



# AGENDA

LANE REGIONAL AIR PROTECTION AGENCY  
MONTHLY BOARD OF DIRECTORS MEETING  
**THURSDAY SEPTEMBER 14, 2023**  
12:15 P.M.

## Virtual Participation

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

## In-Person Participation

LRAPA  
1010 Main Street  
Springfield, OR 97477

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

## CALL TO ORDER:

1. **Call to Order** (12:15 p.m.)
2. **Introduction of New Board Member** (12:17 p.m.)
3. **Adjustments to Agenda** (12:20 p.m.)
4. **Public Participation (time limited to three minutes per speaker)** (12:25 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.)*
5. **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.)*
6. **Consent Calendar** (12:30 p.m.)
  - A. Approval of Minutes for July 13, 2023, Board of Directors Meeting
  - B. Approval of Financial Report June 2023

## REPORTS / ACTION ITEMS:

- |   |               |
|---|---------------|
| <b>7. Director's Performance Compensation</b> (12:35 p.m.) <ol style="list-style-type: none"><li>A. Bryan Cutchen</li></ol> | <i>Action</i> |
|---|---------------|

- B. Board Discussion
- C. Entertain a Motion

**8. Rivers to Ridges Presentation on Prescribed Burning (12:55 p.m.)** *Information*

- A. Jason Blazer
- B. Report & Presentation
- C. Board Discussion

**9. Citizens Advisory Committee (1:15 p.m.)** *Information*

- A. Jim Daniels
- B. Report
- C. Board Discussion

**10. Appointment of Teresa Roark (1:25 p.m.)** *Action*

- A. Jim Daniels
- B. Report
- C. Entertain a Motion

**11. Director's Report (1:30 p.m.)** *Information*

- A. Steve Dietrich
- B. Report
- C. Board Discussion

**DISCUSSION:**

**12. Old Business (1:40 p.m.)** *Information*

- A. Action Items from Previous Board Meetings

**13. New Business (1:50 p.m.)** *Information*

**14. Adjournment of LRAPA Board Meeting (2:00 p.m.)**

**EXECUTIVE SESSION:**

**15. Executive Session (2:00 p.m.)** *Information*

[Click here to join the meeting](#)

Meeting ID: 229 539 490 470 | Passcode: 6ATUY9 | [Download Teams](#) | [Join on the web](#)

*The Lane Regional Air Protection Agency's Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

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 interpreters, please contact the LRAPA office at least 72 hours in advance.

*tation, 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@lrpa.org](mailto:accessibility@lrpa.org) or by calling the LRAPA office at 541-736-1056.*

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

**MINUTES**  
**LANE REGIONAL AIR PROTECTION AGENCY**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY JULY 13, 2023**  
**MEETING VIA ZOOM / LRAPA BUILDING, SPRINGFIELD OREGON**

**ATTENDANCE**

**Present:** Bryan Cutchen, Chair; Howard Saxion, Vice Chair; Michael Johnston; Dylan Plummer; Mike Fleck; Joe Pishioneri; Matt Keating; David Loveall; Susannah Sbragia; Heather Gravelle; Steve Dietrich; Travis Knudsen; Lance Giles; Colleen Wagstaff; Jim Daniels.

**Absent:**

**1. Call to Order**

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

**2. Introductions of New Board Members**

Members of the board and members of staff introduced themselves.

**3. Adjustments to Agenda**

There were no adjustments to the agenda.

**4. Public Participation**

A. Comments on an Item on Today's Agenda

There were no public comments.

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

**Mr. Keating** said more often than not, there was no public participation at LRAPA meetings. It would be beneficial for the board to discuss an outreach strategy to solicit more public participation at these meetings.

**5. Comments from Board Members**

**Mr. Pishioneri** said LRAPA was still accepting applications for the citizen of Springfield representative position on the LRAPA Board. Many applications had been received and the appointment would take place in September 2023.

**Chair Cutchen** asked if there were geographic limitations for that position.

**Mr. Pishioneri** said they had to be within the city limits of Springfield.

**Chair Cutchen**, who was attending the meeting virtually, apologized to new members for not being in person.

## **ACTION ITEMS:**

### **6. Consent Calendar**

A. Approval of Minutes from June 8, 2023, LRAPA Board of Director's Meeting

B. Approval of Expense Reports May 2023

**MOTION: Mr. Pishioneri** moved, and **Mr. Loveall** seconded to approve the Consent Calendar as presented. **The motion passed unanimously.**

## **REPORTS / ACTION ITEMS:**

### **7. Director's Performance Review [Executive Session]**

Lane Regional Air Protection Agency's Board of Directors met in executive session pursuant to ORS 192.660 (2) (i), which allowed the board to meet in executive session to consider the Executive Director's job performance.

### **8. Director's Performance Compensation**

The board returned from executive session at 1:02 PM.

**Chair Cutchen** said the LRAPA Executive Director was a contractor position and was not on a salary schedule. The only salary increases referenced in **Mr. Dietrich's** contract were the budget approved cost of living adjustment (COLA), which was 2 percent. The contract stated that performance-based increases could be determined during the performance review.

**Mr. Pishioneri** said in order to make an informed decision he would need to see comparable compensation packages as a reference. Without that, he was uncomfortable moving forward with a decision.

**Vice Chair Saxion** agreed with **Mr. Pishioneri** and suggested postponing the decision until the next meeting.

**Chair Cutchen** asked **Ms. Sbragia** if it was okay to delay this decision for one month.

**Ms. Sbragia** noted that the board would not meet in August. Therefore, it would be delayed for two months. She refreshed the board's memory about the HR Answers handout that board members received during the presentation that took place last month. The handout contained a management compensation comparison. There was not a problem with delaying this decision, it would just mean that a retroactive payment would be made for the month of July.

**Chair Cutchen** asked the board if there was consensus to delay this decision.

**Mr. Pishioneri** said he would like to see compensation comparisons again but only the director specific comparisons.

**Mr. Fleck** said he was okay with waiting to decide. It was important to keep supervisor compensation increases at an appropriate level with regard to other employee compensation packages.

**Mr. Plummer** asked if there was a policy regarding the lowest paid employee versus the highest paid employee.

**Ms. Sbragia** said the current human resources policy stated that an employee would get a 2.5 percent increase for merit and a 2.5 percent increase for longevity during their annual review. Additionally, there would also be a budget-approved 2 percent cost of living adjustment (COLA).

**Mr. Keating** said there was wisdom in delaying the performance piece of this decision, but regarding the steps just outlined by **Ms. Sbragia**, he asked if the board should pass that part of it today. If the decision were delayed, he suggested that the Chair and Vice Chair make a motion for the board to digest ahead of time.

**Chair Cutchen** asked **Ms. Sbragia** if the steps she outlined in her previous comments were automatic or if the board needed to make a motion to move forward with that.

**Ms. Sbragia** assumed the COLA was automatic because it was in the budget.

**Mr. Pishioneri** said historically, raises had not been automatic without board discussion and approval.

**Chair Cutchen** read **Mr. Dietrich's** contract and confirmed that the COLA was automatic.

**Mr. Fleck** noted the COLA percentage was in the budget.

**Vice Chair Saxion** wanted to make sure that **Mr. Dietrich** was appropriately compensated and noted that the board acknowledged his performance had exceeded expectations in many ways. The delay was to ensure a good decision was made to compensate him appropriately.

**Mr. Pishioneri** noted the language in the director's contract could be changed if there was a desire to do so in the future.

**Chair Cutchen** said discussion about that could take place during an executive session.

**Mr. Keating suggested** that there should be a buffer between the decision about compensation and amending the contract, so one decision would not parallel the other.

**MOTION: Mr. Keating** moved, and **Mr. Pishioneri** seconded to table this agenda item until the September LRAPA Board meeting. **The motion passed unanimously.**

There were no other comments or questions.

## **9. Board Meeting Date / Time Discussion**

**Mr. Knudsen** said LRAPA needed more of the board's time and shared the following motion suggestions for the board to consider:

- Beginning LRAPA Meetings at Noon

- One-hour Quarterly Work Sessions
- Changing the Meeting Time

**Mr. Dietrich** said staff was asked to wait to bring this topic up until new board members were in place. Unfortunately, there was still one vacancy on the board.

**MOTION: Mr. Keating** moved, and **Vice Chair Saxion** seconded that the LRAPA Board adjust their meeting time to take place at 5:15 PM on the second Thursday of each month, with the exception of August and December, when the board does not typically convene.

**Mr. Keating** asked if the proposed motions made by **Mr. Knudsen** were equal in nature.

**Mr. Knudsen** clarified there was no preferred preference.

**Mr. Keating** said meetings during the middle of the workday limited the ability of those who worked for a living to participate. There would be more public engagement if the meetings were held at night. He strongly encouraged board members to move to evening meetings, even if only some of them were held during the evening.

**Mr. Fleck** said he had a regular conflict on Thursday evenings. Therefore, if this motion passed, he would not be at those meetings. He recommended staff do not provide suggested motions on staff reports as it may give the perception that staff was guiding the agency as opposed to the Board. He said most of the board members had been doing this long enough to make their own motions. He was in favor of conducting a Doodle Poll to determine a better meeting time.

**Vice Chair Saxion** supported **Mr. Keating's** motion. Evening meetings allowed for more diversity among the board and more participation from the public. He did not know if Thursday was the best day for everyone but liked the idea of evening meetings, to build public support for the agency. He hoped for an in-depth and sincere discussion about this, to find an appropriate time.

**Mr. Pishioneri** agreed with **Mr. Fleck** and opposed an evening meeting. He said it was unfair to imply that only people who worked for a living were available in the evenings. He was not opposed to starting the meetings at noon.

**Mr. Keating** said if memory served, there was no unanimity among the board regarding a daytime meeting. He pointed out that it was appropriate for a motion to be made and a discussion to follow, and that the new board members should be part of this decision. Rather than waste more time about what each person could or could not do, he would happily retract his motion, if there was board consensus to conduct a Doodle Poll.

**Mr. Plummer** said making the meetings more accessible was valuable. He suggested a friendly amendment to the motion that stated an evening meeting could be determined by means of a Doodle Poll.

**Chair Cutchen** acknowledged board consensus to conduct a Doodle Poll.

**Mr. Keating** and **Vice Chair Saxion** officially retracted their motion and second.

**Mr. Johnston** thanked board members for having patience with him as he learned the process of how the board worked. There were a couple issues brought up, one of which was getting more

time, and the other was moving the time. As he understood it, moving the time would not increase the length of the meetings. He supported increasing the length of the meetings and attempting to get more community involvement. He asked if the meetings used to be held at a different time, and if so, was there more public engagement. He noted that being the father of a young child, evening meetings would be difficult for him to accommodate. He did not think there would be a time that would satisfy everyone.

**Mr. Pishioneri** noted that the meeting time had been the same for numerous years. Additionally, the vacant seat on the board would be filled after the summer break. He asked if board members would be opposed to discussing this at that time.

The board agreed.

**Mr. Knudsen** clarified that once the at-large seat was filled, the Doodle Poll would be sent to board members to determine the best day for the meeting and the results could be discussed at a future meeting.

**Mr. Pishioneri** asked if the Doodle Poll would offer different meeting times. He said it would be wise to determine what days and times work for everybody.

**Chair Cutchen** said it was really about determining what day of the week and what day of the month that people would be available.

There were no other comments or questions.

#### **10. Capitol Improvement Update on Parking Lot**

**Mr. Giles** said the proposal to improve the parking lot came up about a year ago due to some concerns about safety. LRAPA was currently working with The City of Springfield to get through the permitting stages. The project was moving along, and the project was anticipated to be completed this fall. The asphalt would be top coated in the front, the sidewalk would be replaced on the 10th Street side, and there was a plan for updated landscaping. On the Main Street side of the building, the area with the old Selco drive-through would be removed and landscaped. Seven Sweet Gum trees would also be removed and replaced with various types of trees. The trees along Main Street would remain in place.

**Mr. Dietrich** said the primary reasons for the upgrades were safety and to make the pavement last longer.

**Mr. Giles** said part of the reason this project was moving slowly was because the City of Springfield just changes some of their codes.

There were no comments or questions.

#### **11. Capital Improvement on Building**

**Mr. Giles** said in evaluating the infrastructure, it was determined that the heating, ventilation, and air conditioning (HVAC) system needed to be replaced, in addition to the carpet in the building, but as the evaluation process unfolded, staff decided to look more closely at the overall state of the building. Once they did, they realized there was more work that needed to be done. He gave a brief history of LRAPA. Established in 1968, LRAPA started out in an outbuilding near the Eugene



airport. They moved to Oakway Center, to Walnut Street, and then to Springfield City Hall before the board approved the purchase of the current building. In 1998, LRAPA purchased the current building, and the mortgage was paid off in 2011. In 1999, a few thousand square feet was added on when the building was first purchased. Since then, there had been no other upgrades or changes. Therefore, staff decided to take a remodel of the building into consideration, instead of just getting a new HVAC system and carpet. He noted that the building was worth 1.7 million, per the county assessment. The current meeting room was small and also doubled as the staff breakroom. There was a need for a larger public meeting room. The cubicles would be removed in the center of the building to provide a more flexible space. Part of the upgrades would include making the building more comfortable and modern. The old and inefficient HVAC system would be upgraded. The entryway would be more secure and inviting. Administration and operations would be grouped together, to allow for more collaboration. The building was also not up to code regarding the Americans with Disabilities act (ADA compliance). The upgrades would include ADA compliance. GMA Architects provided an estimate for a major remodel, which was in the 800 thousand-to-900-thousand-dollar range. That cost included materials and construction but did not include design and engineering. The total cost would probably be at least one million dollars. GMA provided a timeline for the project that included pauses, which would allow the project to be appropriately halted if it became too costly.

**Vice Chair Saxion** thanked staff for evaluating the infrastructure. He asked if the estimated costs and ability to function in the office would be possible.

**Mr. Giles** said there were options to do governmental loans, to borrow from LRAPA funds, or apply for grants. COVID taught everyone to work from home and there was a contingency plan in place to prepare for that moving forward. Desktop computers would be replaced with laptop computers when new computers were needed. Work would be done remotely from home during construction.

**Mr. Keating** said the costs were a concern. He asked if selling the building and entering into a rental agreement with an agency was considered, to bring down costs.

**Mr. Loveall** said the strongest argument in this was that LRAPA owned the building. Having a large meeting space would allow for it to be rented out to create a stream of revenue once construction was complete. Financing one million dollars at the current interest rate of seven percent would give LRAPA a monthly loan payment of roughly eight thousand dollars per month. You would not find a rental that would be less than that. Therefore, he was in favor of this proposal.

**Mr. Fleck** said before he could decide, he needed to see exactly how much it would cost and how LRAPA was going to pay for it.

**Mr. Pishioneri** agreed with **Mr. Fleck**. He was okay with moving forward with the project but cautioned that it needed to be done wisely and unnecessary risks should not be taken.

**MOTION:** **Vice Chair Saxion** moved, and **Mr. Keating** seconded that the board approve moving forward with thirty-five percent of the design fee and not move forward beyond that amount until financial feasibility for further construction had been presented and approved.

**Mr. Fleck offered the following friendly amendment to the motion:**

- The board would approve option one as presented for the next stage of the construction project, contingent upon a financial analysis of funding options before proceeding.

**Vice Chair Saxion** asked **Mr. Giles** if the next phase of the project would involve detailed designs of the renovations.

**Mr. Giles** said yes, which would allow for a detailed cost estimate to be created.

**Vice Chair Saxion** said without detailed designs and a better idea of the costs, he would not support the friendly amendment.

**Mr. Fleck** said the friendly amendment was to ensure that the project would not move forward without a clear understanding of how LRAPA would pay for it. He was not opposed to the planning phase; he was opposed to implementation without a better understanding of how LRAPA was spending the money.

**Chair Cutchen** asked if it would be accurate to say LRAPA could move forward with 35 percent of the design without approved financial planning.

**Mr. Fleck** said he would support that.

**Vice Chair Saxion** confirmed his support for that.

**Mr. Johnston** asked if 35 percent of the design fee would equate to roughly fifty-six thousand dollars.

Board members and staff members confirmed that to be accurate.

**Mr. Johnston** asked **Vice Chair Saxion** if the motion was to approve that expense.

**Vice Chair Saxion** confirmed it was.

**Ms. Sbragia** said that because LRAPA was interested in renting out the meeting space to the public, it could open up more grant funding opportunities. She created a budget module for the full amount of the loan, which equaled sixty-seven thousand dollars per year in loan payments and increased the fiscal policy to six months of reserves, while adjusting the COLA appropriately for the consumer price index and it was feasible. There was also one-hundred and thirty thousand dollars already approved in the FY 2023 / 2024 budget for capital improvements.

**Chair Cutchen called for a vote. The motion passed unanimously.**

There were no other comments or questions.

## 12. Director's Report

**Mr. Dietrich** said it would be okay to skip the Director's Report for the sake of time. There was no objection from the Board.

## 13. Citizen Advisory Committee

**Mr. Daniels** said the board had received a draft sample of the community survey. The overall concept was that different survey questions would be prompted based off of survey responses. The intent for that was to ensure LRAPA was being consistent with the historical information LRAPA had from permanent sources. A yearly email would go out to keep the flow going, but members of the public would be able to access the survey at any given time. He noted that a section of the survey addressed public meeting times to solicit what meetings times would work best for public participation.

**Mr. Knudsen** said the survey was being conducted through Survey Monkey. It would be published on the LRAPA website on the Community Center webpage. He noted a link to the draft survey was on the meeting agenda for board members to view.

## **DISCUSSION:**

### **14. Old Business**

There was no discussion.

### **15. New Business**

There was no discussion.

### **16. Adjournment**

**Chair Cutchen** adjourned the meeting at 2:15 PM.

*(Minutes recorded by Diana Pamir Tisdale, LCOG)*



	Prior Yr. Actuals FY21-22 June 30, 2022**	Unaudited Actuals FY22-23 June 30, 2023	FY22-23 Final Budget	FY22-23 Budget Variance
<b>General Fund</b>				
<b>Beginning Fund Balance</b>	<b>1,858,100</b>	<b>2,179,600</b>	<b>2,221,900</b>	<b>(42,300)</b>
<b>Revenues</b>				
Federal & State Revenues	1,111,000	1,076,600	1,078,514	(1,914)
Local Dues	185,700	195,100	195,111	(11)
Permit Fees	1,241,000	1,391,600	1,227,964	163,636
Other Revenues	24,300	61,100	18,000	43,100
<b>Total Revenue Received</b>	<b>2,562,000</b>	<b>2,724,400</b>	<b>2,519,589</b>	<b>204,811</b>
<b>Resources Grand Total</b>	<b>4,420,100</b>	<b>4,904,000</b>	<b>4,741,489</b>	
<b>Expenditures ^</b>				
Personnel Services	1,519,100	1,711,400	1,786,980	96%
Materials & Services	712,100	748,400	756,730	99%
Capital Improvements	34,800	40,200	160,000	25%
<b>Total Expenditures</b>	<b>2,266,000</b>	<b>2,500,000</b>	<b>2,703,710</b>	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY22-23 Final Budget	FY22-23 Budget Variance
<b>Special Revenue (Title V)</b>				
<b>Beginning Fund Balance</b>	<b>205,900</b>	<b>103,800</b>	<b>206,819</b>	<b>(103,000)</b>
<b>Revenues</b>				
Permit Fees	416,500	424,200	424,207	(10)
<b>Total Revenue Received</b>	<b>416,500</b>	<b>424,200</b>	<b>424,207</b>	<b>(10)</b>
<b>Resources Grand Total</b>	<b>622,400</b>	<b>528,000</b>	<b>631,026</b>	<b>\$ (103,030)</b>
<b>Expenditures ^</b>				
Personnel Services	503,300	445,200	457,639	97%
Materials & Services	15,300	16,800	16,870	100%
<b>Total Expenditures</b>	<b>518,600</b>	<b>462,000</b>	<b>474,509</b>	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY22-23 Final Budget	FY22-23 Budget Variance
<b>Grant Fund</b>				
<b>Beginning Fund Balance</b>	0	0	0	0
<b>Revenues</b>				
EAP Tag 1 & 2	604,600	903,300	1,399,568	(496,300)
<b>Total Revenue Received</b>	<b>604,600</b>	<b>903,300</b>	<b>1,399,568</b>	<b>(496,300)</b>
<b>Resources Grand Total</b>	<b>604,600</b>	<b>903,300</b>	<b>1,399,568</b>	
<b>Expenditures ^</b>				
Personnel Services	55,800	56,000	72,360	77%
Materials & Services	548,800	847,300	1,327,208	64%
<b>Total Expenditures</b>	<b>604,600</b>	<b>903,300</b>	<b>1,399,568</b>	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY22-23 Final Budget	FY22-23 Budget Variance
<b>Enterprise Fund (AirMetrics)</b>				
<b>Beginning Fund Balance</b>	1,292,300	1,210,100	1,364,000	(153,900)
<b>Revenues</b>				
Sampler Sales	320,600	328,000	460,812	(132,800)
Filter/Calibration Service	8,300	4,800	7,280	(2,500)
Sampler Rental	1,200	1,400	6,500	(5,100)
Sales of Parts/Accessories	97,400	70,800	97,000	(26,200)
Interest, Misc. & Freight	18,200	34,900	23,289	11,600
<b>Total Revenue Received</b>	<b>445,700</b>	<b>439,900</b>	<b>594,881</b>	<b>(154,981)</b>
<b>Resources Grand Total</b>	<b>1,738,000</b>	<b>1,650,000</b>	<b>1,958,881</b>	
<b>Expenditures ^</b>				
Personnel Services	150,900	153,200	160,870	95%
Materials & Services	351,500	313,000	480,495	65%
<b>Total Expenditures</b>	<b>502,400</b>	<b>466,200</b>	<b>641,365</b>	

\* % Spent is YTD Actuals divided by FY Budget.: **Red:** 91% & above / **Yellow:** 81%-90% / **Green:** up to 80%

\*\* FY21-22 Financials Actuals : All numbers rounded to the nearest \$100.



## **LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM**

**To:** Bryan Cutchen, Chair and LRAPA Board Members

**From:** Susannah Sbragia, Finance and Human Resource Director

**Date:** September 14, 2023

**Subject:** Resolution No. 23-02 **Director's Annual Merit Performance Compensation**

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### **ISSUE STATEMENT**

Resolution No. 23-02, a resolution to determine the Director, Steve Dietrich's annual merit performance compensation increase.

### **BACKGROUND INFORMATION**

HR Answers did a compensation study that was completed in May 2023, the study resulted in updates to the salary schedule, because the schedule was determined to not be in line with board policy. The policy states there is a 5% difference between ranges and a 2.5% difference between each step with a total of 17 steps. The schedule used to have ranges 1 through 27. Ranges 1 through 11 were removed as those positions were vacant or no longer in use. The new salary schedule shows ranges 12 through 27 with some vacant ranges which are available for future positions. This serves to keep ranges within policy.

The second part of HR Answers' recommendation for LRAPA to be in line with similar industries is to remove the Director's position from the salary schedule. Effective July 1, 2023, the start of the new fiscal year, this change was made removing the Director position from the salary schedule on Range 27 and moving it to a contract status on the salary schedule.

In addition, the salary comparison study done by HR Answers showed the Director position pay was the lowest average of the mid-salary range of 63-72% of Director positions of comparable agencies. The goal of LRAPA is to have staff salaries to be within 80% of the ranges of comparable agencies.

### **DIRECTOR'S PAY HISTORY**

Steve was hired on April 5, 2021, at \$130,000 annual salary.

Adjustments received from the hire date through June 30, 2023.

- July 1, 2021, market adjustment to \$132,600.
- July 1, 2022, market adjustment to \$135,252.
- July 1, 2022, merit increase of 0.7% in the amount of \$136,157
  - \$1,500 onetime contribution to retirement (deferred comp account)
- June 1, 2023, correction to LRAPA salary schedule to \$143,461.



### **OPTIONS FOR CONSIDERATION**

Listed below are options to consider for providing Steve with a merit increase for passing his annual evaluation on July 13, 2023.

Salary increase and contribution to retirement (deferred comp account) options:

- 5% annual increase, \$150,634 and \$7,200 onetime payment
- 6% annual increase, \$152,068 and \$5,400 onetime payment
- 7% annual increase, \$153,503 and \$3,600 onetime payment

### **MOTION**

To approve Steve Dietrich's merit increase amount.

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

**July 25, 2023**



**LRAPA**  
Lane Regional Air Protection Agency

**Attending:** Jim Daniels, Chair and Kelly Wood, Vice-Chair  
**ZOOM** – Peter Dragovich, Evelina Davidova-Kamis, Paul Metzler and Teresa Roark

**Absent:** Jeffrey Carman, Mysti Frost and Chris Cline

**Staff:** Steve Dietrich and Heather Gravelle

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

Chair Jim Daniels called the meeting to order at 12:00 p.m.

**II. Public Participation**

There was no public participation or public statements made.

**III. Interview of Teresa Roark**

Chair Daniels explained that they were interviewing Teresa Roark, who had applied to become a member of the CAC and would replace the current Public Health Representative, Jeffrey Carman.

Ms. Roark introduced herself and provided a brief background of her work and experience. She explained that she had started a new position with Lane County Environmental Health Department and was focused on environmental justice. She added that she wanted to become more involved with LRAPA and that the work to regulate air quality was an important public health issue, as well as an environmental justice issue.

Vice-Chair Kelly Wood asked if Ms. Roark had an opportunity to look at the LRAPA website. Ms. Roark replied that she had explored the website and appreciated how easy it was to navigate and locate information. Paul Metzler noted that she was on the Springfield bicycle Pedestrian Advisory Committee, and asked if she had participated in the Springfield Main Street Project and if she thought there were any environmental related issues. Ms. Roark responded that as a citizen of Springfield and a pedestrian and bicycle user she supported improvements to Springfield's Main Street that would protect public health and safety.



Peter Dragovich stated that the application indicated an interest in supporting and strengthening public engagement and education efforts and asked what kind of tools and opportunities she utilized at Lane County that would apply for LRAPA. Ms. Roark explained that community members cared about air quality, and she was interested in working together to support strategies for meaningful collaboration.

Chair Daniels asked if anyone else had questions for Ms. Roark and no one did. He thanked her for attending the meeting and answering their questions and explained that the application, along with their recommendation, would be presented to the Board of Directors at the September 2023 meeting. Ms. Roark thanked the Committee for their time and consideration and exited the meeting.

Vice-Chair Wood recommended that they develop standard questions for future applicants. All agreed that it would be helpful to have predetermined questions prepared in advance. Discussion followed regarding their assessment of her application and the interview.

**MOTION: Paul Metzler moved and Kelly Wood seconded the motion to recommend the appointment of Teresa Roark to the Citizen Advisory Committee (CAC) as the Public Health Representative. The motion passed 5-0.**

Chair Daniels requested that LRAPA staff provide their recommendation to the Board of Directors at their scheduled meeting in September.

#### **IV. Board Meeting Overview**

Chair Daniels provided Committee members with an overview of the July 13, 2023 Board of Directors meeting.

- New members of the Board: Michael Johnston and Dylan Plummer.
- Discussion regarding changing the time of the Board meetings. A doodle poll will be sent for Board members to complete and note their preference.
- Executive Session held to discuss the Director's performance review and compensation. A decision was tabled in order to obtain salary comparisons.
- Capital improvement project update on the LRAPA building and the parking lot.

#### **V. Rulemaking – Title 47 Review**

Steve Dietrich, Director, stated that the City of Lowell had revised their code to allow for residential outdoor burning from October 1 through June 15. He explained that change now conflicted with Title 47 and referred to the handout provided that outlined the revision. Dietrich asked if committee members had an opportunity to review the revision and all responded that they had. Brief discussion followed.

**MOTION:** Paul Metzler moved and Peter Dragovich seconded the motion to support the proposed revision to Title 47 to allow for residential outdoor burning from October 1 through June 15 in the City of Lowell and recommended that it be forward to the Board of Directors as written. The motion passed 5-0.

#### **VI. Summertime Air Quality Issues**

Chair Daniels shared that fugitive dust from roadways was an issue that people should be cognizant of, especially those close to neighborhoods and communities. Discussion followed on the best management practices to keep the issue to a minimum, including wetting and graveling the roads.

#### **VII: Round Table:**

- Jim Daniels – None.
- Kelly Wood – Attended a presentation from the National Institute for Occupational Safety and Health (NIOSH) regarding a five-year plan to develop a real-time dust monitoring data collection system.
- **Peter Dragovich** – None.
- **Evelina Davidova-Kamis** – None.
- **Paul Metzler** – None.
- **Steve Dietrich** – None.

#### **VIII. Adjournment**

**Chair Daniels** adjourned the meeting at 12:42 p.m.

***Next Meeting September 26, 2023***

*(Minutes recorded by Heather Gravelle)*



**Name**

Teresa Roark

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**Address**

[REDACTED]

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**Phone**

+ [REDACTED]

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**Email**

[REDACTED]

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**Community Segment**

Public Health - \$ 0.00

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**Why do you want to become a member of the committee?**

I recently started in a new position within Lane County Environmental Health focused on Environmental Justice. I am applying to replace Jeffrey Carman as the primary representative from Lane County Public Health. Jeff and I agree that this committee fits better with my work plan. I am interested in joining this committee to learn more about air quality, air permitting, and the impacts on environmental justice and to represent Lane County Public Health to the best of my ability.

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**Please give a brief description of any experience or training that qualifies you for this position:**

I have a masters degree in public health with an emphasis in community health promotion. I have 10+ years of experience working in public health in state and local government as well as non-profits including program planning, assessment, and evaluation on a variety of topic areas.

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**Please list the community concerns or topics you would like to see addressed by this committee:**

I am particularly interested in supporting and strengthening public engagement and education efforts.



**Briefly describe your present or past involvement in relevant community groups. Please note that having no previous involvement will not disqualify you for appointment:**

In a personal volunteer capacity I have served on the Lane Area Commission on Transportation, Springfield Bicycle Pedestrian Advisory Committee, and Board of Our Community Birth Center.

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**Are you currently serving on any advisory boards or committees? If so, which ones?**

I can currently the Secretary of the Board for Our Community Birth Center.

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**This committee meets over the noon hour once a month, generally the last Tuesday. Are you available during this time?**

YES



**LRAPA BOARD OF DIRECTORS  
AGENDA ITEM SUMMARY**

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**Director's Report for July and August 2023**

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**Meeting Date: September 14, 2023**  
**Department: Director's Office**  
[www.lrapa.org](http://www.lrapa.org)

**Agenda Item No. 10**  
**Staff Contact: Steve Dietrich**  
**541-736-1056 ext. 216**

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August 2023 AQI charts and stats: **08/01/2023 to 08/31/2023**

Site	Date	Max AQI	Pollutant
Eug/Spfld	15-Aug-23	163	PM
Oak	15-Aug-23	192	PM
CottGrv	20-Aug-23	153	PM

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3
Good	19	7	20	0-50	0-12
Moderate	9	13	5	51-100	12.1-35.4
USG	0	5	5	101-150	35.5-55.4
Unhealthy	3	6	1	151-200	55.5-150.4
Very Unhealthy	0	0	0	201-300	150.5-250.4
Hazardous	0	0	0	301-500	250.5-500

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

**Attachment No. 2: PM<sub>2.5</sub> index charts for Lane County (August 2023)**

**COMPLAINTS: 07/01/2023 to 08/31/2023 [TOTAL 54]****Smoke complaints: 29**

- 20 – Outdoor burning
- 2 – Home wood hearing
- 7 – Possible Wildfire Smoke

**Industry: 10**

- 8 – International Paper (4 confirmed, 4 under investigation)
- 1 – Pacific Recycling
- 1 – Andreason Cremation and Burial

**Miscellaneous complaints: 15**

- 4 – Unknown odor
- 2 – Asbestos
- 1 – Hop Valley Brewing
- 1 – Automobile tire odor and smoke
- 1 – Sacred Heart University - 1
- 2 – Fugitive dust
- 1 – Lead paint
- 1 – Willamette Family odor - 1
- 2 – General Air Quality unknown odors

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Dust	30	14	25	32	25	26	15	17	26	12	6
Ag Burning / Spraying	17	4	12	9	1	0	6	2	7	2	3
General Air Quality	26	30	15	20	14	6	12	4	8	1	12
Home Wood Heating	219	121	342	130	197	126	128	74	57	67	32
Industry	122	127	52	58	74	50	170	100	336	198	64
Outdoor Burning	321	279	251	266	281	351	402	423	243	292	174
Slash Burning	5	7	11	26	13	24	16	12	10	6	9
Miscellaneous	52	57	85	164	138	66	67	59	40	102	39
Unknown	14	35	46	56	63	29	39	74	71	45	43
Total	806	674	839	761	806	678	855	765	798	725	382

\* Year-To-Date

**ENFORCEMENT: 07/01/2023 to 08/31/2023**

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	4	2	6
Industrial	3	-	2	2	7
Outdoor Burning	1	-	-	2	3
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
<b>Totals</b>	<b>4</b>	<b>-</b>	<b>6</b>	<b>6</b>	<b>16</b>

**NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT****7/1/2023 -- 8/31/2023****Report of open and actions initiated since last report****NEW: 7/1/2023 -- 8/31/2023 (New enforcement actions issued in July and August 2023)**

1. TYREE OIL, INC. (EUGENE)
  - A. Violation: Respondent failed to notify LRAPA prior to the construction of a new stationary source in accordance with LRAPA 34-034(1).
  - B. Initial Action Taken: NON #3890 issued 07/14/2023
  - C. Subsequent Action: NCP #2023-3890 (\$275) issued 08/07/2023 - paid
  - D. Resolution: CASE CLOSED on 08/31/2023
2. 9WOOD, INC. (SPRINGFIELD)
  - A. Violation: Respondent failed to record visible emission monitoring of units SB-1, SB-2, SB-3, and SB-4.
  - B. Initial Action Taken: NON #3891 issued 07/14/2023
  - C. Subsequent Action: PENDING
  - D. Resolution: PENDING
3. ANDREASON'S CREMATION & BURIAL SVCR (SPRINGFIELD)
  - A. Violation: Respondent exceeded 10% opacity limit for a period or periods aggregating more than 3 minutes in any one hour required by condition 2.1 of the ACDP No. 200539.
  - B. Initial Action Taken: NON #3892 issued 08/08/2023
  - C. Subsequent Action: PENDING
  - D. Resolution: PENDING

4. SEALS, MARK (ELMIRA)
  - A. Violation: Outdoor burning of prohibited materials (metal, plastic, rubber, etc.).
  - B. Initial Action Taken: NON #3888 issued 07/31/2023
  - C. Subsequent Action: PENDING
  - D. Resolution: PENDING

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

1. LODGE ENVIRONMENTAL INC. **(EUGENE) 550 E 14TH AVE, UNIT C**
  - A. Violation: Asbestos rule 43-015-11(F)(5)(a) requires a minimum of one viewing window will be installed in all enclosures, including negative pressure enclosures, in accordance with the following Each viewing window must be a minimum of two feet by two feet and be made of a material that will allow a clear view inside the enclosure.
  - B. Initial Action Taken: NON #3887 issued 5/4/2023
  - C. Subsequent Action: NCP #2023-3887 (\$2,600) issued 5/11/2023 - paid
  - D. Resolution: CASE CLOSED
2. A&A AUTO WRECKERS, INC. **(JUNCTION CITY) 91993 GREEN HILL ROAD**
  - A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.
  - B. Initial Action Taken: NON #3889 issued 5/3/2023
  - C. Subsequent Action: Hired an asbestos abatement contractor to clean up the property
  - D. Resolution: PENDING
3. FORREST PAINT COMPANY **(EUGENE) 1011 MCKINLEY STREET**
  - A. Violation: Failure to operate and maintain the air contaminant collection unit, biofilter, in a manner which minimizes air contaminant discharges, and failure to update the biofilter Operation and Maintenance (O&M) Plan once knowledge was acquired of insufficient maintenance and parametric data



monitoring was discovered to ensure the biofilter is operated at the highest reasonable efficiency and effectiveness.

- B. Initial Action Taken: NON #3860 issued 06/22/2022
- C. Subsequent Action: Provide a biweekly status update to LRAPA regarding the biofilter operation and maintenance that includes the following elements:
  - 1. Updates regarding the media replacement of the biofilter; and
  - 2. Updates regarding additional monitoring activities to be incorporated in the O&M Plan; and
  - 3. Additional information gathered including but not limited to internal findings, performance source test company findings, and biofilter contractor's findings regarding the biofilter operation and maintenance as Forrest Paint discovers new information.

Biweekly status updates submitted along with an approved updated O&M Plan .

- D. Resolution: CASE CLOSED on 07/05/2023

4. **PETROCARD INC (GOSHEN) 85947 FRANKLIN BVLD**

- A. Violation: The permittee failed to submit in a timely manner performance testing records to LRAPA which demonstrate compliance with vapor testing requirements outlined in permit conditions 5.1.a and 5.1.b. On 2/25/2022 the permittee was notified by LRAPA that they had exceeded the annual throughput threshold of 480,000 gallons of gasoline in 2019 and were therefore subject to the vapor recovery testing requirements outlined in the permit. On 4/8/2022 LRAPA was advised that vapor recovery testing could not be completed since the lines were manifolded and the issue was escalated to construction to isolate the lines. On 7/7/2022 LRAPA called and emailed the permittee requesting an update. On 8/2/2022 LRAPA called and emailed the permittee requesting an update. The permittee responded advising that they were still working to fix the issue. On 10/5/2022 LRAPA emailed the permittee requesting an update. On 10/26/2022 LRAPA called and emailed the permittee requesting an update.
- B. Initial Action Taken: NON #3872 issued 11/3/2022
- C. Subsequent Action: NCP #2022-3872 (\$3,000) issued 12/8/2022: submitted test report late, request for reduction under review
- D. Resolution: PENDING

5. **MEYER, TAYLOR (VENETA) 87061 GREENRIDGE DRIVE**

- A. Violation: Outdoor burning of any materials which normally emits dense smoke, noxious odors, and hazardous air contaminants and for not promptly extinguishing any burning that is in violation of LRAPA's Title 47-015(e).
- B. Initial Action Taken: NON #3873 issued 11/16/2022
- C. Subsequent Action: NCP #2022-3873 (\$3,496) issued 11/16/2022: returned by USPS; reissued by Legal Server; request for reduction approved and reduced to \$3,196 on 04/19/2023; no response and no payment submitted, a default order for judgment for a lien on the property filed with Lane County.

- D. Resolution: CASE CLOSED 8/31/2023
6. **ANDERSON-MORTENSEN, ELLEN (SPRINGFIELD) 85 NEPTUNE AVENUE**
- A. Violation: Outdoor burning of any materials which normally emits dense smoke, noxious odors and hazardous air contaminants.
- B. Initial Action Taken: NON #3875 issued 2/22/2023
- C. Subsequent Action: NCP #2022-3875 (\$250) issued 2/22/2023: no response, a default order judgment for a lien on the property filed with Lane County.
- D. Resolution: CASE CLOSED 8/31/2023
7. **VENIAMIN TODORIKO (EUGENE) 5039/5041 BARGER DRIVE**
- A. Violation: 43-015(7) - Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility.
- B. Initial Action Taken: NON #3876 issued 1/13/2023
- C. Subsequent Action: NCP #2022-3876 (\$2,200) issued 1/13/2023: no response, a default order judgment in for a lien on the property filed with Lane County
- D. Resolution: CASE CLOSED 8/31/2023
8. **JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD) 2035/2041 MAIN STREET**
- A. Violation: 43-015(10)- ASBESTOS ABATEMENT NOTIFICATION REQUIREMENTS. Except as provided for in 43-015-8, written notification of any asbestos abatement project must be provided to the Agency on a form prepared by and available from the Agency, accompanied by the appropriate fee; 43-015(11)(C)- Enclose the area of the asbestos-containing materials to be abated, in a negative pressure enclosure prior to abatement unless prior approval has been granted by the agency; 43-015(11)(G)- The asbestos abatement project area shall be adequately cleaned at the conclusion of the project to assure removal of all asbestos debris; 43-015(11)(N)- Open storage or open accumulation of friable asbestos-containing material or asbestos containing waste material is prohibited; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9; 43-015(11)(S)- A certified supervisor is required to be present on each asbestos abatement project other than a small-scale short-duration activity; 43-015(11)(T)- An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9; 43-015-19(B)- Persons disposing of asbestos-containing waste material must notify the landfill operator of the type and volume of the asbestos-containing waste material; 43-015(19)(B)(1)- All asbestos-containing waste materials must be adequately wetted to ensure that they remain wet until delivered to an authorized landfill, and either: (a) processed into non-friable pellets or other shapes; or (b) packaged in leak-tight containers such as two plastic bags with a minimum thickness of 6 mil., or fiber or metal drum. Containers must be labeled as follows: (i) the name of the asbestos waste generator and the location where the asbestos waste was generated; and (ii) a warning label that states: DANGER Contains Asbestos Fibers Avoid Creating Dust Cancer and Lung Disease Hazard Avoid Breathing Airborne Asbestos Fibers Alternatively, warning labels specified by 29 CFR

1926.1101(k)(7)(8/19/94) may be used; 43-105(19)(E)- All asbestos-containing waste material must be deposited as soon as possible by the waste generator at: (1) An asbestos-containing waste disposal site authorized by the Department and operated in accordance with the provisions of this rule;

- B. Initial Action Taken: NON #3877 issued 3/6/2023
  - C. Subsequent Action: NCP #2023-3877 (\$10 400) issued 3/6/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month on schedule with payments
  - D. Resolution: PENDING
9. KYLE MCLENNAN, BRUCE R MCLENNAN (**VENETA**) **88680** LYNETTE LANE
- A. Violation: Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility; Burning construction/demolition waste without first obtaining an LRAPA letter permit.
  - B. Initial Action Taken: NON #3880 issued 4/11/2023
  - C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 4/11/2023
  - D. Resolution: PENDING
10. APRO LLC DBA UNITED PACIFIC (**SPRINGFIELD**) **1795 5<sup>TH</sup> STREET**
- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on March 11, 2020, and therefore is required to have testing conducted by March 11, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
  - B. Initial Action Taken: NON #3883 issued 04/25/2023
  - C. Subsequent Action: NCP #2023-3883 (\$2,250) issued 06/12/2023:
  - D. Resolution: PENDING
11. ATKORE PLASTIC PIPE DBA RIDGELINE (EUGENE)
- A. Violation: Respondent failed to notify and obtain approval from LRAPA prior to construction or modification of any new or existing stationary source in accordance with condition G20. of Respondent's ACDP and LRAPA 34-034.
  - B. Initial Action Taken: NON #3885 issued 04/26/2023
  - C. Subsequent Action: NCP #2023-3885 (\$975) issued 06/12/2023 - paid
  - D. Resolution: CASE CLOSED on 07/05/2023

12. APRO LLC DBA UNITED PACIFIC ROCKET (SPRINGFIELD) 5720 MAIN STREET

- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on February 4, 2020, and therefore is required to have testing conducted by February 4, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
- B. Initial Action Taken: NON #3886 issued 04/25/2023
- C. Subsequent Action: NCP #2023-3886 (\$2,250) issued 06/12/2023:
- D. Resolution: PENDING

13. 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 – Cleanup of property ahead of schedule.
- D. Resolution: PENDING

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

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Notices of Non-compliance and Warnings	51	36	38	41	39	41	55	15	21	24	16
Notices of Violation with Civil Penalties	23	28	37	37	28	43	37	26	17	24	11

\* Year-To-Date.

**OUTDOOR BURNING LETTER PERMITS: 07/01/2023 to 08/31/2023**

There was one Outdoor Burning Letter Permit (OBLP) issued in July and August.

1. Issued Special Letter Permit 20B23-07-01 on August 1 to Rivers to Ridges, Paul Gordon, Eugene, to burn 50 cubic yards of Miscellaneous debris located at Various, Lane County.

**ASBESTOS ABATEMENT: 07/01/2023 to 08/31/2023**

During July and August, LRAPA received 84 notices of asbestos removal projects, eight of which were schools (Springfield High School, Creswell School District, Eugene Waldorf School, Lowell School District, Shasta Middle School, Kennedy Middle School, Spencer Butte Elementary, University of Oregon)

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

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Total Asbestos Abatement Notices	351	352	426	444	543	428	488	439	408	465	321
School Asbestos Abatement Notices (NESHAP)	24	21	24	27	28	24	16	25	20	16	15
Number of Asbestos Abatements Inspected	96	67	89	82	120	770	94	93	104	115	63

\* Year-To-Date.

**PERMITTING (TITLE V AND ACDP): 08/01/2023 to 08/31/2023**

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

Category of Permit Activity	Title V	ACDP	Registration	Total Active
New	-	5	-	5
Renewals	5	10	-	15
Modifications	3	2	-	5
Constructions	-	-	-	-
Registrations	-	-	-	-
Terminated Permits	-	-	-	-
Total Issued Permits Year-to-date	3	43	-	46

## UPCOMING LRAPA BOARD AGENDA ITEMS

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

### July 2023:

- ~~Introductions to new Board members~~
- ~~Board meeting date/time discussion~~
- ~~Director's Performance Review (Executive Session)~~
- ~~Director's Performance Compensation~~
- ~~Capital Improvement Update on LRAPA's parking lot~~
- ~~Capital Improvements on building~~

### **August 2023 – No Meeting**

### September 2023:

- Rivers to Ridges Presentation on Prescribed Burning

### October 2023:

- Dashboard Report
- Request for Public Hearing for Permitting Rules
- Request for Public Hearing for Asbestos Rules

### November 2023:

- Budget up-date
- Airmetrics Business Plan
- Oakridge Air Project Status Report

### **December 2023 – No Meeting**

### January 2024:

- Preview upcoming appointments on board and committees.

### February 2024:

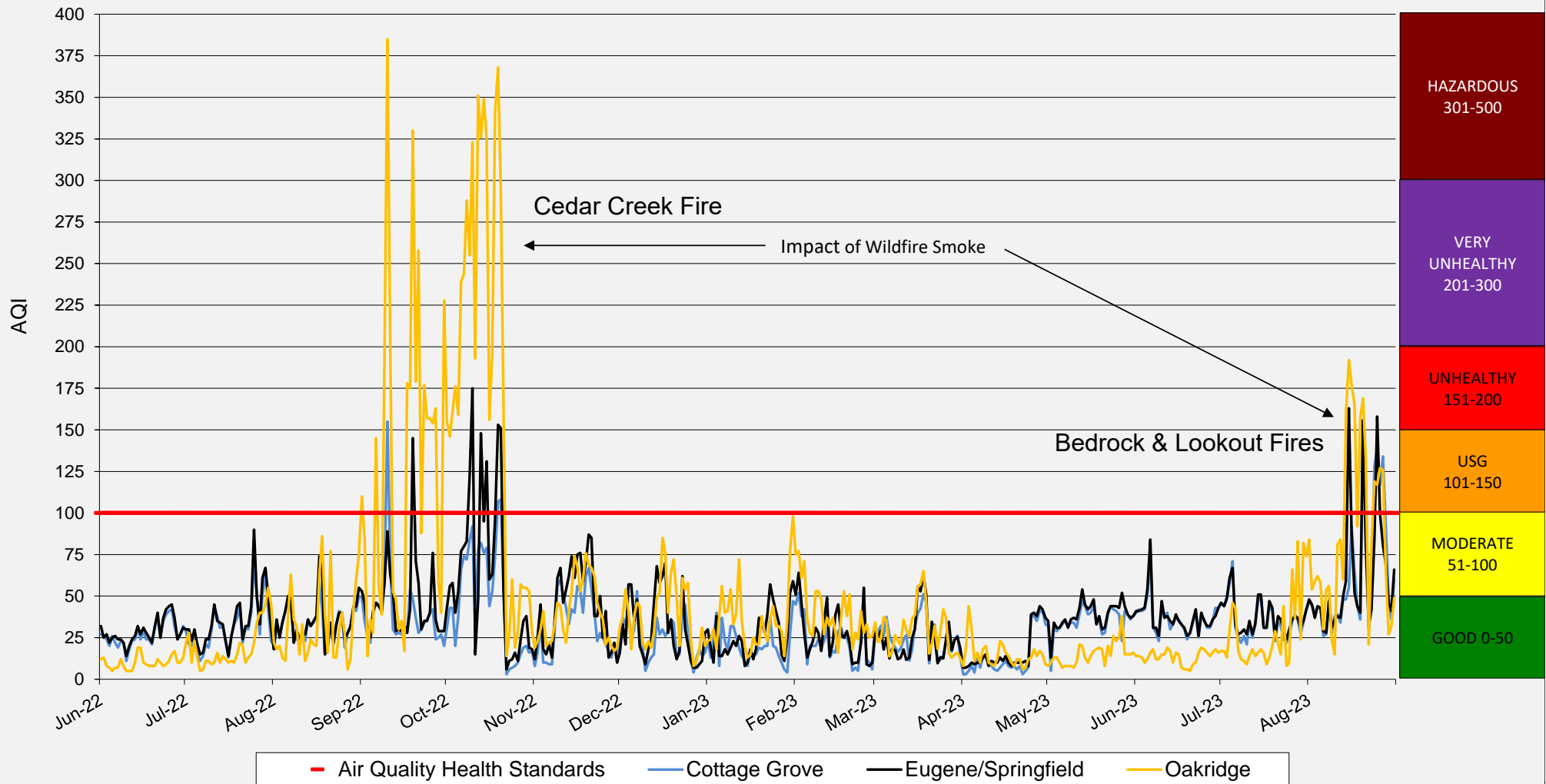
- Elect board chair and vice-chair.
- Appoint new budget committee members and budget officer.

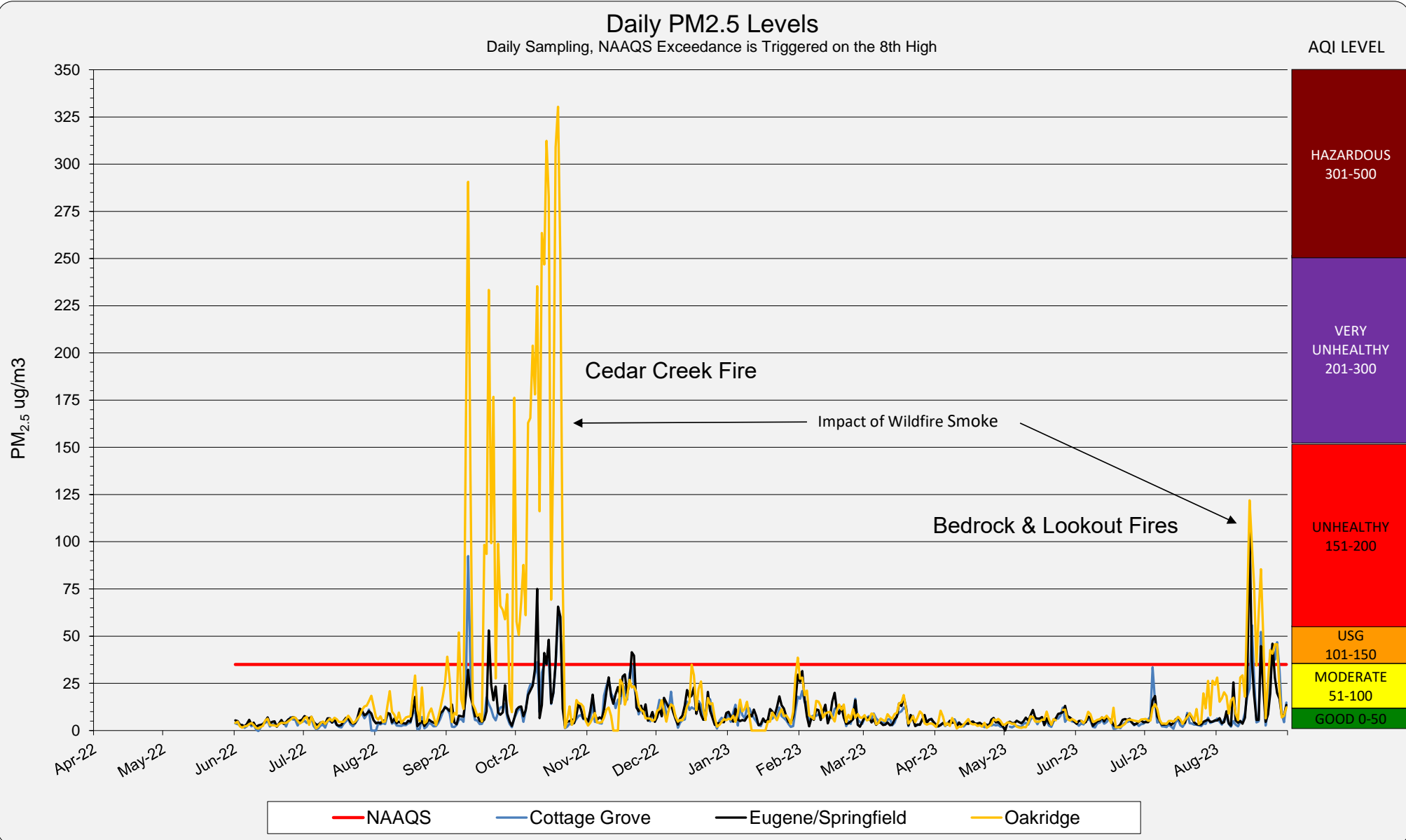
### March 2024:

- Budget Committee Meeting

# Daily Air Quality Index Chart

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









## **LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM**

**Date:** September 14, 2023

**To:** Bryan Cutchen, Chair and LRAPA Board Members

**Department:** Administration

**From:** Travis Knudsen, Public Affairs Manager

**Subject:** Noticing Procedures for LRAPA Board Meetings

### **STAFF REPORT**

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**ISSUE STATEMENT:** To foster transparent governance and community engagement, it is crucial to disseminate information about upcoming LRAPA Board meetings to the public. The purpose of this report is to outline the procedures and platforms used for this communication.

**BACKGROUND:** LRAPA aims to keep the public well-informed and involved in the decision-making processes that pertain to air quality management and environmental initiatives. Our processes for noticing board meetings include both online and direct communication channels and is provided following a request for this information at the June, 2023 Board Meeting.

#### **AGENCY PROCEDURES:**

##### **1. LRAPA Website**

The first line of communication for board meetings is via the agency's website. The agenda, along with any associated documents, is published on a calendar posting accessible through the following link: [LRAPA Public Calendar](#).

##### **2. Email ListServ**

LRAPA also sends notices about board meetings through our email ListServ. Members of the public can sign up to receive these notices through this link: [Sign up for Updates](#). The category available for this purpose is "General News & Updates", which offers essential updates on air quality, environmental initiatives, and agency news.

#### **COMMUNICATION EFFECTIVENESS:**

By employing these procedures, LRAPA ensures that all stakeholders can easily access information about upcoming board meetings, allowing for greater public participation in agency initiatives.

**STAFF RECOMMENDATION:** Staff have no recommendations for the Board. This is an informational report for the Board's review and benefit.

**ATTACHMENT(s):** *none*