



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) | <i>Information</i> |
| A. Actions Items from Previous Board Meetings | |
| 15. New Business (1:45 pm) | <i>Information</i> |
| 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 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 o llame a la oficina de LRAPA al 541-736-1056.

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

ATTENDANCE

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

Absent:

1. Call to Order

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

2. Introductions of New Board Members

Members of the board and members of staff introduced themselves.

3. Adjustments to Agenda

There were no adjustments to the agenda.

4. Public Participation

A. Comments on an Item on Today's Agenda

There were no public comments.

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

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

5. Comments from Board Members

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

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

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

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

ACTION ITEMS:

6. Consent Calendar

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

B. Approval of Expense Reports May 2023

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

REPORTS / ACTION ITEMS:

7. Director's Performance Review [Executive Session]

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

8. Director's Performance Compensation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There were no other comments or questions.

9. Board Meeting Date / Time Discussion

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

- Beginning LRAPA Meetings at Noon

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

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

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

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

Mr. Knudsen clarified there was no preferred preference.

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

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

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

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

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

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

Chair Cutchen acknowledged board consensus to conduct a Doodle Poll.

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

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

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

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

The board agreed.

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

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

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

There were no other comments or questions.

10. Capitol Improvement Update on Parking Lot

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

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

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

There were no comments or questions.

11. Capital Improvement on Building

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Fleck said he would support that.

Vice Chair Saxion confirmed his support for that.

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

Board members and staff members confirmed that to be accurate.

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

Vice Chair Saxion confirmed it was.

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

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

There were no other comments or questions.

12. Director's Report

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

13. Citizen Advisory Committee

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

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

DISCUSSION:

14. Old Business

There was no discussion.

15. New Business

There was no discussion.

16. Adjournment

Chair Cutchen adjourned the meeting at 2:15 PM.

(Minutes recorded by Diana Pamir Tisdale, LCOG)

**LRAPA Financials
Board Report**

FY23 YEAR-TO-DATE

ALL FUNDS

FY23: JULY 1, 2022 - MAY 31, 2023

% of year used: **92%**

GENERAL FUND			BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES							
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
EXPENDITURES							
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
TITLE V							
			BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES							
PERMIT FEES:			\$424,207	\$424,247	-\$40	100.01%	\$424,247
TOTAL REVENUES			\$424,207	\$424,247	-\$40	100.01%	\$424,247
EXPENDITURES							
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)		BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUES						
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%	
TOTAL REVENUES		\$1,399,568	\$513,961	\$885,607	36.72%	\$827,900
EXPENDITURES						
PERSONNEL:		72,360				
PERSONNEL TAG 1		45,560	48,700	-3,140	106.89%	48,700
PERSONNEL ARP (not received)		26,800				
MATERIAL & SERVICES:		1,327,208				
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
TOTAL EXPENDITURES		\$1,399,568	\$792,000	\$580,768	56.59%	\$827,900
BEGINNING FUND BALANCE		0	0			
INCREASE/(DECREASE) IN FUND BALANCE		0	-278,039			0
ENDING FUND BALANCE		\$0	\$0			\$0
AIRMETRICS ENTERPRISE FUND						
		BUDGET	TOTAL ACTUAL	REMAINING	% RECEIVED OR USED	PROJECTED YEAR END
REVENUE						
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
TOTAL REVENUE		\$594,881	\$389,500	\$205,381	65.48%	\$827,044
EXPENSES						
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
TOTAL EXPENDITURES		\$666,865	\$413,400	\$253,465	61.99%	\$461,000
BEGINNING FUND BALANCE		1,364,024	0			
INCREASE/(DECREASE) IN FUND BALANCE		-71,984	-23,900			366,044
ENDING FUND BALANCE		\$1,292,040				\$1,730,068

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

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

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.*



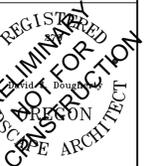
**DOUGHERTY
LANDSCAPE
ARCHITECTS**

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:

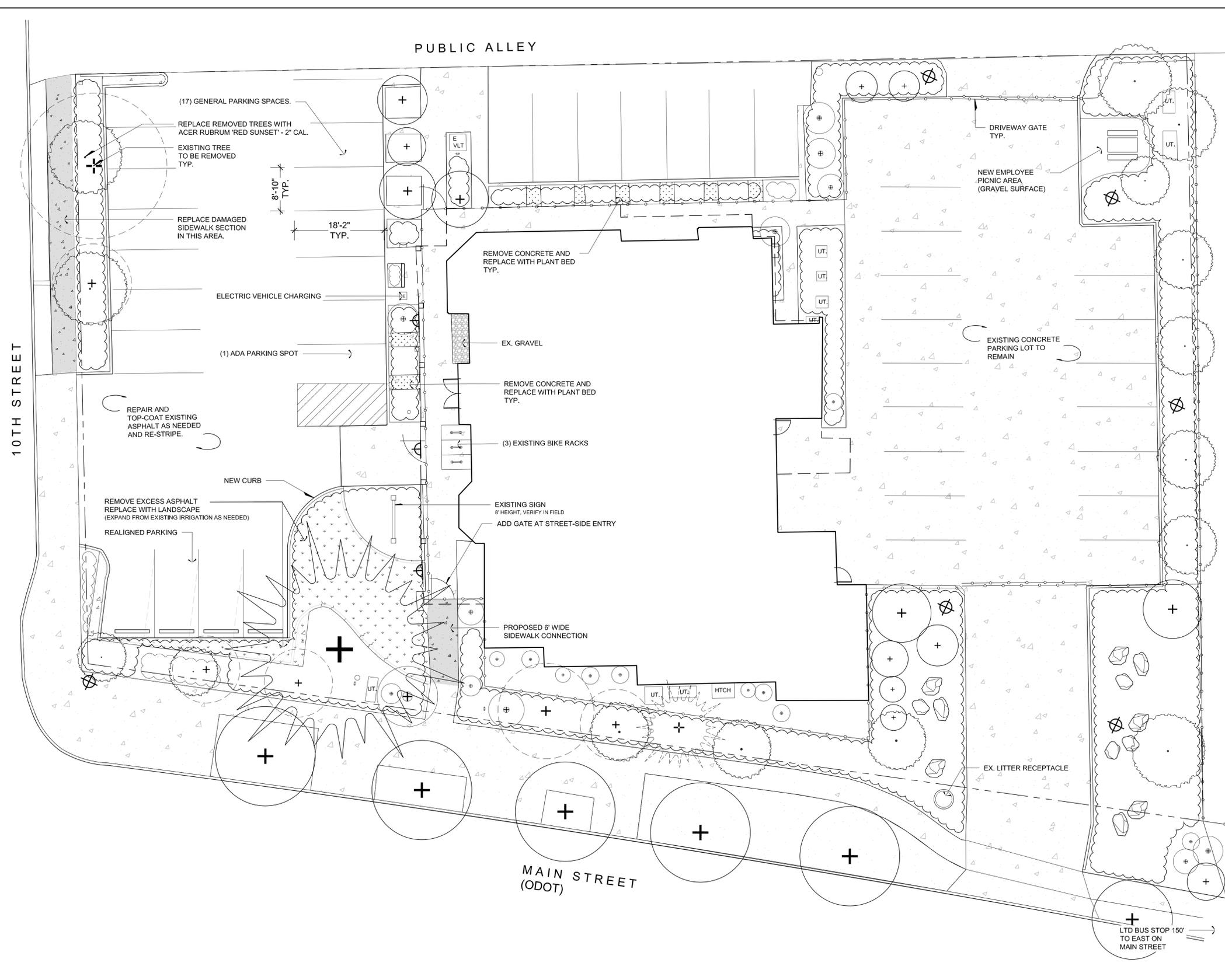
Revisions

LA-1

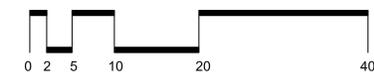
DLA INC. COPYRIGHT 2022

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



SCALE: 1" = 10'-0"



NORTH



**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

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 ft²/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 ft² 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.

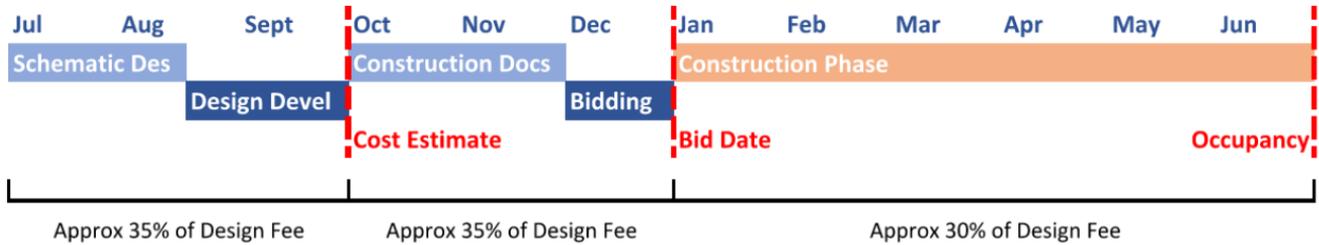
LOW RANGE			HIGH RANGE	
HARDCOST TOTAL 686,125				
The above HARDCOST TOTAL does not include typical general contractor markups. Those plus contingencies are listed below as part of a Low-High Range. Variables include fluctuations in market conditions, material selections, and design considerations.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

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:

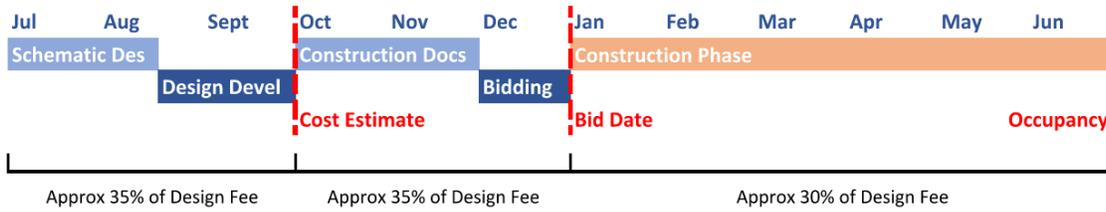
- Break room separate from meeting areas.
- Large meeting room to accommodate all staff and Board meetings.
- Small meeting room to accommodate digital/hybrid meetings.
- (2) ADA compliant restrooms.
- Clear and efficient circulation.
- Safe and secure entry and waiting area.
- Ability to collocate workgroups.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





Director’s Report for June 2023

Meeting Date: July 13, 2023
Department: Director’s Office
www.lrapa.org

Agenda Item No. 1 2
Staff Contact: Steven A. Dietrich
Contact Telephone: 541-736-1056 x 216

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_{2.5} 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	-	-	-	-	-
Totals	-	-	12	-	12

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 5TH 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:

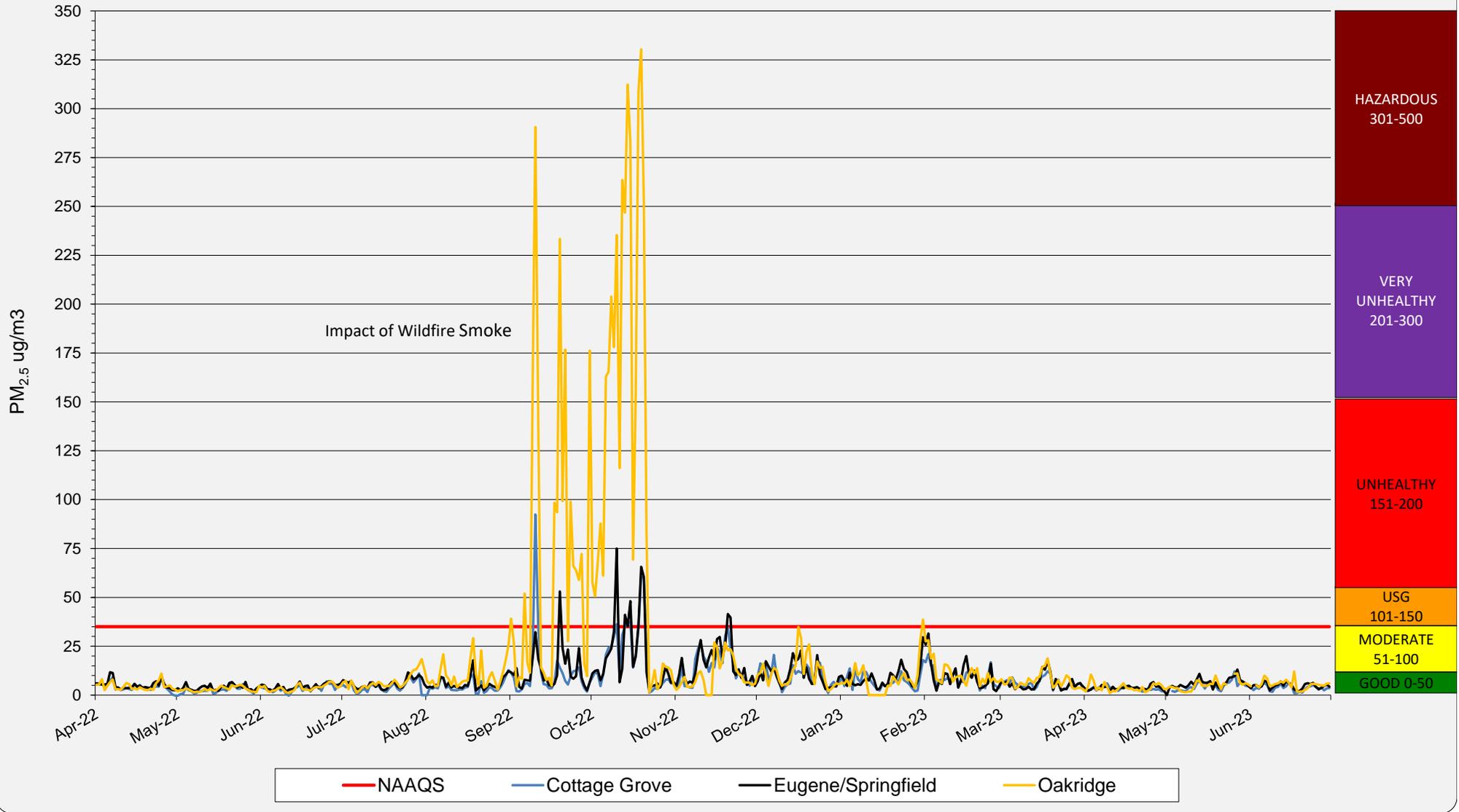
- Preview upcoming appointments on board and committees.

February 2022:

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

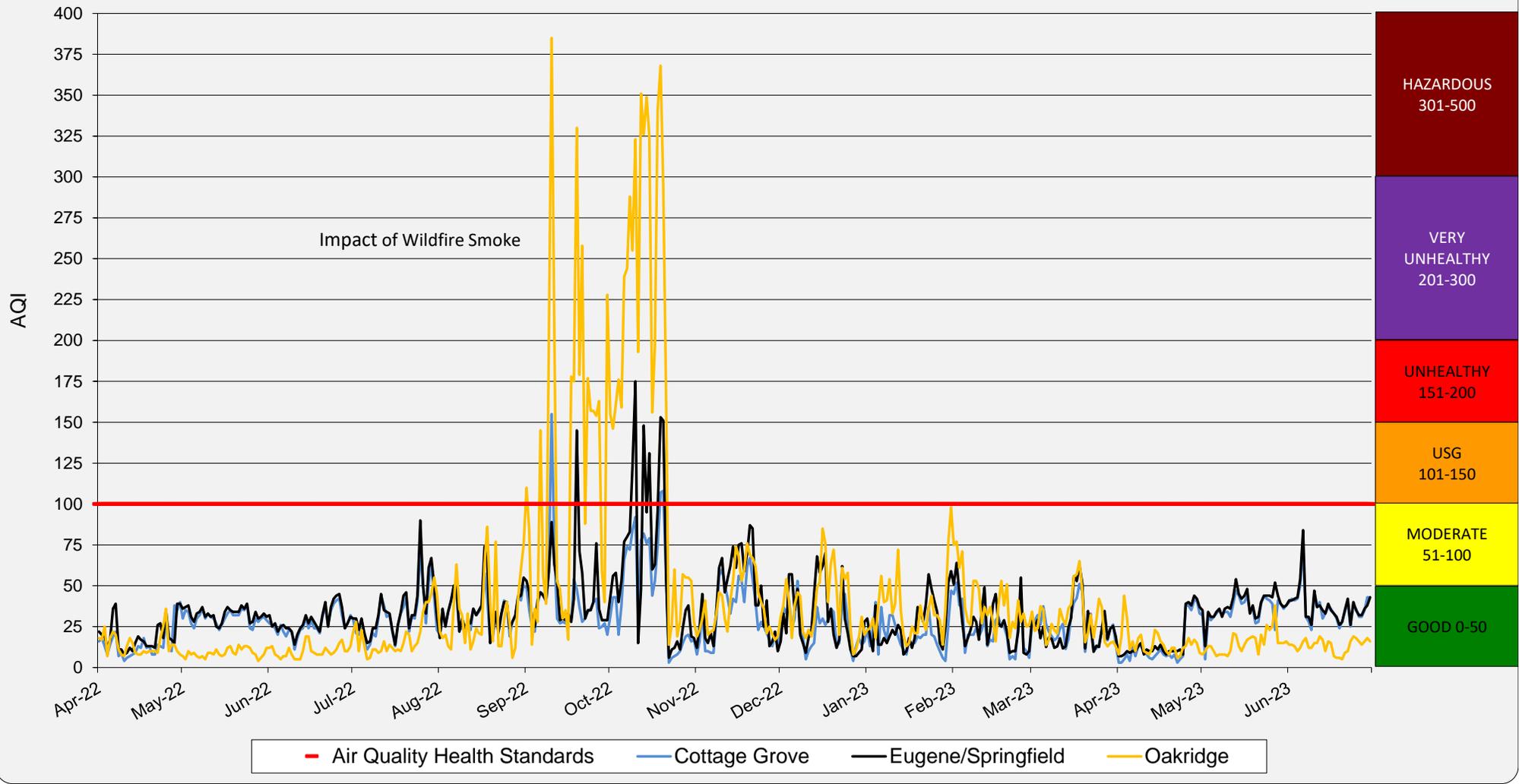
Daily PM2.5 Levels

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



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

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)