



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY JUNE 13, 2024
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.) Action
 - A. Approval of Minutes for May 9, 2024
 - B. Approval of Financial Reports March and April 2024
6. **Public Hearing Adoption of Proposed FY 24-25 Budget** (12:30) Information
 - A. Christina Ward
 - B. Staff Report
 - C. Board Discussion

- 7. Resolution 24-04 Adopting FY 24-25 Budget (12:40 p.m.)** *Action*
- A. Christina Ward
 - B. Staff Report
 - C. Board Discussion
- 8. Citizens Advisory Committee (12:50 p.m.)** *Information*
- A. Jim Daniels
 - B. Report
 - C. Board Discussion
- 9. Capital Improvement Project (1:00 p.m.)** *Information*
- A. Lance Giles
 - B. Staff Report
 - C. Board Discussion
- 10. Executive Director Job Description (1:10 p.m.)** *Action*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 11. Employee Handbook Update (1:20 p.m.)** *Action*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 12. DEQ Legislative Update (1:30 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 13. Directors Report (1:40 p.m.)** *Information*
- A. Management Team
 - B. Staff Report
 - C. Board Discussion

14. Adjournment of LRAPA Board Meeting (1:50 p.m.)

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 Antidiscriminación de LRAPA a accessibility@lrapa.org o llame a la oficina de LRAPA al 541-736-1056.



**CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
APRIL 30, 2024**

MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

ATTENDANCE

COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Chair Jim Daniels	Travis Knudsen, Acting Director
Vice-Chair Kelly Wood	Max Hueftle, Operations Manager
Evelina Davidova-Kamis	Christina Ward, Finance Manager
Peter Dragovich	Heather Gravelle, Administrative Assistant
Paul Metzler	
Chris Cline	
Ben Larson	
COMMITTEE ABSENT/EXCUSED:	
Mysti Frost	
Teresa Roark	

AGENDA

ACTION

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Jim Daniels called the regular meeting to order at noon.
2. Public Participation.	None.
3. Board Meeting Overview.	Chair Daniels and Mr. Knudsen provided an overview of the April 9, 2024 Board and Budget meetings.
4. Re-Application for Membership, Jim Daniels.	MOTION: Paul Metzler moved, and Evelina Davidova-Kamis seconded to forward the application to renew Jim Daniel's CAC membership to the Board for approval. The motion passed unanimously.
5. Committee Interview Questions.	The committee members carefully reviewed the draft interview questions and chose to proceed with questions 3, 6, 7, 9, 10, 11, and 13. Vice-Chair Woods expressed her

	<p>preference to wait for Ms. Roark's input before finalizing. Committee members agreed and staff confirmed that they would distribute the meeting minutes and a draft of the interview questions to the members for their feedback and discussion at the next meeting.</p>
<p>6. Roundtable.</p>	<p>Mr. Knudsen proposed that the CAC's upcoming committee gathering include an assessment of the Board's objectives. This approach is advantageous as it provides the Board with diverse insights ahead of their formal decision-making process.</p> <p>Vice-Chair Woods inquired about the annual survey and after discussion, it was determined to address it at the September 2024 meeting.</p> <p>Mr. Dragovich mentioned that he won't be able to attend the May meeting.</p> <p>Chair Daniels shared that long-time LRAPA employee, Kelly Conlon, retired and today would be her last day.</p> <p>Chair Daniels Chair stated that, according to the bylaws, committee members missing more than three consecutive meetings would be removed and noted that despite reaching out to Ms. Frost via email, there has been no response. Mr. Knudsen responded that staff would reach out to check in and determine her future availability.</p>
<p>7. Adjournment.</p>	<p>Chair Daniels adjourned the Committee meeting at 1:00 p.m.</p>

(Minutes recorded by Heather Gravelle)



**BOARD OF DIRECTORS
MEETING MINUTES
MAY 9, 2024**

**MEETING VIA ZOOM/ SPRINGFIELD CITY HALL JESSE MAINE ROOM,
SPRINGFIELD OREGON**

ATTENDANCE

BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Acting Director
Bryan Cutchen	Lance Giles, Technical Services Manager
Mike Fleck	Max Hueftle, Operations Manager
Jared Hensley	Colleen Wagstaff, Finance & Enforcement Manager
Matt Keating	Christina Ward, Finance Manager
Michael Johnston	Heather Gravelle, Administrative Assistant
Joe Pishioneri	Amanda Atkins, Permit Coordinator
	Chris Coulter, Permit Writer
	Robbye Robinson, Finance Specialist
	Karyssa Dubach, Finance Specialist
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
David Loveall, Vice-Chair	Kristin Denmark
Dylan Plummer	Grace Kaplowitz

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Howard Saxion called the regular meeting to order at 12:17 p.m.
2. Adjustments to the Agenda.	Chair Saxion announced the addition of a letter of recognition to Susannah Sbragia under agenda item 14.
3. Public Participation.	
A. Comments on an Item on Today's Agenda.	None.

B. Comments on a Topic Not Included on Today's Agenda.	None.
4. Comments from Board Members.	None.
5. Executive Session.	<p>Chair Saxion recessed the regular Board meeting at 12:20 p.m. to go into Executive Session, pursuant to <i>ORS 192.660(2)(a)</i>, for the purpose of considering the employment of a public officer, employee, staff member or individual agent.</p> <p>Chair Saxion reconvened the regular Board meeting at 12:41 p.m.</p>
6. Appointment of Executive Director.	<p>LRAPA Attorney Kristin Denmark confirmed the Board had the draft contract, included in the public packet, and sought approval for the appointment, contract execution, and chair authorization for signing.</p> <p>MOTION: Director Keating moved, and Director Hensley seconded to appoint Travis Knudsen as Executive Director, authorize the employment contract and delegate authority to the Board Chair to sign the contract.</p> <p>The Board discussed the contract, focusing on terms and formal notice procedures, confirming the requirement for mail or hand delivery. Clarifications were made regarding non-substantive changes, including the correct dates and probationary terms.</p> <p>The motion passed unanimously.</p> <p>MOTION: Director Cutchen moved, and Director Fleck seconded that the Executive Director create a job description for the Board to review and approve. The motion passed unanimously.</p>
<p>7. Consent Calendar.</p> <p>A. Approval of Minutes for April 11, 2024.</p> <p>B. Approval of Financial Report March 2024.</p>	<p>MOTION: Director Johnston moved, and Director Fleck seconded to approve the consent calendar. The motion passed unanimously.</p> <p>The March 2024 Financial Report will be presented for review at the June Board meeting as it was inadvertently left out of the Board packet.</p>
8. Citizens Advisory Committee.	<p>Jim Daniels, Chair of the Citizens Advisory Committee (CAC), provided the Board an overview of the April 2024 CAC meeting.</p>

<p>9. Dashboard Report.</p>	<p>Mr. Knudsen reviewed the Dashboard Report with the Board and provided updates on the following items:</p> <ul style="list-style-type: none"> • New FEM ozone equipment is set-up and running. • The EPA chose to retain the existing daily PM2.5 air quality standard after receiving public comment. • Oakridge Air: 1 year extension and budget adjustment. • Air toxics monitoring: LRAPA moved air toxics monitors from Oakridge to Springfield. • The Cleaner Air Oregon Program. • Updating LRAPA strategic priorities. • Recruitment of inspector and permit writer. • Rulemaking Status.
<p>10. Capital Improvement Project.</p>	<p>Mr. Giles provided the Board with a capital improvement project update that included the budget for the project, completion of the construction documents, preparation of the RFP and the search for temporary office space with potential options including space at Lane County Council of Governments (LCOG) or Lane County’s service building. Discussion followed.</p>
<p>11. Oakridge Air Status Report.</p>	<p>Grace Kaplowitz, Sustainability Consultant at Good Company, shared the following updates with the Board:</p> <ul style="list-style-type: none"> • The program has gained momentum, with 53 homes fully completed and several more in progress, contributing to the goal of completing all homes by the end of the extended grant period. • There is increased enthusiasm and word-of-mouth promotion in the community, with residents sharing positive testimonials about the program. • Efficiency improvements in pre and post auditing have streamlined the process, allowing for quicker integration of new homes into the program and faster work with contractors. • The program is now on its 7th cohort of homes, with improved coordination with the State Historic Preservation Office (SHPO), resulting in faster approvals. • The chimney sweep voucher program has been successful, with 52 chimney sweeps completed to date, helping more residents burn more cleanly.

	The Board thanked Ms. Kaplowitz for providing the update.
12. Schedule Work Session of Board Goals.	Mr. Knudsen stated that scheduling a work session that was dedicated to reviewing the Board goals would be ideal. Discussion followed on requesting input from the Citizens Advisory Committee (CAC) on the goals with the aim of reviewing their proposal at the September Board meeting. After further discussion, there was a consensus among the Board members to proceed with this plan.
13.. Directors Report.	Mr. Knudsen provided an overview of the Director’s Report to the Board, highlighting the latest additions. He detailed that the report now includes the annual standards set by the EPA and featured the state of the air report under the media section. Discussion followed.
14. Board Member and Employee Service Recognition.	Mr. Knudsen recognized Joe Pishioneri’s service on the Board, noting his upcoming departure from the City Council position, presenting him with a plaque of recognition. Board members thanked him for his dedication and service. Director Pishioneri expressed his gratitude and clarified his last Board meeting would be in December. Mr. Knudsen reviewed the draft letter of appreciation addressed to Susannah Sbragia . The Board agreed, by consensus, to send the letter signed by Chair Saxion in gratitude for her valuable contributions.
15. Adjournment of LRAPA Board Meeting.	Chair Saxion adjourned the LRAPA Board meeting at 1:50 p.m.

(Minutes recorded by Heather Gravelle)



**LANE REGIONAL AIR PROTECTION AGENCY
BUDGET COMMITTEE
MEETING MINUTES
MAY 9, 2024**

MEETING VIA ZOOM/ SPRINGFIELD CITY HALL

ATTENDANCE

BUDGET COMMITTEE PRESENT:	STAFF PRESENT:
Ruth Linoz, Chair	Travis Knudsen, Public Affairs Manager
Steve Schmunck, Vice-Chair	Lance Giles, Technical Services Manager
Howard Saxion	Max Hueftle, Operations Manager
David Loveall	Colleen Wagstaff, Finance & Enforcement Manager
Bryan Cutchen	Christina Ward, Finance Manager
Mike Fleck	Heather Gravelle, Administrative Assistant
Michael Johnston	Robbye Robinson, Finance Specialist
Dawn Kinyon	Chris Coulter, Permit Writer
Matt Keating	Karyssa Dubach, Finance Specialist
Paul Metzler	
Joe Pishioneri	
Adam Rue	
ABSENT/EXCUSED:	
Lisa Arkin	
Jared Hensley	
Dylan Plummer	

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Ruth Linoz called the Budget Committee meeting to order at 11:00 a.m.
2. Approval of April 11, 2024 Budget Committee Minutes.	MOTION: Director Saxion moved, and Director Fleck seconded the approval of the April 11, 2024 Budget Committee meeting minutes. The motion passed unanimously.
3. Budget Discussion and Q & A.	Mr. Knudsen and Ms. Ward addressed the committee's previous queries: The budget anticipates an 11% PERS increase for the fiscal year ending 6/30/25, but reflects a 37% increase, sufficiently covering expected growth.

	<p>Current liabilities for VOYA and PERS retirement plans are detailed in the audited Balance Sheet, with a combined unaudited liability of \$13,690. Monthly obligations are itemized in the budget under “Retirement – PERS” and “Retirement – Voya.”</p> <p>Staff then outlined key budget revisions:</p> <ul style="list-style-type: none"> ○ Added \$35,000 for an employee resource and operational effectiveness consultant. ○ Reallocated \$2,500 from office supplies to staff volunteer and appreciation for EPA compliance. ○ Increased rent by over \$48,000 to accommodate potential capital improvement needs. ○ Allocated \$48,150 to “Rent – Office & Storage” for temporary space during the remodel, ensuring operational continuity as remote work is not feasible for all tasks <p>The committee engaged in a detailed discussion regarding the funding sources and the structured bid process for the upcoming remodeling project. To ensure financial transparency and accountability, the Committee has requested that staff provide an audited balance sheet next year.</p>
4. Budget Approval.	<p>MOTION: Director Fleck moved, and Director Pishioneri seconded the approval of the amended FY 25 LRAPA Budget dated May 2, 2024. The motion passed unanimously.</p>
5. Adjournment of LRAPA Board Meeting	<p>Chair Linoz expressed gratitude to both the staff and committee members for their dedicated participation and valuable service. The Budget Committee meeting was formally adjourned at 12:00 p.m.</p>

(Minutes recorded by Heather Gravelle)



**CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
MAY 28, 2024**

MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

ATTENDANCE

COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Chair Jim Daniels	Travis Knudsen, Executive Director
Vice-Chair Kelly Wood	Heather Gravelle, Administrative Assistant
Evelina Davidova-Kamis	
Peter Dragovich	
Paul Metzler	
Chris Cline	
Teresa Roark	
Ben Larson	
COMMITTEE ABSENT/EXCUSED:	OTHER'S PRESENT:
Peter Dragovich	John Quetzalcoatl-Murray
Mysti Frost	

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Jim Daniels called the regular meeting to order at noon.
2. Public Participation.	None.
3. Board Meeting Overview.	Chair Daniels and Mr. Knudsen provided an overview of the May 9, 2024 Board and Budget meetings.
4. Interview Questions – Final Approval.	Chair Daniels asked if anyone had any other comments on the interview questions, and they did not. The consensus of the Committee was to proceed with interview questions 3, 6, 7, 9, 10, 11, and 13.
5. Board Goals Assessment.	Mr. Knudsen referred to the staff report he provided and explained that the LRAPA Board of Directors has

	<p>requested the Citizens Advisory Committee's input as they are preparing to review and update the agency's strategic goals during an upcoming work session.</p> <p>Discussion followed and Mr. Knudsen emphasized the value of the CAC's insights and proposed that the committee compile a list of pertinent points for the Board to contemplate. Mr. Knudsen would present these refined objectives to the Board, ensuring that the CAC's recommendations are reviewed during the strategic planning process.</p> <p>Chair Daniels questioned the schedule for the Board goal review and Mr. Knudsen confirmed that the Board would be convening a work session to assess the goals during their September Board meeting. Chair Daniels responded that this item would be the primary focus of the June CAC meeting.</p>
6. Roundtable.	<p>Evelina Davidova-Kamis asked how LRAPA advertised the Home Wood Heating program. Mr. Knudsen detailed that program details are displayed on the public website, with a significant portion of direct outreach efforts concentrated in the Oakridge area. He added that initiating a more comprehensive outreach campaign in Eugene-Springfield would be a judicious endeavor.</p> <p>Ben Larson raised a question about the upcoming wildfire season and sought clarification on LRAPA's regulatory boundaries in this context. Chair Daniels acknowledged that topic would be a part of the strategic discussions during the Board goals review at the June CAC meeting.</p> <p>Chris Cline mentioned that preparations for the fire season are underway. He noted that discussions with local districts about a potential early burn ban haven't occurred yet, as it stands, June 15 is still set as the cutoff date for open burning.</p> <p>Paul Metzler raised a question about the effectiveness of fee increases in achieving community attainment. Mr. Knudsen clarified that the fee adjustments were made in line with state guidelines, aiming to ensure the stability of Title V funds for both DEQ and LRAPA. He emphasized the importance of these funds, noting that without them, there's a risk of losing the authority to administer the Title V program.</p>

	<p>Vice-Chair Wood highlighted the importance of proactive measures in wildfire management, coining the phrase ‘an ounce of prevention is worth a pound of cure.’ She suggested that future discussions should explore ways to enhance outreach and community involvement in prevention efforts, noting that it would be a valuable topic of conversation.</p> <p>Teresa Roark shared that she had an upcoming meeting with Mr. Knudsen to discuss a partnership with the Lane County Council of Governments Youth Advisory Council. The focus of their meeting will be on strategies to promote the installation of purple air monitors in schools.</p>
7. Adjournment.	<p>Chair Daniels adjourned the Committee meeting at 1:02 p.m.</p>

(Minutes recorded by Heather Gravelle)



LRAPA

Lane Regional Air Protection Agency

Financial Update
FY 2023-24
as of
March 31, 2024

	Prior Yr. Actuals FY 22-23 March 2023	FY 23-24 YTD as of March 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	789,500	407,895	1,078,514	(670,619)
Local Dues	195,100	201,550	201,550	0
Permit Fees	1,235,800	1,224,186	1,260,739	(36,553)
Other Revenues	39,700	33,845	50,000	(16,155)
Total Revenue Received	2,260,100	1,867,475	2,590,803	(723,328)
Expenditures ^				
Personnel Services	1,257,200	1,393,155	1,854,214	75%
Materials & Services	506,500	675,192	743,870	91%
Capital Improvements	0	309,113	130,000	238%
Total Expenditures	1,763,700	2,377,461	2,728,084	87%
General Fund Net	496,400	(509,986)	(137,281)	

	Prior Yr. Actuals FY 22-23 March 2023	FY 23-24 YTD as of March 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Special Revenue (Title V)				
Revenues				
Permit Fees	424,200	608,919	578,104	30,820
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	424,200	608,919	578,104	30,820
Expenditures ^				
Personnel Services	402,500	363,209	495,940	73%
Materials & Services	300	14,204	17,207	83%
Capital Outlay	0	0	0	0%
Total Expenditures	402,800	377,412	513,147	74%
Special Revenue Net	21,400	231,507		

	Prior Yr. Actuals FY 22-23 March 2023	FY 23-24 YTD as of March 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Grant Fund				
Revenues				
EAP Tag 1 & 2	617,100	614,708	1,403,000	(788,300)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	617,100	614,708	1,403,000	(788,300)
Expenditures ^				
Personnel Services	41,300	46,696	75,616	62%
Materials & Services	615,900	608,581	1,327,384	46%
Capital Outlay	0	1,937	0	0%
Total Expenditures	657,200	657,215	1,403,000	47%
Grant Fund Net	(40,100)	(42,508)		

	Prior Yr. Actuals FY 22-23 March 2023	FY 23-24 YTD as of March 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Enterprise Fund (AirMetrics)				
Revenues				
Sales: Portable Samplers PM2.5	209,400	198,597	243,000	(44,400)
Sales: Portable Samplers PM10	0	30,125	100,000	(69,900)
Sales: Portable Samplers TSP	0	17,648	50,000	(32,400)
Sales: Portable Samplers APM	0	752	50,000	(49,200)
Sales: Accessories	68,100	102,192	103,000	(800)
Sampler Rental Income	1,400	0	6,300	(6,300)
Sampler Calibration Fee	2,900	1,745	8,050	(6,300)
Interest, Misc. & Freight	24,300	12,962	23,289	(10,300)
Total Revenue Received	306,100	364,021	583,639	(219,618)
Expenditures ^				
Personnel Services	119,300	114,320	160,870	71%
Materials & Services	222,500	228,817	397,269	58%
Capital Outlay	0	0	0	
Total Expenditures	341,800	343,137	558,139	61%
Airmetrics Net	(35,700)	20,884		
* % Spent is YTD Actuals divided by FY Budget.: Red: 91% & above / Yellow: 81%-90% / Green: up to 80%				
** This is the close out month for AirMetrics.				
^ does not include Transfers & Contingencies				



LRAPA

Lane Regional Air Protection Agency

Financial Update
 FY 2023-24
 as of
 April 30, 2024

	Prior Yr. Actuals FY 22-23 April 2023	FY 23-24 YTD as of April 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	865,300	416,332	1,078,514	(662,182)
Local Dues	195,100	201,550	201,550	0
Permit Fees	1,331,000	1,257,948	1,260,739	(2,791)
Other Revenues	45,200	34,404	50,000	(15,596)
Total Revenue Received	2,436,600	1,910,234	2,590,803	(680,569)
Expenditures ^				
Personnel Services	1,389,500	1,529,548	1,854,214	82%
Materials & Services	579,700	731,101	743,870	98%
Capital Improvements	0	309,113	130,000	238%
Total Expenditures	1,969,200	2,569,763	2,728,084	94%
General Fund Net	467,400	(659,529)	(137,281)	

	Prior Yr. Actuals FY 22-23 April 2023	FY 23-24 YTD as of April 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Special Revenue (Title V)				
Revenues				
Permit Fees	424,200	608,919	578,104	30,820
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	424,200	608,919	578,104	30,820
Expenditures ^				
Personnel Services	421,000	406,169	495,940	82%
Materials & Services	300	14,204	17,207	83%
Capital Outlay	0	0	0	0%
Total Expenditures	421,300	420,372	513,147	82%
Special Revenue Net	2,900	188,547	64,957	

	Prior Yr. Actuals FY 22-23 April 2023	FY 23-24 YTD as of April 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Grant Fund				
Revenues				
EAP Tag 1 & 2	617,100	614,708	1,403,000	(788,300)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	617,100	614,708	1,403,000	(788,300)
Expenditures ^				
Personnel Services	45,100	55,325	75,616	73%
Materials & Services	623,200	700,939	1,327,384	53%
Capital Outlay	0	0	0	0%
Total Expenditures	668,300	756,264	1,403,000	54%
Grant Fund Net	(51,200)	(141,556)	-	

	Prior Yr. Actuals FY 22-23 April 2023	FY 23-24 YTD as of April 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Enterprise Fund (AirMetrics)				
Revenues				
Sales: Portable Samplers PM2.5	229,200	198,597	243,000	(44,400)
Sales: Portable Samplers PM10	0	30,125	100,000	(69,900)
Sales: Portable Samplers TSP	0	17,648	50,000	(32,400)
Sales: Portable Samplers APM	0	752	50,000	(49,200)
Sales: Accessories	73,400	102,192	103,000	(800)
Sampler Rental Income	1,400	0	6,300	(6,300)
Sampler Calibration Fee	4,400	1,745	8,050	(6,300)
Interest, Misc. & Freight	28,000	12,960	23,289	(10,300)
Total Revenue Received	336,400	364,019	583,639	(219,620)
Expenditures ^				
Personnel Services	129,900	114,320	160,870	71%
Materials & Services	240,000	227,296	397,269	57%
Capital Outlay	0	0	0	
Total Expenditures	369,900	341,616	558,139	61%
Airmetrics Net	(33,500)	22,403	25,500	
* % Spent is YTD Actuals divided by FY Budget.: Red: 91% & above / Yellow: 81%-90% / Green: up to 80%				
** This is the close out month for AirMetrics.				
^ does not include Transfers & Contingencies				



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Christina Ward, Finance Manager

Date: June 13, 2024

Subject: Public Hearing and Adoption of Proposed FY'25 Budget

STAFF REPORT

ISSUE STATEMENT

The purpose of this agenda item is to hold a public hearing on the proposed FY 24-25 budget for the Lane Regional Air Protection Agency (LRAPA) and to adopt the budget following the hearing, pending any substantive public comments.

BACKGROUND INFORMATION

In accordance with Oregon Local Budget Law, LRAPA is required to hold a public hearing on its proposed budget prior to adoption. The proposed FY 24-25 budget has been reviewed and approved by the LRAPA Budget Committee and is now ready for public comment and Board adoption.

PUBLIC HEARING SCRIPT

1. **Introduction:** Welcome, everyone. Today, we are holding a public hearing on the proposed FY 24-25 budget for the Lane Regional Air Protection Agency. The date is June 13, 2024.
2. **Staff Overview:** Before we open the public hearing, I'd like to ask staff to provide a brief overview of the proposed budget.

[Finance Manager provides a summary of the proposed budget]

3. **Open the Public Hearing:** Thank you for that overview. I will now open the public hearing on the proposed FY 24-25 budget at **[current time]**.
4. **Publication of Notice:** Before we begin taking public comment, I'd like to ask staff to confirm that proper notice of this hearing was published.

Staff: In accordance with Oregon Local Budget Law, notice of this public hearing was published on LRAPA's webpage on Tuesday May 14, 2024. LRAPA's LB-1 FY'25 was published in the Register Guard on May 24, 2024. The affidavit of publication will be included in the record.

5. **Public Testimony:** We will now take public testimony on the proposed budget. If you wish to provide comment, please come forward to the microphone, state your name and address for the record, and limit your testimony to three minutes.

[Public testimony is taken]



6. **Close the Public Hearing:** Seeing no further individuals wishing to provide testimony, I will now close the public hearing on the proposed FY'25 budget at **[current time]**.
7. **Board Discussion:** At this time, I will open the floor for Board discussion on the proposed budget. Board members, please indicate if you have any questions or comments.
8. **Determination of Substantive Comments:** Before we proceed with budget adoption, we must determine whether any of the public comments received were substantive. Substantive comments are those that question the completeness, accuracy, or compliance of the budget with Oregon Local Budget Law, or suggest changes to the proposed budget. Staff, in your opinion, were any of the comments substantive?

Staff: [Provide an assessment of whether any comments were substantive]

SUBSTANTIVE COMMENT

If any public comments are received during the hearing, the Board must determine whether the comments are substantive.

If no substantive comments are received, the Board may proceed with adopting the resolutions to adopt the FY 24-25 budget.

STAFF RECOMMENDATION

Staff recommends that the Board:

1. Hold a public hearing on the proposed FY 24-25 budget.
2. Determine whether any public comments received are substantive.
3. If no substantive comments are received, adopt Resolution 2024-04 adopting the FY 24-25 budget, making appropriations, imposing and categorizing taxes.
4. If substantive comments are received, direct staff to provide a formal response and reschedule the budget adoption to a future meeting in June.

SUGGESTED MOTIONS

1. Adopt Resolution 2024-04 adopting the FY 24-25 budget, making appropriations, imposing and categorizing taxes.
2. Direct staff to provide a formal response to the substantive public comments received and continue the budget adoption at future Board meeting in June 2024.

LOCALiQ

The Register-Guard

PO Box 631824 Cincinnati, OH 45263-1824

AFFIDAVIT OF PUBLICATION

Lane Regional Air
Travis Knudsen
Lane Regional Air
1010 Main ST

Springfield OR 97477-4879

STATE OF WISCONSIN, COUNTY OF BROWN

The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the State of Oregon, County of Lane; that the printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper in the issues dated:

05/24/2024

Sworn to and subscribed before on 05/24/2024

Keegan Clever

Legal Clerk

Mariah Verhagen

Notary, State of WI, County of Brown

8.25.26

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Notary Public
State of Wisconsin

**FORM
LB-1**

NOTICE OF BUDGET HEARING

A public meeting of the Lane Regional Air Protection Agency will be held on **June 13, 2024 at 12:15 pm** at the Lane Regional Air Protection Agency located at 1010 Main St, Springfield, Oregon 97477; or via Zoom Webinar: <https://us02web.zoom.us/j/82551664224>. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at LRAPA office at 1010 Main St, Springfield, Oregon between the hours of 9:00 a.m. and 5:00 p.m. or online at <https://www.lrapa.org/>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. If different, the major changes and their effect on the budget are:

Major changes, if any, and their effect on the budget, are explained below. No major changes

FINANCIAL SUMMARY

<input type="checkbox"/> Check this box if your budget only has one fund		TOTAL OF ALL FUNDS	Adopted Budget This Year 2023-2024	Proposed Budget Next Year 2024-2025
Anticipated Requirements	1. Total Personal Services.....		2,473,638	2,617,600
	2. Total Materials and Supplies		2,493,731	3,886,350
	3. Total Capital Outlay		130,000	1,430,000
	4. Total Debt Service		-	-
	5. Total Transfers		40,500	38,700
	6. Total Contingencies		110,000	275,000
	7. Total Reserves and Special Payments.....		-	-
	8. Total Unappropriated Ending Fund Balance		3,354,935	3,142,733
	9. Total Requirements - add Lines 1 through 8		8,602,804	11,390,383
Anticipated Resources	10. Total Resources Except Property Taxes		8,602,804	11,390,383
	11. Total Property Taxes Estimated to be Received		-	-
	12. Total Resources - add Lines 10 and 11		8,602,804	11,390,383
Estimated Ad Valorem Property Taxes	13. Total Property Taxes Estimated to be Received (line 11)		-	-
	14. Plus: Estimated Property Taxes Not To Be Received			
	A. Loss Due to Constitutional Limits		-	-
	B. Discounts Allowed, Other Uncollected Amounts		-	-
15. Total Tax Levied - add Lines 13 and 14		-	-	
Tax Levies By Type			Rate or Amount	Rate or Amount
	16. Permanent Rate Limit Levy (rate limit).....		-	-
	17. Local Option Taxes.....		-	-
	18. Levy for Bonded Debt or Obligations.....		-	-

STATEMENT OF INDEBTEDNESS

<input checked="" type="checkbox"/> None	Debt Outstanding	<input type="checkbox"/> As Summarized Below	<input checked="" type="checkbox"/> None	Debt Authorized, Not Incurred	<input type="checkbox"/> As Summarized Below
--	------------------	--	--	-------------------------------	--

PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year		Not Incurred at the Beginning of the Budget Year	
	July 1 2023		July 1 2024	
Bonds.....	-	-	-	-
Interest Bearing Warrants	-	-	-	-
Other	-	-	-	-
Total Indebtedness	-	-	-	-

Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

Fund Liable	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost
None	-	-	-
None	-	-	-

Foreclosure/Sheriff Sales

Trustee's Notice of Sale (Non-Residential Trust Deed)

The trust deed to be foreclosed pursuant to Oregon law is referred to as follows (the "Trust Deed"):

Grantor: Ocean Haven Inn, Ltd., an Oregon corporation Original Trustee: First American Title Company Original Beneficiary: Columbia State Bank Date: March 23, 2018 Recording Date: April 3, 2018 County of Recording: Lane County Recording Reference: 2018-015212

The beneficial interest in the Trust Deed was assigned to 1st Security Bank of Washington by instrument recorded February 14, 2024 at 2024-003922, Official Records, Lane County, Oregon.

The Trust Deed covers the following described real property in the County of Multnomah and State of Oregon, ("the Property"):

Beginning at a point in the Oregon Coast Highway, which is North 655.68 feet and East 34.8 feet from the 1/4 corner in the South line of Section 34, Township 15 South, Range 12 West of the Willamette Meridian; thence South 8 degrees 29' West a distance of 200 feet; thence West 221 feet, more or less to the meander line of the Pacific Ocean; thence Northerly along the meander line of the Pacific Ocean to a point West of the point of beginning; thence East 245 feet, more or less to the point of beginning, in Lane County, Oregon.

More commonly known as: 94770 Hwy. 101 South, Yachats, OR 97498.

Beneficiary appointed JR TrustDeed Law Services, LLC, c/o Jordan Ramis PC, 1211 SW Fifth Ave. FL 27, Portland, OR 97204, as Successor Trustee, to have all the powers of the Original Trustee by appointment recorded on March 15, 2024 in Lane County recording reference 2024-007045.

The Grantor or other person owing the debt has defaulted as provided under the Trust Deed, and such default allows the Beneficiary to foreclose the Trust Deed and sell the Property to satisfy the obligations secured by the Trust Deed.

The default for which foreclosure is permitted is the Grantor's failure to pay when due the following sums:

Unpaid real property taxes with interest and penalties, if any; plus failure to pay premiums to maintain property insurance pursuant to the Trust Deed; plus failure to provide corporate financial information, including net operating income, to Beneficiary upon request.

By reason of the default, the Beneficiary has declared all sums owing on the obligation secured by the Trust Deed immediately due and payable as follows:

Principal Balance: \$285,754.90; Interest: \$377.04 TOTAL AMOUNT as of March 19, 2024: \$286,131.94

\$286,131.94, plus interest from March 19, 2024 at \$75.41 per diem until paid in full.

NOTICE: The Trustee will on August 7, 2024, at the hour of 11:00 A.M., outside the main entrance to the Lane County Courthouse, 125 E. 8th St., Eugene, OR 97401,

Foreclosure/Sheriff Sales

County of Lane, State of Oregon, sell at public auction to the highest bidder for cash the interest in the Property which the Grantor had or had power to convey at the time of the execution by Grantor of the Trust Deed, together with any interest which the Grantor acquired after the execution of the Trust Deed, to satisfy the obligations hereby secured and the costs, attorney fees and expenses of sale, including a reasonable charge by the Trustee.

NOTICE OF RIGHT TO CURE: The right exists for any person named under ORS 86.778, at any time that is not later than five days before the date last set for the sale, to have this foreclosure proceeding dismissed and the Trust Deed reinstated by doing all of the following:

- 1. Paying to the Beneficiary the entire amount then due (other than such portion of the principal as would not then be due, had no default occurred);
2. Curing any other default that is capable of being cured by tendering the performance required under the Trust Deed; and
3. Paying all costs and expenses actually incurred in enforcing the debt and Trust Deed, together with Trustee's and attorney's fees not exceeding the amounts provided by ORS 86.778.

Without limiting the trustee's disclaimer of representations or warranties, Oregon law requires the trustee to state in this notice that some residential property sold at a trustee's sale may have been used in manufacturing methamphetamines, the chemical components of which are known to be toxic. Prospective purchasers of residential property should be aware of this potential danger before deciding to place a bid for this property at the trustee's sale.

NOTICE: If the recipient of this notice is a veteran of the armed forces, assistance may be available from a county veterans' service officer or community action agency. Contact information for a local county veterans' service officer and community action agency may be obtained by calling a 2-1-1 information service.

Contact information for Multnomah County veterans' service officer is: Lane County Veteran's Services: 151 W. 7th Ave., Suite 450, Eugene, OR 97401 (541) 682-4191 / veterans@lanecountyor.gov

In construing this notice, the singular includes the plural, the word "Grantor" includes any successor in interest to the Grantor as well as any other person owing an obligation, the performance of which is secured by the Trust Deed, and the words "Trustee" and "Beneficiary" include their respective successors in interest, if any.

JR TRUSTDEED LAW SERVICES, LLC Dated: March 22, 2024 Successor Trustee

By: /s/ Gary L. Blacklidge Gary L. Blacklidge, Member Jordan Ramis PC 1211 SW Fifth Ave. FL 27 Portland, OR 97204 Telephone: 503-598-7070 Fax: 503-598-7373

Subject Property: 94770 Hwy. 101 South, Yachats, OR 97498. May 3, 10, 17, 24 2024 LEUG0096503

Public Notices

NOTICE TO INTERESTED PERSONS Sea Ranch Motors, Inc., an Oregon corporation (the "Company"), has dissolved as of May 14, 2024. Pursuant to ORS 60.644, any person with a claim against the Company is directed to present such claim to the Company by mailing a detailed description of the claim to the Company's attorneys, Hershner Hunter, LLP, Attn: Pablo J. Valentine, P.O. Box 1475, Eugene, Oregon 97440. Any claim against the Company will be barred unless a proceeding to enforce the claim is commenced within five years after the date of publication of this notice.

Public Sale

Online Public Auction www.bid13.com Castle Street 541-607-3800

Bidding ends on all units on Friday, May 31 @ 10:00am

The following units will be sold as "individual whole units" due to non-payment by online auction at www.bid13.com unless full cash payment is received by 5:00pm on May 30, 2024.

- L99 Richard Thomas
O38 Craig Putnam Jr
O39 Craig Putnam Jr
P86 Cisco Coats
U11 Luke Baylie
X7 Luke Baylie
May 17, 24 2024
LEUG0102724

Notice of Abandoned Manufactured Dwelling/Miscellaneous Personal Property One (1) 1988 "SKYLINE" manufactured home, Home ID No. 248131, Serial No. 06910119X has been abandoned by Thomas Frank Sachs and Schawna Jeanine Sachs. The home is located at 5335 Daisy Street, Space No. 93, Springfield, Oregon 97478. The home shall be sold AS IS along with miscellaneous abandoned personal property. High bidder must dispose of any remaining abandoned personal property at high bidder's expense. Sale shall be by private bidding with sealed bids. The minimum bid is \$6,861.39. The minimum bid does not include unpaid property taxes which shall be paid separately from the bid by high bidder. High Bidder shall be responsible for all repairs and clean-up of home and space. Community approval is required before entering into a rental or storage agreement. Sealed bids shall be delivered to Ms. Dana Laberee, Community Manager, Granada-Santiago MHC, 5335 Main Street-Office, Springfield, OR 97478. Sealed bids shall be delivered no later than June 3, 2024 at 10:00 AM. Please contact Ms. Laberee at 541-747-4919 for more information, Monday-Friday 10AM-5:00 PM

May 17, 24 2024 LEUG0103525

PURSUANT TO ORS CHAPTER 87

Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/10/2024. The sale will be held at 10:00am by INSURANCE AUTO AUCTION-EUGENE 1000 BETHEL DR EUGENE, OR 2007 FORD F25 PU VIN = 1FTSW21P97EA88834 Amount due on lien \$3690.00 Reputed owner(s) > JOSHUA BENNETT IQ CU

PURSUANT TO ORS CHAPTER 87

Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/11/2024. The sale will be held at 10:00am by COPART OF WASHINGTON INC-EUGENE 29815 ENID RD EAST EUGENE, OR 2021 TOYT RAV 4D VIN = 4T3R6RFV7MU021930 Amount due on lien \$1630.00 Reputed owner(s) > JONATHAN MICHAEL BECK

PURSUANT TO ORS CHAPTER 87

Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/11/2024. The sale will be held at 10:00am by COPART OF WASHINGTON NC-EUGENE

Public Notices

29815 ENID RD EAST EUGENE, OR 2017 TOYT CAM 4D VIN = 4T1BF1FK8HU399083 Amount due on lien \$1630.00 Reputed owner(s) > BRIANNA LEE DEANER USAA FEDERAL SAVINGS BANK

PURSUANT TO ORS CHAPTER 87

Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/11/2024. The sale will be held at 10:00am by COPART OF WASHINGTON INC-EUGENE 29815 ENID RD EAST EUGENE, OR 2018 SUBA WRX 4D VIN = JF1VA1A67J9815696 Amount due on lien \$1590.00 Reputed owner(s) > NOAH ZACKARY PACKINEAU SANTANDER CONSUMER USA

Public Sale

PURSUANT TO ORS CHAPTER 87 Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/11/2024. The sale will be held at 10:00am by COPART OF WASHINGTON NC-EUGENE 29815 ENID RD EAST EUGENE, OR 2014 DODG DUR LL VIN = 1C4SDJET7EC597188 Amount due on lien \$1490.00 Reputed owner(s) > BASIN MED TRANS & GARY ALLEN ALLY BANK

PURSUANT TO ORS CHAPTER 87

Notice is hereby given that the following vehicle will be sold, for cash to the highest bidder, on 6/11/2024. The sale will be held at 10:00am by COPART OF WASHINGTON INC-EUGENE 29815 ENID RD EAST EUGENE, OR 2009 TOYT TK PK VIN = 5TEPX42N99Z631272 Amount due on lien \$2450.00 Reputed owner(s) > TOYOTA MOTOR CREDIT CORP

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Summons

Submit a Legal Public Notice through our NEW and convenient self-service platform. Available 24/7 USA TODAY NETWORK A legally compliant and trusted media source.

FORM LB-1 NOTICE OF BUDGET HEARING. A public meeting of the Zumwalt Rural Fire Protection District will be held on June 5, 2024 at 6:00pm at 1976 Echo Hollow Road Eugene, Oregon. Includes financial summary tables for resources and requirements.

FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the Lane Regional Air Protection Agency will be held on June 13, 2024 at 12:15 pm at the Lane Regional Air Protection Agency located at 1010 Main St, Springfield, Oregon 97477; or via Zoom Webinar: https://us02web.zoom.us/j/82551664224. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee.

FINANCIAL SUMMARY. Check this box if your budget only has one fund. Includes table with columns for Adopted Budget (This Year 2023-2024) and Proposed Budget (Next Year 2024-2025) and rows for various services and taxes.

STATEMENT OF INDEBTEDNESS. Debt Outstanding: None. Debt Authorized, Not Incurred: None.

PUBLISH BELOW ONLY IF COMPLETED. Table with columns for Long-Term Debt and Short-Term Debt, comparing estimated debt outstanding and authorized debt at the beginning of the budget year (July 1, 2023 and July 1, 2024).

Govt Public Notices

NOTICE OF OPPORTUNITY TO COMMENT ON PROPOSED ADOPTION OF FARMERS MARKET PAVILION AND PLAZA ADMINISTRATIVE RULES.

Pursuant to Section 2.019 of the Eugene Code, 1971, and Administrative Order No. 57-95-01 of the City Manager, the Executive Director of the Library, Recreation and Cultural Services (LRCS) Department is proposing to establish and adopt Farmers Market Pavilion and Plaza Administrative Rules. The Rules are necessary in order to allow the City to regulate the use and operation for the Farmers Market Pavilion and Plaza.

The proposed Rules may be reviewed at the Cultural Services Department, 99 West 10th Avenue, Eugene, Oregon, Monday through Friday between the hours of noon and 4 p.m. or on the City of Eugene's website at https://www.eugene-or.gov/520/Administrative-Order.

Comments on the proposed Rules should be submitted in writing to Jana Meszaros, 99 W. 10th Avenue, Eugene, Oregon 97401, or via e-mail to imeszaros@eugene-or.gov. To be considered, written and e-mail comments must be received within 15 days of the first date of publication as indicated below. If the City Manager chooses to take action after considering the comments received, the proposed or modified rule will be adopted by administrative order. Joshua Bates, Executive Director LRCS Department Dates of Publication: May 21, 22, 23, 24, 26, 2024.

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RESOLUTION 24-04

A RESOLUTION ADOPTING THE 2024-25 BUDGET AND MAKING APPROPRIATIONS

BE IT RESOLVED that the Board of Directors of Lane Regional Air Protection Agency (LRAPA) hereby adopts the budget approved by the LRAPA Budget committee for fiscal year 2024-2025 in the total sum of \$7,972,650, with contingencies of \$275,000, and now on file at the Lane Regional Air Protection Agency office at 1010 Main Street, Springfield, Oregon 97477, or at www.lrapa.org.

BE IT FURTHER RESOLVED that the above total amount for fiscal year beginning on July 1, 2024, and ending on June 30, 2025, are hereby appropriated as follows:

General Fund		
	Administration	3,010,150
Not Allocated to Org Unit.		
	Transfers	-
	Capital Outlay	1,430,000
	Contingency	190,000
	Total	4,630,150
Special Revenue Fund (Title V)		
	Administration	
	Title V	555,100
Not Allocated to Org Unit.		
	Transfers	38,700
	Contingency	10,000
	Total	603,800
Grant Fund		
	Administration	
	Grants Tag 1 & Tag 2 & EJJ2G	2,938,700
Not Allocated to Org Unit.		
	Transfers	-
	Contingency	75,000
	Total	3,013,700
Enterprise Fund (AirMetrics)		
	AirMetrics	-
	Total	-
Total appropriations, All Funds		8,247,650

Approved by the Lane Regional Air Protection Agency Board this 13th day of June 2024

Howard Saxion, Chair

Date

Travis Knudsen, Executive Director

Date



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Jim Daniels, Citizens Advisory Committee Chair

Date: June 13, 2024

Subject: CAC Input on LRAPA's Strategic Goals

STAFF REPORT

ISSUE STATEMENT

The LRAPA Board of Directors has requested the Citizens Advisory Committee's input and recommendations as they prepare to review and update the Agency's strategic goals during an upcoming work session. The Board recognizes the value of the CAC's unique perspectives and insights in shaping LRAPA's priorities and ensuring that the Agency's efforts align with the needs and concerns of the community.

BACKGROUND INFORMATION

In January 2022, the LRAPA Board established a set of strategic goals to guide the Agency's efforts in protecting public health, community well-being, and the environment. These goals, which are listed in the attached document, have served as a roadmap for LRAPA's work over the past two years. As the Board prepares to review and update these goals, they have requested the CAC's input to ensure that the goals remain relevant, effective, and responsive to the evolving needs of our community.

DISCUSSION POINTS

As the CAC considers the existing strategic goals and potential updates, members were encourage reflect on the following questions and discussion points:

1. Which of the current goals remain relevant and important, and should be maintained in the updated strategic plan?
2. Are there any goals that have been achieved, are no longer relevant, or do not align with current priorities and should be removed or modified?
3. What new goals should be considered to address emerging air quality challenges and opportunities in our region, such as wildfire smoke exposure, environmental justice, or technological advancements?
4. How can the goals be refined to better address the most pressing air quality-related issues facing the communities we serve, based on feedback and concerns from community members?
5. In what ways can the goals be designed to promote equity, environmental justice, and the protection of vulnerable populations?
6. Are there opportunities to incorporate new technologies, tools, or best practices into the goals to enhance LRAPA's effectiveness and efficiency?



7. How can the goals be leveraged to strengthen collaborations and partnerships with local governments, community organizations, businesses, and other stakeholders to achieve shared air quality objectives?
8. What strategies can be embedded in the goals to promote the long-term sustainability and resilience of LRAPA's programs and resources in the face of evolving challenges and uncertainties?

CAC PROGRESS

[To be updated with information on CAC discussion and conversations]

SUGGESTED MOTIONS

This is an informational item, not action is suggested for the Board.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Lance Giles, Technical Services Manager

Date: June 13, 2024

Subject: Capital Improvement Project Update

STAFF REPORT

ISSUE STATEMENT

This staff report provides an update on the progress of LRAPA's Capital Improvement Project, which involves the remodel of the agency's current office space. It also outlines the Board's involvement in the bidding process and the agency's plans for temporary relocation during the construction phase.

BACKGROUND INFORMATION

In July 2023, the Capital Improvement Project was first presented to the Board, outlining the needs, scope, and estimated costs of \$1.0 to \$1.1 million. The Board unanimously approved moving forward with thirty-five percent of the design fee, contingent upon the presentation and approval of financial feasibility for further construction.

In December 2023, the project was revisited with updated cost estimates of \$987,000 to \$1,070,000. The Board unanimously approved moving forward with the project, utilizing an interfund loan from the AirMetrics enterprise fund for financing.

The FY'25 annual budget includes this project, earmarks \$1,290,000 for the remodel project (including a 17% contingency buffer).

BOARD INVOLVEMENT

To ensure transparency and active Board involvement, the following timeline has been established for the bidding process:

- Monday, May 20, 2024: Bid advertisement date
 - The bid was posted on the LRAPA website, OregonBuys, Register-Guard newspaper, and available at various plan centers and builders exchanges.
- June 5, 2024: Pre-bid walkthrough
 - Interested bidders met at the LRAPA office for a mandatory site visit.
- June 18, 2024: Bid submission deadline
 - LRAPA will review bids for responsiveness, conduct responsibility determinations, and evaluate technical aspects of each proposal.



- July 11, 2024: LRAPA Board meeting to review and consider approval of the most competitive bid.
 - The Board will have the opportunity to provide guidance and formally approve the best course of action for the agency.

TEMPORARY RELOCATION PLANS

During the remodel, LRAPA is exploring temporary office space options to minimize disruption to agency operations and staff:

1. Lane Council of Governments (LCOG)
 - LRAPA has engaged with LCOG to assess potential space in their downtown Eugene offices.
 - The space is not large enough to support all LRAPA staff, requiring some to work from home.
 - This option would likely come with a rental agreement and a cost to LRAPA.
2. Lane County Government Public Service Building
 - LRAPA is exploring the use of the SE corner of the 'garden level' in the Lane County Government's public service building.
 - This space is large enough to accommodate all LRAPA staff and provide storage.
 - A no-cost MOU is being explored with Lane County Government.
3. Mail Receiving Service and P.O. Box
 - LRAPA will utilize a Mail Receiving Service for FedEx/UPS deliveries and a P.O. Box for USPS during the remodel.
4. Workflow Changes and Adjustments
 - Managers are exploring workflow changes and adjustments to ensure minimal impact on services provided to Lane County during the remodel.

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommends that the Board review the progress update on the Capital Improvement Project and provide any feedback or guidance as necessary.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: June 13, 2024

Subject: Executive Director Job Description

STAFF REPORT

ISSUE STATEMENT

Following the recent appointment of Travis Knudsen as Executive Director, the Board has requested an update to LRAPA's Executive Director job description.

BACKGROUND INFORMATION

The previous version of the Executive Director job description required updates to better align with the current needs and expectations of the role. The revised job description incorporates performance expectations and goals outlined in Exhibit A of the Executive Director contract, as well as clarifies the Director's role in adhering to Board-set policies and consulting with the Board on establishing Agency policies and priorities.

UPDATES TO THE JOB DESCRIPTION

1. Incorporation of Performance Expectations and Goals
 - The revised job description includes key elements from Exhibit A of the Executive Director contract, which outlines specific performance expectations and goals for the Director during the probationary period.
 - These additions cover areas such as financial controls, board meeting agenda management, organizational culture and communication, innovation through technological integration, file management, and human resources support.
2. Clarification of the Director's Role in Adhering to Board-Set Policies
 - The updated job description emphasizes that the Executive Director is responsible for implementing Agency policy under the direction of the Board of Directors.
 - It states that the Director represents the Agency at public hearings, gatherings, and meetings only in accordance with and support of policy directives set or authorized by the Board of Directors.
 - The Director is expected to obtain a clear understanding of Board priorities and policy directives, convey that understanding to Agency employees, and present information or testimony to external stakeholders that accords with Board policy.
3. Other Updates and Revisions



- The job description has been reviewed and revised to ensure it accurately reflects the current responsibilities, qualifications, and expectations of the Executive Director role.
- Updates have been made to the essential duties, qualifications, functional specific responsibilities, technology skills, knowledge, and working conditions sections.

STAFF RECOMMENDATION

Staff recommends that the Board review and approve the updated Executive Director job description as presented, which incorporates performance expectations and goals from Exhibit A of the Executive Director contract and clarifies the Director's role in adhering to Board-set policies and consulting with the Board on policy and outreach matters.

SUGGESTED MOTIONS

1. Move to approve the updated Executive Director job description as presented, effective immediately.
2. Move to direct staff to incorporate additional changes or revisions to the Executive Director job description as discussed and bring the updated version back for approval at the [specify month] Board meeting.

ATTACHMENTS

1. Updated Executive Director Job Description (with redlines)
2. Exhibit A - Probationary Period Performance Expectations and Goals



JOB DESCRIPTION

This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

GENERAL INFORMATION	
Title	Executive Director
Department:	Administration
Effective Date:	July 2023 June 2024
Pay Range:	Contract
FLSA Status:	Exempt

POSITION SUMMARY

Under the administrative direction of a Board of Directors, leads and manages a regional air pollution prevention and control program, in accordance with State and Federal statutes, and with Board policies. Drives the implementation of the Board's strategic goals and objectives. Performs related duties as required.

Following are descriptions of the competency levels:

Advanced Level – Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions. May have lead or supervisory responsibility.

CHARACTERISTICS

This is an exempt position in which the incumbent is appointed by the Board of Directors. Oversees and is responsible for supervision of the Agency and its employees.

ESSENTIAL DUTIES

The duties listed below are a typical sample; position assignments may vary. Percentage of time for each Essential Duties.

Agency Leadership and Direction

50% Provides general supervision and direction for a staff of professional, technical, and clerical employees who administer a regional air pollution prevention and control program. Directs administrative support for the program to include office facilities, personnel services, and salary administration, purchasing, grant negotiation, fiscal management, and enterprise activities. Fosters a culture of continuous improvement and innovation through the integration of technology and tools to enhance productivity and efficiency. Implements Agency policy under the direction of the Board of Directors.

Agency Governance and Compliance

20% Coordinates, or supervises program coordination, with local State and Federal agencies; obtains legal opinions and legal advice from an external law firm. Represents the Agency at public hearings and gatherings, before other governing bodies, and at national, regional, and local meetings and conferences only in accordance with and support of policy directives set or authorized by the Board of Directors. Supervises, and participates in, the preparation of proposed rules for air pollution control; obtains input from an advisory committee to develop policy recommendations; reviews proposed and pending legislation to determine the impact on program policies and rules; provides information to legislators or through testimony at committee hearings.

Enforcement

10% Approves compliance schedules of less than 90 days for installation of industrial emission control systems; refers compliance schedules of more than 90 days for approval by the Board of Directors. Establishes findings of fact and determination as to non-compliance with the Agency rules, and takes appropriate enforcement action using a cooperative, and conciliatory approach; issues orders on behalf of the Board for abatement violations and levies civil penalties for non-compliance; negotiates settlements or stipulated orders resulting from violations of laws or regulations.

Fiscal Management and Direction

10% Prepares annual work plan for Federal and State grants based on EPA guidance; incorporates work plan elements into annual agreement with DEQ and EPA; assures elements of work plan are implemented and makes semi-annual reports on the status of each element. Negotiates service contracts with other public and private organizations. Prepares and presents an annual budget to the Budget Committee; supervises the preparation of monthly expenditure reports for the Board. Improves financial controls by evaluating current processes, identifying and correcting deficiencies. Articulates or creates a cost allocation process to demonstrate how each program pays the agency's overhead and other expenditures. Provides the Board with LRAPA's Financial Policy, creating one if it does not exist. Works with the auditor and the Board to ensure coherent and consistent auditing practices that facilitate accountability and strategic oversight.

Board of Director's (BODs) Meetings & Preparation

10% Responsible for BODs meeting agenda and preparation of supporting documentation to present to the Board during monthly meetings. Ensures the meeting minutes are recorded and available for review and approval at subsequent meetings. Represents the Agency in the meetings and adheres to Board proceedings. Improves meeting agenda items where the board is authorizing expenditures, providing greater high level of clarity on expenses and project costs for the Board to properly assess financial proposals. Obtains clear understanding of Board priorities and policy directives, conveys that understanding to Agency employees, and presents information or testimony to external stakeholders that accords with Board policy.

Customer Service

Provide excellent customer service, promoting professional and courteous behavior with a creative

approach to problem resolution that creates a positive experience for the customer.

Related Duties as assigned

Performs related duties as assigned to meet business needs.

QUALIFICATIONS

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.

Education & Experience:

Bachelor's degree in business administration/management, civil engineer or related field. Six years of management experience in public or private organizations that includes responsibility for the following: development of program rules and policies; development of long- and short-range planning and goal setting; agency management.

Preferred Experience:

Education: master's degree in public administration, business administration, civil engineer or related field.
Experience: Six years progressively responsible experience in government or non-profit environment.

Licensing and/or Certification Requirements:

Valid Oregon driver's license at time of appointment, depending on area of assignment.

FUNCTIONAL SPECIFIC RESPONSIBILITIES

The successful candidate will have skills to convey complex or technical information to internal and external stakeholders; computer skills including database management and Microsoft Office 365 including Word, PowerPoint, and Excel; ability to interpret and apply laws, procedures, and regulations pertaining to governmental and grant accounting; excellent organizational and personal skills.

- Knowledge of environmental protection and air quality programs; program/project management methods; public relations, and leadership and agency team management.
- Interpersonal skills: strong written and oral communication skills are important to be able to explain grant compliance, financial data, and reporting.
- Critical thinking skills: research and resolve complex problems.
- Manage stressful situations including frequent deadline pressures, prioritizing projects, and assisting internal and external customers.
- Broad experience in agency management of a similar size and scope.
- Ability to implement lateral thinking, the ability to analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical manuals.
- Ability to work independently.
- Equipment used: Personal computer, telephone, copy machine, fax machine, other general office equipment, and automobile.
- Advanced ability to use the Internet, automated financial systems, Microsoft Excel, and Microsoft Word.
- Ability to collaborate and create consensus in decision making.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Excellent written and verbal communication skills to translate technical and accounting policy into plain language.

Technology Skills:

- Self-starter, capable of exercising independent judgement and organization management.
- Highest integrity is trustworthy and developments and maintains credibility.
- Ability to use the Internet, automated financial systems, and Microsoft Office programs.
- Excellent written and verbal communication skills to translate technical and accounting policy into

- plain language.
- Ability to collaborate and create consensus in decision making.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates)
- Experience managing fund accounting and grant application process, for a governmental agency.
- **Ability to use AI tools effectively to improve productivity and efficiency.**

Knowledge:

- Principles, practices, administration of local government relevant to assigned area.
- Performing assigned duties in a safe manner.
- Computer applications and other systems related to assigned area.
- Research, analysis, and statistical methods.
- Public relations principles.
- Modern office methods and practices.
- Data gathering and report writing techniques.
- Project management principles.
- Business, management, and budgeting principles involved in strategic planning and resource allocation.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.
- Ability to understand and maintain confidentiality of information.
- Inclusive and respectful workplace practices.

Documentation and Record Keeping

Maintains files, develops, and maintains internal control documents, maintains hard copy and electronic files, maintains files so that they are audit ready at all times.

Professional Training

Professional training and growth.

PHYSICAL REQUIREMENTS	
The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “Never,” “Occasional,” “Frequent,” or “Continuous.”	
Sitting	F
Walking	F
Balancing	F
Seeing	C
Hearing	C
Bending or stooping	O
Climbing	N
Crawling	N
Feeling	F
Dexterity with fingers	C
Grasping	O
Jumping	N
Keying (computer work)	C
Kneeling	O
Lifting or carrying	O
Pushing or pulling	O
Reaching	O
Twisting	O

WORKING CONDITIONS

Environmental Conditions:

Work is performed in the Agency's offices, located in Springfield, Oregon. May include travel to other agencies or industrial sites, including but not limited to Eugene, Oakridge, Cottage Grove, and unincorporated areas of Lane County. Work and training opportunities may require travel within the State of Oregon. Work is performed mostly in an office environment.

JOB DESCRIPTION HISTORY

2023 – initial update LRAPA/HRA

SIGNATURES

I acknowledge that I have read and understand the above job description in its entirety, and I am capable of performing all the stated requirements.

Print Employee Name

Employee Signature

Date

Supervisor/Director Signature

Date

EXHIBIT A

Probationary Period Performance Expectations and Goals

FINANCIAL

1. Improve financial controls.

Objective: Evaluate current financial control processes, identify and correct deficiencies.

- The agency's last audit showed a material deficiency in LRAPA's financial controls (for example, multiple users using the same log in). The Director should oversee a comprehensive examination of the agency's financial controls and make recommendations to the Board for improvement and remediation.

2. Improve meeting agenda items where the board is authorizing expenditures.

Objective: Board is satisfied with expenditure reports.

- The Director should provide greater clarity on expenses and project costs submitted to the Board for approval. Better agenda management and information delivery is necessary in order for Board members to properly assess how to proceed on agency financial proposals.

3. Articulate or create a cost allocation process.

Objective: Demonstrate notable progress toward process document completion.

- The Board needs to understand how each program pays the agency's overhead and other expenditures (FTE, indirect costs, allocated direct costs, etc.).

4. Provide the Board with LRAPA's Financial Policy.

Objective: Present Board with a policy draft for consideration by end of six-month probation period.

- If such a policy does not exist, the Director should cause one to be created and see that relevant staff receives the proper training.

5. Work with auditor and the Board on the financial goals described herein.

Objective: An audit with no material deficiencies.

- LRAPA should follow a coherent and consistent auditing policy and process that facilitates accountability and strategic oversight. The Director should work closely with the Board and the auditor to ensure the financial objectives are met.

OPERATIONAL

6. Improve Organizational Culture and Communication

Objective: Conduct an employee engagement survey within the first month and during the sixth month of employment and observe improvement in employee engagement and morale.

EXHIBIT A

Probationary Period Performance Expectations and Goals

- Develop and implement an action plan based on survey results within 6 months, addressing at least 3 key areas for improvement.
7. **Foster a Culture of Continuous Improvement and Innovation through AI Integration**
Objective: Research and identify an AI tool(s) that can be implemented to improve productivity and efficiency within the first 6 months.
- Provide training to all staff on the effective use of the selected AI tool(s), ensuring progress toward proficiency in their use within 6 months of implementation.
 - Recognize and reward employees who successfully integrate AI tools into their work and demonstrate measurable improvements in productivity or innovation.
 - Share the success stories and lessons learned from AI integration with other agencies or organizations to promote the adoption of innovative practices in the public sector.
8. **Ensure Successful Transition to Remote Work During Agency Remodel**
Objective: Develop a comprehensive plan for transitioning to remote work at prior to the remodel start date.
- Ensure that all critical functions and services continue uninterrupted throughout the remodel period.
9. **Enhance Organizational Structure and File Management**
Objective: Develop and implement a new internal agency file-drive structure within the first 6 months to improve file organization and accessibility.
- Ensure that 100% of staff are trained on the new file management system within 3 months of implementation.
 - Conduct bi-annual audits to ensure the file management system is being utilized effectively and make necessary improvements.
 - Establish clear guidelines and protocols for file naming, storage, and archiving to maintain long-term organizational efficiency.
10. **Ensure Human Resources Can Provide Required Staff Support**
Objective: Assess the current HR needs of the organization and identify areas where additional support may be required within the first month.
- Develop a succession plan to address potential scenarios related to the current HR director's return from medical leave.
 - Prepare for staff transitions through succession planning and training.

EXHIBIT A

Probationary Period Performance Expectations and Goals

REGULATORY

11. Oakridge/Westfir Air Quality Improvement

Objective: Continue to expand home heating interventions to improve air quality in Oakridge/Westfir.

By: _____
Howard Saxion, Board Chair

Dated _____

By: _____
David Loveall, Vice Chair

Dated _____

DIRECTOR

Travis Knudsen

Dated _____



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: June 13, 2024

Subject: Updates to LRAPA Employee Handbook

STAFF REPORT

ISSUE STATEMENT

LRAPA's Employee Handbook, which last saw a significant update in 2013, was more recently revised in January and March 2024, requires additional updates to incorporate recent legislative changes and clarify certain policies. The proposed revisions aim to ensure compliance with Oregon law and provide clear guidance to employees.

BACKGROUND INFORMATION

The LRAPA Employee Handbook was last revised and adopted in January 2024, with additional edits approved in March 2024. Since then, changes to Oregon's sick leave and family leave laws have necessitated further updates to the handbook. Additionally, some sections require clarification to address Board concerns and improve overall clarity.

PROPOSED UPDATES

The following updates have been made to the LRAPA Employee Handbook:

1. Section 1.1 - From the Director
 - Rewrote the introductory letter from the Executive Director to emphasize the agency's mission, dedication to public health, and commitment to employee development.
2. Section 1.4 - Nature of Your Employment
 - Added: "An employee who fails to abide by any of the policies in this Handbook and applicable laws may be subjected to discipline, up to and including termination."
3. Section 1.5 - Policy Communication to External Stakeholders (New Section)
 - Added entire section to guide employees on external communications regarding agency policy.
4. Section 2.3 - Overtime Status
 - Updated to reflect definitions under the Fair Labor Standards Act (FLSA).
5. Section 6.6 - Sick Leave – Use



- Updated to reflect changes in sick leave usage, including the definition of "family member" and the addition of public health emergency provisions.
- Updated reasons for sick leave usage and clarified the authorization of sick leave approval.

6. Section 7.0 - Family Medical Leave

- Provided extensive updates throughout this section to incorporate changes to Oregon Family Leave Act (OFLA) and the introduction of Paid Leave Oregon (PLO). Key updates include:
 - Section 7.3 - Reasons for Taking Leave
 - Section 7.4 - Length of Leave
 - Section 7.8 - Certification
 - Section 8.4 - Reasons for Leave (PLO)
 - Section 9.2 - Bereavement Leave
- Added a note regarding the transition from OFLA to PLO for parental leave between July 1, 2024, and December 31, 2024.

7. Scribner Updates and Formatting

- Made minor edits and formatting changes throughout the handbook for clarity and consistency.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the proposed updates to the LRAPA Employee Handbook to ensure compliance with current Oregon laws and provide clear guidance to employees.

SUGGESTED MOTIONS

1. Adopt the proposed updates to the LRAPA Employee Handbook as presented in the staff report dated June 13, 2024, with an immediate effective date.
2. Adopt the proposed updates to the LRAPA Employee Handbook as presented in the staff report dated June 13, 2024, with the described changes or revisions, and to be effective immediately.

NOTE: The following pages of this staff report will include a series of screen grabs showing the direct edits of the document.



Comprehensive List of Edits to the LRAPA Employee Handbook

The following is a comprehensive list of all the edits, additions, and changes made to the LRAPA Employee Handbook. This list includes the entire sentence or block of text that has been modified, with ~~strikeout~~ for removed text, **bold** for added text, and *italics* for replaced text. The list is intended to provide a clear and detailed overview of the updates made to the handbook, ensuring transparency and facilitating the Board's review process.

CHANGE LOG

DATE	BY	CHANGES
3-4-2024	bkh	(1) Added Change Log, p58. (2) Sec. 1.2, p.1: Corrected typo. (3) Sec. 1.4, p.2: Added policy violation as basis for discipline or termination as general warning. (4) Sec. 2.3, p.4: Clarified "federal law" requires overtime exemption determination, p.4. (5) Sec. 2.4, p.4: Fixed typo. (6) & (7) Sec. 3.4 on p.6 and Sec. 4.5 on p.9: Removed discipline/termination warning as it is set forth in 1.4. However, the remaining discipline/termination reminders were for serious enough potential issues that leaving them in seemed clearer at this stage. (8) Sec. 7.4, p.17: Added period. (9) Sec. 13.2, p.38: Removed reference to grievance procedure because no such procedure is set forth in current manual. This was dead end legacy text that should have been removed.
5-3-2024	bkh	Updated sick leave provisions to align with legislative updates to OFLA and Paid Leave Oregon, pp. 12 – 28.
5-10-2024	bkh	(1) Added Sec. 1.5 on p. 2 to address Board concerns with prior legislative communication from LRAPA that did not reflect the Board's position. (2) Updated Sec. 1.4, p.2 to include statements on public records law and discipline policy. (3) Added new Sec. 1.5 on p.2 to guide employees on external communications regarding agency policy. (4) Clarified overtime status under the FLSA in Sec. 2.3, p.4. (5) Clarified storage of workers' compensation files in Sec. 2.4, p.4. (6) Updated sick leave usage, including the definition of "family member" and public health emergency provisions in Sec. 6.6, pp. 12-13. (7) Added new Sec. 8.0 on Paid Leave Oregon, pp. 28-32. (8) Updated the definition of "family member" in Sec. 9.2 to align with changes in OFLA, p. 33. (9) Removed reference to the grievance procedure in Sec. 13.2, p. 38.
5-30-2024	tjk	(1) Rewrote the introductory letter from the Executive Director in Sec. 1.1, p.1. (2) Added allowance for use of sick leave for other personal reasons when authorized by the employee's manager in Sec. 6.6, p.13. (2) Updated sick leave usage in 6.6 Sick Leave on p.14.



1. Introduction

1.1 From the Director

It is with great enthusiasm and a profound sense of purpose that I welcome you to the Lane Regional Air Protection Agency (LRAPA). At this Agency, we are dedicated to protecting public health, community well-being, and the environment. As a leader in the air quality improvement and maintenance for Lane County, we are driven by a mission that does more than stand on paper—it calls us to action.

Every person at LRAPA plays a vital role in protecting air quality, fostering community partnerships, and collaborating with diverse stakeholders to tackle complex challenges. Our success hinges on our dedication, expertise, and creativity, which are at the very heart of what we do.

We are united by a vision for a healthier, more sustainable future. Recognizing the air as a precious resource linked closely to our well-being and ecosystem's vitality, we are committed to safeguarding it for future generations.

In pursuit of our goals, we emphasize open communication, empathy, and mutual respect. We strive to create a workplace where every voice is heard, every effort valued, and professionalism and understanding are paramount. By fostering trust and support within our focused organization, we lay a foundation for success that transcends individual roles.

At LRAPA, we invest in our most valuable asset, our employees. We provide opportunities for professional training and development, empowering each of us to continually grow. We prioritize personal well-being and promote a healthy work-life balance, ensuring we thrive both at work and in our personal lives.

We navigate challenges and seize opportunities by embracing innovation and forward-thinking strategies. Incorporating advanced technologies into our workflows enhances the efficiency, ease, and precision of our tasks while serving our community and protecting our environment.

Diversity is one of our outstanding strengths. We actively seek unique perspectives and ideas, recognizing the value in every individual's viewpoint. By embracing our differences and fostering an inclusive environment, we boost our collective intelligence and creativity.

I am honored to lead such a remarkable organization with a crucial public service mission. As the Executive Director, I commit to these principles and ideals and am thankful for your assistance in merging vision with purposeful action to create a brighter future.

With gratitude and optimism,

Travis Knudsen
Executive Director



1.4 Nature of Your Employment

Your employment with LRAPA is *voluntary and at-will*. You are free to resign at will, at any time, with or without cause. Similarly, LRAPA may terminate the employment relationship at will, at any time, with or without notice or cause, subject to applicable law.

Also bear in mind you are a *public employee for a governmental agency*. This means all your work-related writings and communications are potentially subject to disclosure to the public under Oregon's Public Records Law, including your social media posts on LRAPA sites or even personal sites on which you post in your capacity as an LRAPA employee. Please be aware and exercise discretion. Ask your supervisor if you have questions.

An employee who fails to abide by any of the policies in this Handbook and applicable laws may be subjected to discipline, up to and including termination.

1.5 Policy Communication to External Stakeholders

As an LRAPA employee, you are responsible for understanding the potential sensitivity of external communications regarding agency policy. The Board of Directors is responsible for setting LRAPA policy and providing strategic oversight. Only the Director or their written designee is authorized to speak on behalf of LRAPA or the Board on policy matters to the public, other governmental agencies, or media outlets. To the extent your position requires a straightforward communication of what existing policies or procedures currently require, that is permissible. What this section chiefly concerns is making sure that when LRAPA speaks to other agencies such as the legislature or DEQ regarding LRAPA policy, that communication accurately presents the decisions and priorities of the Board of Directors and avoids political complications. If you have any questions or concerns, please contact your supervisor or the Director.

2.3 Overtime Status

Under the Fair Labor Standards Act (FLSA), all employees are defined by federal law as either "exempt" or "non-exempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. See Section 4 for more information. This determination is not optional for LRAPA.

Exempt Employees: Management, supervisory, professional, and administrative employees whose positions meet-pass specific legal tests established by the Fair Labor Standards Act (FLSA) and applicable Oregon law and who are exempt from minimum wage and overtime pay requirements.

Non-Exempt Employees: Employees whose positions are not exempt from minimum wage overtime pay requirements by law because their positions do not meet the exemption criteria under the FLSA and Oregon law and who are paid one and one-half times their regular rate of pay for overtime hours worked, as required by federal and/or Oregon laws.



6.4 Sick Leave - Generally

LRAPA provides eligible full-time employees with up to eight (8) hours per month of accrued paid sick leave in accordance with Oregon's Paid Sick Leave Law. Part-time employees will accrue leave on a pro-rated basis for hours worked. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law. Employees with questions about this policy may contact his/her supervisor or Human Resources. Please also refer to the Oregon Sick Leave Law poster posted in the common break/kitchen area and incorporated here by reference. There is no payout for hours associated with unused sick leave.

Please note the Sick Leave described in this section is the benefit provided directly by LRAPA. Oregon and Federal law provide other options for unpaid leave ~~or and~~ Oregon's new Paid Leave Oregon program, which is a State-run program that functions in a manner similar ~~manner~~ to unemployment benefits. Your rights under those options will be described below in Sections 7 and 8. This section only applies to your accrued leave benefit.

6.6 Sick Leave - Use

Sick leave may be used for any of the following reasons:

1. For the *diagnosis, care, or treatment* of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for you or your care of your covered family member.
 - "Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* (*acting as a parent*) relationship. It may also include individual who qualify as family members by reason of affinity—a significant personal bond and close association that resembles a family relationship.
2. For any purpose allowed under the *Oregon Family Leave Act*, including bereavement leave.
3. If the employee, or the employee's minor child or dependent, is a *victim of domestic violence, harassment, sexual assault or stalking* as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.
- 4-5. For other personal reasons when authorized by the employee's manager, provided that use of sick leave for such purposes is not excessive or unduly disruptive.

Employees absent from work for a qualifying reason *must* use accrued sick time hours for that reason and on each subsequent day of absence.



7.1 Oregon Family Leave Act (OFLA) Leave Policy

The following is a summary of Family and Medical Leave policy and procedures under the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to twelve (12) weeks of unpaid leave for the reasons identified below. Oregon law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used OFLA Leave. In all cases, applicable Oregon laws, rules, and policies, govern the employee's and LRAPA's rights and obligations, not this policy. Since LRAPA does not employ at least fifty (50) employees, LRAPA is not subject to the requirements of the federal Family Medical Leave Act (FMLA). So long as LRAPA employs at least 25 employees, you are eligible for OFLA.

If you want further information, contact your supervisor or Human Resources. Please also refer to the "Oregon Family Leave Act" notice posted in the break/kitchen area, incorporated here by reference.

Eligible Employee: Various different qualifications apply depending on the kind of leave sought.

OFLA - To qualify for OFLA leave ~~for a Serious Health Condition or Sick Child Leave~~, an employee must have been employed for at least 180 days and worked an average of at least twenty-five (25) hours per week.



7.3 Reasons for Taking Leave

Family Medical Leave is defined to include and may be taken under any of the following circumstances:

Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a Serious Health Condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick Child Leave is not available if another family member is able and willing to care for the child.

Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.

Bereavement Leave: See the Bereavement Leave Policy on page 23 of this handbook.

Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave must be completed within twelve (12) months of the birth of a newborn or placement of an adopted or foster child. NOTE: For the period from July 1, 2024, through December 31, 2024, an employee may take parental leave under OFLA but not PLO to effectuate the legal process required for placement of a foster child or adoption of a child. No OFLA parental leave exists after December 31, 2024. However, effective January 1, 2025, parental leave under Paid Leave Oregon includes leave to effectuate the legal process required for placement of a foster child or adoption of a child.

~~*Employee's Serious Health Condition Leave:* To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.~~

~~*Family Member's Serious Health Condition Leave:* To care for a Family Member with a serious health condition.~~

Oregon Military Family Leave Act Leave ("OMFLA"): During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a

member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of fourteen (14) days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.

~~*Parental Leave:* For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within twelve (12) months of the birth of a newborn or placement of an adopted or foster child.~~

~~*Pregnancy Disability Leave:* For incapacity due to pregnancy, prenatal medical care or birth.~~

~~*Sick Child Leave:* To care for a child who suffers from an illness or injury that does not qualify as a Serious Health Condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick Child Leave is not available if another family member is able and willing to care for the child.~~

~~*Bereavement Leave:* See the Bereavement Leave Policy on page 23 of this handbook.~~



7.4 Length of Leave

In a One-Year Calculation Period, eligible employees may take up to twelve (12) weeks of Parental Leave*, ~~Serious Health Condition Leave (employee's own or family member)~~, or Sick Child Leave. An additional 12 weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee ("Pregnancy Disability Leave"). Employees who take the entire twelve weeks of Parental Leave may be entitled to an additional twelve (12) weeks of Sick Child Leave.

* See above. Parental Leave under OFLA is only available through December 31, 2024. Beginning January 1, 2025, Parental Leave is only available under PLO or FMLA.

7.6 Intermittent Leave

You can take intermittent or reduced scheduled leave when medically necessary ~~due to the serious health condition of you or a covered family member~~ under a qualifying leave for OFLA. You must make reasonable efforts to schedule planned medical treatments to minimize disruption of LRAPA operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both you and LRAPA.

7.7 Employee Responsibilities — Notice

Employees must provide at least thirty (30) days' notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, ~~or for planned medical treatment for a serious health condition of the employee or of a family member~~. If 30-day notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, you must give verbal or written notice to LRAPA within 24 hours of commencement of the leave.

Whether leave is to be continuous or taken intermittently or on a reduced schedule basis, you need only give notice once, but you have to advise your supervisor as soon as practicable if the dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, you must notify your supervisor within three (3) business days, or as soon as possible.



7.8 Certification

Generally, you must provide sufficient information for LRAPA to determine if the leave qualifies for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include ~~that an employee is unable to perform job functions, the family member is unable to perform daily activities~~doctor's notes, or the need for hospitalization or continuing treatment by a health care provider.

Additionally:

1. Employees requesting ~~Serious Health Condition leave for themselves or to care for a family member~~qualifying health-related leave will be required to provide certification from the health care provider of the employee or the covered family member to support the request. Employees requesting Sick Child Leave may be required to submit, at a minimum, a note from a doctor or health care provider if the employee has used more than three days (*i.e.*, one, three-day occurrence or three separate instances) of sick child leave within a One-Year Calculation Period.
2. Employees must furnish LRAPA's requested medical certification information within 15 calendar days after such information is requested by LRAPA. ~~In some cases (except for leave to care for a sick child), LRAPA may require a second or third opinion, at LRAPA's expense. Employees also may be required to submit subsequent medical verification.~~

Employees will not be asked for, nor should they provide, any genetic information about themselves or a family member in connection with a medical certification.

7.9 Medical Certification Prior to Returning to Work

If family medical leave is for the employee's own serious health-pregnancy-related condition, the employee must furnish, prior to returning to work, medical certification from his/her health care provider stating that the employee is able to resume work.

***Serious Health Condition** - A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy, or period of absence for prenatal care; or any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.



9.2 Bereavement Leave - Under the Oregon Family Leave Act (OFLA)

Employees who have worked for LRAPA for 180 calendar days, and averaged at least 25 hours per week, may take up to two weeks of *unpaid* bereavement leave per death of a Family Member. Employees who have worked for LRAPA for 90-180 days may use up to 40 hours of accrued vacation for bereavement purposes, and who have experienced the death of a Family Member. Employees who have worked for LRAPA for fewer than 90 days are not eligible for leave, except as defined by Oregon Family Leave Law. Contact your supervisor for more information.

Who is a “family member” for purposes of taking OFLA bereavement leave? An employee’s spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. Family members also include the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. “Family member” may include individuals qualified as family members by reason of affinity—a significant personal bond and close association that resembles a family relationship.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: June 13, 2024

Subject: DEQ Legislative Update

STAFF REPORT

ISSUE STATEMENT

The Oregon Department of Environmental Quality (DEQ) has shared several legislative updates that may impact LRAPA's funding and operations. This staff report aims to inform the Board about these updates and discuss their potential implications for LRAPA.

BACKGROUND INFORMATION

LRAPA's Executive Director, Travis Knudsen, and Finance Manager, Christina Ward, meet monthly with Aeron Teverbaugh, DEQ's Senior Legislative and Policy Analyst, to share updates and identify areas of collaboration and alignment. During these meetings, DEQ has shared several legislative updates that are relevant to LRAPA's operations and funding.

LEGISLATIVE UPDATES AND POTENTIAL IMPACT ON LRAPA

1. Potential 10% Cut to DEQ's General Fund

As a part of the budget development process, under ORS 291.216, agencies are required to identify potential fund reductions of up to 10%. The intent of the legislation is to determine for the Governor and legislature additional general fund monies that could be tapped for budget planning. While the agencies are required to identify potential reduction options as a part of their budget development, whether or not the legislature determines the cuts are necessary will depend on the outcome of the 2025 legislative budget. While the impact of this possible cut on LRAPA's support from DEQ and the Oregon legislature is unclear, LRAPA has been asked to reflect on what such a cut would mean for the organization.

LRAPA's analysis indicates that a significant reduction in funding through DEQ may jeopardize LRAPA's ability to meet its Maintenance of Effort (MOE) requirements under the Clean Air Act's Section 105 grant program. Failure to meet the MOE could result in the loss of critical federal funding, which would negatively impact air quality protection in Lane County and potentially lead to the closure of LRAPA. This would create an additional cost burden for DEQ, as it would need to absorb LRAPA's responsibilities under its federal mandates and State Implementation Plan (SIP) requirements.

These impacts of the possible reduction option have been communicated and will be considered as part of the Governor's budget proposal.

2. LRAPA's Plan to Engage Legislators

To build relationships and raise awareness about LRAPA's role in Lane County, the Executive



Director plans to engage Oregon state legislator representatives from Lane County in one-on-one meetings during the fall of 2024. These brief meetings will provide an opportunity for LRAPA to educate legislators about its mission, programs, and the importance of maintaining adequate funding for air quality protection in the region.

3. DEQ's Policy Option Packages (POPs)

DEQ has informed LRAPA that it is seeking permission to pursuing additional resources for several existing programs. Relevant to LRAPA are three proposed Policy Option Packages (POPs) for the 2025 long session.

- a. **ACDP Fee Increase:** DEQ is seeking legislative authority to work with stakeholders on a fee increase for the Air Contaminant Discharge Permit (ACDP) program. DEQ is estimating that a 20% increase would provide two biennia of stability for the program. This increase would help maintain permitting and compliance programs, which are essential for ensuring that industrial sources of air pollution operate within acceptable limits.
- b. **GHG Reporting Fee Increase:** DEQ is also seeking permission to work with stakeholders on an increase in GHG reporting fees. The program is heading toward a significant deficit and needs to nearly double program revenue. DEQ proposes to work with stakeholders to modify the current \$4,500 cap on Greenhouse Gas (GHG) reporting fees or remove the cap entirely or change the percentage of permitting fees that make up the GHG reporting portion. This change would provide additional resources related to GHG reporting assistance and compliance. DEQ's GHG reporting data is used by every state program to monitor and address GHG emissions, which is crucial for mitigating the impacts of climate change on public health and the environment.
- c. **Addition of 3 FTE to Oregon's Cleaner Air Oregon Program:** DEQ is looking to add three full-time equivalent (FTE) positions to Oregon's Cleaner Air Oregon Program. This program is designed to assess and reduce the potential health risks associated with industrial air toxics.

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommends that the Board review the legislative updates and consider their potential impact on LRAPA's operations and funding. LRAPA will continue to engage with DEQ and coordinate state legislators to describe the need for supportive funding and to preserve and advance air quality protection in Lane County.



Director’s Report for May 2024

Meeting Date: June 13, 2024
Department: Director’s Office
www.lrapa.org

Agenda Item No. 13
Staff Contact: Travis Knudsen
541-736-1056 ext. 217

May 2024 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	11-May-24	46	O3
Oak	9-May-24	27	PM
CottGrv	10-May-24	44	O3

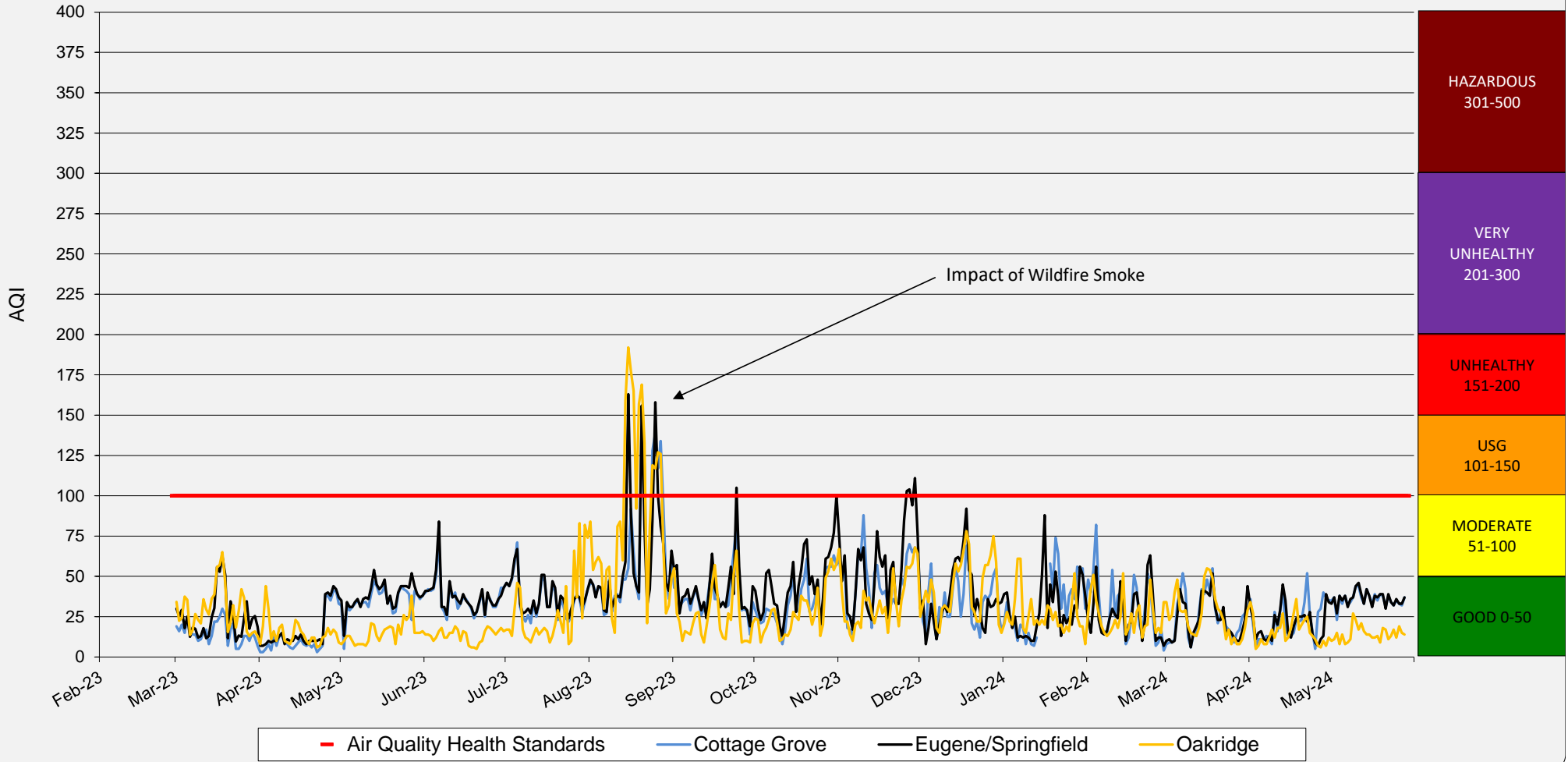
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	31	31	31	0-50	0-12	0-54
Moderate	0	0	0	51-100	12.1-35.4	55-70
USG	0	0	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-150.4	86-105
Very Unhealthy	0	0	0	201-300	150.5-250.4	106-200
Hazardous	0	0	0	301-500	250.5-500	201+

Attachment No. 1: Air Quality Index (AQI) charts for Lane County (May 2024)

Attachment No. 2: PM2.5 index charts for Lane County (May 2024)

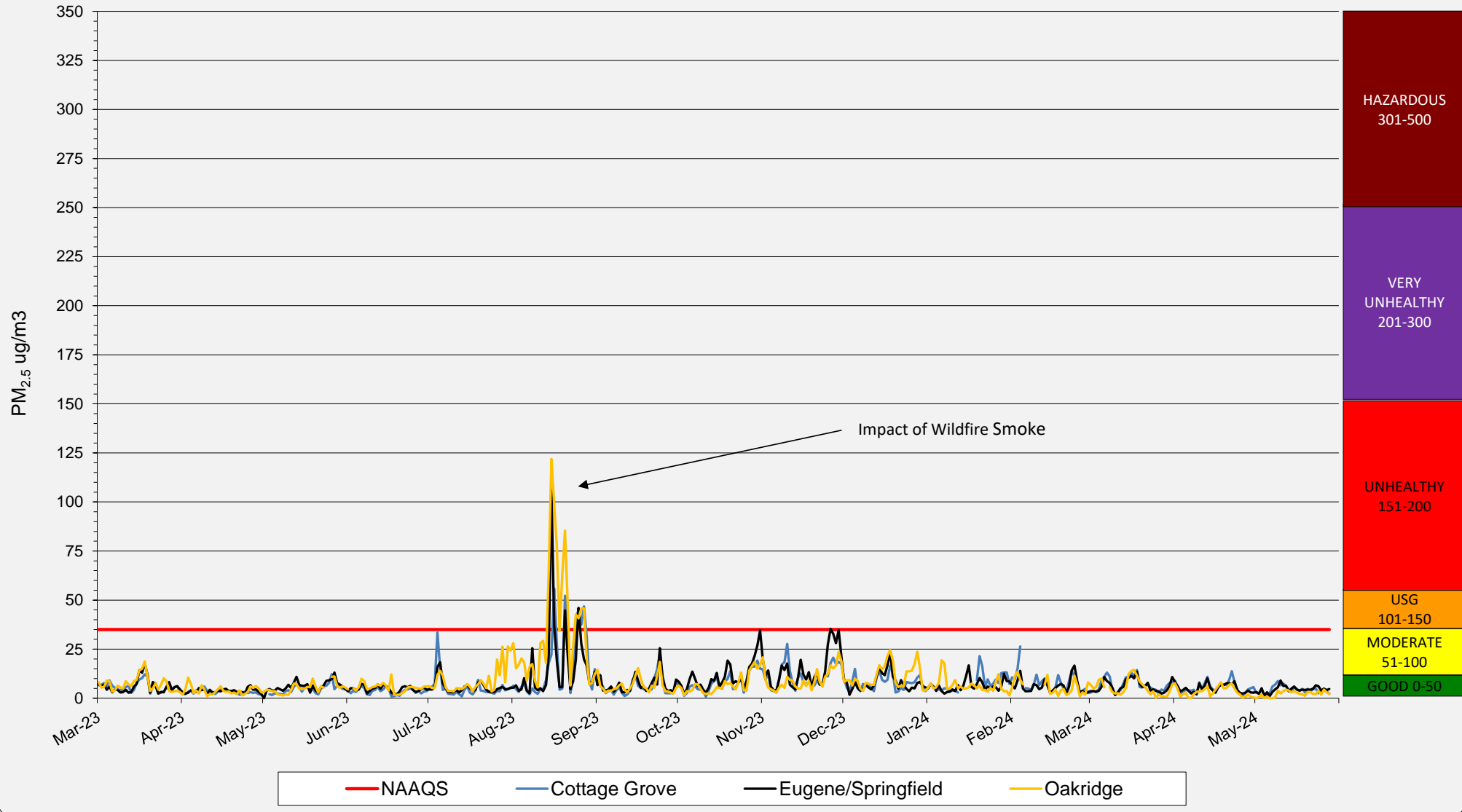
Daily Air Quality Index Chart

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



Daily PM2.5 Levels

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



COMPLAINTS RECEIVED: 5/1/2024 thru 5/31/2024:

Smoke complaints: 24
21 - Outdoor Burning
2 - Home Wood Heating
1 – Recreational Fire
Industry: 8
1 - Gasoline Dispensing Facility (Eugene Airport)
1 – Newood Manufacturing
3 – International Paper
1 – Emerald Forest Products – Plant #1 (Eugene)
1 – Oregon Rubber Company
1 – Swanson Group Manufacturing
Miscellaneous: 7
1 - Wood Chips
1 - Generator
1 - Pizza Food Cart
3 - Asbestos
1 - Unknown
Total:39

The calendar year 2024 compares to previous years:

Year	2019	2020	2021	2022	2023	*2024
Dust	15	17	26	12	7	2
Ag Burning / Spraying	6	2	7	2	3	0
General Air Quality	12	4	8	1	25	14
Home Wood Heating	128	74	57	67	52	23
Industry	170	100	336	198	97	34
Outdoor Burning	402	423	243	292	254	79
Slash Burning	16	12	10	6	12	0
Miscellaneous	67	59	40	102	72	13
Unknown	39	74	71	45	65	22
Total	855	765	798	725	587	187

* Year-To-Date

NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT 5/1/2024 to 5/31/2024

NEW: 5/01/2024 -- 5/31/2024: None.

Calendar year 2024 compared to previous years:

Year	2019	2020	2021	2022	2023	*2024
Notices of Non-compliance and Warnings	55	15	21	24	19	3
Notices of Violation with Civil Penalties	37	26	17	24	15	2

* Year-To-Date.

ENFORCEMENT: 5/01/2024 to 5/31/2024

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	3	-	3
Industrial	1	-	3	-	4
Outdoor Burning	-	-	3	-	3
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	1	-	9	-	10

NEW/OPEN ENFORCEMENT ACTIONS STATUS DETAIL REPORT

5/1/2024 -- 5/31/2024

Report of open and actions initiated since last report

NEW ENFORCEMENT ACTIONS: 05/01/2024 -- 05/31/2024

1. A & K DEVELOPMENT CO, PACIFIC METAL FAB (JUNCTION CITY)
 - A. Violation: Failed to notify LRAPA prior to the construction of a new stationary source in accordance with LRAPA Rules and Regulations paragraph 34-010(1)(a); operating an air contaminant source which is listed in Section 37-8010 Table 1 without first obtaining and ACDP from LRAPA in accordance with LRAPA 37-0020(3).
 - B. Initial Action Taken: NON #3903 issued 05/30/2024
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING

PENDING (Enforcement actions issued prior to 05/01/2024 with no subsequent action in the current reporting period):

1. PETROCARD INC (GOSHEN) (GOSHEN)
 - 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. 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 11/03/2022
 - C. Subsequent Action: NCP #2022-3872 (\$3000) issued 12/08/2022: submitted the test results over 12-month late, therefore the request for reduction was not approved. No response to payment has been received, a default order judgment is in process for a lien on the property.
 - D. Resolution: PENDING

2. JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD)
 - 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 03/06/2023
 - C. Subsequent Action: NCP #2023-3877 (\$10400) issued 03/06/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month and is on schedule with payments
 - D. Resolution: PENDING
3. KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA)
- 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 04/11/2023
 - C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 04/11/2023; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
4. APRO LLC DBA UNITED PACIFIC ROCKET # (SPRINGFIELD)
- 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 4th, 2020, and therefore is required to have testing conducted by February 4th, 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 04/25/2023
 - C. Subsequent Action: NCP #2023-3886 (\$2,250) issued 06/12/2023: no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
5. SEALS, MARK (ELMIRA)
- A. Violation: Outdoor burning of prohibited materials (metal, plastic, rubber, etc.).
 - B. Initial Action Taken: NON #3888 issued 06/13/2023
 - C. Subsequent Action: NCP #2023-3888 (\$550) issued 07/31/2023: no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
6. A&A AUTO WRECKERS, INC. (JUNCTION CITY)
- 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 05/03/2023
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING
7. CARTER, LARRY; VERNON VENSON (SPRINGFIELD)
- A. Violation: Allowing for the open burning of prohibited materials (pressure treated wood, railroad ties, plastics, clothing, drywall, metal, etc.)
 - B. Initial Action Taken: NON #3895 issued 12/14/2023
 - C. Subsequent Action: NCP #2023-3895 (\$550) issued 12/18/2023; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
8. WOOLMAN, TIM (VENETA)
- A. Violation: Allowing for the burning of prohibited materials (plastics).
 - B. Initial Action Taken: NON #3898 issued 03/01/2024
 - C. Subsequent Action: NCP #2024-3898 (\$850) issued 03/07/2024; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
9. MARATHON COACH (COBURG)
- A. Violation: Failed to notify and obtain approval from LRAPA prior to construction or modification of a new or existing stationary source in accordance with condition G20 of Respondent's Simple ACDP and LRAPA Rules and Regulation, Title 34-034.
 - B. Initial Action Taken: NON #3899 issued 03/07/2024
 - C. Subsequent Action: NCP #2024-3899 (\$536) issued 03/07/2024: request for reduction under review
 - D. Resolution: PENDING

OUTDOOR BURNING LETTER PERMITS: 5/01/2024 TO 5/31/2024

There was one Outdoor Burning Letter Permit (OBLP) issued in May 2024.

- 1. Issued Special Letter Permit 20B24-05-01 on May 10 to Allen R Ransom, 2700 Munsel Lake Road, Florence, to burn 30 cubic yards of Land Clearing debris located at 87909 Hwy 101, Florence.

ASBESTOS ABATEMENT: 5/01/2024 to 5/31/2024

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 2024 compares to previous years:

Calendar year 2024 compares to previous years:

Year	2019	2020	2021	2022	2023	*2024
Total Asbestos Abatement Notices	488	439	408	465	466	213
School Asbestos Abatement Notices (NESHAP)	16	25	20	16	17	6
Number of Asbestos Abatements Inspected	94	93	104	115	91	22

* Year-To-Date.

PERMITTING (TITLE V AND ACDP):

- Currently 13 sources, Title V permits
- Currently approximately 275 sources, Air Contaminant Discharge Permits (ACDPs)

Permit activities:

Category of Permit Activity	Title V	ACDP	Registration	Total Active
New	2	3		5
Renewals	3	13		16
Modifications		5		5
Constructions	1			1
Registrations				
Terminated Permits		5		
Total Issued Permits Year-to-date	5	27		32

Permits placed on public notice:

Source Name	Reason for Public Notice	Type of Permit
Pacific Recycling, Inc.	Renewal and Modification of ACDP	Renewal and ACDP modification - changing from Basic to Simple ACDP.

Permits with public hearing notice:

Source Name	Reason for Public Hearing	Date of Public Hearing
Seneca Sawmill Company	ACDP Modification and New Title V	May 21, 2024

Permit backlog:

Permit Type	Total Number of Permits by Type	Number of Permits Extended Administratively	Percentage of Total (%)
Title V	13	1	8%
Standard ACDP	27	2	7%
Simple ACDP	28	4	14%
Total	68	5	10%

MEDIA INTEREST, EXTERNAL COORDINATION AND OUTREACH

<i>Date</i>	<i>Media</i>	<i>Person</i>	<i>Topic</i>
2/9/2024	KEZI	Robert Desaulniers	Springfield Burning Variance
2/25/2024	KEZI	Noah Chavez	Springfield Burning Variance
03/28/2024	Ore. News Service	Eric Tegethoff	Air Quality Awareness Week
03/28/2024	KVAL	Juliette Smith	Allergy Season
04/25/2024	KLCC	Tiffany Eckert	ALA Report
04/29/2024	KEZI	Aaron Arellano	ALA Report
05/03/2024	Eugene Emerald	Andres Baisch	ALA Report
06/04/2024	KXCR	Larry Bloomfield	Community Talk Radio

LRAPA performed a number of outreach and public engagement events over May 2024. In early May LRAPA public affairs presented on Air Quality topics for three 5th grade classes at Two Rivers/Dos Rios Elementary School in Springfield. These classes were beginning an atmospheric science curriculum and were interested in understanding how the weather impacts and affects air quality. View the presentations provided to the classes: [2024 Two Rivers, Dos Rios Elementary School 5th Grade Presentation.pptx](#)

LRAPA participated in Air Quality Awareness Week (AQAW) which is an annual social media campaign lead by the Environmental Protection Agency (EPA) dedicated to raising public awareness about the importance of clean air and actions individuals can take to improve air quality and protect their health.

LRAPA formally connected with the event planners for the Pacific Northwest International Section (PNWIS) of the Air & Waste Management Association (A&WMA). The 2024 PNWIS conference will be held at the Graduate Hotel in Eugene in October. LRAPA is utilizing this opportunity to assist in the planning and execution of the annual conference to build rapport and working relationships within the environmental regulatory industry.

On May 21, LRAPA held a public hearing for Sierra Pacific Industries' modified Standard Air Contaminant Discharge Permit (ACDP) for their Seneca Sawmill. The modification, a Type 3 change and Non-PSD/NSR Moderate Technical Permit Modification, addresses the facility's rebuild and relocation. The sawmill applied for a Title V Operating Permit in September 2023, as the 2022 ACDP indicated potential emissions above major source thresholds. The draft Title V Permit includes all requirements from the proposed modified ACDP.

LRAPA staff presented to the Oregon Environmental Quality Commission (EQC) to propose revisions to rulemaking packages approved by the Board in 2024. These changes address updates in DEQ air quality regulations adopted on November 18, 2022, and effective March 1, 2023. As well as LRAPA updates to Title 47 Outdoor Burning Rules to meet changing community needs, aligning definitions with DEQ's Chapter 340, Division 264, and removing the prohibition on outdoor burning in Lowell.

LRAPA presented to the Eugene Rotary Club at the Graduate Hotel in Eugene. The presentation focused on LRAPA's role in monitoring and protecting air quality in Lane County. And discussed current air quality issues, initiatives undertaken by LRAPA, and practical steps individuals can take to improve air quality. The event provided an opportunity for Rotary Club members to learn about local environmental efforts and engage in a Q&A session.

AGENCY GOALS AND UPDATES

In January 2022, the Board established the following goals to drive LRAPA's efforts in protecting public health, community well-being, and the environment. Below is an overview of each goal, accompanied by recent updates and milestones, with specific focus on activities in May 2024.

1. Oakridge/Westfir Air Quality Improvement

Objective: Seek EPA approval to improve air quality in Oakridge/Westfir.

- Following the redesignation of Oakridge in September 2022, LRAPA continues to implement two targeted airshed grants in the area to further improve progress.
- LRAPA engaged with Oakridge Air to benefit from a concluding report from a community survey of Oakridge conducted by the University of Oregon. The survey findings report that many Oakridge residents are concerned about air quality, especially from wildfires and wood stoves, and have experienced health impacts from smoke. While awareness of Oakridge Air programs is mixed, residents expressed interest in receiving more air quality information and resources to increase their preparedness for smoke events.
- LRAPA met with the City of Oakridge, South Willamette Solutions, Brocks Wood Lot LLC, and DEQ to explore environmental regulations and solutions around the City of Oakridge's yard debris recycling program to coordinate ongoing and future support of the program.

2. Internal Efficiency Enhancement

Objective: Streamline internal processes and policies for improved efficiency.

- An internal focus on policies and procedures continues. The current focus is on enhancing internal file organization to improve access and manageability, with a comprehensive review and restructuring of the organizational folder system. This collaborative effort involves all staff and aims to align with everyone's workflows, targeting full completion of the folder's structure by the end of July.
- A new internal agency drive has been created. LRAPA managers are crafting the initial structure of the folders before engaging with staff for review, suggestions, and buy-in.

3. Pre-Budget Planning

Objective: Plan ahead for budget committee meetings to ensure financial stability.

- Despite challenges due to executive and financial management changes, LRAPA remains engaged in the budget cycle. The budget committee approved the proposed FY'25 budget in May, marking good progress towards the planned board adoption in June.

4. Financial Stability Assessment

Objective: Evaluate LRAPA's costs and explore funding sources for long-term stability.

- LRAPA's budget forecast and assumptions indicate the agency's finances are stable.

5. Website Redesign

Objective: Improve LRAPA's website for better user access to air quality information.

- Following the website redesign in September 2022, May improvements include the addition of a connecting button to the US Forest Service's Blue-Sky smoke forecast model. Developed in collaboration with the NW-AIRQUEST program, regional partners, and administered by LRAPA, this modeling tool provides daily predictions on smoke dispersion and air quality impacts.

6. Community Engagement

Objective: Increase interaction with communities to raise air quality awareness.

- LRAPA continues to engage collaboratively with various stakeholders and agencies on soil remediation activities concerning J.H. Baxter in West Eugene. LRAPA participated in a social media campaign for Air Quality Awareness Week the first full week of May.
- LRAPA provided a presentation to 5th grade classes at Two Rivers/Dos Rios Elementary School in Springfield.
- LRAPA began collaborating with the Pacific Northwest International Section of the Air & Waste Management Association to plan the 2024 PNWIS conference at the Graduate Hotel in Eugene this October, enhancing industry relationship.
- On May 21, LRAPA held a hearing for Sierra Pacific Industries' modified ACDP and draft Title V Permit for their Seneca Sawmill, addressing its rebuild, relocation, and potential major source emissions.
- LRAPA presented to the Eugene Rotary Club at the Graduate Hotel.

7. Collaboration and Partnerships

Objective: Strengthen relationships with local communities and industry for problem-solving.

- LRAPA participated in several regional collaborative groups and committee meetings in April. These included Lane Regional Climate Collaborative, Oakridge Area Fire Safe Council, and Lane County Healthy Housing Collaborative.

8. Funding Source Diversification

Objective: Seek new funding opportunities to support air quality programs.

- LRAPA has been informed by DEQ that its prospects for increased budget support are constrained due to a lower prioritization of climate and environment in the governor's

budget. Consequently, LRAPA's ability to secure enhanced funding through DEQ is significantly limited. Moving forward, LRAPA will need to directly engage Oregon legislators to advocate for its funding needs. However, there are restrictions on the extent of this engagement to avoid the need for official registration as lobbying, which may affect the agency's ability to secure new or additional legislative support in the upcoming long session.

9. Airmetrics Enterprise Evaluation

Objective: Assess the effectiveness of Airmetrics in monitoring air quality.

- Following the board's decision in late 2022 and 2023, Airmetrics has closed operations. LRAPA is considering retaining the Airmetrics location for storage during the agency's remodel. LRAPA removed references to Airmetrics from its website in early June 2024.

10. Complaint Intake Process Improvement

Objective: Enhance the process for receiving and responding to air quality complaints.

- LRAPA has revised the internal complaint entry user interface in LINFO to streamline the process for staff to enter complaints and investigation results.

11. Regulatory Engagement

Objective: Stay updated on air quality regulations through engagement with relevant organizations.

- LRAPA staff presented to the Oregon Environmental Quality Commission to propose revisions to 2024 rulemaking packages, addressing updates in DEQ air quality regulations effective March 1, 2023, and revising Title 47 Outdoor Burning Rules to meet community needs, align definitions with DEQ, and remove the prohibition on outdoor burning in Lowell.

12. Succession Planning and Staff Training

Objective: Prepare for staff transitions through succession planning and training.

- LRAPA has advanced recruitment efforts. An offer of employment was made and accepted for an open air quality inspector position. Additionally, a first screening of applicants was completed with interviews in June being scheduled. In early May, the Board appointed a new Executive Director of the agency. In late May, a position was posted for an open Public Affairs & Project Manager position with the first screening of applicants in late June.

TENTATIVE UPCOMING LRAPA BOARD AGENDA ITEMS

This schedule outline is a preview of anticipated upcoming agenda items.

July 2024

- QR 3 & 4 Financial Update
- Audit Report
- Rivers to Ridges Presentation on Prescribed Burning
- Year-End Overview of Pre-Audit Financials

- Building Remodel Bid Selection
- Annual Report Review

August 2024 – No Meeting

September 2024

- Discuss Partner Dues
- Board Goals Work Session

October 2024

- Dashboard Report

November 2024

- Approve Partner dues
- Budget Update

December 2024 – No Meeting

January 2025

- Review upcoming appointments on Board and Committees
- Oakridge Air Status Report

February 2025

- Nominations/Appoint Board Chair and Vice-Chair
- Nominations/Appoint new Budget Committee Members and Budget Officer
- Budget Forecast

March 2025

- First Budget meeting proposed budget FY 25-26

April 2025

- Second Budget meeting proposed budget FY 25-26, approve budget

May 2025

- Public Hearing and adoption of approved budget for FY 25-26