



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY JUNE 8, 2023
12:15 P.M.

Virtual Participation

By Video: <https://us02web.zoom.us/j/82551664224>
By Audio: +1 253 215 8782
Meeting ID: 825 5166 4224

In-Person Participation

LRAPA
1010 Main Street
Springfield, OR 97477

[Note: Start times for agenda items are approximate.]

CALL TO ORDER:

1. **Call to Order** (12:15 p.m.)
2. **Adjustments to Agenda** (12:15 p.m.)
3. **Public Participation (time limited to three minutes per speaker)** (12:20 p.m.)
 - A. **Comments on an Item on Today's Agenda**
 - B. **Comments on a Topic Not Included on Today's Agenda**

(Note: This is an opportunity for the public to bring up unscheduled items. The board may not act at this time but, if it is deemed necessary, place such items on future agendas. Issues brought up under this agenda item are to be limited to three minutes' speaking time by the person raising the issue. If additional time is necessary, the item may be placed on a future agenda.)
4. **Comments from Board Members** (Note: This is an opportunity for Board Members to bring up unscheduled items regarding today's public comments, and/or written/electronic comments they have received. The board may not act at this time but if it deems necessary place such items on future agendas.)
5. **Consent Calendar** (12:25 p.m.)
 - A. Approval of Minutes for May 11, 2023, Board of Directors Meeting
 - B. Approval of Expense Reports April 2023

REPORTS / ACTION ITEMS:

6. **Director's Performance Review [EXECUTIVE SESSION]** (12:30 pm) *Information*

[Click here to join the meeting](#)

Meeting ID: 255 455 812 941 | Passcode: 68gFqP | [Download Teams](#) | [Join on the web](#)

The Lane Regional Air Protection Agency's Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(i) which allows the Board to meet in executive session to consider the executive director's job performance.

- 7. Oakridge Air Report (12:50pm)** *Information*

- 8. Presentation (1:05pm)** *Information*
 - A. HR Answers -Anna Lee
 - B. Pay Equity & Compensation Study Report
 - C. Board Discussion

- 9. Director's Report (1:25 pm)** *Information*

- 10. Citizens Advisory Committee (1:35 pm)** *Information*

DISCUSSION:

- 11. Old Business (1:40 pm)** *Information*
 - A. Actions Items from previous Board meetings

- 12. New Business (1:42 pm)** *Information*
 - A. Future Bylaw Discussion to Include Title VI Requirements

- 13. Adjournment of LRAPA Board Meeting (1:45 pm)**

We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@lrapa.org or by calling the LRAPA office at 541-736-1056.

Nos esforzamos por proporcionar accesibilidad pública a los servicios, programas y actividades de LRAPA para personas con discapacidades. Las personas que necesiten adaptaciones especiales, como dispositivos de asistencia auditiva, formatos accesibles como letra grande, Braille, documentos electrónicos o cintas de audio, deben comunicarse con la oficina de LRAPA con al menos 72 horas de anticipación. Para las personas que requieren servicios de interpretación de idiomas, incluyendo la interpretación calificada de ASL, comuníquese con la oficina de LRAPA al menos con 5 días laborables de anticipación para que LRAPA pueda proporcionar los servicios de interpretación que sean lo más completos disponibles. Para todas las solicitudes, envíe un correo electrónico al Coordinador de Antidiscriminatoria de LRAPA a accessibility@lrapa.org o llame a la oficina de LRAPA al 541-736-1056.



MINUTES
LANE REGIONAL AIR PROTECTION AGENCY
BOARD OF DIRECTORS MEETING
THURSDAY JUNE 8, 2023
MEETING VIA ZOOM / LRAPA BUILDING, SPRINGFIELD OREGON

ATTENDANCE

Present: Bryan Cutchen, Chair; Howard Saxion, Vice Chair; Mike Fleck; Joe Pishioneri; Jeannine Parisi; Matt Keating; David Loveall; Susannah Sbragia; Steve Dietrich; Travis Knudsen; Max Hueftle; Lance Giles; Colleen Wagstaff; Chris Coulter; Beth Erickson; Amanda Atkins; Robbye Robinson; Jim Daniels, CAC; Grace Kaplowitz, Good Company and Anna Lee, HR Answers.

Absent:

1. Call to Order

Chair Cutchen called the meeting of the Lane Regional Air Protection Agency (LRAPA) Board of Director's (BOD) to order at 12:15 PM.

2. Adjustments to Agenda

Chair Cutchen postponed agenda item number six, Director's Performance Review (executive session), until July 2023. There were no other adjustments to the agenda.

3. Public Participation

A. Comments on an Item on Today's Agenda

There were no public comments.

B. Comments on a Topic Not Included on Today's Agenda

There were no public comments.

4. Comments from Board Members

There were no comments from Board members.

ACTION ITEMS:

5. Consent Calendar

A. Approval of Minutes from May 11, 2023, Board of Director's Meeting

B. Approval of Expense Reports April 2023

MOTION: Mr. Fleck moved, and **Vice Chair Saxion** seconded to approve the Consent Calendar as presented. **The motion passed unanimously.**

REPORTS / ACTION ITEMS:

6. Director's Performance Review (Executive Session)

This item was postponed until further notice.

7. Oakridge Air Report

Ms. Kaplowitz gave an update on Oakridge Air and progress that occurred in the last six months. Regarding the Targeted Airshed Grant (TAG) 1.0 extension request, the process of requesting a one-year extension from the Environmental Protection Agency (EPA) was underway, which would extend the grant through 2025. Regarding the Cedar Creek Fire, an After Action Report (AAR) was conducted by South Willamette Solutions (SWS) and University of Oregon (UO) partners. The report highlighted the need for increased capacity regarding emergency operations and communications. Despite industrial air scrubbers being implemented in schools, maintaining good indoor air quality in the school was still a challenge.

Chair Cutchen said the City of Oakridge was trying to address the shortfalls, particularly regarding emergency operations and communications, by applying for grant funds.

Mr. Pishioneri asked if the Forest Service or their firefighting branch had any future plans regarding mitigating their firefighting efforts to lessen the amount of smoke.

Ms. Kaplowitz said the Forest Service and SWS recently led a workshop, where discussion around the potential operational delineations (POD) concept took place. This was an emerging way of looking at forest management on a granular level, to determine what existing landscape features might be in an area. The Forest Service could use that information to be more proactive in the off season, with regard to forest thinning, as a way to contain a fire before it began. Smoke prevention was still a new concept that was being analyzed. She noted that she was not an expert on Forest Service operations.

Chair Cutchen said the City of Oakridge was involved in the POD effort. Regarding the smoke, a definite solution had yet to be determined.

Ms. Kaplowitz said regarding the home heating upgrades, a new coordinator had recently been hired. The onboarding / transitional process took a while to get them up to speed, but they were now managing the first cohort of homes from start to finish. A lot of progress had been made and the new coordinator had a great rapport with contractors and residents in the community. Upgrades should begin happening at an increased speed, and there would also be an increase in community outreach and education.

Ms. Parisi asked for a percentage of completed homes.

Ms. Kaplowitz said using TAG 1.0 funds, the initial goal for heating upgrades was 145 homes. She noted that 68 homes were currently in the program, and that a slight reduction of homes may occur over time due to inflation. The program started off with more complex upgrades, i.e., houses that needed a lot of weatherization. Those upgrades took a long time to complete. She noted that an additional 803 interested residents were gained as a result of the Cedar Creek Fire Air Filter Distribution Program. Regarding the Chimney Sweep Voucher and Vendor Program, Second

Chance Roof and Chimney would pilot the program. So far, 12 chimneys had been completed. Vouchers were valued at 250 dollars for eligible residents. This program allowed a clear picture of what type of wood stoves were in the community, and a few good candidates for upgrades had already been identified. Regarding the Firewood Program, there was an increased demand for wood and a limited supply due to the Cedar Creek Fire. An entrepreneurial partnership with Brock's Wood Lot was formed to sustain the program beyond EPA funding. There was a new electronic message board, which was installed in April 2023, at the Oakridge Fire Department. The message board was the result of a funded partnership between the TAG grant and the Department of Environmental Quality (DEQ). Smoke advisories and burning ban alerts could be seen on the board. A lot of outreach was happening within the community, and the third annual Welfare Safety Night would take place in July 2023. The Woodshed program was still underway at the Oakridge High School. 18 sheds were delivered in 2022 and 11 were delivered so far in 2023. There was enough funding for 150 sheds in total. That program would expand over the next few years with TAG 2.0 funds. The school district in the Middle Fork Watershed Council also joined the program in May 2023. The UO research project was working on indoor air quality. Purple air monitors were installed in the homes that participated in the home heating upgrades program. Air quality was being analyzed by a UO research team to determine air quality before and after the upgrades occurred. The community's overall thoughts and understanding of smoke and air quality was also being analyzed. The UO team recently did a communications audit, which analyzed all the communication efforts made over the past few years, to determine areas for improvement. The audit provided a lot of useful information. The next outreach initiative would be a community survey to gauge people's perception of smoke and air quality.

Ms. Parisi noted that this would be her last LRAPA meeting. She acknowledged how encouraging it was to see a small community come together and achieve such great success.

Chair Cutchen said a few grants were received outside of the TAG program. One was given to SWS and the other to the City of Oakridge. It was a fuels reduction grant from the Oregon State Fire Marshall's Office, which SWS used to reduce underbrush. The city would purchase equipment and do mitigation as well.

Mr. Dietrich noted that **Mr. Knudson** and **Ms. Kaplowitz** recently went to Denver, Colorado to speak about the Oakridge Air Program at an EPA-sponsored event.

There were no other comments or questions.

8. Presentation – HR Answers

Mr. Dietrich said LRAPA hired HR Answers to do salary survey comparisons and develop position descriptions.

A. HR Answers – Anna Lee, Senior Consultant

Ms. Lee said HR Answers partnered with LRAPA in February 2023, regarding a classification Oregon pay equity and compensation project. It was evident that the first order of business was a classification review of all LRAPA positions. HR Answers worked with LRAPA to develop a consistent job description format for each of LRAPA's 18 positions and a full job profile was created for each. All job descriptions now include titles, department, pay grade, Fair Labor Standard Act (FLSA) status, position essential functions,

and characteristics. HR Answers conducted a pay equity and compensation study, and discussions were ongoing regarding pay philosophies.

B. Pay Equity and Compensation Study Report

HR Answers used a specific pay equity tool, developed by HR Answers, for conducting pay equity and compensation studies. The tool considered all of the requirements of Oregon's pay equity laws that identified work of comparable character based off specific items including knowledge / education, skill, effort, responsibility, and working conditions. When the evaluation was complete, HR Answers looked for similar characteristics regarding roles within LRAPA and suggested that those positions be paid equitably. The study showed that LRAPA was compliant with Oregon's 2017 pay and equity laws. Oregon's pay and equity laws required that a study to be done every three years, or when a new position was created within an organization. LRAPA purchased HR Answers Pay Equity Tool to remain in compliance with pay and equity in the future. HR Answers evaluated how LRAPA paid and labeled each position, with regard to the content of each job description, in comparison to industry standards. Comparable organizations used in the evaluation were Oregon DEQ, Southwest Clean Air Agency (SWCAA), Northwest Clean Air Agency (NWCAA), and Puget Sound Clean Air Agency (PSCAA). A detailed report of evaluation findings was provided to LRAPA.

C. Board Discussion

Vice Chair Saxion asked if any adjustments were made to compensation and noted that regarding the comparison with Puget Sound, the cost of living was higher in Seattle. Puget Sound was also a much larger agency with much more complicated roles and responsibilities. He asked if those factors were taken into consideration.

Ms. Lee said regarding his first question, ongoing discussions were taking place between LRAPA and HR Answers regarding pay philosophies. HR Answers provided evaluation reports from which LRAPA could make their own decisions. Regarding question two, an average calculation was conducted for each of the positions. Puget Sound was part of the average regional calculation. Regarding the size of each comparable organization, positions were compartmentalized by department, and the entirety of each organization was not part of the equation. It was determined that overall, the lowest average for salaries within LRAPA were the director and finance director positions. She noted that most of the comparable organizations, with the exception of DEQ, did not include the director position in their salaries because those were contracted positions. She reiterated that discussions were ongoing regarding pay philosophes and LRAPA could use the information provided by HR Answers any way they wanted. Comparable data reports included a 6.8 percent market rate adjustment for cost of living, which was determined by analyzing each comparable organizations cost of living adjustment and determining an average percentage rate. HR Answers recommended that LRAPA consider that data to remain competitive as an employer. They also recommended that LRAPA examine the compensation philosophy provided. HR Answers would ensure that LRAPA knew how to use the pay equity tool. Ongoing support was also an option.

Ms. Parisi asked what the market rate adjustment was for DEQ.

Ms. Lee said it was 3.1 percent.

Mr. Pishioneri asked what the criteria was in determining comparable organizations and said he would like to have that information at some point in the future.

Chair Cutchen asked for the market rate adjustment to be explained in different terms.

Ms. Lee said a lot of the comparable organizations had unions, and typically, the market rate adjustment was dictated by the consumer price index (CPI). Government-determined CPIs were used to make those calculations. Most unions had a specific rate for administrative and management departments. LRAPA did not have a union consideration. Further discussion would be needed to determine how LRAPA would proceed with calculating their market rate adjustment. The 6.8 percent market rate adjustment was the average percentage of the four comparable organizations.

Vice Chair Saxion asked if HR Answers factored cost of living percentages when analyzing employee benefits and healthcare costs.

Ms. Lee said no because benefits were multi-faceted. She noted it could be done if LRAPA wanted.

Mr. Pishioneri suggested it may be easier to take some of the anomalies out of the equation and use a total cost for each position that included insurance, retirement, pay, etc.

Ms. Sbragia said there would be no changes made to the approved budget. Any changes would be reflected in the next budget.

Mr. Fleck said regarding challenges with revenue, it was great to add a cost-of-living increase into wages, but there would need to be a balance because LRAPA needed to consider what the organization could afford.

There were no other comments or questions.

9. Director's Report

Mr. Dietrich said the first wildfire events had already occurred a few weeks ago, one was southwest of Veneta, and the other near Springfield. Therefore, the outdoor burning season was closed early. He mentioned that over 20 days had passed with no rain. LRAPA would need to implement a series of rules proposed by DEQ, which were adopted by the Environmental Quality Council (EQC) in November 2022. These rules went into effect on March 1, 2023. LRAPA also needed to be in line with DEQ's asbestos rules. While the final components of Title V legislation were being worked out, DEQ would implement a temporary rule, which would add the current CPI to Title V fees. He noted this change may take effect in July 2023. LRAPA would need to address all of these changes in the near future.

Mr. Fleck asked if LRAPA would be able to simply adopt DEQ's rules regarding asbestos or if they would need to go through the whole process.

Mr. Hueftle said that LRAPA tried to use implementation by reference when it made sense, but there were instances where LRAPA was different, i.e., permitted sources. LRAPA had expanded its ability to permit smaller sources than DEQ. Most of the big statewide programs were implemented by reference.

Mr. Pishioneri said regarding complaints listed in the board packet, 10 complaints were regarding International Paper. He asked if those were all for the same type of complaint or from the same complainant.

Mr. Dietrich said he was not sure if it was the same complainant.

Mr. Knudson said the majority of them were most likely from the same residence.

Mr. Pishioneri said a system was needed to determine whether the complaints were valid or not to ensure LRAPA was doing its job. The fact that LRAPA had a number of complaints did not necessarily mean the complaints were all valid.

Mr. Dietrich said improvements to the complaint system were being worked on internally.

Ms. Wagstaff said all 10 complaints had not yet been analyzed because of the date that the complaints were submitted and the amount of time it took to investigate each complaint. Therefore, the validity of them was not yet confirmed. She noted nine of the complaints were from the same residence. LRAPA investigated each complaint to determine validity and ensure that organizations being named in a complaint were actually the correct organization at fault.

Mr. Knudson said complaints were categorized under the following labels: suspected, confirmed, or listed as other. That information was listed in the annual report.

Ms. Wagstaff said categorized charts could be implemented to notate that information in an easy-to-understand format. She noted the current system was outdated, but that improvements were being made internally that would take less labor.

Ms. Parisi said regarding complaints and validity. The public, as citizen scientists, could be a helpful resource to let LRAPA know if problems were occurring. She said it was important for people to be able to call LRAPA and weigh in and register their complaints. That was good information for LRAPA to follow up on. She hoped that Cleaner Air Oregon would help LRAPA do a better job communicating risks resulting from certain industrial operations. At the last meeting, she suggested it would be helpful for this board to better understand what the implications of the Cleaner Air Oregon program was and how to communicate that to the public, yet she did not see that topic on any upcoming agendas. She encouraged the board to find time in the near future to brief their selves on Cleaner Air Oregon and stay up to date with their initiatives. The board should help the public understand their value proposition. People thought industry was solely the problem, but according to LRAPA's monitoring, it had been determined that individual behavior had a much greater impact on air quality. It was part of LRAPA's job to help people understand that.

Mr. Keating thanked **Ms. Parisi** for her invaluable insight and said it would be missed. He noted it was unfair to disparage people who made multiple complaints. He did not want the public to misinterpret the conversation that took place today. He made it clear that there was no intention to discourage the public from submitting complaints to LRAPA. The LRAPA board welcomed the public's input.

Mr. Fleck said whether a complaint was valid or not, he wanted to hear them all. LRAPA needed to be diligent in their complaint investigations.

Mr. Pishioneri said he would never want to discourage complaints. His suggestion was simply that LRAPA should develop a way to determine if complaints were valid or not, compile the information, and publish it, so the public could see that LRAPA was doing their job.

There were no other comments or questions.

10. Citizen Advisory Committee (CAC)

Mr. Daniels said during the May 2023, CAC meeting, the committee focused on the final steps of the community survey. Committee members were testing the survey now, and it would be presented to the LRAPA board for their approval in July 2023.

There were no comments or questions.

DISCUSSION:

11. Old Business

A. Action Items from Previous Board Meetings

Mr. Dietrich gave an update on the following six action items from the May 2023, meeting.

- Oakridge Air Toxics Data – Information was Provided to **Vice Chair Saxion**
- Preferred Air Toxics Sampling Locations in Springfield – Information was Provided to **Mr. Pishioneri**
- **Ms. Parisi's** Request for a Cleaner Air Oregon Update – Would be Added to a Future Meeting Agenda
- Next Air Metrics Presentation – October or November Board Meeting
- **Mr. Dietrich's** Self-assessment – Currently Underway
- LRAPA's Legal Representation – May Have Been Resolved with the Hiring of **Kristen Denmark**. (The Board could re-visit that discussion, if need be, in September.)

Ms. Parisi asked if the City of Eugene was cutting its dues to LRAPA and inquired about future Board member appointments.

Mr. Dietrich noted the City of Eugene recently implemented a biennial budget. Their dues would not change this year, but budget shortfalls may reduce their dues in the next fiscal year.

Vice Chair Saxion said regarding Board elections, the next city council meeting would take place on June 12, 2023, where the Board would vote on board and commission appointments.

Mr. Keating said council would choose which Board and commission appointments they wanted to vote on. The mayor would appoint commissioners to LRAPA. Regarding the City of Eugene's budget, the citizen budget committee recently completed a robust budget process, but the budget had not been approved yet by city council. Approving the budget was included on the June 2023, city council meeting agenda.

There were no other comments or questions.

12. New Business

A. Future Bylaw Discussion to Include Title VI Requirements

Chair Cutchen said a Title VI federal requirements would need to be part of the onboarding process or a reoccurring process for Board members and LRAPA staff.

Mr. Dietrich said a meeting took place between LRAPA and the EPA on May 3, 2023, regarding a complaint from 2014, and an Informal Resolution Agreement (IRA) that was signed in 2019. The purpose of the meeting was to determine if the issue had been resolved. There were still some things that needed to be done before the IRA could be closed. However, it was suggested that the LRAPA Board and staff should partake in a training course to ensure LRAPA was compliant with regard to Title VI requirements.

Chair Cutchen said the bylaws subcommittee could write something to that effect into the bylaws.

Mr. Fleck said he was going to miss **Ms. Parisi** terribly and that it had been wonderful serving with her on the LRAPA Board. He remembered how she and other Board members struggled to keep LRAPA afloat many years ago and thanked her for all her hard work.

Chair Cutchen said although his time working on the Board with **Ms. Parisi** was brief, there was no question about her determination.

Ms. Parisi recalled a time when the Board had to table a vote regarding banning outdoor burning across the entire county. She was the chair of the LRAPA Board at the time and thought LRAPA was going to fold over the backyard burning controversy. A fellow Board member told her she was a bad parliamentary and she would never forget that. She was sad to move on but happy to see LRAPA in good hands.

There were no other comments or questions.

13. Adjournment

Chair Cutchen adjourned the meeting at 1:45 PM.

(Minutes recorded by Diana Pamir Tisdale)

**LRAPA Financials
Board Report**

FY23 YEAR-TO-DATE

ALL FUNDS

FY23: JULY 1, 2022 - April 30, 2023

% of year used: 83%

GENERAL FUND			BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES							
GRANTS:			\$1,078,514	\$865,300	\$213,214	80%	\$1,124,754
	Federal Base	640,000		428,600			640,000
	State	263,514		263,500			275,554
	Others	175,000		173,200			209,200
LOCAL DUES:			195,111	195,100	11	100%	195,100
	City of Eugene	87,643		87,600			87,600
	Lane County	61,876		61,900			61,900
	City of Springfield	31,806		31,800			31,800
	City of Oakridge	3,358		3,400			3,400
	City of Cottage Grove	10,428		10,400			10,400
PERMIT FEES:			1,245,964	1,376,200	(130,236)	110%	1,473,199
	Point Source	616,398		742,100			742,100
	GDF & GHG & Other Fees	80,000		93,800			93,800
	Asbestos Fees	186,855		181,200			273,199
	Cleaner Air Oregon	339,711		313,900			313,900
	Misc Fees & Others	23,000		45,200			50,200
TRANSFERS FROM OTHER FUNDS			40,500	0	40,500	0%	0
TOTAL REVENUES			\$2,560,089	\$2,436,600	\$123,489	95%	\$2,793,053
EXPENDITURES							
PERSONNEL:			\$1,786,980	\$1,389,500	\$397,480	78%	\$1,667,400
MATERIAL & SERVICES:			756,730				
	SUPPLIES & SERVICES	367,340		308,800	58,540	84%	\$370,600
	OTHER GRANTS PASS-THRU	340,000		227,100	112,900	67%	\$272,600
	TRAVEL & TRAINING	24,900		12,200	12,700	49%	\$14,700
	VEHICLE OPERATING EXPENSES	10,000		20,600	-10,600	206%	\$24,800
	REPAIRS	14,490		11,000	3,490	76%	\$13,200
CONTINGENCY:			100,000	0	100,000	0%	\$0
CAPITAL/DEBT SERVICE:			160,000	0	160,000	0%	\$0
TOTAL EXPENDITURES			\$2,803,710	\$1,969,200	\$834,510	70%	\$2,363,300
BEGINNING FUND BALANCE (unaudited)			2,221,896	0			
Revenue Over Expenditures INCREASE/(DECREASE)			(243,621)	467,400			429,753
ENDING FUND BALANCE			\$1,978,275				\$2,651,649
TITLE V							
			BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES							
PERMIT FEES:			\$424,207	\$424,200	\$7	100%	\$424,200
TOTAL REVENUES			\$424,207	\$424,200	\$7	100%	\$424,200
EXPENDITURES							
PERSONNEL:			457,639	421,000	36,639	92%	463,100
MATERIAL & SERVICES:			16,870				0
	SUPPLIES & SERVICES	16,370		300	16,070	2%	400
	TRAVEL & TRAINING	500		0	500	0%	0
	CONTRACT SERVICES	0		0	0	0%	0
TRANSFER TO GENERAL FUND:			15,000	0	15,000	0%	0
CAPITAL/DEBT SERVICE:			0	0	0	0%	0
TOTAL EXPENDITURES			\$489,509	\$421,300	\$68,209	86%	\$463,500
BEGINNING FUND BALANCE			206,819	0			
Revenue Over Expenditures INCREASE/(DECREASE)			(65,302)	2,900			(39,300)
ENDING FUND BALANCE			\$141,517				\$167,519

**LRAPA Financials
Board Report**

FY23 YEAR-TO-DATE

ALL FUNDS

FY23: JULY 1, 2022 - April 30, 2023

% of year used: 83%

TAG GRANT (Oakridge)		BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES						
EPA Funds TAG 1 (Total Grant Reimbursement is budgeted):	1,224,568	617,100	607,468	50%	748,140	
EPA Funds TAG 2 (Total Grant Reimbursement is budgeted):						
ARP Grant - NOT Received	175,000	0	0	0%		
TOTAL REVENUES	\$1,399,568	\$617,100	\$782,468	44%	\$748,140	
EXPENDITURES						
PERSONNEL:	72,360					
PERSONNEL TAG 1	45,560	45,100	460	99%	45,100	
PERSONNEL ARP (not received)	26,800					
MATERIAL & SERVICES:	1,327,208					
SUPPLIES & SERVICES TAG 1	113,950	159,600	(45,650)	140%	191,520	
SUPPLIES & SERVICES TAG 2	50,000	50,000	0	100%	50,000	
ARP (Not Received)	148,200	0	148,200	0%	0	
CONTRACT SERVICES TAG 1	562,720	315,900	246,820	56%	379,080	
CONTRACT SERVICES TAG 2	50,000	68,700	(18,700)	137%	82,440	
OTHER GRANTS PASS-THRU TAG 1	402,338	29,000	373,338	7%		
OTHER GRANTS PASS-THRU TAG 2		0	0	0%	0	
TOTAL EXPENDITURES	\$1,399,568	\$668,300	\$704,468	48%	\$748,140	
BEGINNING FUND BALANCE	0	0				
Revenue Over Expenditures INCREASE/(DECREASE)	0	(51,200)			0	
ENDING FUND BALANCE	\$0	\$0			\$0	
AIRMETRICS ENTERPRISE FUND						
		BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUE						
SAMPLER SALES:	\$460,812	\$229,200	231,612	50%	275,100	
SAMPLER CALLIBRATION FEE:	7,280	4,400	2,880	60%	5,300	
FILTER WEIGHING SERVICES:	0	0	0	0%	0	
INTEREST & FREIGHT INCOME:	23,289	28,000	(4,711)	120%	33,600	
SAMPLER RENTAL INCOME:	6,500	1,400	5,100	22%	1,700	
SALES OF PARTS & ACCESSORIES:	97,000	73,400	23,600	76%	88,100	
TOTAL REVENUE	\$594,881	\$336,400	\$258,481	57%	\$403,800	
EXPENSES						
PERSONNEL:	160,870	129,900	30,970	81%	155,900	
MATERIAL PURCHASE/COGS:	414,731	227,700	187,031	55%	273,300	
EQUIPMENT:	20,000	0	20,000	0%	0	
CONSULTANTS/RESEARCH & DEVELOPMENT:	15,000	0	15,000	0%	0	
GENERAL EXPENSE & OTHERS:	20,764	12,300	8,464	59%	14,800	
CONTINGENCY:	10,000	0	10,000	0%	0	
TRANSFER TO GENERAL FUND:	25,500	0	25,500	0%	0	
TOTAL EXPENDITURES	\$666,865	\$369,900	\$296,965	55%	\$444,000	
BEGINNING FUND BALANCE	1,364,024	0				
Revenue Over Expenditures INCREASE/(DECREASE)	(71,984)	(33,500)			(40,200)	
ENDING FUND BALANCE	\$1,292,040				\$1,323,824	

Keep financial reserves at 120 days minimum (LRAPA Board Adopted Target)



LRAPA BOARD OF DIRECTORS EXECUTIVE SESSION STATEMENT

Script to be read by the Board Chair at the beginning of the executive session.

Meeting Date: June 8, 2023
Department: Director's Office
www.lrapa.org

Executive Session
Staff Contact: Steve Dietrich
Contact Telephone: 541-736-1056 x216

EXECUTIVE SESSION STATEMENT

Board Chair Bryan Cutchen to read:

The Lane Regional Air Protection Agency's Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(i) which allows the Board to meet in executive session to consider the executive director's job performance.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

LRAPA Board Report: Oakridge Air Program

June 2023

Coordination & Project Management

- **TAG 1.0 extension request:** Due to early delays and hurdles from getting the program underway (COVID-19 and supply chain/contractor challenges), we are beginning the process of requesting a 1-year extension for the TAG 1 grant through EPA. This would extend TAG 1.0 funding beyond the initial November 2024 deadline through November 2025.
- **Cedar Creek Fire and Smoke Event:** The ripple effects of the fire and smoke event spread far and wide into the community and our Oakridge Air work. A Cedar Creek Fire After Action Report (AAR) was completed by SWS & UO partners in April. A few lessons learned from the AAR regarding needs for future evacuation and smoke response scenarios.
 - Evacuation Needs
 - Increased capacity
 - Emergency Operation Center (EOC)
 - Communication and emergency planning for multiple scenarios
 - Smoke Response Needs
 - Communication and emergency planning for multiple scenarios
 - Streamlining and improving screening criteria and resource availability
 - Additional support for schools

Home Heating Upgrades

- **Cohort 5 started in Q2:** This is the first new cohort led by Thaddeus Carter, Residential Upgrade Coordinator hired in Q3 2022. The team has been busy streamlining the upgrade process and problem-solving to ensure swift delivery. Some changes have been made to the auditing process and sequence of upgrades to focus on completing the wood stove & electrical heating upgrades first before adding on the weatherization work.
- **Home Heating Upgrade auditor changes:** Premium Efficiency ended their service as upgrade auditor in the beginning of the year, and the program is currently in the process of recruiting new auditor(s) and streamlining the workflow and process.
- **Education public workshops & local contractor recruiting:** In February 2022, two public workshops were held for our Home Heating Upgrades program (for real estate agents and contractors). We had great attendance and recruited additional local contractors for the Home Heating Upgrades work.
- **Program statistics**
 - Qualifications Questionnaires completed– 386
 - Homes in progress– 68
 - Homes with initial audits complete– 64
 - Complete– 26
 - After Action Reviews complete– 8
 - Homes where progress has stopped– 13
 - Homes with stopped progress that received pre-audit– 4
- **Change outs & upgrades completed to date:**

- Wood stove– 32
- Wood stove opt outs– 5
- Electrical Heat– 33
- Weatherization– 31
- **Cedar Creek Fire engagement** - 803 interested residents
 - All received individual outreach and communication, primarily through phone calls
 - This outreach has increased the pool of qualified homes including multiple sole source and Willamette City residents
- **Testimonials:** We have received positive feedback from participants in the program and have included a few testimonials below:
 - *“Everything went great for installation and set up. It was SO nice to have the backup heat source and the Air Conditioner was amazing to have.”*
 - *“We like it because it's quiet and it helps heat what the woodstove won't, and we also like that it cools. We're real pleased with it. They were on time, good communication, and easy to get along with.”*
- **Chimney sweep vouchers and vendors:** Oakridge Air has partnered with 2nd Chance Roof & Chimney to pilot the chimney sweep voucher program and will be distributing 75 vouchers (valued at \$250) to eligible residents in the coming months.
 - 12 chimney sweeps have been completed to date and an additional 13 are in the process of being scheduled.
 - Chimney sweeps provide valuable information about woodstove conditions and eligibility for HHU - two high priority homes have been identified for the Home Heating Upgrades program.

Community Firewood Program

- **132 cords were delivered this fiscal year.** 84% of customers qualify as senior, disabled or on the home heating exempt list.
- **CFP challenges:** the program experienced low stock in Q1, and there was a need to continue processing additional cords and wait for the processed wood to reach a moisture threshold of below 20%. This low stock was due to the firewood program experiencing the highest ever number of sales in Q4 2022. The increased demand and decreased stock resulted from:
 - Delayed processing time due to Cedar Creek
 - Increased sales to individuals who would normally gather their own wood or purchase it from private sales, but were unable to do so due to the fires on the landscape
 - An increased awareness of Oakridge Air, including the Community Firewood Program. The program is actively engaged with those with highest need in the community, and will continue to provide subsidized wood and to educate buyers about the other Oakridge Air programs.
- **Building capacity:** Inbound continues to manage the CFP while Brock's Wood Lot (a local firewood provider) begins to revitalize the commercial firewood business. In time, the intent is for the commercial side to help the subsidized CFP be able to continue (in the absence of continued EPA assistance).

- **New electronic message center (readerboard)** installed in April at the Oakridge Fire Department. Funded through TAG 2.0 and DEQ, and is a result of a partnership between the City of Oakridge and OA. The message board has remote update capabilities, a vital feature in emergency events. The software also allows for collaborative message conception and production. The intended use of the message board is for public messaging, including home heating advisories and prescribed fire smoke.
- **Oakridge Air Ambassador Program:** In February 2022, OA piloted our new Ambassador's program inviting community members to learn more about the program and help share information and resources with their neighbors.
- **Community meetings and events:**
 - In March 2022, Oakridge Air participated in the **ARC Resource Fair**. Many community resources and community members were present, and OA distributed air purifiers and additional services.
 - In May 2022, Oakridge Air and SWS helped put on and participate at the 75th annual **Tree Planting Festival** and hosted an **Oakridge Air Semi-Annual Meeting**.
 - Planning is underway for the third annual **Wildfire Safety Night** coming up on July 14th.
- **Outreach and engagement metrics:**
 - 877 subscribers to text message service
 - 1,094 newsletter subscribers
 - 719 Facebook followers
- **Woodshed program with Oakridge High School CTE:** Wood sheds are in production thanks to the Junior/Senior High woodshop class
 - Seven sheds are currently being built and are anticipated to be completed by the end of April.
 - 18 sheds were built and delivered to community members in 2022 and 11 delivered so far in 2023 (29 total). TAG 2.0 has funding for approximately 150 sheds.
- **Oakridge School District Outdoor School:** OA partnered with MFWWC to deliver air quality focused curriculum at Outdoor School in May 2023.
- **University of Oregon research project continues:**
 - In May, the UO team completed their Oakridge Air Communications Audit - a comprehensive review of all Oakridge Air communications materials/avenues used during 2021-2022. The goals of the audit were to: 1) document Oakridge Air's overall engagement and messaging strategy, 2) provide strategic communication recommendations, and 3) recommend next steps for assessing audience engagement and effectiveness.
 - Next, the UO team will be distributing a community-wide survey focused on understanding community thoughts, perspectives, and knowledge about air quality issues and smoke and the Oakridge Air program.
 - Additionally, last December the Oakridge Air & UO team began installing PurpleAir monitors in the homes of residents in our Home Heating Upgrade Program for our indoor air quality research project. To date, 14 monitors have been installed and 21 additional monitors will be installed in the coming months.



Lane Regional Air Protection Agency Pay Equity Report - May 2023

HR Answers, Inc. was engaged to assist Lane Regional Air Protection Agency with the analysis necessary for ensuring the organization was meeting the compliance requirements of Oregon's Pay Equity Act. The Oregon Pay Equity Act passed in 2017 requires that every employer in the state (except the Federal Government) has a system in place that ensures every employee is paid fairly. In this context "paid fairly" has a particular meaning.

Employers are to take actions to compare positions on the basis of five characteristics:

Responsibility, Knowledge, Skill, Effort, and Working Conditions.

The legislation contained a definition of Working Conditions however left the other four characteristics for employers to define. The definitions of these characteristics for Lane Regional Air Protection Agency are appended to this report as Appendix A. Once those characteristics have been defined and levels of each characteristics written, employers must assess each job against those definitions. This analysis results in a Job Profile which details how much of each characteristic is present in each position. When the assessment is complete, the next task is to identify which positions, if any, are of comparable character. These would be positions that have the same Job Profile identified in the analysis process. That action has been completed for Lane Regional Air Protection Agency.

This analysis is designed to create some commonality about how employers administer compensation. The desired outcome is to create a process that erases any pay differentials that are based on discriminatory biases or prejudices. The Act is a major revision to Oregon's Equal Pay law. Once fully implemented, employers will have the ability to hire and promote with pay set on objective criteria as opposed to subjective aspects of the applicant or employee. The law states that no protected class is to be paid differently on the basis of their class. The law requires that employers be intentional about their pay decisions and have a system that provides sufficient structure so pay decisions are consistently applied across all employees who are similarly situated.

**Lane Regional Air Protection Agency
Pay Equity Report - 2023**

There are two positions that have comparable job profiles:

Public Affairs Manager
Sales and Marketing Manager

Smaller organizations are likely to have fewer staff who have different backgrounds and who perform different tasks in support of the organization's mission or purpose.

Once the positions have been assessed and codified with a Job Profile, the next step is to consider the total compensation level of any position having multi-incumbents. In the case of Lane Regional Air Protection Agency. In examining the incumbents, it is apparent that the pay differentials are all based on time in the position.

The next section of the report identifies how consistency and equity will be achieved going forward. A pay structure will be used and each position in the organization will be placed in one of the grades which shows the minimum, midpoint, and maximum of the pay range. The Steps system will continue to be the method for determining increases. New hires and promoted employees will be placed in the range that considers their individual experiences, education, any specialized training, or certification.

All new hires will be integrated into the total compensation system of Lane Regional Air Protection Agency and any changes in pay will be in concert with the Pay Equity Act requirements. This same process will be repeated every three (3) years to ensure that any anomalies that are identified can be promptly remedied. Lane Regional Air Protection Agency will also inquire of employees at the time of their (performance review or annual assessment of pay) if they understand how pay is set and offer to answer any questions they might have.

The plan regarding pay increases will be based on longevity and an assessment of any relevant background at time of hire that might warrant a higher initial pay level will occur. Specific guidelines will be developed, and every supervisor and manager will be trained on the necessary protocols to administer this policy. The individual responsible for ensuring that this process is consistently applied will periodically review the agency's practices and the setting of pay to ensure that the organization is following the guidelines we have set.

We look forward to reviewing the results of the Pay Equity analysis with you and discussing the process to move forward for Lane Regional Air Protection Agency.



Compensation Study Summary Report

May 2023

submitted by:



Anna Lee, Senior Consultant

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Introduction

In January 2023, HR Answers was asked to partner with Lane Regional Air Protection Agency to complete a Compensation Study. This is in coordination with a Pay Equity evaluation that was completed as part of this project.

Scope of Work – Compensation Study

Following initial meetings, we reviewed the Agency’s current list of job descriptions updated organizational chart and job descriptions and provided guidance regarding the Agencies pay philosophy and plans.

We chose to review all job descriptions and update format and review content for consistency.

Purpose / Use of Classification Plan

- Development of the Classification Plan
- Administration of the Classification Plan
- Use of the Classification Plan: Job Title; General Statement of Responsibilities; Supervision Received/Supervision Exercised; Examples of Duties/Essential Functions; Screening Criteria; Physical Demands; Working Conditions
- Job Description information added to the heading of each job description included: Job Classification: Exempt/Nonexempt; Salary Range; Department.

Evaluate all classifications: Each classification was reviewed using the process developed for this step. There are eighteen (18) job descriptions that were evaluated in this process:

Executive Director; Finance & Human Resources Director; Operations Manager; Public Affairs Manager; Air Monitoring Services Manager; Sales and Marketing Manager; Finance and Enforcement Manager; Finance and Grant Analyst; Finance and Permit Coordinator; Administrative Assistant; Air Monitoring Specialist; Environmental Engineering Specialist I; Environmental Engineering Specialist II; Environmental Engineering Specialist III; Environmental Specialist I; Environmental Specialist II; Environmental Specialist III; Remote Workers (DEQ).

In coordination with the Finance and Human Resources Director, a final review of all classifications, and job description was conducted, and the creation of an updated Organizational Chart was completed.

Compensation Study

Following the classification study phase, our work plan for the compensation study included the following:

Select comparable Agency's and survey benchmark classes. The Agency chose four (4) comparable agencies: Oregon DEQ, SW Clean Air Agency, Puget Sound Clean Air Agency, NW Clean Air Agency and requested salary data. Out of the four (4) comparable Agencies listed, we received data from four (4).

Create salary survey instrument. The Agency was able to obtain salary information for some of the comparable Agencies from another Agency that has worked with HR Answers, Inc., as well as having the Senior Consultant collect additional information from the Agencies websites and conversations and email exchange with comparable Agencies. We collected the current job descriptions, salary schedules, from each of the comparable Agencies. The Senior Consultant reviewed the job descriptions and matched the Lane Regional Air Protection Agency job descriptions. The target is to have the job descriptions match 70% of the essential job functions to be used as comparable. Then we added the salary information to the survey report. To confirm correct and closest job matches, comparable Agencies provided clarifying information to match jobs.

Salary information on the eighteen (18) job descriptions were added to the report and the minimum of salary range (per hour), average of range (per hour) and maximum of range (per hour) was individually calculated for each job match, with each comparable Agency.

Outcomes

- Eighteen (18) jobs were selected for salary survey. Of those surveyed we were able to find comparative matches, which is considered best practice for salary survey. Positions that did not have comparable matches: Sales and Marketing Manager; Finance and Enforcement Manager.
- With the lowest average mid-salary of 63-72% for the director positions of comparable agencies.
- The average mid-salary for administration support positions is 102% of comparable agencies.
- The average mid-range salary for operation positions is 82% of comparable agencies.
- The average mid-range salary for management positions is 71% of comparable agencies.

Thank you for the opportunity to partner with Lane Regional Air Protection Agency on this project. We look forward to meeting with your team to discuss the outcomes of the survey.

Anna Lee, Senior Consultant, SHRM-SCP & IPMA-SCP - HR Answers, Inc.



Director’s Report for May 2023

Meeting Date: June 8, 2023
Department: Director’s Office
www.lrapa.org

Agenda Item No. 6
Staff Contact: Steven A. Dietrich
Contact Telephone: 541-736-1056 x 216

May 2023 AQI charts and stats: **05/01/2023 to 05/31/2023**

Site	Date	Max AQI	Pollutant
Eug/Spfld	13-May-23	54	O3
Oak	27-May-23	38	PM
CottGrv	13-May-23	47	O3

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3
Good	29	31	31	0-50	0-12
Moderate	2	0	0	51-100	12.1-35.4
USG	0	0	0	101-150	35.5-55.4
Unhealthy	0	0	0	151-200	55.5-150.4
Very Unhealthy	0	0	0	201-300	150.5-250.4
Hazardous	0	0	0	301-500	250.5-500

Attachment No. 1: Air Quality Index (AQI) charts for Lane County (May 2023)

Attachment No. 2: PM_{2.5} index charts for Lane County (May 2023)

COMPLAINTS: 05/01/2023 to 05/31/2023 [TOTAL 74]

Smoke complaints: 45

- 41 – Outdoor burning
- 2 – Home wood hearing
- 1 – Unknown smoke
- 1 – Wildfire smoke from Veneta

Industry: 12

- 10 – International Paper
- 1 – Lane Forest Products
- 1 – Eugene/Springfield Wastewater Plant

Miscellaneous complaints: 17

- 2- General air quality
- 7 – Unknown odor
- 2 – Asbestos
- 1 – Railroad train fumes
- 1 – Diesel generator fumes
- 1 - Hop Valley Brewery odor
- 3 – Automobile Painting

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Dust	30	14	25	32	25	26	15	17	26	12	1
Ag Burning / Spraying	17	4	12	9	1	0	6	2	7	2	2
General Air Quality	26	30	15	20	14	6	12	4	8	1	10
Home Wood Heating	219	121	342	130	197	126	128	74	57	67	27
Industry	122	127	52	58	74	50	170	100	336	198	48
Outdoor Burning	321	279	251	266	281	351	402	423	243	292	127
Slash Burning	5	7	11	26	13	24	16	12	10	6	9
Miscellaneous	52	57	85	164	138	66	67	59	40	102	21
Unknown	14	35	46	56	63	29	39	74	71	45	30
Total	806	674	839	761	806	678	855	765	798	725	274

* Year-To-Date

ENFORCEMENT: 05/01/2023 to 05/31/2023

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	2	-	2	-	4
Industrial	-	-	5	1	6
Outdoor Burning	-	-	3	-	3
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	2	-	10	1	13

NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT
5/1/2023 -- 5/31/2023
Report of open and actions initiated since last report

NEW: 5/1/2023 -- 5/31/2023

1. **LODGE ENVIRONMENTAL INC. (EUGENE) 550 E 14TH AVE, UNIT C**
 - A. Violation: 43-015-11(F)(5)(a) -A minimum of one viewing window will be installed in all enclosures, including negative pressure enclosures, in accordance with the following Each viewing window must be a minimum of two feet by two feet and be made of a material that will allow a clear view inside the enclosure.
 - B. Initial Action Taken: NON #3887 issued 5/4/2023
 - C. Subsequent Action: NCP #2023-3887 (\$2,600) issued 5/11/2023
 - D. Resolution: PENDING

2. **A&A AUTO WRECKERS, INC. (JUNCTION CITY) 91993 GREEN HILL ROAD**
 - A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.

- B. Initial Action Taken: NON #3889 issued 5/3/2023
- C. Subsequent Action: PENDING
- D. Resolution: PENDING

ACTIONS PERFORMED (Enforcement actions issued prior to 5/1/2023 with subsequent action in the current reporting period):

1. FOX LUMBER (COTTAGE GROVE) 77676 HW 99

- A. Violation: Conducted outdoor burning in violation and prohibited by General Air Contaminant Discharge Permit #202836 (ACDP 202836) in Condition 10.6.
- B. Initial Action Taken: NON #3879 issued 3/6/2023
- C. Subsequent Action: NCP #2023-3879 (\$2600) issued 3/6/2023: request for reduction approved and reduced to \$1,800 on 04/19/2023 - paid
- E. Resolution: CASE CLOSED on 5/8/2023:

PENDING (Enforcement actions issued prior to 5/1/2023 with no subsequent action in the current reporting period):

1. FORREST PAINT COMPANY (EUGENE) 1011 MCKINLEY STREET

- A. Violation: Failure to operate and maintain the air contaminant collection unit, biofilter, in a manner which minimizes air contaminant discharges, and failure to update the biofilter Operation and Maintenance (O&M) Plan once knowledge was acquired of insufficient maintenance and parametric data monitoring was discovered to ensure the biofilter is operated at the highest reasonable efficiency and effectiveness.
- B. Initial Action Taken: NON #3860 issued 6/22/2022
- C. Subsequent Action: PENDING
- D. Resolution: PENDING

2. PETROCARD INC (GOSHEN) 85947 FRANKLIN BVLD

- A. Violation: The permittee failed to submit in a timely manner performance testing records to LRAPA which demonstrate compliance with vapor testing requirements outlined in permit conditions 5.1.a and 5.1.b. On 2/25/2022 the permittee was notified by LRAPA that they had exceeded the annual throughput threshold of 480,000 gallons of gasoline in 2019 and were therefore subject to the vapor recovery testing requirements outlined in the permit. On 4/8/2022 LRAPA was advised that vapor recovery testing could not be completed since the lines were manifolded and the issue was escalated to construction to isolate the lines. On 7/7/2022 LRAPA called and emailed the permittee requesting an update. On 8/2/2022 LRAPA called and emailed the permittee requesting an update. The permittee responded advising that they were still working to fix the issue. On 10/5/2022 LRAPA emailed the permittee requesting an update. On 10/26/2022 LRAPA called and emailed the permittee requesting an update.
- B. Initial Action Taken: NON #3872 issued 11/3/2022

- C. Subsequent Action: NCP #2022-3872 (\$3,000) issued 12/8/2022: request for reduction under review
 - D. Resolution: PENDING
3. **MEYER, TAYLOR (VENETA) 87061 GREENRIDGE DRIVE**
- A. Violation: Outdoor burning of any materials which normally emits dense smoke, noxious odors, and hazardous air contaminants and for not promptly extinguishing any burning that is in violation of LRAPA's Title 47-015(e).
 - B. Initial Action Taken: NON #3873 issued 11/16/2022
 - C. Subsequent Action: NCP #2022-3873 (\$3,496) issued 11/16/2022: returned by USPS; reissued by Legal Server; request for reduction approved and reduced to \$3,196 on 04/19/2023; no response and no payment submitted, a default order judgment in process for a lien on the property
 - D. Resolution: PENDING
4. **ANDERSON-MORTENSEN, ELLEN (SPRINGFIELD) 85 NEPTUNE AVENUE**
- A. Violation: Outdoor burning of any materials which normally emits dense smoke, noxious odors and hazardous air contaminants.
 - B. Initial Action Taken: NON #3875 issued 2/22/2023
 - C. Subsequent Action: NCP #2022-3875 (\$250) issued 2/22/2023: no response, default order judgment in process for a lien on the property
 - D. Resolution: PENDING
5. **VENIAMIN TODORIKO (EUGENE) 5039/5041 BARGER DRIVE**
- A. Violation: 43-015(7) - Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility.
 - B. Initial Action Taken: NON #3876 issued 1/13/2023
 - C. Subsequent Action: NCP #2022-3876 (\$2200) issued 1/13/2023: no response, default order judgment in process for a lien on the property
 - D. Resolution: PENDING
6. **JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD) 2035/2041 MAIN STREET**
- A. Violation: 43-015(10)- ASBESTOS ABATEMENT NOTIFICATION REQUIREMENTS. Except as provided for in 43-015-8, written notification of any asbestos abatement project must be provided to the Agency on a form prepared by and available from the Agency, accompanied by the appropriate fee; 43-015(11)(C)- Enclose the area of the asbestos-containing materials to be abated, in a negative pressure enclosure prior to abatement unless prior approval has been granted by the agency; 43-015(11)(G)- The asbestos abatement project area shall be adequately cleaned at the conclusion of the project to assure removal of all asbestos debris; 43-015(11)(N)- Open storage or open accumulation of friable asbestos-containing material or asbestos containing waste material is prohibited; 43-015(11)(P)- No person shall conduct an

asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9; 43-015(11)(S)- A certified supervisor is required to be present on each asbestos abatement project other than a small-scale short-duration activity; 43-015(11)(T)- An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9; 43-015-19(B)- Persons disposing of asbestos-containing waste material must notify the landfill operator of the type and volume of the asbestos-containing waste material; 43-015(19)(B)(1)- All asbestos-containing waste materials must be adequately wetted to ensure that they remain wet until delivered to an authorized landfill, and either: (a) processed into non-friable pellets or other shapes; or (b) packaged in leak-tight containers such as two plastic bags with a minimum thickness of 6 mil., or fiber or metal drum. Containers must be labeled as follows: (i) the name of the asbestos waste generator and the location where the asbestos waste was generated; and (ii) a warning label that states: DANGER Contains Asbestos Fibers Avoid Creating Dust Cancer and Lung Disease Hazard Avoid Breathing Airborne Asbestos Fibers Alternatively, warning labels specified by 29 CFR 1926.1101(k)(7)(8/19/94) may be used; 43-105(19)(E)- All asbestos-containing waste material must be deposited as soon as possible by the waste generator at: (1) An asbestos-containing waste disposal site authorized by the Department and operated in accordance with the provisions of this rule;

- B. Initial Action Taken: NON #3877 issued 3/6/2023
- C. Subsequent Action: NCP #2023-3877 (\$10400) issued 3/6/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month
- D. Resolution: PENDING

7. **KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA) 88680 LYNETTE LANE**

- A. Violation: Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility; Burning construction/demolition waste without first obtaining an LRAPA letter permit.
- B. Initial Action Taken: NON #3880 issued 4/11/2023
- C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 4/11/2023:
- D. Resolution: PENDING

8. **APRO LLC DBA UNITED PACIFIC (SPRINGFIELD) 1795 5TH STREET**

- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on March 11, 2020 and therefore is required to have testing conducted by March 11, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
- B. Initial Action Taken: NON #3883 issued 4/25/2023
- C. Subsequent Action: PENDING

- D. Resolution: PENDING
9. **ATKORE PLASTIC PIPE DBA RIDGELINE (EUGENE) 2220 NUGGET WAY**
- A. Violation: Respondent failed to notify and obtain approval from LRAPA prior to construction or modification of any new or existing stationary source in accordance with condition G20. of Respondent's ACDP and LRAPA 34-034.
 - B. Initial Action Taken: NON #3885 issued 4/26/2023
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING
10. **APRO LLC DBA UNITED PACIFIC ROCKET (SPRINGFIELD) 5720 MAIN STREET**
- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on February 4, 2020, and therefore is required to have testing conducted by February 4, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
 - B. Initial Action Taken: NON #3886 issued 4/25/2023
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING

For a perspective of the total number of enforcement actions for calendar year 2023 compared to previous years

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Notices of Non-compliance and Warnings	51	36	38	41	39	41	55	15	21	24	11
Notices of Violation with Civil Penalties	23	28	37	37	28	43	37	26	17	24	7

* Year-To-Date.

OUTDOOR BURNING LETTER PERMITS: 05/01/2023 to 05/31/2023

There were four Outdoor Burning Letter Permit (OBLP) issued in May.

1. Issued Special Letter Permit 20B23-05-01 on May 8 to Michael Baum, 92764 Territorial Road, Junction City, to burn 45 cubic yards of Land Clearing debris located at same address.
2. Issued Special Letter Permit 20B23-05-02 on May 8 to Neil Cunningham c/o Stew Myrick, 83570 Hwy 101 Space #4, Florence, to burn 40 cubic yards of Land Clearing debris located at 5193 Boy Scout Road, Florence.
3. Issued Special Letter Permit 20B23-05-03 on May 22 to Christopher Clemons c/o Gary Rose, 83428 Doonbrae Lane, Florence, to burn 60 cubic yards of Land Clearing debris located at the same address.
4. Issued Special Letter Permit 20B23-05-04 on May 26 to Jonathan Nash, 88823 Lynette Lane, Veneta, to burn 25 cubic yards of Land Clearing debris located at the same address.

ASBESTOS ABATEMENT: 05/01/2023 to 05/31/2023

During May, LRAPA received 33 notices of asbestos removal projects, one of which was a school (U of O - PLC Room 72)

For perspective, here is how the total number of asbestos abatement notices filed, how many were schools and the number of notices inspected for calendar year 2023 compares to previous years:

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Total Asbestos Abatement Notices	351	352	426	444	543	428	488	439	408	465	185
School Asbestos Abatement Notices (NESHAP)	24	21	24	27	28	24	16	25	20	16	3
Number of Asbestos Abatements Inspected	96	67	89	82	120	770	94	93	104	115	38

*** Year-To-Date.**

PERMITTING (TITLE V AND ACDP): 05/01/2023 to 05/31/2023

LRAPA currently permits 14 Title V sources and approximately 275 Air Contaminant Discharge Permit (ACDP) sources. Below are the total numbers of permit activities that are new, renewals, modifications, construction approvals, registration applications, terminated and/or total issued permits the Operations staff currently have in process.

Category of Permit Activity	Title V	ACDP	Registration	Total Active
New	-	5	-	5
Renewals	3	14	-	17
Modifications	2	7	-	9
Constructions	-	1	-	1
Registrations	-	-	-	-
Terminated Permits	-	-	-	-
Total Issued Permits Year-to-date	3	23	-	26

PUBLIC AFFAIRS MONTHLY SUMMARY: 05/01/2023 TO 05/31/2023

Smoke management from wood stoves, outdoor burning, and wildfires

During May, smoke management efforts focused on the outdoor burning season and setting burning opportunities in Lane County. The weather conditions throughout the month required no curtailment of outdoor burning. However, the burning season closes June 2, 2023, on the Oregon Department of Forestry and Lane Fire Defense Board’s authority due to drying conditions, rising temperatures, and elevated fire danger.

Smoke management efforts were also spent communicating when smoke from nearby prescribed burns in the Willamette national forest would be visible in the Oakridge and Westfir community.

Public outreach efforts

LRAPA staff provide a presentation on asbestos regulation and abatement during a two-day training hosted by Lane County Public Works Waste Management Division, and the Building Deconstruction Institute. Participants at this training were Lane County contractors.

In early May LRAPA presented at a DIY air purifier demonstration and distribution event hosted by Noah Sary, a student at the University of Oregon who is a part of a fellowship with the Student Sustainability Center at the University. Mr. Sary reserved a room at Willamalane and connected with a community organization to invite them to the event. LRAPA staff presented air quality and wildfire smoke prior to the DIY air purifier demonstration and distribution, as well as engaged with meeting participants and answered questions.

In May, LRAPA held a hybrid in-person and virtual informational meeting and public hearing at Eugene’s downtown Public Library for J.H. Baxter & Co.’s Simple ACDP which was on public notice throughout May. This meeting and hearing were scheduled because J.H. Baxter is considered a facility of potential significant interest. Participation at this hearing included five online participants and 2 in-person participants.

Public Meetings, Hearings, and Events

Public affairs were present or participated in the following events:

- Asbestos presentation – Friday April 28, 2023 | 10:00 am
- DIY air purifier demonstration and distribution event – Saturday May 6, 2023 | 4:00 pm – 5:30 pm
- J.H. Baxter informational meeting & public hearing – Tuesday May 9, 2023 | 5:30 pm – 7:00 pm

Media Contacts

DATE	MEDIA	REPORTER	TOPIC
05/05/2023	KLCC	Brian Bull	JHB Permit Renewal
05/31/2023	KVAL	Juliette Smith	Early closure of OB

Press Releases

05/30/2023	Outdoor burning season ends early
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UPCOMING LRAPA BOARD AGENDA ITEMS

This schedule outline is a preview of upcoming agenda items, and we will update it as the time frames for additional issues become firmer.

June 2023:

- ~~Director's Performance Review (Executive Session)~~
- ~~Oakridge Air Report – Good Company Presentation~~
- ~~Budget Adjustment FY23~~
- ~~HR Answers Presentation~~
- ~~Future By-Laws Discussion~~

July 2023:

- Introductions to new Board members
- Board meeting time discussion
- By-Laws Discussion/Update
- Rivers 2 Ridges Presentation

August 2023 – No Meeting

September 2023:

- Status report on Oakridge Air Project.

October 2023:

- Dashboard Report

November 2023:

- Budget up-date
- Airmetrics Business Plan

December 2023 – No Meeting

January 2022:

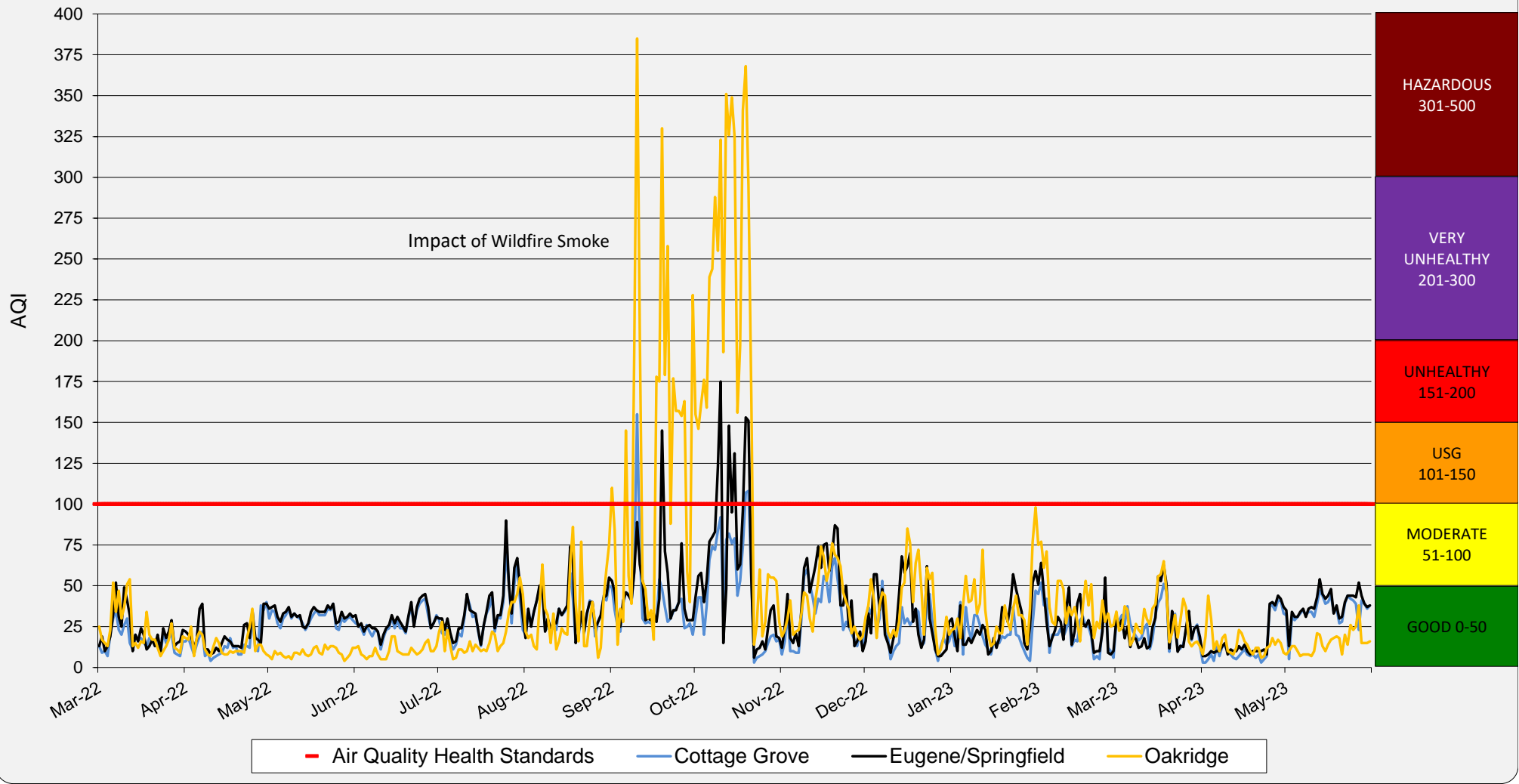
- Preview upcoming appointments on board and committees.

February 2022:

- Elect board chair and vice-chair.
- Appoint new budget committee members and budget officer.

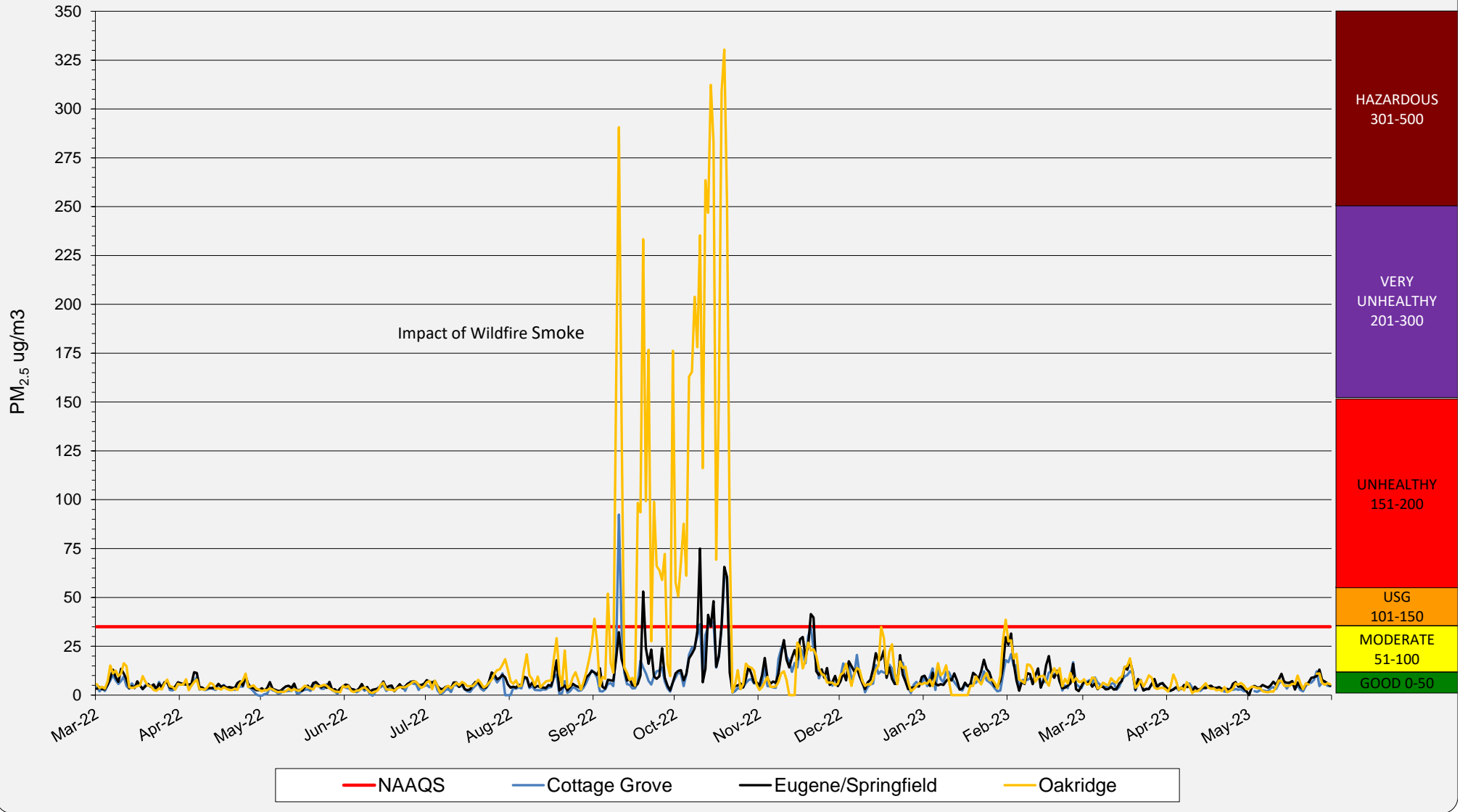
Daily Air Quality Index Chart

This 15-month chart demonstrates the seasonality of the pollutants.



Daily PM2.5 Levels

Daily Sampling, NAAQS Exceedance is Triggered on the 8th High



**LRAPA CITIZENS ADVISORY COMMITTEE
(CAC) Meeting
Minutes VIA ZOOM/In
Person**



May 30, 2023

Attending: Kelly Wood-Vice Chair, Jim Daniels-Chair, Paul Metzler
ZOOM – Chris Cline, Evelina Davidova-Kamis

Absent: Peter Dragovich, Shane Ruddell, Mysti Frost, Jeffrey Carman

Staff: Steve Dietrich, Travis Knudsen
ZOOM – Max Hueftle

Public:
ZOOM – Teresa Roark

I. Call to Order/Agenda Review

Chair Jim Daniels called the meeting to order at 12:03 p.m.

II. Public Participation

Teresa Roark environmental justice senior coordinator with Lane County Public Health joined the meeting to observe the CAC and consider applying for a seat.

III. Board Meeting Overview

Chair Jim Daniels overview on the meeting.

Jim Daniels provided an overview of the May Board of Director meeting. Jim highlighted the approval of LRAPA's FY'24 budget, the audit presentation shared, the dashboard report, and the Executive Director's annual performance review in June of 2023.

Travis Knudsen mentioned that LRAPA will be starting a rule changing process to account for rule changes at the Oregon Department of Environmental Quality that will include CAC review. Travis said the CAC should expect to have information to review in July at the earliest.

Kelly Wood asked if LRAPA is engaged with DEQ as they go through their rulemaking process, **Steve Dietrich** confirmed that LRAPA is involved in this process and comments on it throughout. **Paul Metzler** asked if the CAC is involved in the DEQ process, Travis clarified that the CAC's involvement is ahead of the Board's adoption of those rules.

IV: Public Survey Discussion and Question Review:

Travis Knudsen detailed and reviewed implemented changes into the survey following the CAC's feedback at the April meeting.

Discussion took place on question C5 detailing the confidence a survey taker may have in LRAPA's

equitable enforcement of rules. It was decided to change this question from “how confident are you in LRAPA...” to “How well do you feel LRAPA...”

This change was also implemented for questions asked for additional survey groups.

Questions asking about public interest, and best availability for public meetings were decided to be asked of all survey groups, instead of just public groups. **Paul Metzler** asked if public meetings were set by LRAPA rules, **Steve Dietrich** clarified that LRAPA’s rules consider public hearings, but informational meetings are not. Though usually if there is a public hearing, LRAPA will also provide an informational meeting. **Jim Daniels** asked about public engagement under the Cleaner Air Oregon Program. **Travis Knudsen** answered that CAO can require a source to participate in public engagement, but that is dependent on the level of risk that is determined by the air toxic regulatory program.

There was discussion on if the survey should ask for contact information, it was decided that the form should not include contact information, but instead include hyperlinks that can direct people to LRAPA’s webpage where they can sign up for additional information.

Kelly Wood asked about outreach on the survey annually. Travis Knudsen confirmed that this would be done by LRAPA staff, but the process – including contacts connected with – would be reviewed by the CAC each year.

The CAC group reviewed the remaining questions and found them agreeable. LRAPA staff will next make a survey monkey version of the survey for CAC review in June.

VI: Round Table:

- **Kelly Wood** – None
- **Jim Daniels** – None
- **Peter Dragovich** – N/A
- **Evelina Davidova-Kamis** – Asked about email outreach indicating meeting CAC meeting time and agenda. She noted there wasn’t a reminder to the CAC of today’s meeting and wanted to assure she wasn’t missing emails. Travis confirmed that email was not sent as he was out of the office the last two weeks, LRAPA is currently short staffed, and those tasks are being handled by him and he forgot to get an email reminder out. He agreed this is something to be improved upon.
- **Mysti Frost** – N/A
- **Chris Cline** – Mentioned that the weather was getting hot and dry and fire risk is on the rise. He believed ODF would call and end the Outdoor Burning season this week.
- **Paul Metzler** – None.

IV. Adjournment

Chair Jim Daniels adjourned the meeting at 1:00 p.m.

Next Meeting June 27, 2023

(Minutes recorded by Travis Knudsen)