



AGENDA

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

Virtual Participation

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

In-Person Participation

LRAPA
1010 Main Street
Springfield, OR 97477

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

CALL TO ORDER:

1. **Call to Order** (12:15 p.m.)
2. **Introduction of New Board Member** (12:17 p.m.)
3. **Adjustments to Agenda** (12:20 p.m.)
4. **Public Participation (time limited to three minutes per speaker)** (12:25 p.m.)
 - A. **Comments on an Item on Today's Agenda**
 - B. **Comments on a Topic Not Included on Today's Agenda**
(Note: This is an opportunity for the public to bring up unscheduled items. The Board may not act at this time but, if it is deemed necessary, place such items on future agendas. Issues brought up under this agenda item are to be limited to three minutes' speaking time by the person raising the issue. If additional time is necessary, the item may be placed on a future agenda.)
5. **Comments from Board Members** *(Note: This is an opportunity for Board Members to bring up unscheduled items regarding today's public comments, and/or written/electronic comments they have received. The board may not act at this time but if it deems necessary place such items on future agendas.)*
6. **Consent Calendar** (12:30 p.m.)
 - A. Approval of Minutes for July 13, 2023, Board of Directors Meeting
 - B. Approval of Financial Report June 2023

REPORTS / ACTION ITEMS:

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

- B. Board Discussion
- C. Entertain a Motion

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

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

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

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

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

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

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

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

DISCUSSION:

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

- A. Action Items from Previous Board Meetings

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

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

EXECUTIVE SESSION:

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

[Click here to join the meeting](#)

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

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

We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpre-



MINUTES
LANE REGIONAL AIR PROTECTION AGENCY
BOARD OF DIRECTORS MEETING
THURSDAY SEPTEMBER 14, 2023
MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

Board Present: Bryan Cutchen Chair; Howard Saxion, Vice Chair; Joe Pishioneri; Mike Fleck; Matt Keating; Michael Johnston; Dylan Plummer and Jared Hensley

Absent: David Loveall

Staff Present: Steve Dietrich; Susannah Sbragia; Travis Knudsen; Lance Giles; Colleen Wagstaff; Derek Bowen; Robbye Robinson; Jonathan Wright; Beth Erickson; Chris Coulter; Trinidad Cardenas; Aaron Speck; Cassandra Jackson and Heather Gravelle

1. Call to Order.

Chair Bryan Cutchen called the meeting of the Lane Regional Air Protection Agency (LRAPA) Board to order at 12:15 p.m.

2. Introduction of New Board Member.

Jared Hensley introduced himself, provided a brief background and Directors welcomed him to the Board.

3. Adjustments to Agenda.

Chair Cutchen explained that there were three adjustments to the agenda: cancelation of the Executive Session; the addition of Item 6.1, Presentation of Longevity Awards to LRAPA Staff and, the postponement of Item 7, Director's Performance Compensation.

4. Public Participation:

A. Comments on an Item on Today's Agenda.

No comments were made.

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

No comments were made.

5. Comments from Board Members.

Director Keating commended LRAPA staff and the consultant team that arranged the recent Board training. He stated that the training was stellar, and he enjoyed the collaboration with colleagues. Board members agreed.

6. Consent Calendar:

Chair Cutchen stated that he was pulling the Financial Report from the Consent Calendar for further review.

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

MOTION: Director Saxion moved, and **Director Fleck** seconded the approval of the Consent Calendar without the Financial Report. **The motion passed unanimously.**

B. Approval of Financial Report June 2023.

Chair Cutchen asked for clarification on the method of the beginning fund balance and **Ms. Sbragia** provided him with details. He then asked about the deficit of the Special Revenue Title 5 fund. **Ms. Sbragia** stated that it was what they were anticipating it to be at this point because the expenses were lower. She added that after the audit was complete it may change. A brief discussion followed on the improved format of the report compared to the previous version.

MOTION: Director Fleck moved and **Director Keating** seconded the approval of the Financial Report June 2023. **The motion passed unanimously.**

6.1. Presentation of Longevity Awards to LRAPA Staff.

Chair Cutchen presented the following LRAPA staff with longevity awards:

Jonathan Wright, Environmental Engineer – 5 years
Chris Coulter, Environmental Engineer – 5 years
Beth Erickson, Environmental Specialist – 10 years
Kelly Conlon, Environmental Specialist – 10 years
Robbye Robinson – Finance/Permit Coordinator - 15 years
Trinidad Cardenas, Sales and Marketing Manager - 15 years
Max Hueftle, Operations Manager – 20 years
Derek Bowen, Air Monitoring Specialist - 25 years
Lance Giles, Technical Services Manager – 25 years
Colleen Wagstaff, Finance/Enforcement Manager – 30 years

Chair Cutchen and members of the Board thanked staff for their hard work, dedication and loyalty to LRAPA.

7. River to Ridges Presentation on Prescribed Burning.

Mr. Dietrich explained that Jason Blazar, who normally provided the presentation, was not able to attend the Board meeting because he was working on a prescribed burn. **Travis Knudsen**, Public

Affairs Manager, explained that Rivers to Ridges consists of a partnership that collaborates to conduct prescribed ecological burning across Lane County. He stated that LRAPA issues a burn permit letter for the prescribed burns ensuring that air quality is acceptable before more smoke is put into the airshed and that metrological conditions ahead of the lighting of the burn are such that the smoke would rise into the air opposed to staying at the surface.

Mr. Knudsen shared a GIS map of all the prescribed ecological burn locations across Lane County, which is on the LRAPA website. He explained that the reason for the prescribed burns was to promote the health and wellness of the area and as a treatment to defend against wildfires by a fuels management process. **Mr. Knudsen** stated that the LRAPA burn permit letters were how Rivers to Ridges were able to get permission for the burns from an air quality perspective. He added that they must also have permission from the local fire district to ensure they are taking all the necessary steps from a fire safety viewpoint to ensure that the burns stayed under control.

Director Fleck mentioned that Mt. Pisgah had a significant amount of poison oak, and he was concerned that if burned, it would get into the air. **Mr. Knudsen** responded that a citizen had come into the office recently expressing concern over it too. **Mr. Knudsen** stated that he had called Rivers to Ridges to discuss the matter and was awaiting their response. There were no other comments or questions.

8. Citizens Advisory Committee.

Mr. Dietrich provided the Board with an overview of the Citizens Advisory Committee (CAC) meeting held on July 25, 2023. He explained that the CAC interviewed Teresa Rourk who applied to become a member. After the interview and discussion, they recommended that the Board of Directors appoint Ms. Rourk to the CAC as the public health representative.

Mr. Dietrich stated that the CAC also reviewed Title 47, Outdoor Burning rules because the City of Lowell had revised their code to allow for residential outdoor burning from October 1 through June 15. **Mr. Knudsen** provided further background on the matter and stated that the City of Lowell changed their ordinance to allow burning to take place during the winter, but LRAPA rules state that they cannot. This created a conflict of authority, and the rulemaking process would eliminate that conflict.

Director Saxion expressed concern regarding the rule change, noting that it could cause an increase in burning during the winter months and the overall air quality could be adversely affected. **Director Fleck** shared his concern was the potential negative impact on air quality in the City of Oakridge. **Mr. Knudsen** responded that outdoor burning would only be allowed on days that LRAPA has deemed acceptable. He added that if there was an instance where the meteorological circumstances were not favorable, there would be no burning for that day and LRAPA would enforce that. Discussion followed and it was noted that the item wasn't on the Board agenda and would be addressed at a future meeting.

9. Appointment of Teresa Rourk.

Mr. Knudsen shared that Teresa worked for Lane County Public Health Department as a Community Health Analyst focusing on environmental justice.

MOTION: Director Saxion moved and **Director Fleck** seconded the appointment of Teresa Rourke to the Citizens Advisory Committee as the Public Health Representative. **The motion passed unanimously.**

10. Directors Report.

Mr. Dietrich provided the Board with an overview of the Director's Report which included AQI (Air Quality Index) stats, monthly complaints, the enforcement report, outdoor burning letter permits, permitting and asbestos abatement removal projects. **Mr. Dietrich** also provided an update on the parking lot renovation project, providing details on meeting the City of Springfield requirements, including tree and sidewalk removal and landscaping. He added that the timeline included current city review and approval, public notice and comment and the RFP (request for proposal) process. Discussion followed.

11. Old Business:

A. Action Items from previous Board meeting.

Mr. Knudsen explained that at the last meeting the public notice procedures for the Board meetings had been questioned. He stated that staff post the agenda, along with the Board packet, to the website. It is also sent via the email Listserv that members of the public have signed up to receive. The Board had no comments or questions.

12. New Business.

Chair Cutchen polled the Board to determine the availability to reschedule the executive session. After discussion, it was determined that the meeting would be held on Tuesday, September 19th at Noon.

13. Adjournment. **Chair Cutchen** adjourned the Board meeting at 1:30 p.m.

(Minutes recorded by Heather Gravelle)

tation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@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.



	Prior Yr. Actuals FY21-22 June 30, 2022**	Unaudited Actuals FY22-23 June 30, 2023	FY222-23 Final Budget	FY22-23 Budget Variance
General Fund				
Beginning Fund Balance	1,858,100	2,179,600	2,221,900	(42,300)
Revenues				
Federal & State Revenues	1,111,000	1,076,600	1,078,514	(1,914)
Local Dues	185,700	195,100	195,111	(11)
Permit Fees	1,241,000	1,391,600	1,227,964	163,636
Other Revenues	24,300	61,100	18,000	43,100
Total Revenue Received	2,562,000	2,724,400	2,519,589	204,811
Resources Grand Total	4,420,100	4,904,000	4,741,489	
Expenditures ^				
Personnel Services	1,519,100	1,711,400	1,786,980	96%
Materials & Services	712,100	748,400	756,730	99%
Capital Improvements	34,800	40,200	160,000	25%
Total Expenditures	2,266,000	2,500,000	2,703,710	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY222-23 Final Budget	FY22-23 Budget Variance
Special Revenue (Title V)				
Beginning Fund Balance	205,900	103,800	206,819	(103,000)
Revenues				
Permit Fees	416,500	424,200	424,207	(10)
Total Revenue Received	416,500	424,200	424,207	(10)
Resources Grand Total	622,400	528,000	631,026	\$ (103,030)
Expenditures ^				
Personnel Services	503,300	445,200	457,639	97%
Materials & Services	15,300	16,800	16,870	100%
Total Expenditures	518,600	462,000	474,509	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY222-23 Final Budget	FY22-23 Budget Variance
Grant Fund				
Beginning Fund Balance	0	0	0	0
Revenues				
EAP Tag 1 & 2	604,600	903,300	1,399,568	(496,300)
Total Revenue Received	604,600	903,300	1,399,568	(496,300)
Resources Grand Total	604,600	903,300	1,399,568	
Expenditures ^				
Personnel Services	55,800	56,000	72,360	77%
Materials & Services	548,800	847,300	1,327,208	64%
Total Expenditures	604,600	903,300	1,399,568	

	Prior Yr. Actuals FY21-22 June 30, 2022**	Actuals FY22-23 June 30, 2023	FY222-23 Final Budget	FY22-23 Budget Variance
Enterprise Fund (AirMetrics)				
Beginning Fund Balance	1,292,300	1,210,100	1,364,000	(153,900)
Revenues				
Sampler Sales	320,600	328,000	460,812	(132,800)
Filter/Calibration Service	8,300	4,800	7,280	(2,500)
Sampler Rental	1,200	1,400	6,500	(5,100)
Sales of Parts/Accessories	97,400	70,800	97,000	(26,200)
Interest, Misc. & Freight	18,200	34,900	23,289	11,600
Total Revenue Received	445,700	439,900	594,881	(154,981)
Resources Grand Total	1,738,000	1,650,000	1,958,881	
Expenditures ^				
Personnel Services	150,900	153,200	160,870	95%
Materials & Services	351,500	313,000	480,495	65%
Total Expenditures	502,400	466,200	641,365	

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

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



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Bryan Cutchen, Chair and LRAPA Board Members

From: Susannah Sbragia, Finance and Human Resource Director

Date: September 14, 2023

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

ISSUE STATEMENT

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

BACKGROUND INFORMATION

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

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

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

DIRECTOR'S PAY HISTORY

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

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

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



OPTIONS FOR CONSIDERATION

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

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

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

MOTION

To approve Steve Dietrich's merit increase amount.

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



July 25, 2023

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

Absent: Jeffrey Carman, Mysti Frost and Chris Cline

Staff: Steve Dietrich and Heather Gravelle

I. Call to Order/Agenda Review

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

II. Public Participation

There was no public participation or public statements made.

III. Interview of Teresa Roark

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

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

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

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

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

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

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

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

IV. Board Meeting Overview

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

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

V. Rulemaking – Title 47 Review

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

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

VI. Summertime Air Quality Issues

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

VII: Round Table:

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

VIII. Adjournment

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

Next Meeting September 26, 2023

(Minutes recorded by Heather Gravelle)



Name

Teresa Roark

Address

[REDACTED]

Phone

+ [REDACTED]

Email

[REDACTED]

Community Segment

Public Health - \$ 0.00

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

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

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

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

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

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



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

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

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

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

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

YES



**LRAPA BOARD OF DIRECTORS
AGENDA ITEM SUMMARY**

Director’s Report for July and August 2023

Meeting Date: September 14, 2023
Department: Director’s Office
www.lrapa.org

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

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

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

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

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

Attachment No. 2: PM_{2.5} index charts for Lane County (August 2023)

COMPLAINTS: 07/01/2023 to 08/31/2023 [TOTAL 54]

Smoke complaints: 29

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

Industry: 10

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

Miscellaneous complaints: 15

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

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

* Year-To-Date

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

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

NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT

7/1/2023 -- 8/31/2023

Report of open and actions initiated since last report

NEW: 7/1/2023 -- 8/31/2023 (New enforcement actions issued in July and August 2023)

1. TYREE OIL, INC. (EUGENE)
 - A. Violation: Respondent failed to notify LRAPA prior to the construction of a new stationary source in accordance with LRAPA 34-034(1).
 - B. Initial Action Taken: NON #3890 issued 07/14/2023
 - C. Subsequent Action: NCP #2023-3890 (\$275) issued 08/07/2023 - paid
 - D. Resolution: CASE CLOSED on 08/31/2023

2. 9WOOD, INC. (SPRINGFIELD)
 - A. Violation: Respondent failed to record visible emission monitoring of units SB-1, SB-2, SB-3, and SB-4.
 - B. Initial Action Taken: NON #3891 issued 07/14/2023
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING

3. ANDREASON'S CREMATION & BURIAL SVCR (SPRINGFIELD)
 - A. Violation: Respondent exceeded 10% opacity limit for a period or periods aggregating more than 3 minutes in any one hour required by condition 2.1 of the ACDP No. 200539.
 - B. Initial Action Taken: NON #3892 issued 08/08/2023
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING

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

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

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

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

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

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

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

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

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

- B. Initial Action Taken: NON #3872 issued 11/3/2022

- C. Subsequent Action: NCP #2022-3872 (\$3,000) issued 12/8/2022: submitted test report late, request for reduction under review

- D. Resolution: PENDING

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

- A. Violation: Outdoor burning of any materials which normally emits dense smoke, noxious odors, and hazardous air contaminants and for not promptly extinguishing any burning that is in violation of LRAPA's Title 47-015(e).

- B. Initial Action Taken: NON #3873 issued 11/16/2022

- C. Subsequent Action: NCP #2022-3873 (\$3,496) issued 11/16/2022: returned by USPS; reissued by Legal Server; request for reduction approved and reduced to \$3,196 on 04/19/2023; no response and no payment submitted, a default order for judgment for a lien on the property filed with Lane County.

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

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

- B. Initial Action Taken: NON #3877 issued 3/6/2023
 - C. Subsequent Action: NCP #2023-3877 (\$10 400) issued 3/6/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month on schedule with payments
 - D. Resolution: PENDING
9. **KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA) 88680 LYNETTE LANE**
- A. Violation: Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility; Burning construction/demolition waste without first obtaining an LRAPA letter permit.
 - B. Initial Action Taken: NON #3880 issued 4/11/2023
 - C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 4/11/2023
 - D. Resolution: PENDING
10. **APRO LLC DBA UNITED PACIFIC (SPRINGFIELD) 1795 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 04/25/2023
 - C. Subsequent Action: NCP #2023-3883 (\$2,250) issued 06/12/2023:
 - D. Resolution: PENDING
11. **ATKORE PLASTIC PIPE DBA RIDGELINE (EUGENE)**
- A. Violation: Respondent failed to notify and obtain approval from LRAPA prior to construction or modification of any new or existing stationary source in accordance with condition G20. of Respondent's ACDP and LRAPA 34-034.
 - B. Initial Action Taken: NON #3885 issued 04/26/2023
 - C. Subsequent Action: NCP #2023-3885 (\$975) issued 06/12/2023 - paid
 - D. Resolution: CASE CLOSED on 07/05/2023

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

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

13. A&A AUTO WRECKERS, INC. (JUNCTION CITY)

- A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.
- B. Initial Action Taken: NON #3889 issued 05/03/2023
- C. Subsequent Action: PENDING – Cleanup of property ahead of schedule.
- D. Resolution: PENDING

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

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

* Year-To-Date.

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

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

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

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

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

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

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

* Year-To-Date.

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

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

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

UPCOMING LRAPA BOARD AGENDA ITEMS

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

July 2023:

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

August 2023 – No Meeting

September 2023:

- Rivers to Ridges Presentation on Prescribed Burning

October 2023:

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

November 2023:

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

December 2023 – No Meeting

January 2024:

- Preview upcoming appointments on board and committees.

February 2024:

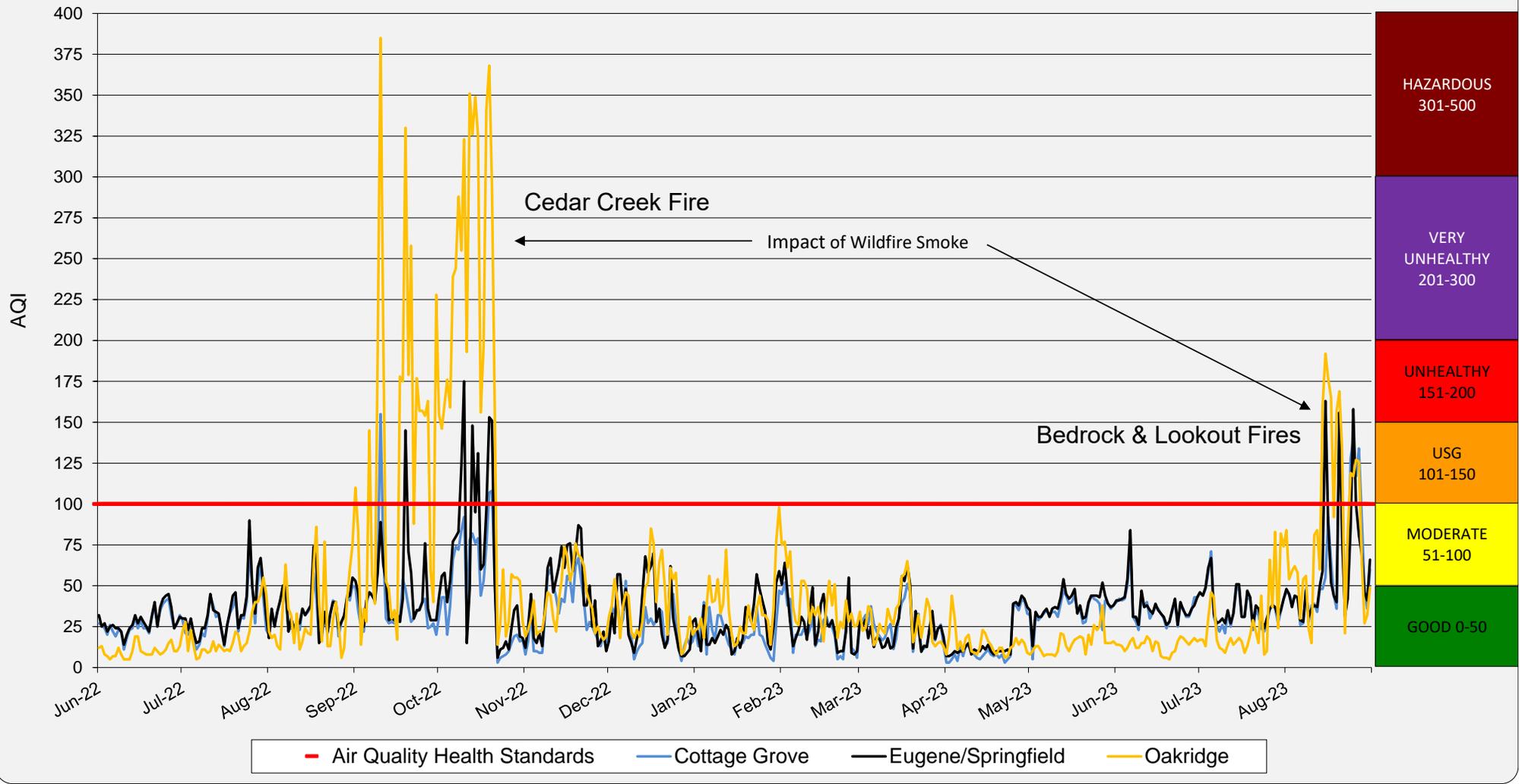
- Elect board chair and vice-chair.
- Appoint new budget committee members and budget officer.

March 2024:

- Budget Committee Meeting

Daily Air Quality Index Chart

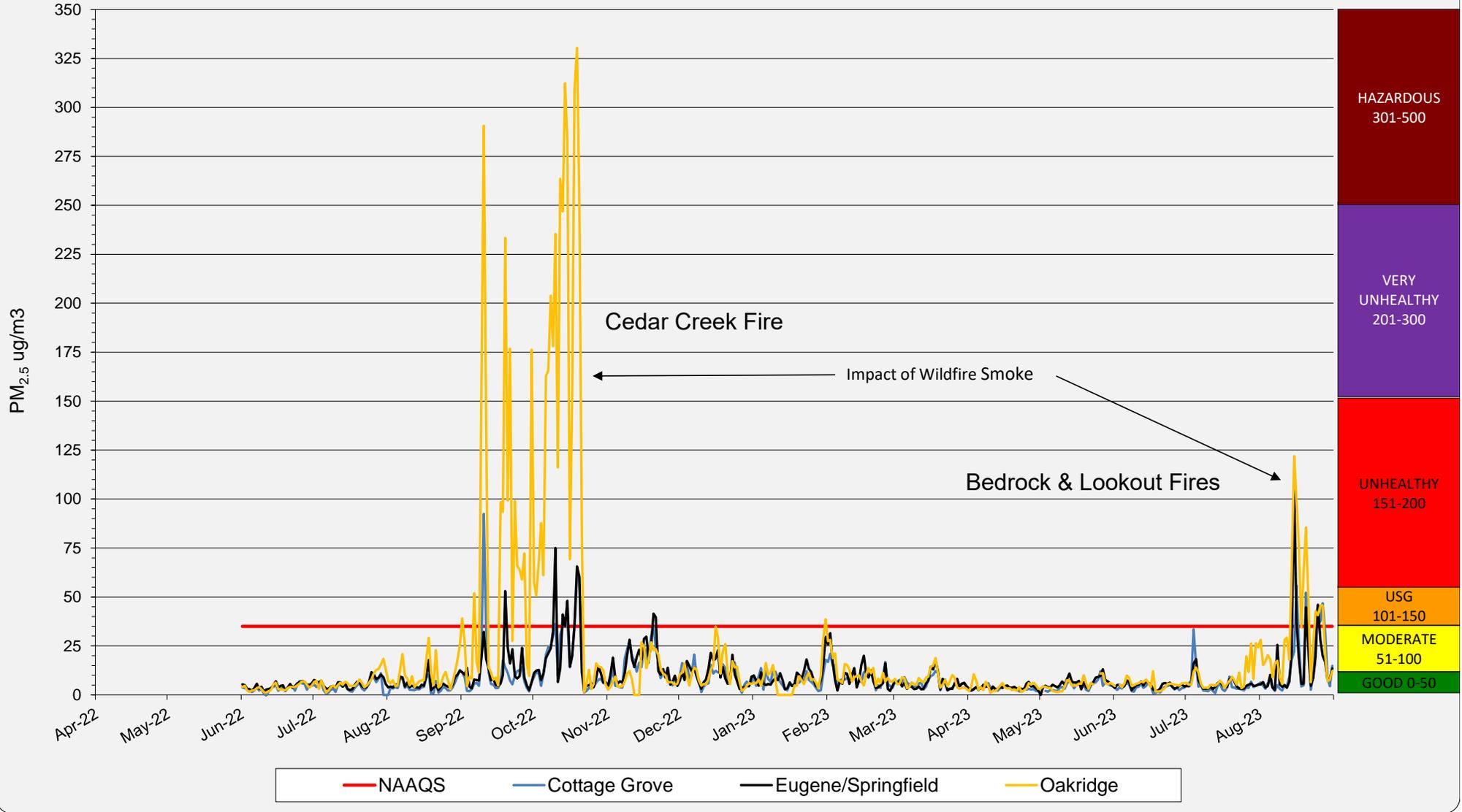
This 15-month chart demonstrates the seasonality of the pollutants.



Daily PM2.5 Levels

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

AQI LEVEL



HAZARDOUS
301-500

VERY
UNHEALTHY
201-300

UNHEALTHY
151-200

USG
101-150

MODERATE
51-100

GOOD 0-50



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

Date: September 14, 2023

To: Bryan Cutchen, Chair and LRAPA Board Members

Department: Administration

From: Travis Knudsen, Public Affairs Manager

Subject: Noticing Procedures for LRAPA Board Meetings

STAFF REPORT

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

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

AGENCY PROCEDURES:

1. LRAPA Website

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

2. Email ListServ

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

COMMUNICATION EFFECTIVENESS:

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

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

ATTACHMENT(s): *none*