

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

BOARD OF DIRECTORS MEETING

July 10, 2013

Members present: Phil Johnson, Jefferson County (Chair) (10:08am)
Keith Stahley for Jim Cooper, City of Olympia
Cynthia Pratt, City of Lacey
Tim Sheldon, Mason County
Karen Valenzuela, Thurston County (Vice Chair)
Steve Rogers, Pacific County
Wes Cormier, Grays Harbor County
Mike Doherty, Clallam County (10:09am)
Dan Di Guilio, City of Port Angeles

Members absent:

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

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Supervisor; Mark Goodin, Professional Engineer; Mark Moore, Network Administrator/Monitoring Technician; Lynn Harding, Administrative Services Manager; and Debbie Moody, Administrative Assistant/Recorder

The meeting was called to order at 10:04 a.m.

Valenzuela asked if there were any additions or omissions to the Agenda. Pratt moved approval of the Agenda. Di Guilio seconded the motion and it carried unanimously.

CHAIR REPORT

Valenzuela noted there was no report.

APPROVAL OF MINUTES

Valenzuela asked for approval of the Minutes. Pratt moved approval of the Minutes. Cormier seconded the motion and it carried unanimously.

APPROVAL OF EXPENDITURES AND DISBURSEMENTS

Valenzuela noted the Expenditures and Disbursements consisted of Warrants and wire transfers 63005150 through 63005191 in the amount of \$16,553.75; and Payroll 370818 through 3055890 in the amount of \$102,857.86 for June 8, 2013 through July 3, 2013. Di Guilio moved approval of the Expenditures and Disbursements. Pratt seconded the motion and it carried unanimously.

Valenzuela noted there is an item under Executive Session. Acknowledging the absence of three members, Valenzuela asked the Board if they would prefer to wait until all members are present. Di Guilio and Pratt both felt all members should be present. Valenzuela noted the arrival of Johnson. There was further discussion. Valenzuela noted the arrival of Doherty.

Valenzuela turned the meeting back over to Johnson.

EXECUTIVE SESSION

Final Discussion re: ED evaluation

Johnson asked the Board if they felt the need for further discussion. The Board stated they did. Johnson noted the Board would go into Executive session at 10:10 a.m. for approximately 10 minutes.

The Board reconvened at 10:23 a.m. Johnson noted they would report their decision under Unfinished Business.

UNFINISHED BUSINESS

Decision/Outcome re: Executive Director's Evaluation

Valenzuela stated the Board is extremely pleased with McNair's performance over the past year. We are also pleased with the careful scrutiny of our finances. Valenzuela moved the Director be given the same increase in salary, 2.8%, as we approved for staff in the 2014 budget. Di Giulio seconded the motion. Johnson asked if there was any discussion.

Several Board members explained their thoughts on the Director's salary. Johnson called for a vote of the motion on the floor. The motion carried with a majority of the Board (5 in favor-Doherty, Di Giulio, Pratt, Valenzuela, Sheldon; 3 opposed-Cormier, Johnson, Rogers; Stahley didn't vote).

McNair requested a couple of additional vacation days. Pratt asked how many days McNair currently receives. McNair stated 22 days. Several Board members noted their opinion on this subject and discussions followed. Sheldon moved approval of an additional 3 days of vacation for the Director. Cormier seconded the motion. Johnson asked if there was any further discussion.

Pratt asked what the maximum was of vacation days for staff. McNair stated it is 20 days, however the Board can set the Director's vacation at whatever level you choose. Di Giulio requested clarification. McNair explained that staff's vacation days build up over time, by years served. Di Giulio clarified his question asking if a staff member has been here for 20 years how many days do they receive. It was noted staff receives 24 days of vacation (96 hours on anniversary date, plus 8 hours per month). Di Giulio felt that seemed very low. Additional discussion followed. Myers corrected McNair stating she is currently at 22 days per year, per the 2010 contract.

Valenzuela stated she would vote against the motion due to the fact it would take her over the maximum level that staff abides by. Di Giulio agreed noting he felt all employees' benefits should be equal and would support an additional 2 days of vacation, but not 3. Johnson noted there is a motion on the table and called for a vote. The motion failed with a 3 to 5 vote. (In favor -Sheldon, Cormier, Rogers; Against - Johnson, Valenzuela, Di Giulio, Pratt; Doherty-Stahley didn't vote).

Pratt moved approval of 2 additional vacation days, up to the maximum of 24 days. Sheldon seconded the motion. There was no discussion, Johnson called for the vote. The motion carried with a majority vote (1 opposed-Doherty).

Some additional discussion regarding the use of leave followed. There was no additional action required of the Board.

PUBLIC COMMENT / PUBLIC HEARING / PRESENTATION

Outdoor Burning Timeline – Staff Presentation

McNair explained the Thurston County Board of Health was unable to meet with us at this time, so we took

the opportunity to give a brief history of outdoor burning to the Board so everyone will be prepared for the next step. We have invited the Board of Health to our September meeting at which time we will discuss options for moving forward in regards to outdoor burning in Thurston County.

R.Moody presented a PowerPoint showing the history, highlighting the changes, of ORCAA's outdoor burning rules. The end of the presentation consisted of ideas on ways to limit outdoor burning such as restricting burn times (burning allowed in fall and spring for instance) and charging fees for permits.

Valenzuela wanted to verify permits are currently free. R.Moody explained we currently charge for land clearing and agricultural burn permits, residential permits are free. Valenzuela noted because there is a charge to dispose of the debris at the landfill, it seems people are choosing to burn—seems to be a reverse incentive. Doherty asked if we aren't heading toward a middle ground as well. There are several biomass generators that could take the debris, especially after a large storm event. R.Moody stated that has been done in the past, but hog fuel markets change and the need for fuel doesn't always line up with a storm event. Valenzuela felt for the purposes of the September meeting with regards to Thurston County, this is not likely a consideration because we don't have those types of facilities in our county. We heard from citizens who are affected by outdoor burning in Thurston County and should Thurston County Health consider county-wide burn ban, rather than one confined to our cities and urban growth areas.

McNair noted several Board members also asked what authority they have as a Board. McNair explained our rules regulate what we do and the Board has the ability to curtail burning. You have the authority to be more stringent than the state laws, if you so choose. There are many options to burning, McNair stated, including yard waste pickup, and chipping and hauling.

There was some additional discussion regarding the different options. Valenzuela excused herself at 11:08am. McNair stated we would be presenting similar information to the Board and Thurston County Board of Health at the September meeting. We will be discussing the options and decide what direction to take.

DIRECTOR'S REPORT

Compliance Update

R.Moody noted there were many outdoor burn complaints on this month's report. Pratt noted 'warnings' is listed on the Inspection Report and asked what that meant. R.Moody stated in those particular cases the businesses did receive written notification of issues needing to be dealt with, such as; record keeping, gaskets, maintenance, etc.

Sheldon asked if R.Moody had any indication manufacturers' business is picking up. R.Moody stated that would best be answered by the engineering report, but in general, yes we have been receiving permits. McNair stated, budget-wise we did surpass our anticipated budget for Minor Notices of Construction.

Permit Actions

Goodin stated he was in agreement with R.Moody's statement in that we have been receiving many capital improvement projects from mills. Goodin explained several permits have been completed and sent out to the businesses this month.

Air Quality Summary

Moore briefly went over the June air quality data, noting we are continuing to monitor Ozone as well as particulate. Throughout our jurisdiction, our monitors have been showing good air quality. Moore did note the Saturation Study monitors slightly different numbers as compared to our nephelometers. While we don't really know why the numbers are slightly higher with the saturation monitors, we do know the different

instruments do record and measure differently. This is the first time we have seen a marked difference in the monitors. We will keep an eye on this and see if we can't find what may be contributing to the difference.

Moore stated our next Saturation Study will take place in Jefferson County beginning in January. Moore explained he and Hadley would begin scouting for monitoring site locations, likely next week.

Education and Outreach

McNair noted Nelson was not available for the meeting today. She did note he has been helping the compliance team by following up on complaints. He has attended several homeowner's association meetings as well. Nelson is still working on the woodstove buyback program—we recently learned the funds will be carried over for this next year. McNair also noted, at the Air Directors' meeting we were told the legislature allocated \$4 million for a woodstove program. We don't know what kind of program as of yet, but we'll be watching it. McNair stated she did talk to Ecology about having our woodstove buyback program go beyond Thurston County. We may be looking at a bounty program on the Peninsula. We are waiting to hear back.

Finance/Administrative Update

Harding noted we met with the Finance Committee prior to the Board meeting, going over the income statement for 2013 Fiscal Year End. Harding stated on revenues we ended with \$74,000 plus additional revenues and on the expenditure side we under-spent by approximately \$25,000. Harding briefly went over several line items in both the revenues and expenditures, noting additional revenues and savings under expenditures.

Doherty asked if we will be hiring a new inspector for the Port Angeles office. McNair stated it appears we will not have a fulltime person in that office. Our senior staff will be traveling up to the area as we are not getting the candidates we need for that position.

Harding continued with the financial report, going over the Fund Balance Sheet. Harding stated we began the 2013 Fiscal year with \$1,556,313 and ending with \$1,569,488. There are allocations, reserve accounts, the Board has approved by resolution. We have a 25 percent reserve set aside for catastrophic events or other emergencies; Title V reserve; Tenant security deposits; building reserves; monitoring equipment; and, database reserve. The unreserved fund balance is \$1,058,276.

Our new credit card vendor, Point and Pay, has gone live and has been going well. As of July 1, we have received 18 credit card transactions. The majority of feedback is positive.

At our September meeting, Harding stated, we will be bringing a couple of resolutions to the Board. The first resolution will be requesting we implement Thurston County's new security process; Positive Pay. The second resolution will be requesting approval for the new Ultrafine Study program and to accept the funds.

Executive Director's Report

McNair stated there is a whitepaper about the Ultrafine Study and it was in the Senate and House budget, requesting \$516,000 for a 2-year program. We will be meeting with Dan Jaffe (University of Washington) to get this study started by the end of August. McNair noted we will be adding

\$308,000 to our budget, \$100,000 of that will cover equipment. The second year, we'll receive \$208,000. The majority of the money will be going to the University of Washington and we maintain approximately \$25,000 per year for Hadley to manage the project. Ecology will be taking \$1,000 for administering the funds. The study will be in both Jefferson and Clallam counties. McNair reminded the Board there is no standard for ultra-fine particles, however there is great interest. McNair stated she would know more about the study after the meeting.

McNair noted there is a JLARC study on gas stations that has to be completed by 2014. The issue from the lobby is gas is not evaporating and escaping and there are no problems at gas stations. Our compliance team disagrees. We do find issues regarding evaporating gasoline during our inspections. Sheldon had to excuse himself from the meeting – 11:57am.

FOR THE GOOD OF THE ORDER

Doherty stated Commissioner Herb Welch (GH) has been hospitalized and thought a card was appropriate. Cormier stated he is doing better.

Doherty handed out Clallam County Scenic Byway maps and stated the Quinault Tribal Paddle event is set for July 31-Aug 7.

Doherty noted Nippon has stated they can burn Scott's Broom if someone wants to provide it. Johnson stated goats have been a good disposal method as well.

ADJOURNMENT

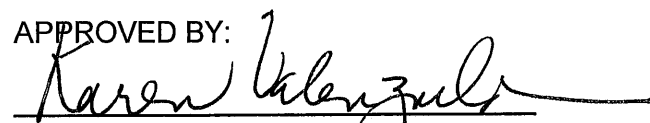
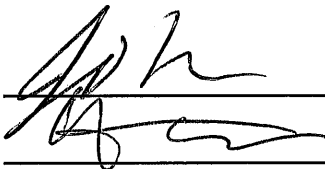



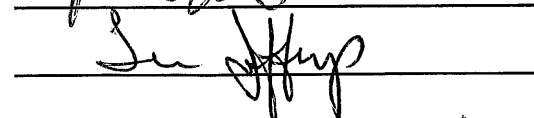
There was nothing further from the Board.

The meeting adjourned at 12:00 p.m.

PRESENTED BY:


Francea L. McNair, Executive Director

APPROVED BY:

APPROVED and SIGNED this 11 day of September 2013