

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

BOARD OF DIRECTORS MEETING – via Zoom

June 9, 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 Carolina Mejia, Thurston County Jill Warne, Grays Harbor County Frank Wolfe, Pacific County Greg Brotherton, Jefferson County
Members absent	Bill Peach, Clallam County
Legal Counsel	Michael Throgmorton of Law, Lyman, Daniel, Kamerrer and Bogdanovich
Staff Present	Fran McNair, Executive Director; Robert Moody, Compliance Manager; Mark Goodin, Engineering Manager; Lynn Harding, Administrative Services Manager; and Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 10:02 a.m.

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

CHAIR REPORT

Cooper noted we need to hold 10 meetings a year and we typically miss one in the summer and one in the winter. It has been suggested by staff scheduling to take off August and December this year. Cooper asked if there were any comments from the Board. Pratt asked if July could be an option, unless August is based on staff needs. After some discussion, Cooper noted there were 2 members stating July would be better, however it is about having adequate staff. Cooper noted August and December will be cancelled.

PUBLIC COMMENT

There were no public in attendance.

CONSENT AGENDA

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

Cooper noted Wolfe joined the meeting (10:05am)

Pratt asked for point of order, noting the finance committee did ask staff to include an increase for the Director's salary, in the budget. Cooper noted it was in the proposed budget. McNair noted the draft budget shows 2 columns: one without the increase and one with.

NEW BUSINESS

FY2021 Debt Service-Office Building

Harding stated we are looking for approval from the Board. Harding explained during the FY21 budget process the board created the requirement that staff seek approval if expenditures exceed 10% in any of the subcategories. The building and operations maintenance line was approved at \$107,700 for the FY21 budget and we project to reach \$119,141 by year end. This difference is more than the allowed 10%, therefore we are asking approval to expend the new amount.

Harding explained our debt service changed when Thurston County refinanced the bond that we are a part of. The refinancing took place in May and included an early payment of \$45,381 to cover the principle and interest on our building. This payment came 7 months earlier than we expected. The original schedule included an interest payment on June 1, followed by a principle payment in December 2021 (during the FY22 budget year). McNair stated the last payment for the building is during FY23 (December 2022).

Cooper added he spoke with the County Treasurer about this issue and was asked to pass on their apologies for the miscommunication. Cooper also noted they have offered to come in and speak with the Board about how they invest our dollars.

Cooper stated on the table is approval to exceed the 10% threshold in the building operations and maintenance subcategory by \$671 in FY2021 budget. Brotherton moved approval. The motion was seconded and carried unanimously.

PUBLIC HEARING

Fiscal Year 2022 Budget

Cooper asked for staff report. Harding explained the Fiscal Year 2022 budget has 2 options. Option 1 is a budget of \$2,695,129. Option 2 is a budget of \$2,721,210. Option 1 includes a 1.4% salary increase for staff, and the same percentage is applied to the fees. Option 2 includes the same increases as Option 1 however it also includes an increase to the Director's salary by \$24,000 per year. Harding stated we are requesting approval of the budget, Option 1 or 2. Cooper asked if there is a recommendation from the finance committee. Pratt noted the finance committee proposed Option 2. The increase was based on director peer salary survey.

Cooper opened the public hearing at 10:23 a.m. and requested any comments. Hearing none, Cooper closed the hearing at 10:23 a.m.

Cooper reminded the Board we have 2 options before us, one adding an increase for the Director. Cooper asked if anyone on the Board had any questions or comments. Pratt moved approval of Option 2 for the Fiscal Year 2022 budget. The motion was seconded and carried unanimously.

Cooper thanked the finance committee. Cooper added this will be the year to do an evaluation for our director as well.

DIRECTORS REPORT

Compliance Program Update

R. Moody reminded the Board we do have a vacancy for an entry level inspector position, and we are holding interviews and hope to be able to find a suitable candidate. R. Moody noted we recently had a hearing before PCHB, and there is a photo at the end of the packet. We had

received a call from dispatch and responded to the burn. A notice of violation and penalty were issued, and the amount was \$11,785, which included the base penalty as well as an economic benefit. The hearing went well and the PCHB has 90 days to complete their findings.

Engineering Program Update

Goodin noted we have been getting an increasing number of permits over the past few month, and many of those were wood products. Goodin stated Interfor in Port Angeles is a lumber mill and was a Minor Source, however they have increased their capacity to produce kiln dried lumber and are now joining our Major Sources. For perspective, Major Sources emit over 100 tons a year of any criteria pollutant and are subject to the Title V Air Operating Permit (AOP) program. Sierra Pacific Industries in Aberdeen recently had their AOP renewed for another 5 years. Goodin pointed out Crown Cork and Seal has 2 open permits. They are increasing their capacity to manufacture aluminum beverage cans and it is a very visible undertaking. If you drive by you will see the construction activities. They are putting in a new can line and installing a Regenerative Thermal Oxidizer. This piece of equipment takes the emissions from the can coating lines and incinerates the volatile organics. Silver Spring Organics has been on the list for quite sometime because after review of their proposal, and working with them, we convinced them to come back with more controls for odors. We have recently heard back from them; they have done necessary testing and have found the controls necessary to mitigate odors while increasing capacity

Air Quality Program Update

McNair, noting Hadley was not available, briefly went over the air quality. The month of May was very good at all our sites. We did lose a couple of days at the Lacey site due to debris in the sample chamber. For Ozone, McNair explained, the numbers rose a bit, but it is still below the threshold. The Lacey Ozone site is currently the official site while Ecology's Yelm site is down. We also watch the CPO site. McNair stated Hadley has been able to go up to CPO and fix items as needed. McNair explained Hadley is also working closely with Ecology regarding an EtO study that will take place in Lacey and Raymond, as well as Tacoma.

Cooper asked if we know if there are any other air agencies in the country are helping with monitoring carbon emissions and calculating carbon emission, around climate planning? McNair did not know. Cooper stated this came up at a city meeting, meeting with Dr. Pamela Braff, our new client scientist. Cooper thought it might be good to have a discussion with her ORCAA and see if there is any partnership possibilities to monitor that plan. McNair agreed.

Education and Outreach

McNair, noting Nelson was not available as he is meeting regarding wildfire season. We are concerned that 2021 will be a bad season. We have had wildfires in Eastern Washington and there have been conversations with DNR regarding burning on properties they have control over. DNR has been working with people concerning vegetation in backyards. They want to assist people in having the correct kind of vegetation that will protect your home.

Our wood smoke reduction grant is on pace. We did get the additional \$10,000 and we are on track to spend it all. In the last legislative session, the Governor asked for \$4 million and we (ecology and local airs) will get \$3 million (as compared to the \$2 million from the previous biennium). We hope to get our funds sometime in July and we have enjoyed working with Dave Grant at Ecology. Yakima will be getting a significant amount of money for their program due to Environmental Justice as well as their major dust issues.

McNair explained at a meeting with all the air agencies, they discussed a statewide recycle program for woodstoves. Currently our program is only available to Thurston County, parts of Clallam and

part of Mason. This new program would include all our counties and it would be a statewide program and we are hoping some of the metal scrappers will be willing to help. McNair did note we currently offer \$500 to citizens for removal of their woodstove (without replacing it).

McNair noted Nelson has been updating the website with asbestos projects being done monthly instead of semi-annual. The 2020 Notices of Violations have been posted, as well as the Notice of Construction projects. McNair noted we met with McCleary regarding an outdoor burn permit program which is like the one we have for Thurston County. It was a very positive meeting and we can update the Board on the outcome.

Neatherlin noted scrappers will not want to come out and get peoples' woodstoves, however if you change the funding to \$400 to the individuals and \$100 to the scrappers, they will help promote. McNair thanked him.

Cooper asked if there might be someone who could come in (at a future meeting) to talk about Environmental Justice as it applies to our area.

Finance/Administrative Update

Harding explained McNair had emailed the Board to remind you the SAO had published the reports related to our recent audit and they can be found on the SAO website.

Harding stated she is currently working on renewing the leases for our tenants. We have some maintenance items going out for bid soon. Harding noted we just finished a wellness challenge and had 11 of our 15 staff participate.

Harding noted she will be attending a webinar related to the Washington Long Term Care program to learn more about how it will affect our employees.

Pratt asked if staff will be observing Juneteenth this year. McNair stated we will not be this year, but we will be instituting it next year.

Cooper noted he was interested in what the implications for the employees are, around the Long-Term leave and if that should be included in the benefit package, if it is allowed. Harding stated she would update the Board. McNair stated the Long-term care is paid for by employees, it isn't something we would pay for, but we can certainly investigate it.

Executive Director's Report

McNair stated staff has done an amazing job over this past year. Some staff has had to pick up other peoples' work, for example D. Moody has done an incredible job helping staff be remote by getting information to both compliance and engineering. She has been adding information to the network, so staff has access, etc. Staff has done so much to make this all possible. Currently, McNair noted, we are developing a form for Attestation regarding vaccinations. McNair stated we are also developing a telework policy. The managers have discussed coming back part time over the summer and the new policy will allow the managers to work with their staff. We are purchasing laptops and currently staff are using their own equipment. McNair noted we never got any CARES money or assistance from anyone, so the equipment would have had to come out of our own funds. Currently everyone has VPN on their home computers and in September that will be turned off and staff will start using the laptops for home use. We will also be purchasing a cybersecurity online education system for staff. McNair stated she hopes we will have staff back by September, at least part-time, although she is sure there will always be some teleworking and that is fine.

McNair noticed Nelson had joined the meeting and asked if there was anything he wanted to add. Nelson stated it sounds like we are going to have a very smokey summer, especially late summer. Precipitation levels are well below normal and the fire hazard is high everywhere except the Puget Sound area.

GOOD OF THE ORDER

Cooper asked if there is any chance of testing out a hybrid Board meeting in September. Allowing for remote opportunities for the public and some members, while a few members are at the office. McNair stated that would be great. If members are vaccinated it will ease the social distancing aspect. Cooper noted the trend appears to be finding ways to preserve the remote access. There was some discussion regarding hybrid meetings and the positive aspects, as well as the importance of meeting in person. McNair mentioned looking into new cameras and equipment.

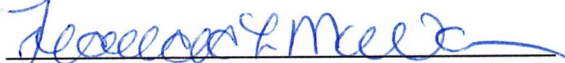
ADJOURNMENT

The meeting adjourned at 11:13 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 June 9, 2021, in Olympia, Washington.

ATTEST:


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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: July 14, 2021