



# AGENDA

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

## Virtual Participation

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

## In-Person Participation

LRAPA  
1010 Main Street  
Springfield, OR 97477

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

## CALL TO ORDER:

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

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

## REPORTS / ACTION ITEMS:

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

[Click here to join the meeting](#)

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

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

- 7. Oakridge Air Report (12:50pm)** *Information*
  
- 8. Presentation (1:05pm)** *Information*
  - A. HR Answers -Anna Lee
  - B. Pay Equity & Compensation Study Report
  - C. Board Discussion
  
- 9. Director's Report (1:25 pm)** *Information*
  
- 10. Citizens Advisory Committee (1:35 pm)** *Information*

**DISCUSSION:**

- 11. Old Business (1:40 pm)** *Information*
  - A. Actions Items from previous Board meetings
  
- 12. New Business (1:42 pm)** *Information*
  - A. Future Bylaw Discussion to Include Title VI Requirements
  
- 13. Adjournment of LRAPA Board Meeting (1:45 pm)**

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**MINUTES**  
LANE REGIONAL AIR PROTECTION AGENCY  
BOARD OF DIRECTORS MEETING  
THURSDAY MAY 11, 2023  
MEETING VIA ZOOM / LRAPA BUILDING, SPRINGFIELD OREGON

**ATTENDANCE**

Present: Bryan Cutchen, Chair; Howard Saxion, Vice Chair; Mike Fleck; Joe Pishioneri; Jeannine Parisi; Matt Keating; David Loveall; Susannah Sbragia; Steve Dietrich; Travis Knudsen; Lance Giles; Trinidad Cardenas; Colleen Wagstaff; Max Hueftle; Chris Coulter; Amanda Atkins; Cassandra Jackson; Chantal Green; Beth Erickson; Robbye Robinson; Katie Eagleson; Mary Bridget Smith; Paul Neilson, Isler Company; Jim Daniels, CAC; Michael Johnston; James Hugo and Diana Pamir Tisdale, LCOG Minutes Recorder.

Absent: None.

**1. Call to Order**

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

**2. Adjustments to Agenda**

There were no adjustments to the agenda.

**3. Public Participation**

A. Comments on an Item on Today's Agenda

There were no public comments.

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

There were no public comments.

**4. Comments from Board Members**

**Vice Chair Saxion** acknowledged that LRAPA staff did a great job during the public hearing regarding the Baxter permit.

**ACTION ITEMS:**

**5. Consent Calendar**

A. Approval of Minutes from April 13, 2023, Board of Director's Meeting

B. Approval of Minutes from April 13, 2023, Budget Committee Meeting

C. Approval of Expense Reports March 2023

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

## **REPORTS:**

### **6. Public Hearing for Adoption of Proposed FY 2024 Budget**

**Ms. Sbragia** said the budget committee approved the budget on April 13, 2023. She highlighted sections of the budget for board approval. The budget was 8.6-million-dollars, with 5.2 million dollars in appropriations. The only changes that occurred since the April 13, 2023, meeting was the partner fees were updated. The appropriation format also changed, but no changes were made to the appropriation amounts. The Oregon Department of Revenue suggested the change in format a few years ago. The total expenditures for the general Fund were 2.6 million dollars. Transfer funds and contingencies were listed separately because they were non-allocated.

**Mr. Fleck** asked if that would impact transfers between categories and if they were still the same fund despite being delineated amounts. He noted that typically, you could move up to 10 percent within the same fund.

**Ms. Sbragia** answered no, it would not impact transfers. She said the grand total of personnel, materials and services, and capital outlay ensured that the spending authority of 2.6-million-dollar would not be exceeded. Those amounts were only separated in the budget report. She then directed the board's attention to the Title V fund. The total combined expenditures were 508,147 dollars.

**Chair Cutchen** asked if any changes to the appropriation amounts occurred, would the budget committee and board be required to approve that.

**Ms. Sbragia** answered yes. If the amount were less than 15 percent, it would only require board approval.

**Mr. Pishioneri** asked if the board would be advised if transfers between payroll and materials and services occurred.

**Ms. Sbragia** said that a transfer between those two funds would never occur.

**Chair Cutchen** said that would show up on a finance report, which would go into more detail than the budget report.

**Mr. Fleck** asked **Mr. Neilson** if contingency was the only thing that would require board approval.

**Mr. Neilson** answered yes. He said the state recommended the change in the appropriation format, which made it a lot easier for the auditor, who only looked at appropriation amounts.

**Ms. Sbragia** said if personnel were over budget, a conversation would occur to help the board understand why, but it would not require a budget adjustment if the amount did not exceed the combined total for materials and services, and capital outlay. She then directed the board's

attention to the grant fund. The total expenditures were 1,403,000 dollars. The total AirMetrics expenditures were 583,639 dollars, and it had a 10,000-dollar contingency. The total ending fund balance matched the total unappropriated reserve amount of 3,354,935 dollars. The spending authority was 5,247,869 dollars. The total amount of the budget was 8,602,804 dollars.

**Mr. Pishioneri** said during the budget meeting there was a conversation regarding how much money to hold in reserves, the common standard was a percentage of the budget as opposed to a number of days. He had not heard anything more about that.

**Ms. Sbragia** said that change would be presented in the FY 2025 budget. She needed time to go through each fund and determine the appropriate percentage, and to analyze the economic factors that affected the past.

**Mr. Fleck** noted the amount would stay the same, it would just be a different way of articulating the information.

**Chair Cutchen** opened the public hearing at 12:38 PM. There were no comments made by members of the public in attendance. Chair Cutchen closed the public hearing at 12:39 PM.

**Mr. Fleck** asked if the public hearing was advertised.

**Mr. Knudsen** said the public hearing was advertised in the Register Guard. It was also posted on the LRAPA website after the April 13, 2023, budget committee meeting occurred.

## **7. Resolution #23–1 to Adopting Budget, Making Appropriations for FY 2023 – 2024**

**MOTION: Mr. Fleck** moved, and **Mr. Pishioneri** seconded to adopt Resolution 23–1, appropriations for FY 2023 – 2024.

Chair Cutchen asked if there was any discussion.

There was no discussion.

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

## **8. Audit Report FY 2021 – 2022**

Presenter: Paul Neilson, CPA with Isler CPA

**Mr. Neilson** said if someone were to read the audit report and make a decision, there would be no errors big enough to require a change in that decision. He noted auditors did not guarantee that the report was error free. Regarding the planning, scope, and timing of the audit, it was better than last year, by quite a bit. He said there was a great plan in place for next year. He noted that he was impressed with **Ms. Sbragia** and said she was the best person he had worked with sitting in the Financial Director's chair in all the years he had been doing auditing. This year, when they did the single audit testing, they selected a sample of 40 items to test. In 19 expenses, they found no evidence of a signature to indicate expenses had been reviewed by anyone. That was referred to as a significant deficiency in the auditing industry. The definition of a significant deficiency was anything, in the auditor's opinion, that a governing board needed to know about.

**Ms. Parisi** asked what percentage of the expenditures made up the 40 random items evaluated. She asked if there was a standard.

**Mr. Neilson** said he could not give her the percentage but said there was a standard.

**Vice Chair Saxion** asked if one of the test cases was the Environmental Protection Agency (EPA) Technical Assistance Grant (TAG).

**Mr. Neilson** said all the test cases were related to the EPA TAG Grant.

**Chair Cutchen** asked if the single audit trigger was a single source or two federal sources that went over 750,000 dollars.

**Mr. Neilson** confirmed it was all federal expenditures that exceed 750,000 dollars.

**Mr. Fleck** asked if the audit report would be posted on the Federal Audit Clearinghouse Website.

**Mr. Neilson** replied yes. He continued the report presentation and said regarding difficulties encountered during the audit, it was better than last year.

**Ms. Sbragia** said the process for the FY 2023 audit would begin by the 18th of September 2023.

**Mr. Neilson** would be onsite the week of September 25, 2023, to begin testing internal controls.

**Mr. Neilson** said regarding corrected / uncorrected errors, there were multiple trial balances, i.e., bank reconciliation did not match the trial balance. No significant disagreements with management were detected, and to his knowledge, no other auditors were contacted regarding management of audit issues. Oregon had specific auditing standards related to governments. He said you could put your money in any bank or credit union, if the balance did not exceed 250,000 dollars. If the balance did exceed that amount, the financial institution was required to add the organization to a specified list.

**Mr. Fleck** asked if they guaranteed the funds.

**Mr. Neilson** replied yes. Auditors ensure that governing organizations publish an affidavit to notify the public about their budget. State law also requires auditors to look at insurance certificates. As a local governing body, there were laws limiting investments. Regarding public contract bidding, a sample was selected and analyzed to ensure due processes were followed.

**Vice Chair Saxion** asked what the threshold was for LRAPA's public contract bidding on sole-source procurement.

**Mr. Neilson** said he did not have that information at this time.

**Ms. Sbragia** said if LRAPA wanted to hire a sole-source contractor to perform a job, and the cost was estimated under 35,000 dollars, they were not required to release a formal Request for Proposal (RFP).

**Mr. Neilson** noted the board was required to have a formal justification to do that. In closing, he said LRAPA's budget was assessed for appropriation levels, and violations were detected in the TAG fund and the Title V fund in the categories of personnel, and materials and services. He

noted it had been five years since LRAPA had a violation. He said **Ms. Sbragia** wrote a corrective active plan, which would be submitted to the state.

**Ms. Parisi** said the Title V fund was unstable, and asked if the appropriation amount exceeded the appropriate level in the future, how could a budget violation be prevented.

**Ms. Sbragia** said changing the whole budget methodology and increasing the salaries would help prevent that from happening. When an employee leaves, they take their buyouts, which tanks a personnel budget. Increasing the salary amounts would prevent that from occurring. She would also be meeting with each department manager monthly to analyze budget actuals.

**Vice Chair Saxion** said Title V was a stand-alone fund. Revenue collected for that fund was coming from permit holders. Title V goes over budget because sometimes staff time took longer than usual in the permitting process. He asked if it was appropriate to transfer general revenue funds to the Title V program.

**Mr. Fleck** said the general fund dollars were not restricted.

**Mr. Dietrich** said under the Clean Air Act, Title V had to be a self-funded program. Funds could not come from other sources.

**Mr. Fleck** asked if there were no reserve dollars, how could you make the fund balance.

**Ms. Sbragia** said she would have to change the revenue amounts and the expenditures.

**Vice Chair Saxion** said you cannot change the revenue on Title V because permit fees were dictated by the state.

**Ms. Sbragia** said if she made a budget revision to Title V, the contingency dollars would be utilized to make that change. The contingency would be reduced, and the expenses would be increased, which would balance the Title V budget. The contingency allows for additional expenses that were unforeseen.

**Vice Chair Saxion** said if there were inadequate contingencies in the Title V fund, and it goes over budget, you would not get anymore revenue. He asked if there was a plan of action for that scenario.

**Ms. Sbragia** said she would evaluate and reduce the materials and services amount if necessary. Her plan was to present the budget to the board again in June 2023 after some evaluation had been done.

**Vice Chair Saxion** asked what would happen if there was not enough money in the Title V budget.

**Ms. Sbragia** said a budget violation would occur.

**Mr. Dietrich** said everybody knew that the Department of Environmental Quality (DEQ) did not have enough money for their Title V budget. They moved staff to other departments, which changed allocations for their Title V funds. Legislators set amounts for permissible permit fees. Changing that legislation took a lot of time. Discussions regarding that were in progress. If

LRAPA found themselves in a similar situation, they would have to make allocation decisions, and Title V work would be limited.

**Ms. Parisi** asked why there was no contingency listed in the Title V fund.

**Ms. Sbragia** said she did not write the budget. She would have put the contingency in there and did not know why the previous Financial Director did not include it. She would bring the budget back for budget change approval from the board. The budget was due shortly after she took over the position and there was not enough time to make huge changes.

**Chair Cutchen** acknowledged that **Ms. Sbragia** had done a great job in getting the LRAPA budget on track.

There were no other comments or questions.

## **9. Resolution to #23-2 to Approve Audit Finding Corrective Actions**

A. Audit Findings from Audit Ending June 30, 2022, of Internal Controls

**MOTION: Vice Chair Saxion** moved, and **Mr. Pishioneri** seconded to adopt Resolution 23-2, to approve the audit finding corrective actions.

**Chair Cutchen** asked if there was any discussion.

There was no discussion.

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

## **10. Citizen Advisory Committee (CAC)**

**Mr. Daniels** said the CAC discussed recruitment for the committee. The bylaws required committee membership to be between seven to fifteen members, with specific seats. Currently, the committee lacks an agricultural representative and a member of the public. **Mr. Knudsen** had reached out to KLCC to see if they would do a public service announcement. Discussions also took place about the public survey that would be posted on the website.

**Ms. Parisi** asked who the public member was.

**Mr. Daniels** said it was **Terry Richardson**.

There were no comments or questions.

## **11. Dashboard Report**

**Mr. Dietrich** said the dashboard report was normally presented in April. He discussed the highlights of the report.

Clean Air Act Goals

- Maintain Compliance with EPA Ozone Standards
- Maintain Compliance with the Annual PM2.5 Air Quality Standard

- Maintain Compliance with the Hourly PM2.5 Air Quality Standard
- Complete Application for the TAG (Completed)
- Continued Development of TAG (Slight Delays Due to COVID)

#### Air Toxics / Cleaner Air Oregon

- Continued Development and Implementation of Programs, Rules, and Fee Structures
- Perform Long-Term Trend Air Toxics Monitoring

**Mr. Knudsen** noted that the Air Toxics data from 2022 confirmed that benzene amounts were at higher levels due to the wildfire smoke.

**Mr. Pishioneri** asked if there was a preferred geographical area to put the monitor in Springfield.

**Mr. Dietrich** said yes. Hopefully, it would be put somewhere in the Thurston area or the Gateway area. He continued with the presentation.

- Continue to Perform Long-term Trend Air Toxics Monitoring at the West Eugene Site

**Ms. Parisi** asked what was changing in terms of regulatory requirements for this program.

**Mr. Dietrich** said understanding the risk and developing the strategy was most of the work required for compliance in this program.

**Ms. Parisi** said it would be good to know the benefits of the program, since it took so much administrative time and money.

**Mr. Dietrich** continued the presentation.

#### AirMetrics Program

- Maintain Self-supporting Operation
- Marketing Initiatives
- Licensing of Existing Air Samplers

**Vice Chair Saxion** suggested an AirMetrics update sometime soon.

**Mr. Dietrich** confirmed there was a plan to do that this year.

#### Agency Goals and Initiatives

- Update LRAPA Strategic Priorities Annually
- Provide Timely Permits, Inspections, and Construction Reviews
- Expand Development of Customized Data Base
- Improve Compliance, Reporting, Inspection, and Tracking
- Maintain Industrial Source LRAPA Rules
- Maintain Financial Stability and Viability of LRAPA
- Maintain a Full Staffing Complement for LRAPA Program Stability

**Mr. Dietrich** said LRAPA was in a solid financial position.

**Mr. Fleck** asked about House Bill 32-29.

**Mr. Dietrich** said the sub-committee was deciding what the percentage increase could be.

## **12. Discuss Process for Director's Performance Review**

**Ms. Smith** discussed the development of an annual performance evaluation for **Mr. Dietrich**. Annual performance evaluations were a common part of employment. **Mr. Dietrich** had a performance evaluation in July of 2022. **Mr. Dietrich's** next evaluation could take place again in July of 2023. She asked board members to think about when they would like the next evaluation to occur during this discussion. Regarding getting feedback about **Mr. Dietrich** from fellow employees, the previous questionnaire had seven questions, and it was administered throughout LRAPA with Survey Monkey and email. The board needed to decide if they wanted to do that again this year.

**Chair Cutchen** asked if there were any concerns about that.

There were no concerns.

**Ms. Smith** said the employee survey could be released within one week, and it could remain open for two weeks. A report could be prepared for an upcoming LRAPA BOD Executive Session. She asked if July 2023 was a good time for the evaluation.

**Mr. Pishioneri** said it was important to get input before board members ended their term on the board.

**Ms. Parisi** said if that were to happen, **Mr. Dietrich** would need to have his self-evaluation ready by June 2023. She asked if she would be allowed to attend the executive session in July if she were no longer a board member.

**Ms. Smith** said yes.

**Vice Chair Saxion** asked who would implement and manage the survey.

**Ms. Smith** said she would.

**Mr. Fleck** asked **Ms. Smith** if the board evaluation form needed to be approved by the board.

**Ms. Smith** said a board evaluation should get board approval.

The board agreed that the same template for the self-evaluation form could be used. An executive summary of accomplishments could be included since the last evaluation, and goals that were still pending could be notated.

**Ms. Parisi** said the metrics for the board evaluation form and the self-evaluation form needed to be the same. **Mr. Dietrich** should be clear about what the basis of the board's evaluation of him was based on.

**Ms. Smith** clarified responsibilities for this task with the following:

- **Ms. Smith** Would Send 360 evaluation to LRAPA Staff
- **Mr. Dietrich** Will Work His Self-evaluation

- **Ms. Smith** Would Send **Mr. Dietrich's** Evaluation to LRAPA Board
- **Ms. Smith** Would Compile a Report of all Evaluations
- Executive Session Would Take Place in July 2023

There were no other comments or questions.

### **13. Director's Report of Agency Activities for April 2023**

**Mr. Dietrich** asked if the board had questions about the Director's Report. He noted that there was a lot of public engagement going on behalf of LRAPA. He would like to discuss that later, but acknowledged the extraordinary work being done by LRAPA staff.

**Mr. Fleck** said he noticed a lot of asbestos and asked why it was showing up so frequently.

**Mr. Dietrich** said it was in part due to the prudent inspector, the nature of the industries, and complaints brought to the attention of LRAPA.

There were no other comments or questions.

### **DISCUSSION:**

#### **14. Old Business**

**Ms. Parisi** asked where the sub-committee was regarding the work being done on the LRAPA bylaws.

**Chair Cutchen** said the sub-committee was meeting when this meeting adjourned to work on that.

There were no other comments or questions.

#### **15. New Business**

**Mr. Knudsen** said **he had created** a list of action items during this meeting, which included the following:

- Publish Air Toxics Data on Website
- Send a List of Sites for Air Toxics Locations to Mr. Pishioneri for Springfield Monitoring
- Add Clean Air Oregon Discussion to Upcoming Agenda
- Having Mr. Dietrich's Self-evaluation Ready for BOD by June 2023

There were no other comments or questions.

#### **16. Adjournment**

**Chair Cutchen** adjourned the meeting at 2:04 PM.

*(Minutes recorded by Diana Pamir Tisdale)*

**LRAPA Financials  
Board Report**

FY23 YEAR-TO-DATE

ALL FUNDS

**FY23: JULY 1, 2022 - April 30, 2023**

**% of year used: 83%**

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

**LRAPA Financials  
Board Report**

FY23 YEAR-TO-DATE

ALL FUNDS

**FY23: JULY 1, 2022 - April 30, 2023**

**% of year used: 83%**

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

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



## **LRAPA BOARD OF DIRECTORS EXECUTIVE SESSION STATEMENT**

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

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

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

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### **EXECUTIVE SESSION STATEMENT**

Board Chair Bryan Cutchen to read:

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

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

# LRAPA Board Report: Oakridge Air Program

## June 2023

### Coordination & Project Management

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

### Home Heating Upgrades

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

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

### **Community Firewood Program**

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

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



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

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

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

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

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

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

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

There are two positions that have comparable job profiles:

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Public Affairs Manager  
Sales and Marketing Manager

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

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

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

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

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

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



## **Compensation Study Summary Report**

**May 2023**

**submitted by:**



*Anna Lee, Senior Consultant*

*7659 SW Beveland St, Suite 130, Tigard, OR 97223*

*Phone: 503-885-9185 ~ Fax: 503-885-8614*

*alee@hranswers.com*

## **Introduction**

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

## **Scope of Work – Compensation Study**

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

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

Purpose / Use of Classification Plan

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

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

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

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

## **Compensation Study**

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

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

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

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

## Outcomes

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

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

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



## Director’s Report for May 2023

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

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

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

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

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

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

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

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

**Smoke complaints: 45**

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

**Industry: 12**

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

**Miscellaneous complaints: 17**

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

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

\* Year-To-Date

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

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

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

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

1. **LODGE ENVIRONMENTAL INC. (EUGENE) 550 E 14TH AVE, UNIT C**
  - A. Violation: 43-015-11(F)(5)(a) -A minimum of one viewing window will be installed in all enclosures, including negative pressure enclosures, in accordance with the following Each viewing window must be a minimum of two feet by two feet and be made of a material that will allow a clear view inside the enclosure.
  - B. Initial Action Taken: NON #3887 issued 5/4/2023
  - C. Subsequent Action: NCP #2023-3887 (\$2,600) issued 5/11/2023
  - D. Resolution: PENDING
  
2. **A&A AUTO WRECKERS, INC. (JUNCTION CITY) 91993 GREEN HILL ROAD**
  - A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.

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

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

**1. FOX LUMBER (COTTAGE GROVE) 77676 HW 99**

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

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

**1. FORREST PAINT COMPANY (EUGENE) 1011 MCKINLEY STREET**

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

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

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

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

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

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

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

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

8. **APRO LLC DBA UNITED PACIFIC (SPRINGFIELD) 1795 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 4/25/2023
- C. Subsequent Action: PENDING

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

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

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

\* Year-To-Date.

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

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

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

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

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

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

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

**\* Year-To-Date.**

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

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

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

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

**Smoke management from wood stoves, outdoor burning, and wildfires**

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

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

**Public outreach efforts**

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

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

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

**Public Meetings, Hearings, and Events**

Public affairs were present or participated in the following events:

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

**Media Contacts**

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

**Press Releases**

|            |                                   |
|------------|-----------------------------------|
| 05/30/2023 | Outdoor burning season ends early |
|------------|-----------------------------------|

## **UPCOMING LRAPA BOARD AGENDA ITEMS**

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

### June 2023:

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

### July 2023:

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

### **August 2023 – No Meeting**

### September 2023:

- Status report on Oakridge Air Project.

### October 2023:

- Dashboard Report

### November 2023:

- Budget up-date
- Airmetrics Business Plan

### **December 2023 – No Meeting**

### January 2022:

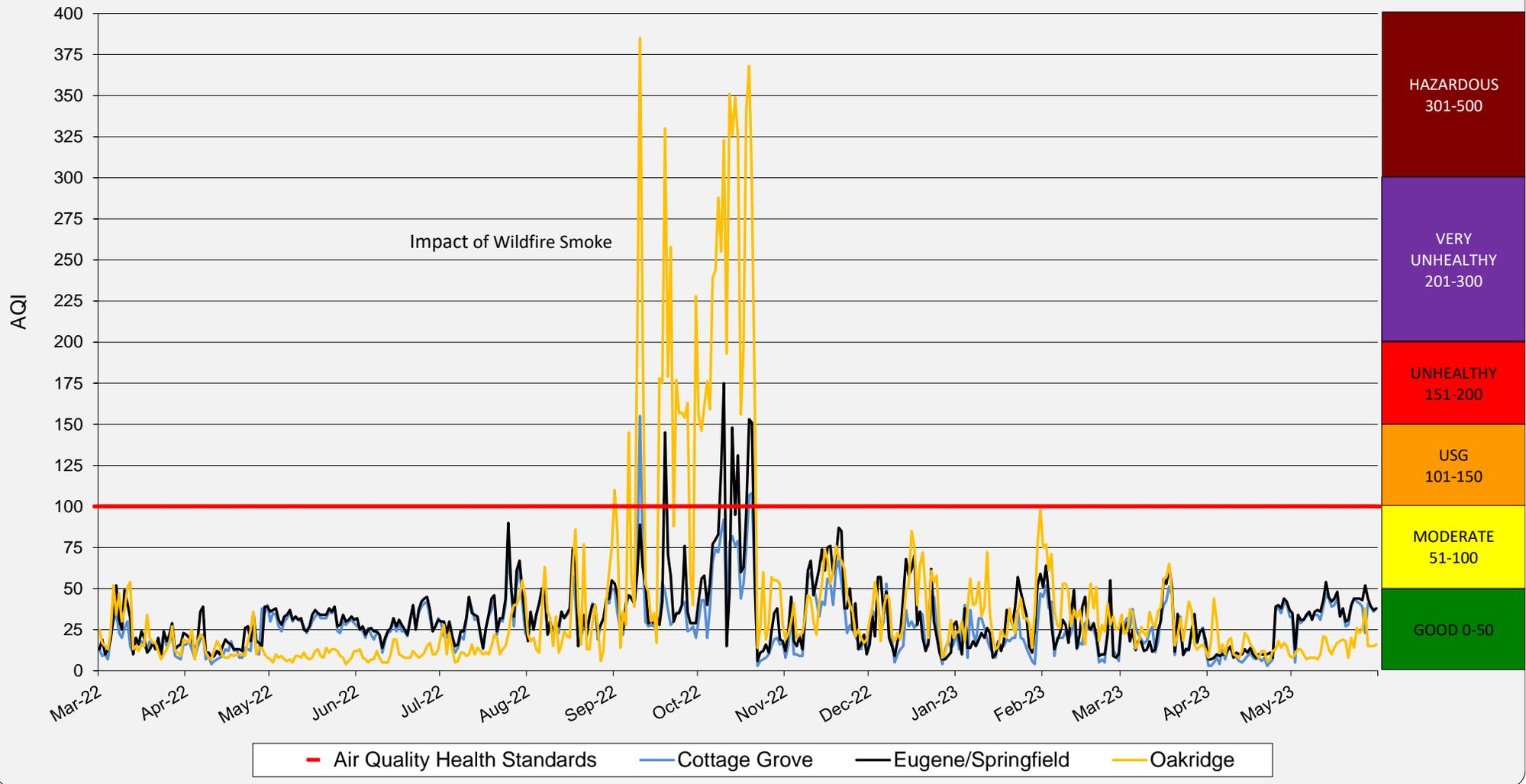
- Preview upcoming appointments on board and committees.

### February 2022:

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

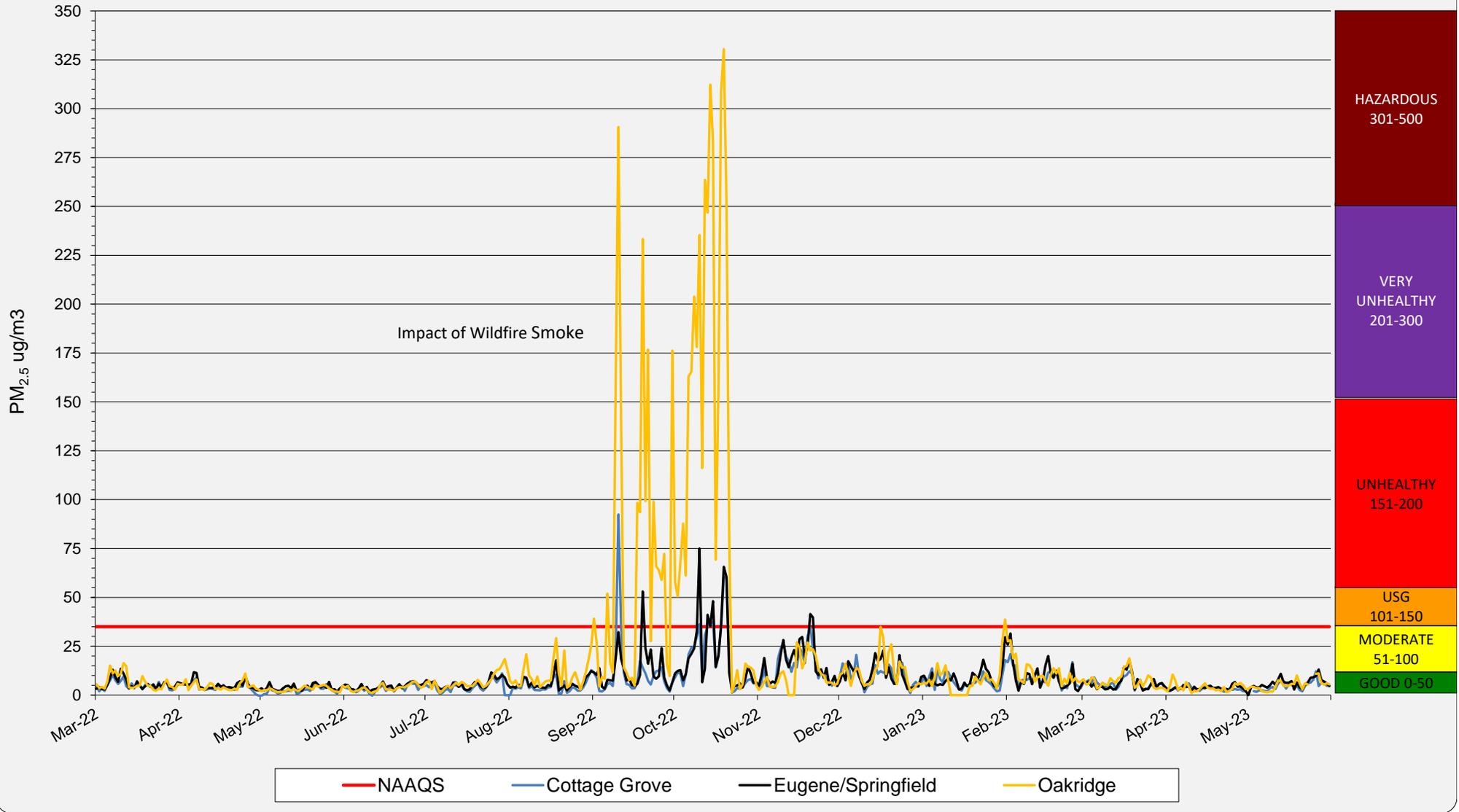
# Daily Air Quality Index Chart

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



# Daily PM2.5 Levels

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



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



**May 30, 2023**

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

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

**Staff:** Steve Dietrich, Travis Knudsen  
**ZOOM** – Max Hueftle

**Public:**  
**ZOOM** – Teresa Roark

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

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

**II. Public Participation**

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

**III. Board Meeting Overview**

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

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

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

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

**IV: Public Survey Discussion and Question Review:**

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

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

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

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

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

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

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

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

#### **VI: Round Table:**

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

#### **IV. Adjournment**

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

***Next Meeting June 27, 2023***

*(Minutes recorded by Travis Knudsen)*