

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



**February 28, 2023**

**Attending:** Jim Daniels-Chair, Kelly Wood-Vice Chair, Chris Cline, Paul Metzler  
**ZOOM** – Jeffery Caraman, Peter Dragovich, Evelina Davidova-Kamis

**Absent:** Shane Ruddell, Eric Burdette, Terry Richardson, Mysti Frost

**Staff:** Steve Dietrich, Travis Knudsen, Susannah Sbragia  
**ZOOM** - Max Hueftle, Colleen Wagstaff

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**I. Call to Order/Agenda Review**

**Chair Jim Daniels** called the meeting to order at 12:01 p.m.

**II. Public Participation**

There was no public participation or public statements made.

**III. Board Meeting Overview**

**Chair Jim Daniels overview on the meeting.**

- The Board elections were held, and Bryan Cutchen of Oakridge was elected as the new Board Chair, while Howard Saxion of Eugene was elected as Vice-Chair.
- The Budget Committee has two vacancies to be filled. One is from the LRAPA Board, which was made vacant by Jenna Knee. The second vacancy is to be filled by the appointee of Jenna Knee's Board seat.
- **Jim Daniels** informed the committee that he had shared the CAC's recommendation with the Board not to appoint James Hugo to the committee. The Board agreed with the recommendation and chose not to appoint Mr. Hugo. Jim stated that he had updated Mr. Hugo of the Board's decision via email, but he had not received a response.
- **Jim Daniels** described the follow-up questions from the Board on the comments in the survey, which led to a discussion on LRAPA's permit forms and tools. Jim suggested that the CAC could provide feedback to LRAPA and the Board agreed. The topic was added to the agenda for future meetings.
- **Jim Daniels** asked Steve Dietrich to share details about his presentation at the Oregon Post-Fire Research and Monitoring Symposium on February 8, 2023. **Steve Dietrich** explained that there were 600 people in physical and virtual attendance. His presentation focused on the impacts of wildfire smoke on air quality, particularly in Oakridge during the fall of 2022, and it was well-received.
- **Jim Daniels** discussed the upcoming budget planning at the Board meeting and introduced LRAPA's new Director of Finance & Administrative Services, Susannah Sbragia.

- **Jim Daniels** also described the conversations around work session planning at the Board Meeting. **Steve Dietrich** elaborated that a subcommittee of three people had been established to revise the Board handbook and create Board bylaws, which currently do not exist. Steve acknowledged that LRAPA staff would likely need to assist the Board in the development and crafting of these bylaws.

#### IV. Nominations and Election Chair and Vice Chair:

**Jim Daniels** offered to continue serving as the CAC Chair for another year. He mentioned that he would not be offended if someone else was interested in taking the position. However, if no one was willing to take on the role, he was able to fill it. **Kelly Wood** also stated that she was happy to continue her role as Vice-Chair.

**Travis Knudsen** suggested that Jim and Kelly describe the workload they have taken on in their positions. **Jim Daniels** explained that his responsibilities included setting the agenda, which is guided by the Board, attending Board meetings to report CAC activities, and reporting back to the CAC on what was discussed at the most recent meeting. **Kelly Wood** added that the Vice-Chair's role was to act as a backup to the Chair and fill in when the Chair was unavailable to complete these responsibilities.

**MOTION: Paul Metzler** moved, seconded by **Chris Cline**, to nominate Jim Daniels to continue as Chair and for Kelly wood to continue as Vice-Chair. The motion passed unanimously – 7:0.

#### V. Discussion of a Public Survey:

**Jim Daniels** stated he suggested to the Board the CAC's interest to create a public survey that would exist on LRAPA's website and provide a place for both the public and regulated sources to provide feedback to LRAPA at any time of the year. He described a need to have a branching survey that would direct permitted sources through specific questions, and members of the public through other questions.

**Jim Daniels** asked LRAPA staff if there was any type of feedback that would be particularly helpful or useful to the Agency. **Travis Knudsen** stated this was an opportunity to modify questions already asked of sources recently, as the committee expressed a desire to modify these questions and the Board was not in favor of. **Travis Knudsen** said that a public-facing survey should be designed to ask questions about the instances when LRAPA contacts the public. These situations were most common in air quality complaint submittal and response. **Travis Knudsen** also said it's likely that negatively biased feedback may be received from respondents who are subject to enforcement actions by LRAPA.

**Steve Dietrich** mentioned LRAPA's formal and informal public engagement opportunities, he provided an example of a public hearing on a permitted source in 2022. He believes feedback on these meetings would be of interest to LRAPA. **Travis Knudsen** agreed, stating feedback on virtual vs. in-person meetings would be valuable as preferences change over time. LRAPA had a public hearing in the summer of 2022, that was hybrid. The only one member of the public participated in-person and it was a resident who was using the space for its air conditioning and was not there because of the subject of the meeting. The most recent insight LRAPA received to this question was following a survey done the summer of 2021.

**Kelly Wood** agreed that there are many avenues of sharing information. She believes there are benefits to understand how people want to receive outreach and learn about items.

**Peter Dragovich** brought up LRAPA's 2022 annual report and spoke positively about the information in it and suggested linking the current copy of the annual report to the survey and ask respondents if there are any question on the annual report. **Steve Dietrich** appreciated Peter's positive comments.

**Jim Daniels** asked if using different survey topics was a reasonable approach, such as one for complaints and one for topics. **Travis Knudsen** said using SurveyMonkey would allow for a flexible survey structure that could direct respondents toward different paths, categories, or branches of survey questions. **Kelly Wood** added that a category could be “resources” as she first used LRAPA’s website searching for information and resources. **Paul Metzler** added a point that permit holders are more likely to know what LRAPA does, while the public is likely less knowledgeable of what LRAPA does and they may have misconceptions of what LRAPA’s authority is, and what services the agency provides. He suggested having survey questions to help LRAPA understand what those misconceptions are. **Travis Knudsen** responded with a suggestion that a survey question asks what services the respondent believes LRAPA provides. **Jim Daniels** suggested respondents could be redirected to the resource they’re looking for. **Travis Knudsen** agreed that would be a helpful feature, though he cautioned against using too many URLs because those can become broken. **Steve Dietrich** added that understanding where people who take the survey are located could provide insight to where environmental education is the most needed.

**Travis Knudsen** asked the CAC if they felt asking for demographic information was an important aspect to include in the survey. He said it could be an anonymous survey, or it could be required, or it could be left optional. **Kelly Wood** stated she thinks having that information as optional would be helpful information to collect.

**Kelly Wood** stated that she believes there is confusion around agricultural work and LRAPA’s lack of authority over agricultural work like field burning. **Paul Metzler** asked if field burning still occurs. **Travis Knudsen** replied that each summer some field burning is done north of the Salem area. But it’s significantly less than what occurred summers ago.

**Jim Daniels** asked if LRAPA received complaints related to agricultural odors. **Travis Knudsen** answered that agricultural odors are not common, but agricultural complaints are made. **Steve Dietrich** commented that hemp odor complaints are sometimes received. **Colleen Wagstaff** mentioned that agricultural complaints LRAPA receives are usually related to pesticides spraying or burning.

**Paul Metzler** asked if LRAPA receives complaints related to aerial forestry spraying. **Chris Cline** commented that aerial forestry spraying is associated with the Oregon Department of Forestry (ODF), which is where he works. He said that ODF does get complaints on those activities, but it’s a well-regulated activity. **Travis Knudsen** said that in the three years he worked for LRAPA he has not seen an air quality complaint related to aerial forestry spraying. **Colleen Wagstaff** said she cannot recall seeing a complaint on aerial forestry spraying either.

**Travis Knudsen** offered an idea that the CAC review questions from a 2021 survey LRAPA conducted of those who live near facilities called into the Cleaner Air Oregon program and borrow some of those questions. He also suggested the CAC settle on the different ‘categories’ of survey paths. The categories he believed made sense are industry, complaints, general air quality, and access to information.

**Chris Cline** suggested using a shorter survey initially which could be followed up with a longer more involved survey. He supported the idea of developing a survey and was glad LRAPA staff was involved in this process.

**Kelly Wood** stated that an always open survey on LRAPA’s website would make the process of collecting survey data from industry sources much easier. She believes an email reminder once or twice a year about the survey would be good practice to encourage responses.

**Paul Metzler** asked if LRAPA has done surveys in the past. **Travis Knudsen** said that the last industry survey was conducted in 2018, and they were somewhat regular prior to that. There was also a more recent public survey of residents near Cleaner Air Oregon facilities the summer of 2021. This survey was conducted because Cleaner Air Oregon offers more community outreach and engagement. The survey was designed to better understand how people in those neighborhoods wished to be contacted. And when a public hearing or meeting would be most convenient, and in what format would a meeting be preferred i.e., virtual or in-person. **Collen Wagstaff** said that LRAPA has conducted survey focused on the Agency's industry work, and asbestos work Complaint intake and response work was the subject of a survey in 2004. **Paul Metzler** said he only asked because it could be helpful to use similar questions from prior surveys to get a sense if anything has changed over time.

**Kelly Wood** added she recalled seeing the 2021 survey data and remembers people responding positively to questions asking if they were interested in information, but then responding negatively when asked to provide contact information so they might receive that information. **Travis Knudsen** confirmed that the 2021 survey data did show people interested in data, but many with that interest declined to sign up to receive that information when prompted.

**Chris Cline** suggested a survey question asking if people have used the website. He mentioned that there seemed to be a lot of information on the website, and maybe not everyone is reading the information that is there.

**Jim Daniels** brought up the demographic data question and offered support for it. As it could help provide insight if there are a flurry of surveys completed in a short period of time. **Chris Cline** also vocalized support for asking about demographic information as it could provide insight into what part of the population LRAPA might not be fully outreaching toward and engaging with. **Steve Dietrich** said that's a question LRAPA considers a lot, especially when it comes to the regulation of industry and the public processes that surround sources getting an air permit from LRAPA. He said it's particularly important to understand what language requirements might be needed when LRAPA conducts public engagement efforts.

**Kelly Wood** asked if LRAPA could send the CAC all past surveys, and a document Kelly provided in the past with survey questions. And the CAC could look through them with the four categories in mind. **Jim Daniels** supported this request. **Travis Knudsen** agreed to send that information out the CAC.

## VI. Discussion of Permit Forms and Tools for Recordkeeping and Reporting

**Jim Daniels** introduced the topic of LRAPA's permit forms and tools that industry sources use for record keeping and reporting. He would like to lead the CAC in providing feedback to LRAPA on these forms and tools. He asked how coordinated LRAPA is with DEQ when it comes to form templates and shared resources, specifically Your DEQ Online (YDO). **Steve Dietrich** said YDO is DEQ's attempt to be more streamlined and benefit from technology by removing forms and going to an online process for submitting information. He said that LRAPA is looking for ways to take advantage of those tools being developed and be provided with access to YDO as if LRAPA was an internal DEQ entity as opposed to an external entity. This access would allow LRAPA to have access to DEQ permitting guidance documents and policies. It would also streamline how LRAPA and DEQ's submit information to the EPA. DEQ is exploring this option and is working through security concerns the IT department has on the idea.

**Jim Daniels** asked Kelly Wood if she has used YDO for the permitted source Wildish that she works at. **Kelly** said she has used it minimally because Wildish does not have many reporting requirements that mandate using YDO. She did say that the DEQ's invoice came in the mail, so she chose to pay it in the mail, as opposed to using YDO. **Chris Cline** said that ODF is moving to working paperless, with

information saved digitally. **Steve Dietrich** said an online process can cut back on human error. **Kelly Wood, Jim Daniels,** and **Chris Cline** all agreed that the online systems they have dealt with have bugs and other tedious inconveniences that make providing information to regulatory agencies cumbersome and difficult at times.

**Travis Knudsen** asked if the CAC's intent was to provide feedback on LRAPA's forms, and that Max Hueftle was the best resource to discuss LRAPA's forms. **Jim Daniels** stated he is aware there are limits to what LRAPA can and cannot change to their forms, but he would like to provide some if possible. **Max Hueftle** described LRAPA's various forms that exist, and shared how they are similar to DEQ's forms. He said that a long-standing goal is to provide all LRAPA's forms in a fillable format, and the most common forms are already fillable. But it's a process that takes time and other work has remained a priority over the ongoing project. He also described some challenges in generic reporting forms for Standard ACDP holders, as each facility is unique in its method of operation. **Travis Knudsen** showed the group where on LRAPA's website all the forms were kept, as well as outlined a feature on the website that can be used to upload and submit forms to LRAPA. **Kelly Wood** asked if this information was included on information LRAPA sends to sources about required reporting details, as she didn't recall seeing it on the information she got for Wildish. **Travis Knudsen** indicated he wasn't aware but suspected it did not. He agreed that would be a good addition to the information LRAPA sends to sources.

**Jim Daniels** noted the time and the need to move along. He said there was not enough time to go through roundtable, but asked if anyone had an outstanding item or topic they wished to bring up. No one indicated they did so.

## VII. Round Table:

- **Jim Daniels** – Jim will be out on March 28 for next meeting. Jim suggested moving the meeting to March 21, or allowing Kelly Wood to chair the 28<sup>th</sup> meeting. **Kelly Wood** stated both options are available. **Peter Dragovich** suggested Kelly fill the meeting on March 28. **Jim Daniels** agreed that it would be good to not needlessly create public confusion by changing the normal meeting date. Jim offered he would attend the Board meeting and send his notes to Kelly, which she agreed.
- **Kelly Wood** – None.
- **Chris Cline** – None.
- **Paul Metzler** – None.
- **Jeffery Caraman** – None.
- **Peter Dragovich** – None.
- **Evelina Davidova-Kamis** – None.

## VIII. Adjournment

Chair **Jim Daniels** adjourned the meeting at 1:06 p.m.

***Next Meeting March 28, 2023***

*(Minutes recorded by Travis Knudsen)*