

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

**BOARD OF DIRECTORS MEETING**

June 13, 2018

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Kate Dean, Jefferson County (via phone)  
Joan Cathey, City of Tumwater  
Lisa Ayers, Pacific County  
Randy Johnson, Clallam County  
Terri Drexler, Mason County  
John Hutchings, Thurston County

Members absent: Wes Cormier, Grays Harbor County

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Supervisor;  
Aaron Manley, Engineer; Odelle Hadley, Senior Monitoring Technician;  
Dan Nelson, Public Information Officer; Lynn Harding, Administrative  
Services; and Debbie Moody, Office Manager/Recorder

Cooper called the meeting to order at 10:01 a.m. Cooper requested an amendment to the Agenda, adding *Executive Director Contract* as item 1 under New Business. Pratt moved approval of the amended agenda. The motion was seconded and carried unanimously.

**CHAIR REPORT**

Cooper noted, looking at schedules and timing, we typically take one meeting off in the summer and we are recommending we not have a meeting in August. The Board agreed. Hutchings noted he had to leave the meeting around 11:30am. Cooper stated three other members had expressed the need to leave by 11:30am so we need to get through all the action items prior to that time.

**PUBLIC COMMENT**

There were no comments from members of the public in attendance.

**CONSENT AGENDA**

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

**CONSENT AGENDA**

Ultrafine Study

Hadley explained she shortened her presentation from the one she presented at the IAS Georgia Basin Pacific group. It is the final report for our Ultrafine Study we did in Port Angeles. Hadley

explained there was concern from citizens with regards to the Nippon plant and the installation of a new biomass cogeneration boiler. The public was concerned there would be degradation of air quality, an increase in the ultrafine particles and the monitors were not in the correct location to detect the ultrafine particles. To address the concerns, we started a rotation of Saturation Studies, beginning in Clallam County. We also wrote and received a grant from the legislature to conduct the Ultrafine Study, partnering with the UW to carry out the study.

Hadley went through her presentation, showing average winter and summer particulate matter, wind direction and the concentrations of particulate matter relative to wind direction. The information covered both before and after the installation of the cogeneration boiler. The results of the study show the winter particulates are from residential woodstoves, while the summer came from several sources. In the summer we found the ambient particulate concentrations are dominated by nearby sources. Traffic and fire station activities were prevalent. The fire station was having barbecues on the weekends as well as exercising their generator on Saturdays. The comings and goings of the fire trucks also produced particulates. Hadley noted it was determined the cogeneration boiler did not increase the ultrafine particle concentrations at the monitoring site. Hadley indicated there is a challenge with Ultrafine Studies because ultrafine particles have a very short lifetime and quickly coagulate with other particles.

Drexler stated she didn't hear Hadley say, conclusively, the level was still maintained under what is allowed. Hadley noted it was quite a bit under; 20% of the time the levels were between 0-5  $\mu\text{gm}^3$  and 75% of the time it was between 5-10  $\mu\text{gm}^3$ . The level we are not to exceed, for a 24-hour average, is 35  $\mu\text{gm}^3$ , so, yes, we are well below the standard.

Pratt asked if this report has been presented to Port Angeles. Hadley explained she has not done a presentation in Port Angeles but will be posting it to our website, along with a written report; however, if the citizens request a presentation, we will do one.

## **NEW BUSINESS**

### Executive Director Contract

Cooper explained we have before us the Executive Director's contract that will be expiring the end of June. The Personnel Committee reviewed the salaries of the other directors and we did a check on performance. We asked the Board and staff for feedback and received 2 comments, Cooper noted. One comment was excellent, the other was a specific complaint. Cooper explained he had a discussion with the supervisor and McNair and his conclusion is that it is an HR issue and there were no concerns the Board needed to be aware of.

After review of salaries, it was apparent the Executive Director salary was not up to parity to the other agencies that are similar in size and on the west side of the mountains. Northwest Clean Air and Southwest Clean Air salaries were \$165,000 and \$145,000 respectively, compared to the proposed salary of \$131,840 for McNair. Cooper noted the committee has 2 recommendations; amend the contract to 4 years (expire 2022), and, increase the salary to \$135,000. Financials were discussed, and the salary increase would affect the current budget. Cooper noted, while this appears to be a large jump, it is important to keep the director salary in the right place to ensure the longevity and high performance. Dean noted McNair is the longest serving director in comparison to the other air agencies, so given the longevity, it is important to move forward with the increase. There also appears to be a discrepancy between the men and women directors and she is interested in bringing this up to the other agencies across the state.



Cooper asked if there were any comments or concerns. Several members had positive comments, noting the increase was justified. They also thanked McNair and the committee for a 4-year contract, noting it does make the Board's job a bit easier.

Cooper requested a motion authorizing the Chair to execute the contract, as recommended by the Personnel Committee for the Director. Dean moved approval and it was seconded. Cooper asked legal if any specifics needed to be included in the motion. Myers suggested the salary amount be included. Cooper noted, for clarification the motion would be to execute the contract to amend the salary to \$135,000 and the term to be a 4-year contract. Cooper asked if the members were clear on the motion. The Board agreed. Cooper called for the question. The motion carried unanimously.

#### Building Pay-off discussion

Cooper noted Thurston County Manager, Ramiro Chavez, was present in case the Board had any questions regarding this topic. McNair explained our original bond was done in 2002 (interest rate of 4.848%) and in 2010 (interest rate of 2.491%) the bond was reissued (not just for our building, but a variety of debts in Thurston County). We were able to save \$48,000 due to the interest rate change. There was discussion as to whether we should pay off the building early. What we found was, when the second bond was issued it was set to be paid off in 2020 and if we pay off our portion early, the county is liable for our portion of the interest, so they would want us to pay that off as well.

McNair noted after thinking it over and discussing it with the managers, we felt it may make more sense to keep paying and use our reserves to pay for the database, rather than paying off the building. If we were to pay off the building, we may need to get a loan to purchase a database. McNair noted, it is our recommendation that we do not pay off the building at this time. The Board agreed with the staff recommendation.

#### Resolution 274 – Fee Adjustments with Western Consumer Price Index

McNair explained our previous Resolutions (for all three of the proposed Resolutions) were written to include the Consumer Price Index of Seattle, Tacoma, Bremerton Washington area (which included Thurston County). The CPI was refined, and we are now part of the Western Consumer Price Index (WCPI) and as such, we have rewritten the resolution to include the new index. We did add, to this Resolution, we will adjust fees annually by the WCPI, unless a workload analysis is conducted. The fees attached to this resolution have been adjusted by the Western Consumer Price Index, only.

Cooper noted we need a motion for Resolution 274 as presented by staff. Dean moved approval. The motion was seconded and carried unanimously.

#### Resolution 275 – Assessment with Western Consumer Price Index

McNair noted this is also an updated Resolution with regards to the Western Consumer Price Index. McNair reminded the Board there had been a time we had not had an increase in our assessments for several years and when we did finally increase, it was a large increase and difficult on the jurisdictions. It was decided to include the CPI to have small incremental increases that were more predictable. Cooper asked how this is communicated to the jurisdiction. McNair noted D. Moody sends out letters in June to let them know what the fee will be. The invoices go out in January.

Cooper noted we needed a motion for Resolution 275 as presented by staff. Pratt moved approval of Resolution 275. The motion as seconded and carried with a majority vote (6 ayes; 2 nays).

## Resolution 276 – Fee Adjustment for Notice of Construction, Notice of Intent and Variance

McNair explained this Resolution covers the fee changes, after a workload analysis, to the Notice of Construction, Notice of Intent and Variance fees. McNair reminded the Board we brought the draft fees to previous meetings. McNair noted the hourly rate has increased, however, with the analysis we have adjusted the fees and hours to better cover the time it takes to process the different permits. We have added a new category for Small Unit Complexity which allows us to do some permits at a reduced fee.

Cooper asked if there was a motion from the Board. Ayers moved approval of Resolution 276. The motion was seconded and carried unanimously.

## **PUBLIC HEARING**

### ORCAA Fiscal Year 2019 Budget-continued

Cooper noted the public hearing was left open from our previous meeting. Harding gave a brief overview of the Fiscal Year 2019 Budget. Harding noted it is a 2.5-million-dollar budget and balanced with \$163,000 of our administrative reserves. Harding briefly went over the fund balance and reserves and asked if there were any questions on the budget. Cooper did note the Finance Committee did have staff add a 5-year projection to the report.

Cooper asked if there were any comments from the public. Hearing none, Cooper closed the hearing at 11:12am. Ayers moved to adopt the Fiscal Year 2019 budget as presented. The motion was seconded and carried unanimously.

## **DIRECTORS REPORT**

Several members needed to leave and requested McNair present first.

### Executive Director's Report

McNair noted we have set up an open meeting for our proposed registration regulation changes. We sent out postcards to our 800+ source and to date, have received 2 responses. The meeting will be held on the 21<sup>st</sup> and depending on what we hear, we will be bringing back proposed changes to the July meeting, or we will prepare the CR102 for your approval. We will also be discussing the Strategic Plan at the July meeting. In September we hope to have some penalty worksheets for you to review.

McNair stated staff is also working on a communication plan, as well as a disaster preparedness plan.

(Drexler, Hutchings, Dean and Pratt left at 11:15am – there was no longer a quorum)

### Compliance Program Update

R. Moody explained we are current advertising for an entry level inspector which will close on June 22<sup>nd</sup>.

We expect several counties to declare burn bans early this year, on July 1<sup>st</sup>.



### Engineering Program Update

Aaron Manley, standing in for Goodin, explained there were 3 permits finalized since the last meeting and there are currently 3 that are ready to finalize once payment is received. Manley noted Goodin finalized Sierra Pacific Shelton Mill's AOP right before he left for vacation and didn't make it to the report. Manley stated an interesting permit we are currently working on is for Setina Manufacturing. They are a state of the art facility that manufactures push bumpers, fender guards and other upgrades for police vehicles. We have also received 3 permit applications from the city of Lacey regarding lift stations around the city. Cooper asked about a generator he noticed at KGY radio station and whether or not it needs to be dealt with by ORCAA. Also, Cooper noted, there is a fuel tank, with no drip guard and he wondered if ORCAA would deal with that as well. Manley stated we would not address the fuel tank drip pan in a permit, however, depending on the size of the generator, we may need to permit it.

### Air Quality Program Update

Hadley noted we had complete data for the month. South Bend does show we are 2 days short, however, we do have the data, there is an issue with the software. Hadley noted the air quality was excellent for May. Hadley showed the May results for Purple Air comparison, noting Purple Air continues to read high. We installed our Ozone monitor at Lacey in late May, so we only have a few days of readings. However, you can see it is tracking well with Yelm.

Hadley noted monitoring staff have been busy. We are working with our interns preparing for the Community Toxics study. Hadley stated she will be posting the UFP report on our website. Staff has been preparing for the Mason County Saturation Study and have found 3 of the 4 sites. Grant is working on rebuilding the dataloggers in preparation for the Saturation Study.

### Education and Outreach

Nelson handed out copies of the annual report that included a short history piece for our 50<sup>th</sup> anniversary. We did receive our woodstove replacement award from Ecology. Nelson stated he had written the proposal to include all of Thurston County cities, however it may be restricted to Lacey, Olympia, Tumwater and Yelm; we won't know until we get the final contract. Of the \$150,000 we requested, Nelson stated, we did receive \$130,000.

Nelson noted two of our engineers went to several 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade classes recently to teach some science. Our new website is up and running, although we did have a few glitches. We have received good comments on the site.

### Finance/Administrative Update

Harding stated she had nothing further for the Board.

### **GOOD OF THE ORDER**

Cooper, noting the annual report, asked Nelson to contact the city of Olympia to get a copy of their new logo.

### **ADJOURNMENT**

There was nothing further from the Board.

The meeting adjourned at 11:37 a.m.

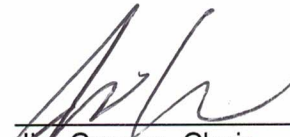
### **CERTIFICATION**

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 13, 2018, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 7/11/2018