

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

**BOARD OF DIRECTORS MEETING**

March 13, 2013

Members present: Phil Johnson, Jefferson County (Chair)  
Jim Cooper, City of Olympia  
Jason Hearn for Cynthia Pratt, City of Lacey  
Terri Jeffreys for Tim Sheldon, Mason County  
Karen Valenzuela, Thurston County (Vice Chair)  
Mike Doherty, Clallam County (10:25am)  
Dan Di Guilio, City of Port Angeles  
Frank Wolfe for Steve Rogers, Pacific County  
Wes Cormier, Grays Harbor County

Members absent:

Ecology:

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Supervisor; Mark Goodin, Professional Engineer; Odelle Hadley, Senior Air Monitoring Specialist; Mark Moore, Network Administrator/Monitoring Technician; Dan Nelson, Public Information Officer; Lynn Harding, Administrative Services Manager; and Debbie Moody, Administrative Assistant/Recorder

The meeting was called to order at 10:06 a.m.

Valenzuela, noting the time opened the meeting in Johnson's absence. Noting we had several alternates, Valenzuela asked the Board to introduce themselves. Johnson arrived and introduced himself. Johnson asked if there were any additions or omissions to the Agenda. Valenzuela moved approval of the Agenda. Cooper seconded the motion and it carried unanimously.

**CHAIR REPORT**

There was no report from the Chair.

**APPROVAL OF MINUTES**

Johnson asked for approval of the Minutes. Di Guilio moved approval of the Minutes. Valenzuela seconded the motion and it carried unanimously.

**APPROVAL OF EXPENDITURES AND DISBURSEMENTS**

Johnson noted the Expenditures and Disbursements consisted of Warrants and wire transfers 63004995 through 63005021 in the amount of \$13,881.83; and Payroll 362100 through 362116 in the amount of \$112,022.07 for February 6, 2013 through March 6, 2013. Cooper moved approval of the Expenditures and Disbursements. Cormier seconded the motion and it carried unanimously.

## **PUBLIC COMMENT / PUBLIC HEARING / PRESENTATION**

There were no public in attendance. There were no formal presentations.

### **DIRECTOR'S REPORT**

#### Compliance Update

R.Moody stated the compliance team has been working with East Jefferson Fire and Rescue on a memorandum of agreement so they can take over the land clearing burn permitting in their area. They will also be responding to complaints. For the benefit of the alternates, R.Moody briefly explained the compliance report.

Jeffreys asked if there is follow-up with regards to complaints. R.Moody explained staff follows up on all complaints however that information doesn't show up on this particular report. Jeffreys asked if complainants are notified of any action. R.Moody stated they are.

Cooper, regarding asbestos, asked if there was some mechanism to alert people when asbestos containing products are being used in new construction. R.Moody stated there is not. McNair added there is current legislation that will require the labeling of asbestos containing products. Cooper asked if our jurisdictions are aware when asbestos containing materials will be included in new construction. It would be helpful, in the future, for jurisdictions to know if there are asbestos materials being used. R.Moody explained in general, no there is not notification requirement. The architect should have a list of materials being used and may specify non-asbestos containing materials in their project.

Johnson asked about the Brinnon complaint noted on the report. R.Moody stated we have not yet been able to identify the source. We have gone out to investigate and will continue to work with the complainant.

#### Permit Actions

Goodin stated there are several gas stations and body shop permits pending for Thurston County. In Mason County, of particular interest is the area of Belfair. We have a compost facility, a wood waste facility and a rock crusher. We also have a pending permit for Granite Construction. They are proposing a new hot-mix asphalt plant near Peninsula Topsoil. The application was recently received and we have not yet gone through the completeness determination. We do have interested citizens, with one in particular who has been sending comments and information requests even though we have yet to notice the permit. We are working on the project and we will likely have a formal comment period. While asphalt plants, in general have small enough emissions, don't trigger public notice and comment, when we know ahead of time that there are concerned citizens we can initiate the comment period.

Jeffreys asked if there is an odor to be expected from the plant. Goodin stated there are odors however we have several examples of plants with good emissions controls and are in close proximity (800 feet) to residences without issues. Jeffreys asked how far odors can travel. Goodin explained there are many different scenarios with regards to odor travel and we run models on a case-by-case basis. Topography, distance, wind direction etc. all play a part in regards to how far the odors travel. In general, Goodin noted, 1,600 feet is a good healthy distance to which the dispersion would be noticed. Jeffreys asked if there will be a more aggressive notice to the public. Goodin noted we are anticipating we will need to. Goodin noted there will be a public comment period and if we have enough citizen concern we may choose to hold a public hearing. McNair stated if we hold a hearing it will be held in Mason County.

Goodin continued noting there is not a lot of activity in Jefferson County. In Grays Harbor we are working on a couple of larger projects with Imperium Renewables and Westway Terminals. In Pacific County we are working on the waste water treatment plant upgrades, as well as several seafood processing plants that need temporary boilers this time of year. Wolfe asked how long reviews take. Goodin stated our reviews

take 45 to 60 days, provided we have a complete application. Clallam County, Goodin continued, has a few projects however the standout report would be, we have gotten through all of the comments regarding Nippon's Cooling Tower permit. We have drafted the responses and the final approval has been signed. The final permit will be mailed out as soon as they pay their final fees.

Johnson asked for clarification on the Miles Sand & Gravel permit, wondering what the project entailed. Goodin stated he would look into it and get back to Johnson.

Doherty asked if the responses to the comments on Nippon's Cooling Tower will be posted to the web. McNair stated that is correct. Doherty asked when the appeal period begins. It was noted the appeal period begins once the parties receive the Notice of Final Determination. Goodin explained once all the fees are paid, a notice will go out to all interested parties, directing them to our website where they will be able to either view or print the documents.

### Education and Outreach

Nelson wanted to clarify that every permit the engineers issue has a public comment period. If there is significant public interest we will hold a hearing. There is always opportunity to comment on any of our permits.

Nelson explained he works closely with the compliance team on new asbestos information to be sent to contractors, home renovation businesses, property management groups, etc. any enterprise that may handle renovation and remodels. We did a mailing last year explaining the dangers of asbestos, as well as our processes with permitting. This mailing will explain our processes as well as seek feedback from the business community with regards to improving our permitting process.

Nelson noted we have also been discussing how best to assist homeowners with asbestos related issues. Nelson has been out identifying materials on the shelves of stores which contain asbestos. We hope to have that information available to both consumers and contractors by this spring. Jeffreys asked if there is only one permit fee for demolition. R. Moody stated if you are a homeowner the fee is \$35.00, for non-owner occupied facilities the fee is \$60.00.

We have done a substantial mailing to homeowners' associations, association management groups, granges, and farm bureau facilities throughout our jurisdiction. The mailers remind these people we exist and offer a sample guest editorial for their newsletters. We also noted they can request a staff member to come out and be guest speakers during any of their meetings to address any issues they may have.

Nelson noted we had sent the link to radio public service announcements to the Board. The Northwest Communicators' group wanted to educate the public on woodstove use and we found one of the big keys to reduce emissions is to burn properly cured, dry firewood. The PSAs encourage people to cut and collect their wood early in the year to give it time to cure. There will also be TV spots and YouTube videos.

Cooper asked if staff is only contacting the legal HOA's entities. Nelson stated he has contacted Olympia and Lacey to get lists of HOAs in their jurisdiction. Lacey had a very comprehensive list of HOAs not only within the city limits, but also in the UGAs and adjacent to the UGA. If anyone has any other lists or know of other HOAs or other groups, please pass that information on and we'll contact them.

### Air Quality Summary

Moore briefly went over the air quality slides. In February, we did experience four moderate days in Lacey, two moderate days in Port Angeles and one in Shelton; overall, fairly good air quality in our jurisdiction.

For benefit of the alternates, Moore gave a brief overview of the current Saturation Study. Moore noted he and Hadley did install the final instrument at the Sequim Fire Station. The data for the study is summarized

on our website. Jeffreys asked how long the study will last. Moore explained each study is slated to last a year and we assume there will be about a month long take down and set up time in between. Jeffreys asked if there will be different information when we get to the warmer season, wondering if the graph lines will be closer together. Moore noted he has no idea what the lines will look like in a different season. One thing, however, these instruments not only correlate fine particulate counts, but we can also determine what the particles are and get an idea of what is contributing to the numbers.

#### Finance/Administrative Update

Harding reminded the Board we have been looking at credit card vendors and we think we found one that may suit our needs. We currently absorb the cost of the fees charged by our vendor for credit card transactions. We have found vendors who charge the user fee to the customer, thereby saving our agency about \$4,000 a year. Point and Pay appears to be our best choice at this time and we will be sending the contract to our attorney for review. Harding noted there are several jurisdictions already utilizing Point and Pay, Thurston County being one. Cooper asked where the company is located. Harding noted her representative is out of Oregon and she thought the main office is also in Oregon.

Harding noted the Board packets included the annual report from Enduris.

Harding noted we met with the Finance Committee and went over the current income statement, which is in the Board packet. Harding briefly went over the income statement noting we are currently eight months into our year and should be at 67% of our budget. Harding noted the percentage is shown in the last column of the sheet. We are at 76% of our expected revenue, year-to-date, Harding stated; expenditures are currently at 64%, year-to-date. Harding briefly went over a few line items in revenues and expenditures. Harding then went over the fund balance sheet.

When the committee met this morning, Valenzuela added, we agreed we are not expecting any big changes in what Harding has presented prior to budget adoption. Valenzuela stated the Board would see something very similar at our meeting in May, when we have our public hearing. The budget must be approved by June. Valenzuela noted the committee would like some input from the Board with regards to establishing levels in our reserve accounts and a COLA level for staff. Currently, staff has included a 2.5% COLA which is the first one they have received in three years. We need to decide what the COLA will be, if it will be 0% or if it will be something above and beyond the 2.5%.

Jeffreys asked if the NOC line item will be increased in the next budget. Harding stated it will be increased for both Major and Minor NOC. McNair added we will increase Minor NSR to \$45,000 and Major to \$10,000.

Hearn wanted to say he is very impressed with ORCAA and it appears you all have a very good knowledge with regards to what you are doing. He likes that there is a team effort and he senses ORCAA is doing what they can to improve things for the community.

Jeffreys agreed and noted Sheldon has used ORCAA as an example to be emulated by another group they sit on.

#### Executive Director's Report

McNair went over a few legislative items from the handout. Bills not moving include assessment fees related to tribal lands, burn ban coverage within portions of counties rather than entire counties; and backup generators being exempt from permitting. The Governor does not have his own budget; and it appears he will be weighing in on certain portions of the legislature budget.

McNair, recalling Doherty's request to look into grants to put in electrification stations for hybrid/electric vehicles. McNair explained she made several calls and after speaking to several people the answer is

maybe. McNair stated she will be contacting *Clean Cities* to see if there are any opportunities there as well. McNair will keep the Board apprised of any information she gathers. Di Giulio suggested contacting Bonneville. Valenzuela stated a map of charging stations would be helpful. Hearn suggested contacting city of Lacey as they are currently working on an ordinance for commercial charging stations and may have a contact. Cooper stated they are currently looking at land use issues with regards to citizens placing charging stations in the right-of-way and perhaps sharing them.

McNair went over the federal budget. Currently it appears there will be about a 3% reduction; which equates to approximately \$218,000 for Region 10. Washington would get 40% of that allocation and Ecology would take 54% of that reduction. McNair is anticipating \$8,000 for us.

## EXECUTIVE SESSION

There were no items for Executive Session.

## ADJOURNMENT

There was nothing further from the Board.

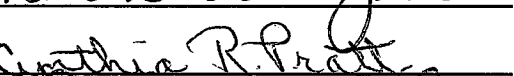
The meeting adjourned at 11:34 a.m.

### PRESENTED BY:

  
Francea L. McNair, Executive Director

### APPROVED BY:

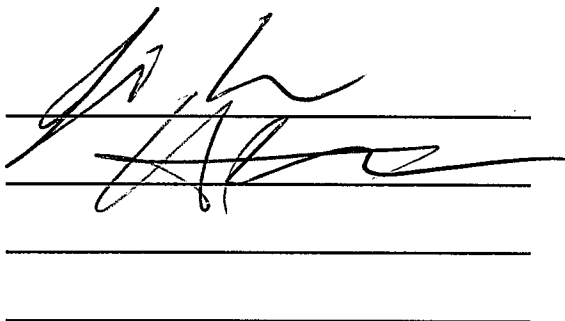












APPROVED and SIGNED this 10 day of April 2013