, it appears the employee is required to contribute. Harding stated this could change.

#### Executive Director's Report

McNair reiterated her plans to send out an email to get a count of who may be coming to the office in September. Staff are beginning to come back to the office and are in a transition period between now and September.

McNair announced she will be retiring the end of January 2022; however, the date is flexible. McNair noted she can stay until a new director is found. McNair explained Cooper will be talking to city of Olympia staff to see if they are able to assist us in the process. McNair would like to have an overlap with the new director in the month of January to assist with the transition.

Cooper thanked McNair for her service and the Board will determine how to move ahead and how to celebrate her. Cooper added he had been discussing this with McNair via email and has reached out to staff to see if they are able to assist us in the process. City of Lacey was unable to, and if Olympia cannot, we can reach out to Tumwater.

Cooper proposed to form a Personnel Committee immediately and meet in August as there is no Board meeting. Cooper felt it would be good to launch the process in September and make an offer before the holidays. Cooper noted Pratt has already agreed to serve on the committee with Cooper. Cooper asked if Brotherton was willing to serve, Brotherton stated he would. The Board agreed with the process and committee. There was some additional discussion regarding process. No action required of the Board.

#### **GOOD OF THE ORDER**

Cooper wanted to share the Olympia City Council declared July 29<sup>th</sup> to be Mark Foutch day in City of Olympia. Cooper noted Foutch was a 15-year board member for ORCAA, and he helped institute the original woodstove bounty program as well as installation of catalytic converters on buses and EMS vehicles.

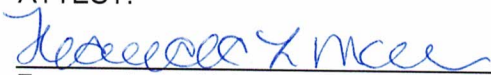
#### **ADJOURNMENT**

The meeting adjourned at 11:36 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 July 14, 2021, 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: 9/8/2021