

AGENDA



LRAPA
Lane Regional Air Protection Agency

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2022
12:15 P.M.

Note Location → VIA ZOOM

By Video: <https://us02web.zoom.us/j/82551664224>

By Audio: +1 253 215 8782

Meeting ID: 825 5166 4224

(Note: Start times for agenda items are approximate.)

1. (12:15 p.m.) CALL TO ORDER
2. (12:15 p.m.) ADJUSTMENTS TO AGENDA
3. (12:20 p.m.) PUBLIC PARTICIPATION (time limited to three minutes per speaker)
 - 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 deems 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.)
 - C. **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.)

ACTION ITEMS:

4. (12:25 p.m.) Consent Calendar
 - A. Approval of Minutes October 13, 2022, Board of Directors Meeting [VIEW MATERIAL](#)
 - B. Approval of Expense Report October 2022 [VIEW MATERIAL](#)
5. (12:25 p.m.) Approval of Updated Policies: Payroll & Accrual Rates for the Financial System Upgrade [VIEW MATERIAL](#)

REPORTS:

6. (12:30 p.m.) Airmetrics Business Plan [VIEW MATERIAL](#)
7. (12:50 p.m.) Advisory Committee [VIEW MATERIAL](#)

8. (1:00 p.m.) Director's Report of Agency Activities for the Month of October 2022 [VIEW MATERIAL](#)

DISCUSSION AND POSSIBLE ACTION:

9. (1:10p.m.) Local Dues Request to IGA Partners for FY24 [VIEW MATERIAL](#)
10. (1:20 p.m.) Old Business
Work Session Topic: Board Authority vs. LRAPA Responsibilities
11. (1:25 p.m.) New Business
12. (1:30 p.m.) Adjournment

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MINUTES

LANE REGIONAL AIR PROTECTION AGENCY

BOARD MEETING

November 10, 2022

VIA - ZOOM

ATTENDANCE:

Board: Joe Pishioneri, Chair; Jeannine Parisi, Vice Chair; Joe Berney, Terry Fitzpatrick, Mike Fleck, Howard Saxion.

Absent: Chrissy Hollett, Matt Keating, Jenna Knee.

Others: Jim Daniels - CAC Chair

Staff: Trinidad Cardenas, Steve Dietrich, Katie Eagleson, Beth Erickson, Lance Giles, Max Hueftle, Cassandra Jackson, Travis Knudsen, Julie Lindsey, Robbye Robinson, Colleen Wagstaff, Debby Wineinger.

1. Call to Order:

Chair Joe Pishioneri called the meeting of the Lane Regional Air Protection Agency (LRAPA) Board to order at 12:18 p.m. **Travis Knudsen** took roll for the Board and other attendees. A quorum was present.

2. Adjustments to Agenda-None

3. A. Public Participation-None

B. Comments from Board Members-None

ACTION ITEMS

4. Consent Calendar:

- A. Approval of Minutes October 13, 2022, Board of Directors Meeting
- B. Approval of Expense Report October 2022

Howard Saxion noticed that employee expenses was running about 4% over the expected. He asked if there was an estimate on how much labor expenses would be by the end of the year. **Julie Lindsey** replied that the whole years projections had not been completed at that time. She would update the Board after checking additional information.

MOTION: Mike Fleck moved, seconded by **Howard Saxion**, to approve the consent calendar as presented. The motion passed unanimously – 6:0.

Vice Chair Jeannine Parisi appreciated all the work that went into the updated policies. She noticed that at EWEB they had annual training on significant policies, including ethics. **Vice Chair Jeannine Parisi** was surprised to see that LRAPA did not have more edits or additions to their ethics policy. She asked if staff was interested in seeing the EWEB policy. **Julie Lindsey** asked her to send it to her. She clarified that the changes in front of them were related to changes in the law and there would be more changes to come.

MOTION: Vice Chair Jeannine Parisi moved, seconded by **Howard Saxion**, to approve consent calendar item C as presented. The motion passed unanimously – 6:0.

5. Approval of Updated Policies: Payroll & Accrual Rates for the Financial System Upgrade:

Steve Dietrich reported that this topic was presented to the Board at the October meeting. This would be its final approval to change them to the new financing system.

Vice Chair Jeannine Parisi noted that there was some language included about being open for business for citizens. She said that citizenship was not a requirement for who they served. They should make sure to be inclusive in their language. The Board agreed to make that change to “members of the public.”

Howard Saxion mentioned the exempt employees and the policy involved if they had to work extra hours. He asked if that was included in the employee handbook or this policy. **Julie Lindsey** responded that in the policy they outlined exempt and non-exempt employees and who was eligible for overtime. Staff was given a letter on July 1 telling them what their position was classed as.

Vice Chair Jeannine Parisi remembered discussing policies at the October meeting but did not think they approved them. **Chair Joe Pishioneri** believed they voted. **Steve Dietrich** noted that at the October meeting they voted on the law changes made, which they had to accept, and they did vote.

Mike Fleck wanted more information on the three floating holidays in the policy. **Julie Lindsey** stated that the old policy had one floating holiday around Christmas. They found that people felt restricted scheduling that time. To help, they increased the floating holidays to three. They looked at the Department of Environmental Quality’s (DEQ) policies when making this change.

Chair Joe Pishioneri asked how frequently employee hours worked versus not worked was recorded. **Julie Lindsey** shared that at that time they were paying monthly, but the new system would be every two weeks. This would make recording hours easier.

MOTION: Howard Saxion moved, seconded by **Mike Fleck**, to approve the update policies to the Payroll & Accrual Rates for the Financial System with the change from citizen to “members of the public” indicated by the Board. The motion passed unanimously – 6:0.

REPORTS

6. AirMetrics Business Plan:

Steve Dietrich wanted to share the new AirMetrics plan with the Board. He reminded the Board that LRAPA had an AirMetrics Enterprise Fund. Enterprise Funds were used to account for provisions of

goods and services to the public where all or most of the costs involved were primarily paid in the form of charges to the users of such services. The AirMetrics Enterprise Fund's objective was to increase awareness of products and services offered by AirMetrics through marketing efforts, partnerships, and strong customer service.

Trinidad Cardenas had some information to share about the products they use. First was the MiniVol Tactical Air Sampler (TAS). It was a pump controlled by a timer that could be programmed for up to six runs within 24 hours or throughout one week. It could be operated by either AC or DC power sources. He shared that the MiniVol was the first portable air sampler and creator of the saturation sampler market. It was small, portable, and easy to set up.

Trinidad Cardenas announced that the new AirMetrics website would be rolling out soon. That would help increase the user's experience.

There were some challenges to AirMetrics work. These included COVID-19, which continued to affect their business, their patent which had been expired since 2013, issues with the worldwide supply chain, staying relevant among competitors with newer technology, and the transportation of lithium batteries.

Joe Berney was concerned with their outdated technology and expired patent. **Trinidad Cardenas** reassured him that the expired patent was not as big of a problem as it sounded. **Joe Berney** wanted more information on how big the market was for this technology. **Trinidad Cardenas** told him that AirMetrics was not a big company in the business. **Joe Berney** was aware of million-dollar grants in the region that helped businesses create new products. He thought it would be helpful for them to apply for those types of grants. **Trinidad Cardenas** concurred. LRAPA was looking to hire a new employee whose focus would be on grant opportunities.

Julie Lindsey shared that the sampler products sold made up half their fiscal year 2022 revenue, but they had three other revenue streams. For their expenditures, half went to cost of goods sold and the rest in three other categories. She said that AirMetrics had a healthy balance with \$1.2 million in the bank.

Steve Dietrich said that AirMetrics would continue operating as it was and focus on recovering sales lost since Fiscal Year 2020. He said available options before AirMetrics were to invest in proprietary development of upgrades and new products that would offer additional benefits while maintaining their pricing strategy. AirMetrics could also partner with another entity to expand market reach and interest. Finally, they could dissolve the Enterprise Fund but emphasized that was not a desired outcome.

Joe Berney voiced that he would no longer be an elected official soon and would be happy to help with any negotiations that AirMetrics had concerning products.

Vice Chair Jeannine Parisi brought up Business Oregon as a place to look for grant opportunities. She mentioned potential partnerships with Oregon State University or the University of Oregon. **Vice Chair Jeannine Parisi** wanted to hear more about next steps in innovation for AirMetrics.

Chair Joe Pishioneri asked if AirMetrics was completely self-supportive or if LRAPA put funds into it. He also asked if it would hurt LRAPA if they stopped the program. **Julie Lindsey** replied that the LRAPA and AirMetric budgets were split evenly. The only employee that AirMetrics funded was **Trinidad Cardenas's**. Outside of that, it was a separate entity.

Vice Chair Jeannine Parisi thanked LRAPA staff for putting that presentation together. She found it helpful in understanding the work AirMetrics did. She hoped to have a follow up conversation in about six months. **Chair Joe Pishioneri** agreed, they should have an AirMetrics check in at minimum once a

year with more frequent smaller notices. **Julie Lindsey** mentioned that an AirMetrics report would be included in their annual budget report going forward.

7. Advisory Committee:

Jim Daniels, Chair of the LRAPA Advisory Committee, shared that at their last meeting they approved the reissue of the permittee survey. The survey was sent out via email earlier that week. They discussed in the future providing a community survey for those who went to the LRAPA website. Three volunteers and an alternate were also selected to look at the result of the survey. He hoped that information would be available to share with the Board in January.

By the end of December **Jim Daniels** would need to put a report together summarizing 2022 for the Advisory Committee and talk about what they would want to do in 2023.

8. Director's Report of Agency Activities for the Month of October 2022:

Steve Dietrich said that the Air Quality Index (AQI) for Oakridge from August through October had 37 days of a 24-hour AQI at or above Unhealth for Sensitive Groups because of the Cedar Creek fire. He noted that more coordination between multiple public stakeholders including LRAPA would help Lane County be better prepared to help communities with those disasters.

9. Local Dues Request to IGA Partners' for FY24:

Julie Lindsey showed the Board the partner fees, which were an integral part of their General Fund. The partner fee had a base amount, agreed upon by the Board, and split it equitably among their partners. Previously they used population and consumer price index (CPI). They had discussed adding service to the metrics. She mentioned that the City of Springfield was billed half their amount because they allowed LRAPA to use **Mary Bridget Smith's** services without paying.

There were two options for the due amount. First was to match the State amount that they provided in two-year increments. **Julie Lindsey** said to break that amount down she put 20% to population, 20% to service, and the rest to CPI. Second was to take Fiscal Year 2023 State amount and add the CPI.

Julie Lindsey stated that changing their due calculation would allow them to end some of their agreements and form new agreements. She mentioned that the City of Springfield wanted to start charging LRAPA for **Mary Bridget Smith's** time. They would need to work that out in a new agreement. There would also need to be changes to the City of Eugene and Lane County's agreements, since they stated they would provide services that they were not (similar to City of Springfield providing **Mary Bridget Smith's** services).

Vice Chair Jeannine Parisi asked how much they could change partner dues from what the State provided. **Julie Lindsey** replied that it was up to the Board to determine how the fees were paid among their partners.

Joe Berney inquired into why cities bigger than Oakridge were not paying dues. **Julie Lindsey** responded that the dues were for the five cities in their agreement. **Joe Berney** thought instead of increasing dues for those five, they could look into bringing other cities into the agreement. He asked if LRAPA had presented to each of the agency's partners. **Steve Dietrich** told him that he had presented only to the Lane County Commissioners. He had been trying to get on the agenda with Eugene and Springfield. He was optimistic he would speak to Cottage Grove in December. He has presented to Oakridge within the last year.

Mike Fleck supported the second option. He wanted it noted that he was nervous about the service part of the dues.

Vice Chair Jeannine Parisi felt there was no consensus on which option they should chose. She asked the Board what other information they needed to decide. **Chair Joe Pishioneri** asked **Julie Lindsey** to reach out to the City of Springfield Finance Director. He felt that more background work had to be done by staff with the cities involved. **Julie Lindsey** would do more research and prepare some other options for the Board to pick. **Vice Chair Jeannine Parisi** would like to see an option without service.

10. Old Business:

Steve Dietrich introduced a potential Board Work Session topic, Board authority vs. LRAPA responsibilities. The Board was interested in that topic.

11. New Business:

Mike Fleck reported that he would likely be reelected but they would have a new Mayor. He would request staying on the LRAPA Board.

Joe Berney thanked the Board for all the work they had done since he joined the Board.

12. Adjournment:

Chair Joe Pishioneri adjourned the meeting at 2:08 p.m.

(Minutes recorded by Lydia Dysart)