



AGENDA

LRAPA CITIZENS ADVISORY COMMITTEE (CAC)

October 31, 2023

Start promptly at 12:00 noon, adjourn at 1:00 p.m. or earlier.
The CAC meeting will be hosted via ZOOM and in person
at LRAPA's office. 1010 Main St. Springfield, OR 97477

Via ZOOM - meeting information:

Join Zoom Meeting

<https://us02web.zoom.us/j/88502781432>

For Audio Only:

Meeting ID: 885 0278 1432

+12532158782, 88502781432# US (Tacoma)

+13462487799, 88502781432# US (Houston)

- I. 12:00 Call to Order/Agenda Review
- II. 12:05 Public Participation
- III. 12:10 Board Meeting Overview
- IV. 12:30 Committee Interview Process
- V. 12:50 Roundtable
- VI. 1:00 Adjournment

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 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 Antidiscriminación de LRAPA a accessibility@lrapa.org o llame a la oficina de LRAPA al 541- 736-1056

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



October 31, 2023

Present: Jim Daniels, Chair; Kelly Wood, Vice-Chair; Peter Dragovich; Evelina Davidova-Kamis; Paul Metzler; Chris Cline and Teresa Roark
Absent: Mysti Frost
Staff: Susannah Sbragia; Max Hueftle, Travis Knudsen and Heather Gravelle

I. Call to Order/Agenda Review.

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

A discussion followed on the Title 47 Outdoor Burning proposed rulemaking. **Travis Knudsen**, Public Affairs Manager, provided details on the matter and stated that, in essence, the rulemaking would allow the City of Lowell to expand the window that they were allowed to burn. He added that they would still be subjected to the daily curtailment if the air quality or air stagnation was too great. **Mr. Knudsen** noted that the item would be on the November 9, 2023 Board agenda to request that it move forward to a public hearing.

II. Public Participation.

There was no public participation or public statements made.

III. Board Meeting Overview.

Chair Daniels provided members with an overview of the October 2023 Board of Directors meeting. **Susan Sbragia**, Interim Acting Director, shared details about the executive director's search and explained that the Board formed a subcommittee to create a Request for Proposal (RFP) to engage a recruiting firm for assistance. The RFPs were due by November 22, 2023. The Board will convene during their regularly scheduled meeting on December 14, 2023, to select candidates for further consideration.

Chair Daniels asked about the progress of the potential parking lot remodel and **Ms. Sbragia** responded that it had been approved by the Board and the landscaping company had been selected to begin the process. **Chair Daniels** then mentioned the Board's comment that there were not a lot of complaints and increasing public awareness of LRAPA. **Mr. Knudsen** stated that they wanted to ensure that Lane County citizens were aware of the services and resources that they provided and, if citizens encountered an issue, they would know who to contact.

IV: Committee Interview Process.

Chair Daniels noted that they received a committee application, but it lacked necessary information, so he had reached out to gather additional details. He stated that he had not heard back yet and was going to contact them again to determine if they were still interested.

Chair Daniels indicated the possibility of revising the application questions and sought input from members on enhancing the application and interview process. **Vice-Chair Kelly Wood** noted that some people may be unaware of LRAPA and the CAC's role and emphasized the importance of providing those details upfront for prospective applicants. **Mr. Knudsen** suggested reviewing the application questions and the committee-related information available on the website. Additionally, he recommended linking to the CAC bylaws. **Vice-Chair Wood** commented that one question that could be asked is if they liked working in groups and if they were familiar with Robert Rules of Order.

Ms. Rourk questioned if prospective applicants were invited to attend meetings or engage in one-on-one discussions with the Chair or staff. In response, **Chair Daniels** clarified that while such invitations had not been extended in the past, it was an excellent suggestion. **Mr. Metzler** added that sending the applicant a link to one of the recorded Zoom meetings would be informative and beneficial as well. **Ms. Rourk** recommended that applicants receive any questions in advance of the interview so they can be better prepared.

After further discussion, **Mr. Knudsen** stated that staff would send members the application and questions for their review; members could then provide their feedback to staff who would prepare a summary of their responses prior to the next committee meeting.

V: Round Table.

- **Chair Daniels** explained that per CAC bylaws he was required to submit a summary of the committee's activities throughout the year to the LRAPA Director by December 1. He stated that he had reviewed the agendas for the year and noted that they had worked on the public survey, the Title 47 rule review, held a Greenhouse Gas Reduction Grant discussion and acquired a new Committee member. He stated that he would send out a draft of the summary to the members for their review and input. The Committee discussed items that they would like to see on upcoming agendas, including Cleaner Air Oregon and a review and summary of the public survey results.

Discussion followed regarding the last public survey and **Mr. Knudsen** stated that an option could be to reach out via email to the sources and ask them to provide a review of the past year. Discussion followed on when the next public survey would be sent. After further discussion, Mr. Knudsen suggested that the CAC could assist with developing a list of stakeholders to receive the survey, expanding the contact list to include the general public, elected officials, and environmental advocacy organizations. Committee members concurred.

- **Kelly Wood** – None.
- **Peter Dragovich** congratulated LRAPA for the recent EPA grant award.
- **Evelina Davidova-Kamis** – None.
- **Mysti Frost** – None.
- **Chris Cline** stated that he wanted to remind everyone that it was the end of fire season and landowners were beginning to do hazard abatement/disposal and that calls from residents could increase.
- **Paul Metzler** commented on the issue of RVs and trailers parked on the streets and abandoned. He then inquired about the proper disposal of these vehicles if asbestos was found. Mr. Knudsen responded that LRAPA considers asbestos regulations to be of utmost importance and that all rules and regulations must be followed. The discussion then turned to sampling procedures and guidelines.

- **Teresa Rourk** - None

VI. Adjournment

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

Next Meeting November 28, 2023

(Minutes recorded by Heather Gravelle)