



# AGENDA

LANE REGIONAL AIR PROTECTION AGENCY  
MONTHLY BOARD OF DIRECTORS MEETING  
**THURSDAY JULY 13, 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. **Introductions of New Board Members** (12:15 p.m.)
3. **Adjustments to Agenda** (12:25 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 June 8, 2023, Board of Directors Meeting
  - B. Approval of Expense Reports May 2023

## REPORTS / ACTION ITEMS:

- 7. Director's Performance Review [EXECUTIVE SESSION] (12:35 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.*
- 8. Director's Performance Compensation (12:50pm)** *Action*  
A. Bryan Cutchen  
B. Board Discussion  
C. Entertain a Motion
- 9. Board Meeting Date/Time Discussion (12:55pm)** *Information*  
A. Travis Knudsen  
B. Report – Board Meeting Date & Time Discussion  
C. Board Discussion  
D. Entertain a Motion
- 10. Capital Improvement Update on Parking Lot (1:00pm)** *Information*  
A. Lance Giles  
B. Report – Parking lot Upgrades and Improvements  
C. Board Discussion
- 11. Capital Improvement on Building (1:05pm)** *Action*  
A. Lance Giles  
B. Report – LRAPA Office Phase 2 Upgrades and Improvements  
C. Board Discussion  
D. Entertain a Motion
- 12. Director's Report (1:25 pm)** *Information*  
A. Steve Dietrich  
B. Report – Director's Report  
C. Board Discussion
- 13. Citizens Advisory Committee (1:30 pm)** *Information*  
A. Jim Daniels  
B. Report – Draft SurveyMonkey: <https://tinyurl.com/2bcbd487>  
C. Board Discussion

## DISCUSSION:

### 14. Old Business (1:40 pm)

Information

#### A. Actions Items from Previous Board Meetings

### 15. New Business (1:45 pm)

Information

### 16. Adjournment of LRAPA Board Meeting (1:50 pm)

*We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at [accessibility@lrapa.org](mailto:accessibility@lrapa.org) or by calling the LRAPA office at 541-736-1056.*

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



**MINUTES**  
**LANE REGIONAL AIR PROTECTION AGENCY**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY JUNE 8, 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; Max Hueftle; Lance Giles; Colleen Wagstaff; Chris Coulter; Beth Erickson; Amanda Atkins; Robbye Robinson; Jim Daniels, CAC; Grace Kaplowitz, Good Company and Anna Lee, HR Answers.

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. Adjustments to Agenda**

**Chair Cutchen** postponed agenda item number six, Director's Performance Review (executive session), until July 2023. There were no other 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**

There were no comments from Board members.

**ACTION ITEMS:**

**5. Consent Calendar**

A. Approval of Minutes from May 11, 2023, Board of Director's Meeting

B. Approval of Expense Reports April 2023

**MOTION: Mr. Fleck** moved, and **Vice Chair Saxion** seconded to approve the Consent Calendar as presented. **The motion passed unanimously.**

**REPORTS / ACTION ITEMS:**

**6. Director's Performance Review (Executive Session)**

This item was postponed until further notice.

**7. Oakridge Air Report**

**Ms. Kaplowitz** gave an update on Oakridge Air and progress that occurred in the last six months. Regarding the Targeted Airshed Grant (TAG) 1.0 extension request, the process of requesting a one-year extension from the Environmental Protection Agency (EPA) was underway, which would extend the grant through 2025. Regarding the Cedar Creek Fire, an After Action Report (AAR) was conducted by South Willamette Solutions (SWS) and University of Oregon (UO) partners. The report highlighted the need for increased capacity regarding emergency operations and communications. Despite industrial air scrubbers being implemented in schools, maintaining good indoor air quality in the school was still a challenge.

**Chair Cutchen** said the City of Oakridge was trying to address the shortfalls, particularly regarding emergency operations and communications, by applying for grant funds.

**Mr. Pishioneri** asked if the Forest Service or their firefighting branch had any future plans regarding mitigating their firefighting efforts to lessen the amount of smoke.

**Ms. Kaplowitz** said the Forest Service and SWS recently led a workshop, where discussion around the potential operational delineations (POD) concept took place. This was an emerging way of looking at forest management on a granular level, to determine what existing landscape features might be in an area. The Forest Service could use that information to be more proactive in the off season, with regard to forest thinning, as a way to contain a fire before it began. Smoke prevention was still a new concept that was being analyzed. She noted that she was not an expert on Forest Service operations.

**Chair Cutchen** said the City of Oakridge was involved in the POD effort. Regarding the smoke, a definite solution had yet to be determined.

**Ms. Kaplowitz** said regarding the home heating upgrades, a new coordinator had recently been hired. The onboarding / transitional process took a while to get them up to speed, but they were now managing the first cohort of homes from start to finish. A lot of progress had been made and the new coordinator had a great rapport with contractors and residents in the community. Upgrades should begin happening at an increased speed, and there would also be an increase in community outreach and education.

**Ms. Parisi** asked for a percentage of completed homes.

**Ms. Kaplowitz** said using TAG 1.0 funds, the initial goal for heating upgrades was 145 homes. She noted that 68 homes were currently in the program, and that a slight reduction of homes may occur over time due to inflation. The program started off with more complex upgrades, i.e., houses that needed a lot of weatherization. Those upgrades took a long time to complete. She noted that an additional 803 interested residents were gained as a result of the Cedar Creek Fire Air Filter Distribution Program. Regarding the Chimney Sweep Voucher and Vendor Program, Second

Chance Roof and Chimney would pilot the program. So far, 12 chimneys had been completed. Vouchers were valued at 250 dollars for eligible residents. This program allowed a clear picture of what type of wood stoves were in the community, and a few good candidates for upgrades had already been identified. Regarding the Firewood Program, there was an increased demand for wood and a limited supply due to the Cedar Creek Fire. An entrepreneurial partnership with Brock's Wood Lot was formed to sustain the program beyond EPA funding. There was a new electronic message board, which was installed in April 2023, at the Oakridge Fire Department. The message board was the result of a funded partnership between the TAG grant and the Department of Environmental Quality (DEQ). Smoke advisories and burning ban alerts could be seen on the board. A lot of outreach was happening within the community, and the third annual Welfare Safety Night would take place in July 2023. The Woodshed program was still underway at the Oakridge High School. 18 sheds were delivered in 2022 and 11 were delivered so far in 2023. There was enough funding for 150 sheds in total. That program would expand over the next few years with TAG 2.0 funds. The school district in the Middle Fork Watershed Council also joined the program in May 2023. The UO research project was working on indoor air quality. Purple air monitors were installed in the homes that participated in the home heating upgrades program. Air quality was being analyzed by a UO research team to determine air quality before and after the upgrades occurred. The community's overall thoughts and understanding of smoke and air quality was also being analyzed. The UO team recently did a communications audit, which analyzed all the communication efforts made over the past few years, to determine areas for improvement. The audit provided a lot of useful information. The next outreach initiative would be a community survey to gauge people's perception of smoke and air quality.

**Ms. Parisi** noted that this would be her last LRAPA meeting. She acknowledged how encouraging it was to see a small community come together and achieve such great success.

**Chair Cutchen** said a few grants were received outside of the TAG program. One was given to SWS and the other to the City of Oakridge. It was a fuels reduction grant from the Oregon State Fire Marshall's Office, which SWS used to reduce underbrush. The city would purchase equipment and do mitigation as well.

**Mr. Dietrich** noted that **Mr. Knudson** and **Ms. Kaplowitz** recently went to Denver, Colorado to speak about the Oakridge Air Program at an EPA-sponsored event.

There were no other comments or questions.

## **8. Presentation – HR Answers**

**Mr. Dietrich** said LRAPA hired HR Answers to do salary survey comparisons and develop position descriptions.

### **A. HR Answers – Anna Lee, Senior Consultant**

**Ms. Lee** said HR Answers partnered with LRAPA in February 2023, regarding a classification Oregon pay equity and compensation project. It was evident that the first order of business was a classification review of all LRAPA positions. HR Answers worked with LRAPA to develop a consistent job description format for each of LRAPA's 18 positions and a full job profile was created for each. All job descriptions now include titles, department, pay grade, Fair Labor Standard Act (FLSA) status, position essential functions,

and characteristics. HR Answers conducted a pay equity and compensation study, and discussions were ongoing regarding pay philosophies.

#### B. Pay Equity and Compensation Study Report

HR Answers used a specific pay equity tool, developed by HR Answers, for conducting pay equity and compensation studies. The tool considered all of the requirements of Oregon's pay equity laws that identified work of comparable character based off specific items including knowledge / education, skill, effort, responsibility, and working conditions. When the evaluation was complete, HR Answers looked for similar characteristics regarding roles within LRAPA and suggested that those positions be paid equitably. The study showed that LRAPA was compliant with Oregon's 2017 pay and equity laws. Oregon's pay and equity laws required that a study to be done every three years, or when a new position was created within an organization. LRAPA purchased HR Answers Pay Equity Tool to remain in compliance with pay and equity in the future. HR Answers evaluated how LRAPA paid and labeled each position, with regard to the content of each job description, in comparison to industry standards. Comparable organizations used in the evaluation were Oregon DEQ, Southwest Clean Air Agency (SWCAA), Northwest Clean Air Agency (NWCAA), and Puget Sound Clean Air Agency (PSCAA). A detailed report of evaluation findings was provided to LRAPA.

#### C. Board Discussion

**Vice Chair Saxion** asked if any adjustments were made to compensation and noted that regarding the comparison with Puget Sound, the cost of living was higher in Seattle. Puget Sound was also a much larger agency with much more complicated roles and responsibilities. He asked if those factors were taken into consideration.

**Ms. Lee** said regarding his first question, ongoing discussions were taking place between LRAPA and HR Answers regarding pay philosophies. HR Answers provided evaluation reports from which LRAPA could make their own decisions. Regarding question two, an average calculation was conducted for each of the positions. Puget Sound was part of the average regional calculation. Regarding the size of each comparable organization, positions were compartmentalized by department, and the entirety of each organization was not part of the equation. It was determined that overall, the lowest average for salaries within LRAPA were the director and finance director positions. She noted that most of the comparable organizations, with the exception of DEQ, did not include the director position in their salaries because those were contracted positions. She reiterated that discussions were ongoing regarding pay philosophies and LRAPA could use the information provided by HR Answers any way they wanted. Comparable data reports included a 6.8 percent market rate adjustment for cost of living, which was determined by analyzing each comparable organizations cost of living adjustment and determining an average percentage rate. HR Answers recommended that LRAPA consider that data to remain competitive as an employer. They also recommended that LRAPA examine the compensation philosophy provided. HR Answers would ensure that LRAPA knew how to use the pay equity tool. Ongoing support was also an option.

**Ms. Parisi** asked what the market rate adjustment was for DEQ.

**Ms. Lee** said it was 3.1 percent.

**Mr. Pishioneri** asked what the criteria was in determining comparable organizations and said he would like to have that information at some point in the future.

**Chair Cutchen** asked for the market rate adjustment to be explained in different terms.

**Ms. Lee** said a lot of the comparable organizations had unions, and typically, the market rate adjustment was dictated by the consumer price index (CPI). Government-determined CPIs were used to make those calculations. Most unions had a specific rate for administrative and management departments. LRAPA did not have a union consideration. Further discussion would be needed to determine how LRAPA would proceed with calculating their market rate adjustment. The 6.8 percent market rate adjustment was the average percentage of the four comparable organizations.

**Vice Chair Saxion** asked if HR Answers factored cost of living percentages when analyzing employee benefits and healthcare costs.

**Ms. Lee** said no because benefits were multi-faceted. She noted it could be done if LRAPA wanted.

**Mr. Pishioneri** suggested it may be easier to take some of the anomalies out of the equation and use a total cost for each position that included insurance, retirement, pay, etc.

**Ms. Sbragia** said there would be no changes made to the approved budget. Any changes would be reflected in the next budget.

**Mr. Fleck** said regarding challenges with revenue, it was great to add a cost-of-living increase into wages, but there would need to be a balance because LRAPA needed to consider what the organization could afford.

There were no other comments or questions.

## **9. Director's Report**

**Mr. Dietrich** said the first wildfire events had already occurred a few weeks ago, one was southwest of Veneta, and the other near Springfield. Therefore, the outdoor burning season was closed early. He mentioned that over 20 days had passed with no rain. LRAPA would need to implement a series of rules proposed by DEQ, which were adopted by the Environmental Quality Council (EQC) in November 2022. These rules went into effect on March 1, 2023. LRAPA also needed to be in line with DEQ's asbestos rules. While the final components of Title V legislation were being worked out, DEQ would implement a temporary rule, which would add the current CPI to Title V fees. He noted this change may take effect in July 2023. LRAPA would need to address all of these changes in the near future.

**Mr. Fleck** asked if LRAPA would be able to simply adopt DEQ's rules regarding asbestos or if they would need to go through the whole process.

**Mr. Hueftle** said that LRAPA tried to use implementation by reference when it made sense, but there were instances where LRAPA was different, i.e., permitted sources. LRAPA had expanded its ability to permit smaller sources than DEQ. Most of the big statewide programs were implemented by reference.



**Mr. Pishioneri** said regarding complaints listed in the board packet, 10 complaints were regarding International Paper. He asked if those were all for the same type of complaint or from the same complainant.

**Mr. Dietrich** said he was not sure if it was the same complainant.

**Mr. Knudson** said the majority of them were most likely from the same residence.

**Mr. Pishioneri** said a system was needed to determine whether the complaints were valid or not to ensure LRAPA was doing its job. The fact that LRAPA had a number of complaints did not necessarily mean the complaints were all valid.

**Mr. Dietrich** said improvements to the complaint system were being worked on internally.

**Ms. Wagstaff** said all 10 complaints had not yet been analyzed because of the date that the complaints were submitted and the amount of time it took to investigate each complaint. Therefore, the validity of them was not yet confirmed. She noted nine of the complaints were from the same residence. LRAPA investigated each complaint to determine validity and ensure that organizations being named in a complaint were actually the correct organization at fault.

**Mr. Knudson** said complaints were categorized under the following labels: suspected, confirmed, or listed as other. That information was listed in the annual report.

**Ms. Wagstaff** said categorized charts could be implemented to notate that information in an easy-to-understand format. She noted the current system was outdated, but that improvements were being made internally that would take less labor.

**Ms. Parisi** said regarding complaints and validity. The public, as citizen scientists, could be a helpful resource to let LRAPA know if problems were occurring. She said it was important for people to be able to call LRAPA and weigh in and register their complaints. That was good information for LRAPA to follow up on. She hoped that Cleaner Air Oregon would help LRAPA do a better job communicating risks resulting from certain industrial operations. At the last meeting, she suggested it would be helpful for this board to better understand what the implications of the Cleaner Air Oregon program was and how to communicate that to the public, yet she did not see that topic on any upcoming agendas. She encouraged the board to find time in the near future to brief their selves on Cleaner Air Oregon and stay up to date with their initiatives. The board should help the public understand their value proposition. People thought industry was solely the problem, but according to LRAPA's monitoring, it had been determined that individual behavior had a much greater impact on air quality. It was part of LRAPA's job to help people understand that.

**Mr. Keating** thanked **Ms. Parisi** for her invaluable insight and said it would be missed. He noted it was unfair to disparage people who made multiple complaints. He did not want the public to misinterpret the conversation that took place today. He made it clear that there was no intention to discourage the public from submitting complaints to LRAPA. The LRAPA board welcomed the public's input.

**Mr. Fleck** said whether a complaint was valid or not, he wanted to hear them all. LRAPA needed to be diligent in their complaint investigations.

**Mr. Pishioneri** said he would never want to discourage complaints. His suggestion was simply that LRAPA should develop a way to determine if complaints were valid or not, compile the information, and publish it, so the public could see that LRAPA was doing their job.

There were no other comments or questions.

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

**Mr. Daniels** said during the May 2023, CAC meeting, the committee focused on the final steps of the community survey. Committee members were testing the survey now, and it would be presented to the LRAPA board for their approval in July 2023.

There were no comments or questions.

### **DISCUSSION:**

#### **11. Old Business**

##### **A. Action Items from Previous Board Meetings**

**Mr. Dietrich** gave an update on the following six action items from the May 2023, meeting.

- Oakridge Air Toxics Data – Information was Provided to **Vice Chair Saxion**
- Preferred Air Toxics Sampling Locations in Springfield – Information was Provided to **Mr. Pishioneri**
- **Ms. Parisi's** Request for a Cleaner Air Oregon Update – Would be Added to a Future Meeting Agenda
- Next Air Metrics Presentation – October or November Board Meeting
- **Mr. Dietrich's** Self-assessment – Currently Underway
- LRAPA's Legal Representation – May Have Been Resolved with the Hiring of **Kristen Denmark**. (The Board could re-visit that discussion, if need be, in September.)

**Ms. Parisi** asked if the City of Eugene was cutting its dues to LRAPA and inquired about future Board member appointments.

**Mr. Dietrich** noted the City of Eugene recently implemented a biennial budget. Their dues would not change this year, but budget shortfalls may reduce their dues in the next fiscal year.

**Vice Chair Saxion** said regarding Board elections, the next city council meeting would take place on June 12, 2023, where the Board would vote on board and commission appointments.

**Mr. Keating** said council would choose which Board and commission appointments they wanted to vote on. The mayor would appoint commissioners to LRAPA. Regarding the City of Eugene's budget, the citizen budget committee recently completed a robust budget process, but the budget had not been approved yet by city council. Approving the budget was included on the June 2023, city council meeting agenda.

There were no other comments or questions.

#### **12. New Business**

#### A. Future Bylaw Discussion to Include Title VI Requirements

**Chair Cutchen** said a Title VI federal requirements would need to be part of the onboarding process or a reoccurring process for Board members and LRAPA staff.

**Mr. Dietrich** said a meeting took place between LRAPA and the EPA on May 3, 2023, regarding a complaint from 2014, and an Informal Resolution Agreement (IRA) that was signed in 2019. The purpose of the meeting was to determine if the issue had been resolved. There were still some things that needed to be done before the IRA could be closed. However, it was suggested that the LRAPA Board and staff should partake in a training course to ensure LRAPA was compliant with regard to Title VI requirements.

**Chair Cutchen** said the bylaws subcommittee could write something to that effect into the bylaws.

**Mr. Fleck** said he was going to miss **Ms. Parisi** terribly and that it had been wonderful serving with her on the LRAPA Board. He remembered how she and other Board members struggled to keep LRAPA afloat many years ago and thanked her for all her hard work.

**Chair Cutchen** said although his time working on the Board with **Ms. Parisi** was brief, there was no question about her determination.

**Ms. Parisi** recalled a time when the Board had to table a vote regarding banning outdoor burning across the entire county. She was the chair of the LRAPA Board at the time and thought LRAPA was going to fold over the backyard burning controversy. A fellow Board member told her she was a bad parliamentary and she would never forget that. She was sad to move on but happy to see LRAPA in good hands.

There were no other comments or questions.

### 13. Adjournment

**Chair Cutchen** adjourned the meeting at 1:45 PM.

*(Minutes recorded by Diana Pamir Tisdale)*

# LRAPA Financials

## Board Report

FY23 YEAR-TO-DATE

ALL FUNDS

FY23: JULY 1, 2022 - MAY 31, 2023

% of year used: 92%

GENERAL FUND				TOTAL		REMAINING	% RECEIVED	PROJECTED
				ACTUAL			OR USED	YEAR END
BUDGET								
<b>REVENUES</b>								
GRANTS:			\$1,078,514	\$873,700		\$204,814	81.01%	\$1,133,154
	Federal Base	640,000		428,600				640,000
	State	263,514		263,500				275,554
	Others	175,000		181,600				217,600
LOCAL DUES:			195,111	195,111		0	100.00%	195,111
	City of Eugene	87,643		87,643				87,643
	Lane County	61,876		61,876				61,876
	City of Springfield	31,806		31,806				31,806
	City of Oakridge	3,358		3,358				3,358
	City of Cottage Grove	10,428		10,428				10,428
PERMIT FEES:			1,245,964	1,410,989		-165,025	113.24%	1,507,988
	Point Source	616,398		747,139				747,139
	GDF & GHG & Other Fees	80,000		63,950				63,950
	Asbestos Fees	186,855		200,000				291,999
	Cleaner Air Oregon	339,711		314,400				314,400
	Misc Fees & Others	23,000		85,500				90,500
TRANSFERS FROM OTHER FUNDS			40,500	0		40,500	0.00%	0
TOTAL REVENUES			\$2,560,089	\$2,479,800		\$80,289	96.86%	\$2,836,253
<b>EXPENDITURES</b>								
PERSONNEL:			\$1,786,980	\$1,546,300		\$240,680	86.53%	\$1,686,900
MATERIAL & SERVICES:			756,730					
	SUPPLIES & SERVICES	367,340		320,000		47,340	87.11%	\$349,100
	OTHER GRANTS PASS-THRU	340,000		310,200		29,800	91.24%	\$338,400
	TRAVEL & TRAINING	24,900		12,400		12,500	49.80%	\$13,500
	VEHICLE OPERATING EXPENSES	10,000		10,100		-100	101.00%	\$11,000
	REPAIRS	14,490		30,100		-15,610	207.73%	\$32,800
CONTINGENCY:			100,000	0		100,000	0.00%	\$0
CAPITAL/DEBT SERVICE:			160,000	0		160,000	0.00%	\$0
TOTAL EXPENDITURES			\$2,803,710	\$2,229,100		\$574,610	79.51%	\$2,431,700
BEGINNING FUND BALANCE (unaudited)			2,221,896	0				
Revenue Over Expenditures INCREASE/(DECREASE)			-243,621	250,700				404,553
ENDING FUND BALANCE			\$1,978,275					\$2,626,449
<b>TITLE V</b>								
BUDGET				TOTAL		REMAINING	% RECEIVED	PROJECTED
				ACTUAL			OR USED	YEAR END
<b>REVENUES</b>								
PERMIT FEES:			\$424,207	\$424,247		-\$40	100.01%	\$424,247
TOTAL REVENUES			\$424,207	\$424,247		-\$40	100.01%	\$424,247
<b>EXPENDITURES</b>								
PERSONNEL:			457,639	434,400		23,239	94.92%	473,900
MATERIAL & SERVICES:			16,870					
	SUPPLIES & SERVICES	16,370		300		16,070	1.83%	300
	TRAVEL & TRAINING	500		0		500	0.00%	0
	CONTRACT SERVICES	0		0		0	0.00%	0
TRANSFER TO GENERAL FUND:			15,000	0		15,000	0.00%	0
CAPITAL/DEBT SERVICE:			0	0		0	0.00%	0
TOTAL EXPENDITURES			\$489,509	\$434,700		\$54,809	88.80%	\$474,200
BEGINNING FUND BALANCE			206,819	0				
INCREASE/(DECREASE) IN FUND BALANCE			-65,302	-10,453				-49,953
ENDING FUND BALANCE			\$141,517					\$156,866

# LRAPA Financials

## Board Report

FY23 YEAR-TO-DATE

ALL FUNDS

**FY23: JULY 1, 2022 - MAY 31, 2023**

% of year used: 92%

TAG GRANT (Oakridge)		TOTAL			% RECEIVED	PROJECTED
	BUDGET	ACTUAL	REMAINING	OR USED	YEAR END	
<b>REVENUES</b>						
EPA Funds TAG 1 (Total Grant Reimbursement is budgeted):	1,224,568	513,961	710,607	41.97%	827,900	
EPA Funds TAG 2 (Total Grant Reimbursement is budgeted):						
ARP Grant - NOT Received	175,000	0	0	0.00%		
<b>TOTAL REVENUES</b>	<b>\$1,399,568</b>	<b>\$513,961</b>	<b>\$885,607</b>	<b>36.72%</b>	<b>\$827,900</b>	
<b>EXPENDITURES</b>						
<b>PERSONNEL:</b>	<b>72,360</b>					
PERSONNEL TAG 1	45,560	48,700	-3,140	106.89%	48,700	
PERSONNEL ARP (not received)	26,800					
<b>MATERIAL &amp; SERVICES:</b>	<b>1,327,208</b>					
SUPPLIES & SERVICES TAG 1	113,950	227,000	-113,050	199.21%	247,600	
SUPPLIES & SERVICES TAG 2	50,000	0	50,000	0.00%	0	
ARP (Not Received)	148,200	0	148,200	0.00%	0	
CONTRACT SERVICES TAG 1	562,720	410,300	152,420	72.91%	447,600	
CONTRACT SERVICES TAG 2	50,000	77,000	-27,000	154.00%	84,000	
OTHER GRANTS PASS-THRU TAG 1	402,338	29,000	373,338	7.21%		
OTHER GRANTS PASS-THRU TAG 2		0	0	0.00%	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,399,568</b>	<b>\$792,000</b>	<b>\$580,768</b>	<b>56.59%</b>	<b>\$827,900</b>	
BEGINNING FUND BALANCE	0	0				
INCREASE/(DECREASE) IN FUND BALANCE	0	-278,039				0
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>				<b>\$0</b>
<b>AIRMETRICS ENTERPRISE FUND</b>						
	BUDGET	TOTAL			% RECEIVED	PROJECTED
		ACTUAL	REMAINING	OR USED	YEAR END	
<b>REVENUE</b>						
SAMPLER SALES:	\$460,812	\$264,500	\$196,312	57.40%	614,144	
SAMPLER CALLIBRATION FEE:	7,280	4,600	2,680	0.00%	6,500	
FILTER WEIGHING SERVICES:	0	0	0	0.00%	0	
INTEREST & FREIGHT INCOME:	23,289	31,600	-8,311	135.69%	54,171	
SAMPLER RENTAL INCOME:	6,500	1,400	5,100	0.00%	2,400	
SALES OF PARTS & ACCESSORIES:	97,000	87,400	9,600	90.10%	149,829	
<b>TOTAL REVENUE</b>	<b>\$594,881</b>	<b>\$389,500</b>	<b>\$205,381</b>	<b>65.48%</b>	<b>\$827,044</b>	
<b>EXPENSES</b>						
PERSONNEL:	160,870	141,800	19,070	88.15%	154,700	
MATERIAL PURCHASE/COGS:	414,731	258,800	155,931	62.40%	282,300	
EQUIPMENT:	20,000	0	20,000	0.00%	0	
CONSULTANTS/RESEARCH & DEVELOPMENT:	15,000	0	15,000	0.00%	0	
GENERAL EXPENSE & OTHERS:	20,764	12,800	7,964	61.65%	14,000	
CONTINGENCY:	10,000	0	10,000	0.00%	10,000	
TRANSFER TO GENERAL FUND:	25,500	0	25,500	0.00%	0	
<b>TOTAL EXPENDITURES</b>	<b>\$666,865</b>	<b>\$413,400</b>	<b>\$253,465</b>	<b>61.99%</b>	<b>\$461,000</b>	
BEGINNING FUND BALANCE	1,364,024	0				
INCREASE/(DECREASE) IN FUND BALANCE	-71,984	-23,900				366,044
<b>ENDING FUND BALANCE</b>	<b>\$1,292,040</b>					<b>\$1,730,068</b>

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



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

**Date:** July 13, 2023

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

**Department:** Administration

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

**Subject:** Board Meeting Scheduling Adjustments, and Setting Work Sessions

### **STAFF REPORT**

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**ISSUE STATEMENT:** The existing meeting schedule for LRAPA's Board, occurring monthly on the second Thursday from 12:15 pm to 2:00 pm (excluding August and December), has been recognized as a potential barrier to optimal participation. The current timing, within standard working hours, can impede attendance for current Board members who have other commitments during these hours, as well as creating barriers for professional individuals interested in volunteering time as a member of LRAPA's Board, which complicates new Board member recruitment.

Equally important, it restricts opportunities for public involvement, a crucial aspect of our democratic decision-making framework. Alongside this, there is a clear necessity for more time engaging with the Board to thoroughly cover agency matters. Considering these issues, staff advocate for a comprehensive assessment and potential modification of the Board meeting schedule.

**BACKGROUND:** The current Board meeting schedule has been the standard for LRAPA since around 2008. Before this period, however, the Board demonstrated adaptability by meeting at varied times, setting a precedent for adjusting the schedule to meet evolving needs and requirements.

The current schedule presents challenges, specifically in the limited time Executive Management has with the Board for meaningful discussion and direction. An attempt in early 2022 to incorporate work sessions into the existing schedule was unable to provide the needed time for this meaningful engagement on key agency issues to occur.

Given these experiences, it is vital to explore potential alternatives to the existing schedule. Such alternatives could more effectively accommodate the schedules of current Board members, potential new members, and the broader public.

The proposed changes aim to provide a more conducive environment for comprehensive discussions on critical matters, and ensure sufficient time exists to address agency business.



## **PROPOSED CHANGES:**

### **Extend Meeting Duration**

The standing 1.5-hour Board meeting duration is limited in length and creates challenges to fully address and complete the agency's business. To alleviate this concern, it is recommended the Board begin meetings at, at 12:00 pm (instead of 12:15 pm) and reserve a time for meetings to continue to 2:30 pm, when necessary. This additional time will aid in more thoroughly covering all agenda items and facilitating comprehensive discussions.

### **Move Board Meeting Time**

To facilitate the professional schedules of LRAPA's Board and to stimulate broader public involvement, LRAPA recommends shifting regular Board meetings to an evening timeframe. This modification aims to enhance attendance convenience for current Board and future prospective Board members, while simultaneously broadening avenues for public engagement.

### **Institute Quarterly Work Sessions**

At times, certain topics require detailed Board attention and review. Currently there is no function by which LRAPA executive management can bring these topics to the Board with enough time available for adequate discussion prior to making a well-informed decision. It is recommended the Board institute quarterly work sessions which are separate from monthly Board meetings as an opportunity for Executive Management to intensify our Board's engagement and comprehension of LRAPA's operations and initiatives. These 1-2-hour sessions would offer a platform for in-depth exploration of specific topics. The themes and agendas for these sessions would be established a month in advance, ensuring sufficient time for thorough preparation.

## **POTENTIAL OPTIONS:**

1. **Extend Current Meeting Time:** Staff propose the Board entertain and approve a motion to extend the regular Board meeting duration by initiating meetings at 12:00 pm instead of the current 12:15 pm start time.

**Suggested motion:** "I move that LRAPA's Board adjust the start time of regular Board meetings to 12:00 pm."

2. **Institute Quarterly Work Sessions:** Staff recommend the Board consider and approve the implementation of quarterly 1-2-hour work sessions in February, May, September, and November. These sessions will allow for more in-depth discussions on specific topics and provide the Board with a better understanding of LRAPA's operations.

**Suggested motion:** "I move that LRAPA's Board initiate quarterly 1-2-hour Board work sessions to be scheduled in February, May, September, and November. The agenda for these sessions will be jointly determined by the Executive Director, Board Chair, and Vice-Chair."

3. **Move Meeting Time:** Staff recommend the Board consider and approve a motion to shift the regular Board meetings to evening time. This adjustment will make it easier for Board recruitment and the public to participate in our meetings.



**Suggested motion:** "I move that LRAPA's Board to adjust the start time of LRAPA's regular Board meetings to 5:15 pm on the second Thursday of each month, with the exception of August and December when the Board does not typically convene."

**STAFF RECOMMENDATION:**

The above options were developed following Board discussion at a prior meeting of potential options. Staff recommend the approval of option 2 and 3.

**ATTACHMENT(s):** N/A





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

**Date:** July 13, 2023

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

**Department:** Administration

**From:** Lance Giles, Technical Services Manager

**Subject:** Parking Lot and Landscape Upgrades and Improvements

### **STAFF REPORT**

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**ISSUE STATEMENT:** A critical goal of LRAPA is to maintain an environment that ensures safety, accessibility, and demonstrates best practices in sustainable water management and landscaping. Evaluations of LRAPA's existing parking lot and landscaping have identified a need for crucial upgrades to enhance safety, ensure ADA compliance, improve water management, and illustrate environmental best practices.

**BACKGROUND:** The current parking lot and landscaping of LRAPA's main office have been subject to considerable wear and tear over the years. This has resulted in safety issues, such as cracks, and significantly uneven surfaces that increase the risk of accidents and potential liability. Moreover, our current infrastructure might not fully meet ADA accessibility standards. Given the importance of inclusivity and legal compliance, it's essential to address these shortcomings. Furthermore, LRAPA recognizes the need for more effective water management and the demonstration of sustainable practices in our infrastructure. This capital improvement expense was approved in the FY'23 budget.

#### **AGENCY NEEDS:**

##### **Maintenance and Safety Measures**

Maintenance and safety upgrades, including the repair of cracks, and uneven surfaces in the parking lot, and sidewalks, are of great importance. This will reduce the risk of accidents, minimize the Agency's legal liability, and ensure a safe environment for staff and visitors. The asphalt surface of the parking lot is also in need of a top coat to increase the longevity of the surface.

##### **Accessibility**

LRAPA must accommodate all individuals, including those with disabilities. Upgrading the office parking lot to ensure sufficient handicapped parking spaces, well-located and accessible, is a priority. In addition, LRAPA needs to ensure that the landscaping and walkways are flat, smooth, and have adequate ramps where needed, enhancing the premises' accessibility.



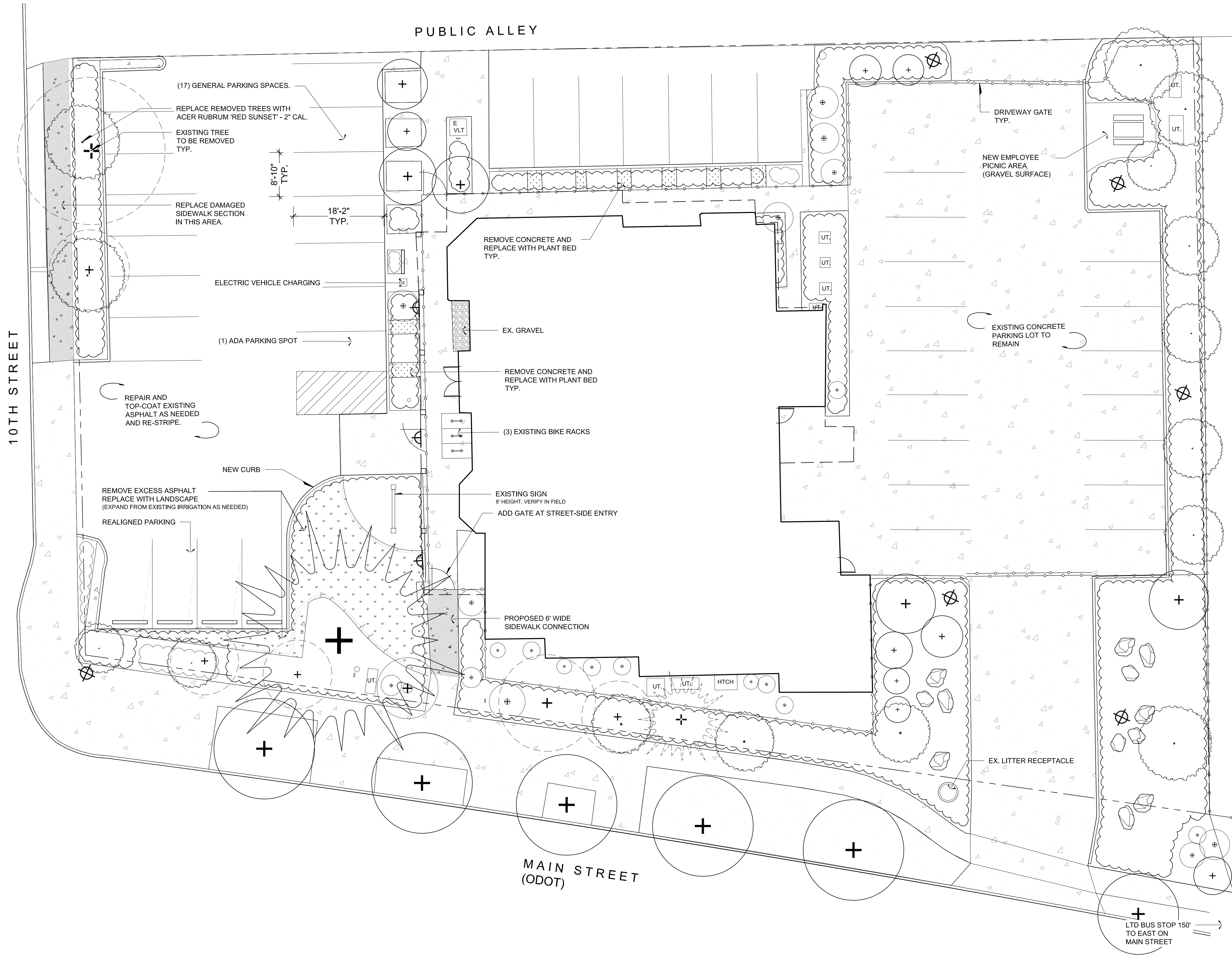
**Demonstration of Best Practices**

As an air quality agency, LRAPA has an obligation to demonstrate best environmental practices in the office premises. The Agency will explore the use of native plants in landscaping, as well as maintaining existing and expanding new xeriscaping to reduce the need for irrigation.

**PROJECT STATUS:** The project is currently in the approval and permitting phase with the City of Springfield. The project is estimated to be completed in the fall of 2023.

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

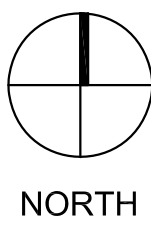
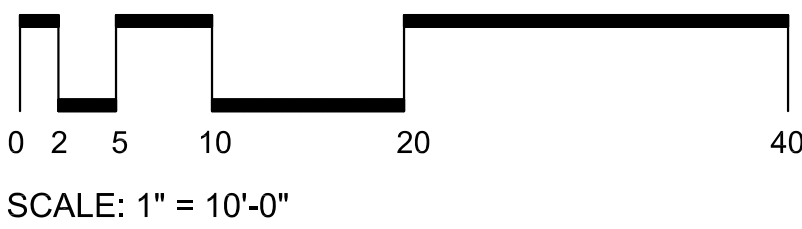
**ATTACHMENT(s):** *See next page for a site removal and improvement plan from Dougherty Landscape Architects.*



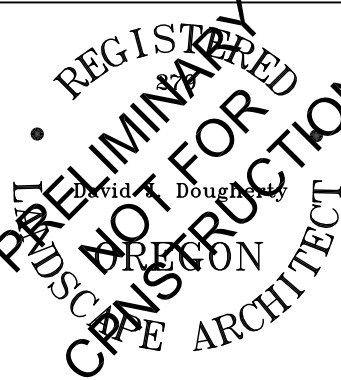
LEGEND

- EXISTING DECIDUOUS TREE TO REMAIN
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING TREES TO BE REMOVED  
(7 TOTAL TREES TO REMOVE.  
6 TREES TO REMOVE ABOVE 5" CAL.  
NO STREET TREES ARE TO BE REMOVED)
- PROPOSED DECIDUOUS TREE
- EXISTING SHRUBS TO REMAIN
- EXISTING PLANT MASSES TO REMAIN
- NEW PLANTINGS  
REMOVE ALL EXISTING PLANTINGS IN THIS  
AREA NOT SHOWN AS TO REMAIN ON PLAN
- EXISTING ASPHALT TO BE REMOVED AND  
REPLACED WITH LANDSCAPE
- EXISTING CONCRETE TO BE REMOVED AND  
REPLACED WITH LANDSCAPE
- EXISTING CONCRETE TO REMAIN
- PROPOSED CONCRETE WALK
- LIGHT POLE
- LIGHT AFFIXED TO BUILDING
- EXISTING FENCE. 6'
- PROPERTY LINE
- BOULDERS

SITE REMOVALS AND IMPROVEMENTS PLAN



474 Willamette Street  
Suite 305  
Eugene, Oregon 97401  
P 541.683.5803  
F 541.683.8183  
www.DLAdesign.com



SITE IMPROVEMENTS FOR:  
**LANE REGIONAL AIR PROTECTION AGENCY**

1010 MAIN STREET  
SPRINGFIELD, OREGON

Date: 06.15.23  
Drawn By: EHD  
Checked By: DJD  
Submission:

Revisions	

**LA-1**  
DLA INC. COPYRIGHT 2022





## LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

**Date:** July 13, 2023

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

**Department:** Administration

**From:** Lance Giles, Technical Services Manager

**Subject:** LRAPA Office Upgrades and Improvements

### STAFF REPORT

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**ISSUE STATEMENT:** A Board approved goal set for LRAPA's Executive Director is to evaluate the Agency's infrastructure, including the HVAC system, parking lot, landscaping, roof, flooring, security, computer server & data storage, and identify where repair, upgrades, and improvements are needed.

This evaluation has identified a need to repair and repave LRAPA's publicly available parking to ensure safety and limit agency liability, as well as an intense need for a capital improvement project of LRAPA's office located at 1010 Main St. Springfield, OR. 97477. This memorandum focuses on the need for capital improvements to the LRAPA office.

**BACKGROUND:** LRAPA's office was built in 1979 as a SELCO Community Credit Union. LRAPA acquired the building in 1998 and expanded the southern footprint in 1999 to accommodate space for monitoring equipment and laboratory space. No functional changes or improvements have been made to the interior of the building since. Currently, the Agency holds complete ownership of its office building, and it's fully paid for with no outstanding mortgage balances or liens attached to the property. The 2022 real market value of the LRAPA building and property, per Lane County tax records, is approximately \$1,7 million.

Capital improvements at LRAPA's office are needed as the office's current configuration is outdated and does not adequately meet the needs of staff, the public, or the evolving work environment. Key issues include an inadequate public meeting room, lack of flexibility in office use, an outdated work environment, need for HVAC system updates, safety concerns with the front entryway, inefficient visitor service, poor grouping of related staff, and a breakroom that is likely not in compliance with Oregon workplace laws. A proposed office remodel aims to address these issues, enhancing operational efficiency, staff productivity, and service delivery to the public.

The options of moving to a new location, through purchase or lease, were investigated but the associated costs were determined to be prohibitive, and the availability of suitable space was limited. Lease rates in the area are in the \$1-\$2 per ft<sup>2</sup>/month range. A building of similar size would cost in the range of \$74,000 to \$148,000 a year to lease. To purchase something similar would be in the \$1.5 to \$3 million range and either option would still require costly renovations to meet LRAPA's needs. Since the current 6,200 ft<sup>2</sup> building and property are paid for it was determined that improving the existing LRAPA



building, and property was a more cost effective and feasible option.

In 2019, LRAPA executive management assessed an upgrade and improvement project for the office building to address these needs. The project would have added approximately 1,300 square feet to LRAPA's building at an estimated cost of \$1.1 million (approximately \$1.4 million in 2023 dollars) was deferred to a future date, siting cost and effort to implement improvements.

LRAPA's current approach to this capital improvement project is to leave the building footprint as is and to limit the scope of the remodel in order to reduce the cost to the Agency.

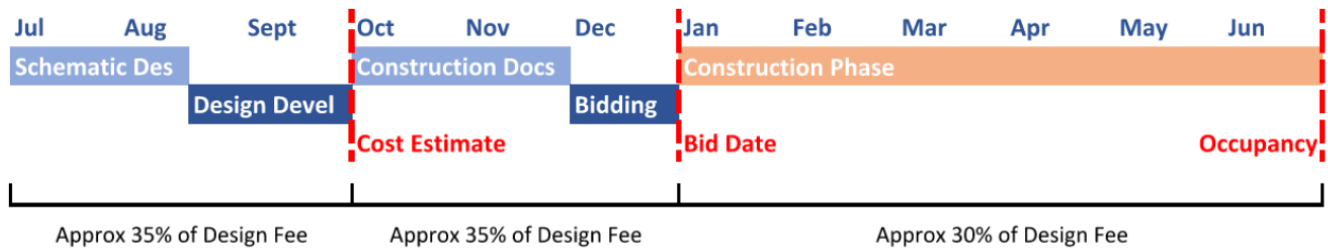
LRAPA contracted with [GMA Architecture](#) to create a preliminary design to determine feasibility and provide a cost estimate of an office remodel. Below is the summary of the estimated cost for the office remodel. The complete proposal with cost breakdowns, floorplan design, and engineering costs can be found in the full GMA proposal attached below.

HARDCOST TOTAL				686,125
<div>The above HARDCOST TOTAL does not include typical general contractor markups. Those plus contingencies are listed below as part of a Low-High Range. Variables include fluctuations in market conditions, material selections, and design considerations. The Cost Estimate Range will be consolidated as we move closer to the actual Bid Date.</div>				
LOW RANGE			HIGH RANGE	
		<b>Markups (based on Hardcost)</b>		
5.00%	34,306	Estimating Contingency	15.00%	102,919
7.00%	48,029	General Conditions	7.00%	48,029
1.00%	6,861	Escalation	3.00%	20,584
		<b>Markups (based on Total Cost)</b>		
1.00%	8,499	Insurance	1.00%	9,401
6.00%	50,991	Profit & Overhead	6.00%	56,406
1.20%	10,198	Performance Bond	1.20%	11,281
0.57%	4,844	OR Gross Receipts Tax	0.57%	5,359
	163,728	<b>Markup Subtotals</b>		253,978
	<b>849,854</b>	<b>BASE BID TOTAL</b>		<b>940,104</b>

The above cost estimate includes the hardcost of the demolition and construction along with the added costs associated with price increases, contractor markups, design changes, and fluctuations in market conditions. If the project moves forward another final cost estimate will be made before moving forward with the bids and construction phase.

This cost estimate is exclusive of the additional design and engineering cost of approximately \$160,000. This would bring the total estimated project cost to the \$1.0 to \$1.1 million range.

The below project timeline includes a breakdown of the different phases of the project and the approximate percentage of the design and engineering costs for each phase.



*GMA Architect provided the above timeline approximating the multiple phases of this capital improvement project.*

## OFFICE NEEDS:

### Public Meeting Room

LRAPA's current meeting room lacks the capacity and the modern amenities to effectively host public meetings. This limitation hinders the Agency's ability to engage with the public and conduct efficient meetings. The remodel would create a more spacious, technologically equipped room that can accommodate larger groups and facilitate better communication, thereby enhancing our public engagement.

### Flexible Office Use

As we adapt to the changing work environment, particularly the shift towards a hybrid at-home/in-person workforce, it is crucial that our office space can flexibly accommodate these changes. The current rigid layout limits LRAPA's adaptability. The remodel would introduce more adaptable workstations and communal areas that can be easily reconfigured based on future needs, enhancing the Agency's ability to adapt to future changes.

### Comfortable and Modern Work Environment

LRAPA staff are the Agency's most valuable asset, and their work environment significantly impacts on their productivity and satisfaction. The current environment is outdated and lacks modern comforts. Updating the office to be more comfortable and modern would boost morale, enhance productivity, and help attract and retain talent.

### Front Entryway Safety

The safety of LRAPA staff and visitors is paramount. LRAPA's current front entryway needs enhancements to ensure secure and welcoming entrance to our office. The remodel includes plans to enhance the safety of the front entryway, ensuring a secure and welcoming entrance to the LRAPA office.

### Visitor Service

Improving LRAPA's ability to service in-person visitors is a key aspect of this remodel plan. The current setup does not provide professional and efficient experience for visitors. The new design would include a dedicated area for visitor service, ensuring a professional and efficient experience for all who visit the LRAPA office.



### **Better Grouping of Workers**

LRAPA's current office layout does not facilitate efficient communication and collaboration among sections or teams. For example, permit writers and inspectors, and the finance department, need to be grouped together for better synergy. The new office layout would group teams together based on their functions, enhancing communication and collaboration.

### **Breakroom Compliance**

LRAPA's current breakroom, which is combined with the meeting room, does not provide a sufficient place for staff to fully remove themselves from work to enjoy their break, and it is likely not in compliance with current laws. A separate, dedicated breakroom would be created to ensure compliance with laws and provide a relaxing space for staff during their breaks.

### **Restroom Updates**

LRAPA's current restrooms are not fully compliant with the Americans with Disabilities Act (ADA) requirements. The remodel would include an update and improvement of the restrooms to ensure they are accessible and compliant with ADA standards, providing a more inclusive environment for all staff and visitors.

### **HVAC Upgrade**

The current HVAC system does not provide adequate climate control, resulting in some parts of the office being too cold while others are too hot. The air quality control is also inadequate and requires attention. An upgrade to the HVAC system would be part of the remodel, improving indoor climate and air quality control and comfort for staff.

### **POTENTIAL OPTIONS:**

- 1) **Approve Next Phase of Office Remodel:** Staff recommend the Board consider and approve the motion for LRAPA to proceed with the next phase of the office remodel project, giving GMA Architects the green light to move forward with their proposed plans.

**Suggested motion:** "I move that the LRAPA Board approves the commencement of the next phase of the office remodel project, allowing GMA Architects to proceed with their outlined plans."

- 2) **Schedule Work Session for Office Remodel:** Staff propose that the Board schedules a work session in August to discuss and explore the office remodel project in more detail prior to giving final approval.

**Suggested motion:** "I move that the LRAPA Board schedules a dedicated work session in August to further explore and understand the implications, requirements, and benefits of the office remodel project before we finalize our approval."

### **STAFF RECOMMENDATION:**

Staff recommend the Board approve option 1 to initiate the next stage of this project.



**ATTACHMENT(s):** *See next page for and LRAPA Programming and Schematic Design Report prepared by GMA Architects.*



## **LRAPA Programming and Schematic Design Report**

28 June 2023

### **Executive Summary**

#### **Overview**

In January of 2023 LRAPA retained GMA Architects to provide abbreviated Architectural Programming and Schematic Design for LRAPA's approximately 6,200sf office building (The Project), based on an identified need for capital improvement projects to address the current facility's deficiencies in its ability of adequately meet the needs of LRAPA's operations.

Generally, the focus of The Project was to outline interior improvements that increase the building's useful life, improve functional relationships, and improve occupant comfort.

With this background GMA Architects worked with LRAPA to establish a functional program, working space plan, and cost estimate. As part of these services GMA Architects lead a process that included:

- Gathering information on operations, needs, and vision through interactive meetings, surveys, and all staff updates.
- Facilitating work sessions with the LRAPA project committee.
- Evaluating space needs and work processes.
- Developing a preliminary scope of work and cost estimate based on a preferred space plan option.

#### **Project Vision**

During the course of The Project GMA Architects met with the project committee to develop the project vision. This vision was then used as a tool for decision making when evaluating plan options as well as metrics for determining project success.

From this work the following guiding principles were established:

- Increase Office Function
  - Larger conference room that is separate from the break area.
  - Create smaller meeting spaces for staff to use during training/online meetings.
  - Update restrooms to meet current ADA requirements.
  - Create flexible and adaptable office space that locates workgroups near each other.
  - Increase safety and clarity at building entry and reception.
- Showcase a Healthy and Inviting Environment
  - Update HVAC system to increase human comfort and health.

- Update finishes, lighting, and acoustics to create a calm professional work environment.
- Increase access to natural light and nature.
- Adapt to Changing Work Modalities
  - Office space that can adapt to a hybrid work model.
  - Office space that promotes staff retention and attraction based on workforce trends.
  - Increase opportunities within the office for staff to collaborate, work digitally, and work either from home or the office seamlessly.

Project success would be measured by:

- The Project is seen through to completion.
- Increase of office function is accomplished.
- The Project is mindful of budget and time.
- The Project creates a workspace where people want to come into the office.
- The Project team creates a process that is enjoyable, transparent, and includes staff buy in.

### Design Options

GMA Architects developed preliminary space plans as design options for LRAPA's review. Two design options were consolidated and refined into one space plan. After feedback from LRAPA staff a second design option was explored, but not pursued due to its inability to meet the project vision and its cost implications.

The preferred Design Option (attached) includes:

- Break room separate from meeting areas.
- Large meeting room to accommodate all staff and Board meetings.
- Small meeting room to accommodate digital/hybrid meetings.
- (2) ADA compliant restrooms.
- Clear and efficient circulation.
- Safe and secure entry and waiting area.
- Ability to collocate workgroups.
- Flexible open office space that can adapt to future needs.

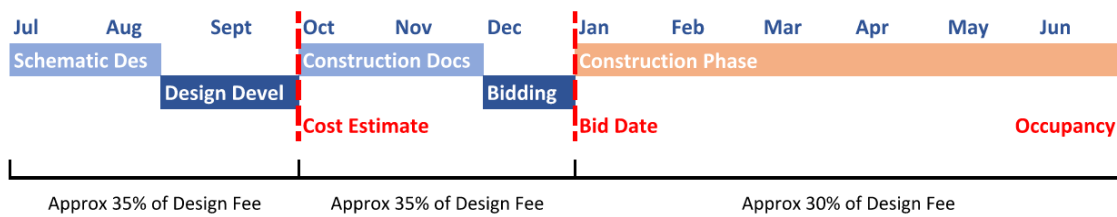
The design option attached includes the relocation of AirMetrics to the LRAPA offices. After internal review LRAPA has decided not to move forward with this relocation which will provide additional flexibility of the design and increase LRAPA's ability to meet The Project's vision.

### Cost Estimate and Project Schedule

The range of construction cost is estimated to be between \$850,000 and \$1,000,000. This does not include abatement, design fees, permit fees, furnishings, owner's contingency, or equipment. The cost estimate is based on construction beginning in January of 2024 and completion in late July of 2024.



The proposed project schedule from design through construction is as follows:



The volatility of the past several years in the construction industry has recently diminished and while inflation and supply chain issues have generally steadied construction costs are expected increase at a steady rate. Delay in or prolongation of The Project may continue to result in increased costs.

## Conclusion

After evaluation of the existing building, analysis of staff surveys, and development of design options the proposed remodel and construction timeline will have a significant benefit to LRAPA's business operations and useful life of the building. Long term benefits of The Project may include but are not limited to:

- Operational cost savings (increase in energy efficiency, savings in building maintenance, etc.).
- Improved public facing spaces and the ability of LRAPA to host and facilitate in person, remote, and hybrid meetings.
- Improved visitor service including a more professional and efficient experience for visitors.
- Increased value in improving the building as an asset that LRAPA owns, vs remodeling a space LRAPA rents.
- Increase in human comfort, health, and indoor air quality.
- Public meeting room adequate to support LRAPA's needs.
- Flexible office use that can adapt to hybrid work models and staffing needs.
- Updated finishes and fixtures that create a comfortable and modern work environment.
- A safe and inviting front entry.
- Professional and efficient visitor experience.
- ADA compliant restrooms.
- Updated building systems including HVAC, new fire alarm system.
- Better grouping of staff.

# FLOOR PLAN DIAGRAM



## SCOPE OF WORK

- 1 NEW FLOORING, CEILINGS, AND LED LIGHTING THROUGHOUT
- 2 NEW PAINT THROUGHOUT
- 3 UPDATE HVAC SYSTEM THROUGHOUT
- 4 REMODEL AREA FOR NEW LARGE AND SMALL CONFERENCE ROOMS
- 5 NEW CASEWORK, PLUMBING, BREAK ROOM APPLIANCES
- 6 NEW PLUMBING FIXTURES, RESTROOM ACCESSORIES
- 7 REMODEL RESTROOM FOR ADA COMPLIANCE
- 8 NEW 8'x8' WORKSTATIONS
- 9 REMODEL AREA FOR NEW PRIVATE OFFICES
- 10 NEW PRINT/MAIL ROOM
- 11 ENLARGE ENTRY

## KEY

- LAB/AIRMETRICS
- PRIVATE OFFICE
- CUBICLE WORKSTATION
- ENTRY
- SHARED SPACE
- SUPPORT SPACE

LRAPA OFFICE REMODEL  
ALL STAFF UPDATE 8 APRIL 2023





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## Director's Report for June 2023

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Meeting Date: July 13, 2023  
Department: Director's Office  
[www.lrapa.org](http://www.lrapa.org)

Agenda Item No. 12  
Staff Contact: Steven A. Dietrich  
Contact Telephone: 541-736-1056 x 216

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June 2023 AQI charts and stats: **06/01/2023 to 06/30/2023**

Site	Date	Max AQI	Pollutant
Eug/Spfld	6-Jun-23	84	O3
Oak	12-Jun-23	19	PM
CottGrv	6-Jun-23	74	O3

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3
Good	28	30	29	0-50	0-12
Moderate	2	0	1	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 (June 2023)**

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

**COMPLAINTS: 06/01/2023 to 06/30/2023 [TOTAL 54]****Smoke complaints: 31**

- 27 – Outdoor burning
- 3 – Home wood hearing
- 1 – Agricultural burning

**Industry: 6**

- 4 – International Paper (1 confirmed, 3 under investigation)
- 1 – Newwood
- 1 – Willamette Valley Milling

**Miscellaneous complaints: 17**

- 9 – Unknown odor
- 1 – Asbestos
- 2 – Railroad train fumes
- 1 – Diesel generator fumes
- 1 – Auto Polishing fumes
- 3 – Fugitive dust

Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	*2023
Dust	30	14	25	32	25	26	15	17	26	12	4
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	10
Home Wood Heating	219	121	342	130	197	126	128	74	57	67	30
Industry	122	127	52	58	74	50	170	100	336	198	54
Outdoor Burning	321	279	251	266	281	351	402	423	243	292	154
Slash Burning	5	7	11	26	13	24	16	12	10	6	9
Miscellaneous	52	57	85	164	138	66	67	59	40	102	25
Unknown	14	35	46	56	63	29	39	74	71	45	39
Total	806	674	839	761	806	678	855	765	798	725	328

**\* Year-To-Date**

**ENFORCEMENT: 06/01/2023 to 06/30/2023**

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	5	-	5
Industrial	-	-	5	-	5
Outdoor Burning	-	-	2	-	2
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
<b>Totals</b>	-	-	<b>12</b>	-	<b>12</b>

**NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT****6/1/2023 -- 6/30/2023****Report of open and actions initiated since last report****NEW: 6/1/2023 -- 6/30/2023 (No new enforcement actions issued in June 2023)****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; no response and no payment submitted, a default order judgment in process for a lien on the property.
  - 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: 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 6/22/2022
- C. Subsequent Action: Submitted biweekly status reports and submitted and O & M plan
- D. Resolution: PENDING

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: 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 judgment in process for a lien on the property
  - D. Resolution: PENDING
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, default order judgment in process for a lien on the property
  - D. Resolution: PENDING
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, default order judgment in process for a lien on the property
  - D. Resolution: PENDING
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 (\$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

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 4/25/2023
- C. Subsequent Action: PENDING
- D. Resolution: PENDING

11. **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

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 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
Notices of Non-compliance and Warnings	51	36	38	41	39	41	55	15	21	24	11
Notices of Violation with Civil Penalties	23	28	37	37	28	43	37	26	17	24	7

\* Year-To-Date.

**OUTDOOR BURNING LETTER PERMITS: 06/01/2023 to 06/30/2023**

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

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: 06/01/2023 to 06/30/2023**

During June, LRAPA received 52 notices of asbestos removal projects, four of which were schools (Shasta Middle School, Adams Elementary, Spring Creek Elementary, Creswell School District)

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	237
School Asbestos Abatement Notices (NESHAP)	24	21	24	27	28	24	16	25	20	16	7
Number of Asbestos Abatements Inspected	96	67	89	82	120	770	94	93	104	115	48

\* Year-To-Date.

**PERMITTING (TITLE V AND ACDP): 06/01/2023 to 06/30/2023**

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	-	4	-	4
Renewals	4	11	-	15
Modifications	2	5	-	7
Constructions	-	-	-	-
Registrations	-	-	-	-
Terminated Permits	-	-	-	-
Total Issued Permits Year-to-date	3	31	-	34

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

June saw a significant decrease in smoke management efforts, due to the closure of the outdoor burning season at the end of May, as advised by the Oregon Department of Forestry and Lane Fire Defense Board. The focus during June was addressing complaints regarding outdoor burning activities. Fortunately, the area experienced no significant air quality concerns related to wildfire smoke throughout the month.

LRAPA participated in a state-wide organizational call to prepare for the upcoming wildfire season and discuss collaborative strategies. This proactive approach is designed to ensure our community's safety and maintain air quality during potential wildfire events.

### Public outreach efforts

LRAPA maintained an active presence in the community throughout June. Staff joined the "We are Bethel Celebration," a community event in West Eugene and hosted by the Active Bethel Neighborhood Association. LRAPA engaged with community members, providing information, and answering questions on air quality matters.

Furthermore, LRAPA continues to remain an active participant on the "Core Team" centered on soil sampling and cleanup efforts related to the shuttered J.H. Baxter wood treatment facility in West Eugene. The meeting focused on an upcoming public meeting hosted by the Oregon Department of Environmental Quality and the Environmental Protection Agency.

Executive Director Steve Dietrich participated in an interview with Michael Dunne of KLCC's Oregon Rainmakers program. The discussion encompassed Dietrich's leadership role at LRAPA, and the implications of prolonged fire seasons on air quality management, the interview can be found online [KLCC's Website](#).

A major project in June was the informational meeting and public hearing for International Paper Springfield Mill's Title V Operating Air Permit renewal. LRAPA held an informational meeting and public hearing on June 21, from 5:00 pm to 7:30 pm. LRAPA public affairs and operational staff invested significant time and effort into preparing and hosting this meeting. A detailed presentation on the facility's operation and applicable regulations was delivered, reflecting the commitment of LRAPA in maintaining transparency and public participation in environmental management. The presentation has been uploaded to [LRAPA's website](#) and [YouTube page](#) for public access.

### Public Meetings, Hearings, and Events

Public affairs were present or participated in the following events:

- J.H. Baxter Core Team Meeting – June 1, 2023 | 6:00 pm – 8:00 pm
- We are Bethel Celebration – Saturday June 10, 2023 | 12:00 pm – 4:00 pm
- International Paper's informational meeting & public hearing – Wednesday June 21, 2023 | 5:30 pm – 7:30 pm

Media	DATE	MEDIA	REPORTER	TOPIC
Contacts	06/01/2023	KLCC	Brian Bull	Early closure of OB
	06/02/2023	KXCR	Larry Bloomfield	Early closure of OB
	06/28/2023	KLCC	Michael Dunne	Oregon's Rainmakers
Press Releases	n/a	n/a		

## 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:

- Status report on Oakridge Air Project.
- Request for Public Hearing for Permitting Rules
- Request for Public Hearing for Asbestos Rules

### October 2023:

- Dashboard Report

### November 2023:

- Budget up-date
- Airmetrics Business Plan

### December 2023 – No Meeting

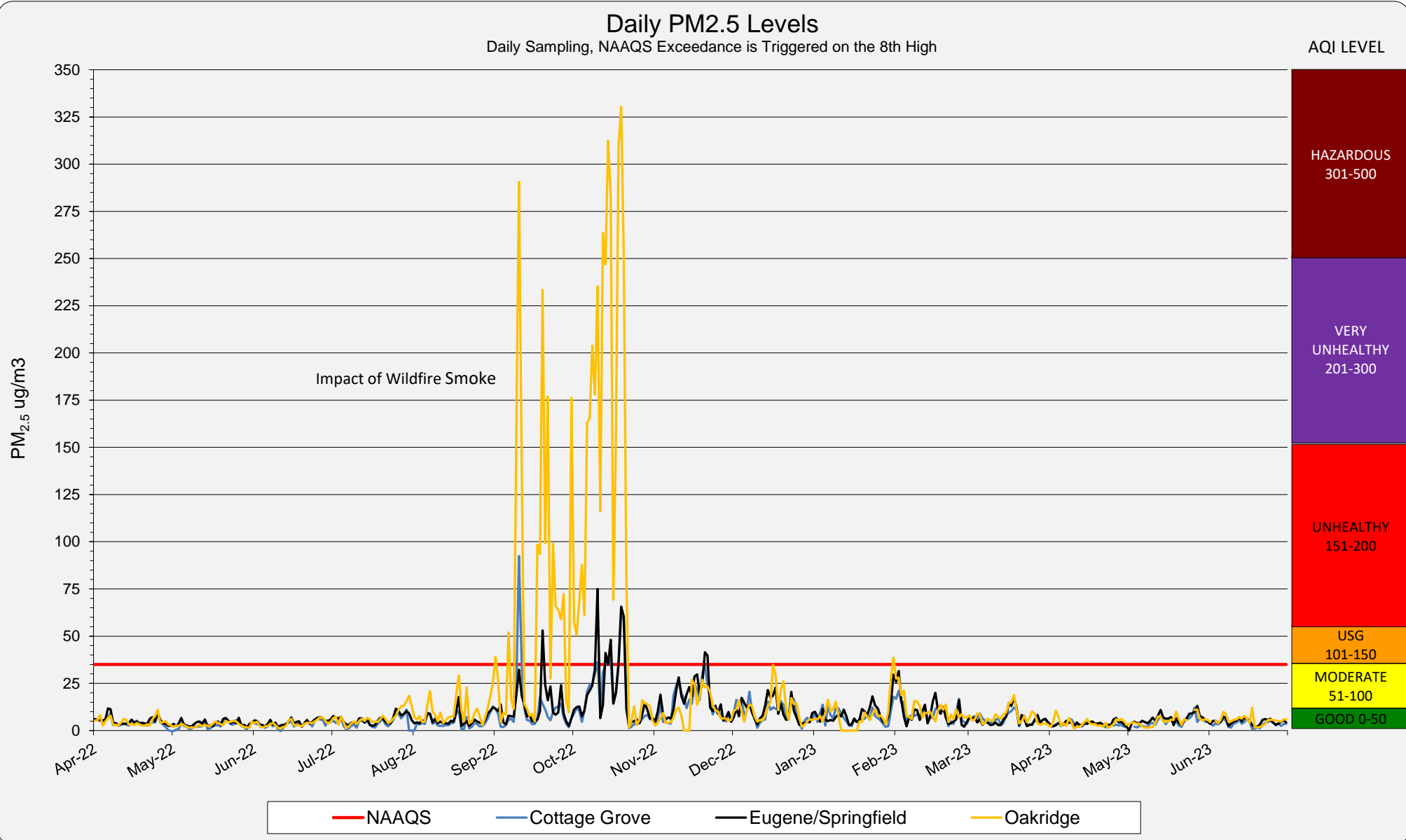
### January 2022:

- Preview upcoming appointments on board and committees.

### February 2022:

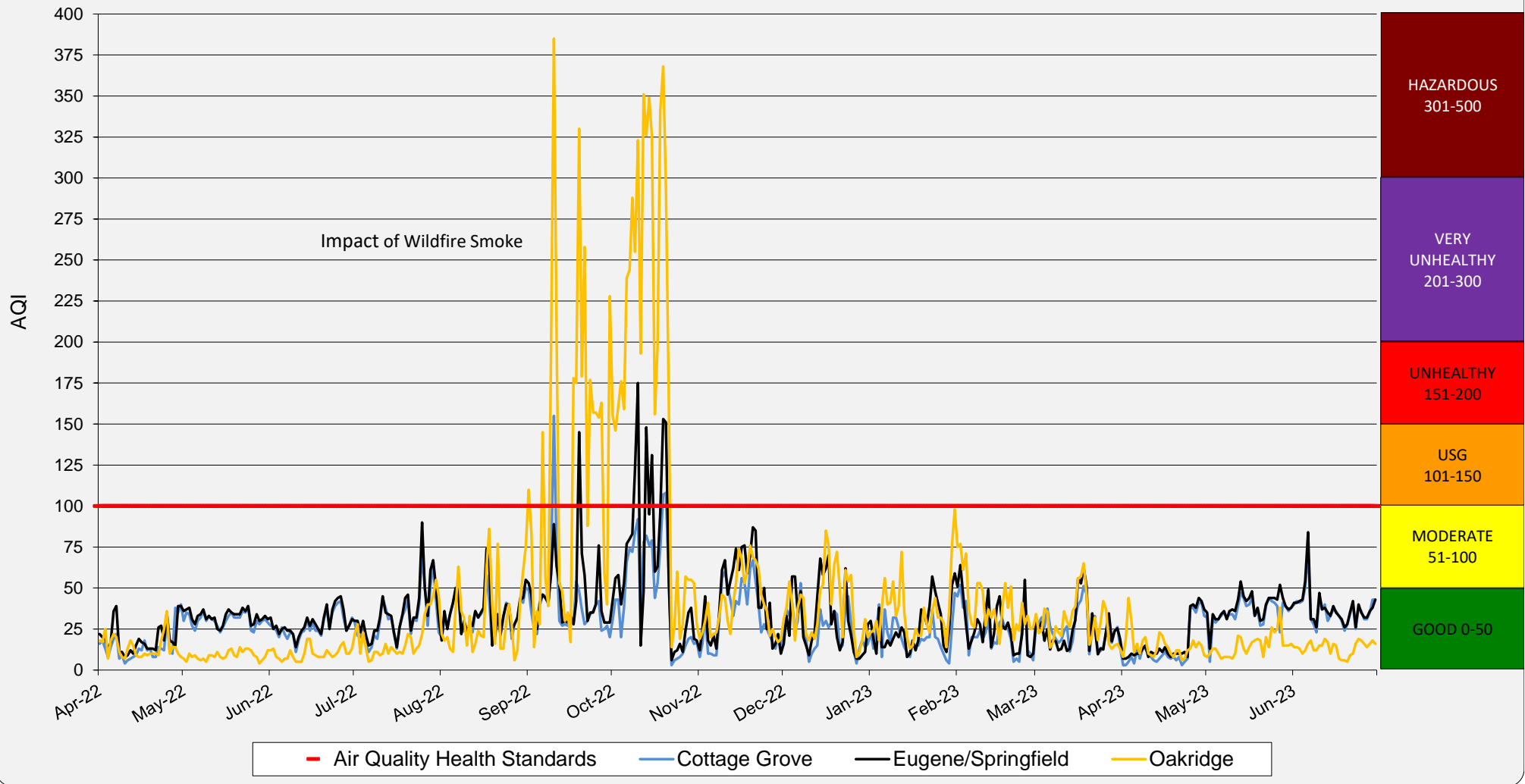
- Elect board chair and vice-chair.
- Appoint new budget committee members and budget officer.





# Daily Air Quality Index Chart

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



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



**June 27, 2023**

**Attending:** Kelly Wood-Vice Chair, Jim Daniels-Chair,  
**ZOOM** – Chris Cline, Evelina Davidova-Kamis, Mysti Frost, Peter Dragovich

**Absent:** Shane Ruddell, Jeffrey Carman, Paul Metzler

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

**Public:** None

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

**Chair Jim Daniels** called the meeting to order at 12:02 p.m.

**II. Public Participation**

No public participation

**III. Board Meeting Overview**

**Jim Daniels** provided an overview of the May Board of Directors meeting. Jim highlighted the delay of the performance review of LRAPA's Executive Director from June to July. This delay was the result of Memorial Day not providing enough time for feedback to be provided from LRAPA staff as well as the Board of Directors.

Jim then referenced the Oakridge Air report to the Board of Directors detailing the ongoing home wood heating interventions in the community. There was some discussion about the way PurpleAir sensors are used in the Oakridge Air program, and the research underway with the University of Oregon researching the Oakridge's perspective on smoke.

Jim reviewed the pay equity and market value survey conducted by HR Answers, under a contract with LRAPA, that showed LRAPA is in compliant with pay equity laws. Jim also reviewed the salary survey shared with the Board, with the average mid-salary for director, administration support, operation, and management positions being 63-72%, 102%, 82%, and 71% respectively, of comparable agencies.

**IV: Public Survey Review and Finalization:**

The group reviewed the public survey that was published in a draft form on the SurveyMonkey platform. This discussion clarified language used in question 1 of a representative from an environmental group and differentiating between environmental advocacy and industry representation.

It was agreed to change question 1 option C from “Industry/Association Representative” to, “Industry Group Representative” and option D from “Owner/Employee of Regulated Company” to, “Permittee/Employee of Regulated Company.”

**Mysti Frost** asked to review the demographic questions at the end of the survey, the group was agreeable to the questions as drafted.

**Travis Knudsen** reviewed where on LRAPA’s website the survey would exist. **Jim Daniels** provided that the intent was for LRAPA staff or the CAC to send the survey to stakeholders to ask for them to fill out the survey. Which can help create a year-to-year comparison.

The group reviewed past LRAPA surveys which were conducted of businesses with an LRAPA air permit to assure that the content of the questions in the old survey still existed and were captured in the new survey. The group agreed that they were.

The group agreed the survey was ready to share with the Board at their next meeting.

#### **V: Future CAC Meeting Topics:**

**Travis Knudsen** asked the CAC if they were interested in a brief review of the informational presentation on International Paper’s Springfield Mill that was shared at the facility’s recent public hearing. The group agreed and the presentation was shared and presented. **Peter Dragovich** applauded the presentation and remarked that this was a good service to the community interested in International Paper. **Kelly Wood** asked if LRAPA did this for all permittees, **Travis** responded saying it was not and that they followed criteria to help guide which sources were facilities with potential significant interest to guide this process.

The group explored future topics ideas that included future involvement of the CAC in a rulemaking process LRAPA would soon begin; a presentation on asbestos regulation done by LRAPA; a Cleaner Air Oregon presentation; and the review of an ACDP or Title V Operating Permit.

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

- **Kelly Wood** – None
- **Jim Daniels** – None
- **Peter Dragovich** – None
- **Evelina Davidova-Kamis** – None
- **Mysti Frost** – None
- **Chris Cline** – N/A
- **Paul Metzler** – N/A

#### **IV. Adjournment**

**Chair Jim Daniels** adjourned the meeting at 1:04 p.m.

***Next Meeting July 25, 2023***

*(Minutes recorded by Travis Knudsen)*