



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY FEBRUARY 8, 2024
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

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

In-Person Participation

LRAPA

1010 Main Street

Springfield, OR 97477

CALL TO ORDER:

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

(Note: This is an opportunity for the public to bring up unscheduled items. The Board may not act at this time but, if it is deemed necessary, place such items on future agendas. Issues brought up under this agenda item are to be limited to three minutes' speaking time by the person raising the issue. If additional time is necessary, the item may be placed on a future agenda.)
4. **Comments from Board Members** (Note: This is an opportunity for Board Members to bring up unscheduled items regarding today's public comments, and/or written/electronic comments they have received. The board may not act at this time but if it deems necessary place such items on future agendas.)
5. **Consent Calendar** (12:25 p.m.)
 - A. Approval of Minutes for January 11, 2024 Board of Directors Meeting
 - B. Approval of Financial Report December 2023
6. **Citizens Advisory Committee** (12:30 p.m.) *Information*
 - A. Jim Daniels
 - B. Report
 - C. Board Discussion
7. **Elect Board Chair and Vice-Chair** (12:35 p.m.) *Action*
 - A. Vice-Chair Howard Saxion
 - B. Board Discussion

- | | |
|--|---------------------------|
| <p>8. Consideration of Potential Variance for Title 47 (12:40 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Staff Report C. Board Discussion | <p><i>Information</i></p> |
| <p>9. Sale of Airmetrics (12:55 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Staff Report C. Board Discussion | <p><i>Action</i></p> |
| <p>10. Appoint Budget Committee Members and Budget Officer (1:10 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Board Discussion | <p><i>Action</i></p> |
| <p>11. Budget Forecasting Models (1:20 p.m.)</p> <ul style="list-style-type: none"> A. Jenilee Easter B. Staff Report C. Board Discussion | <p><i>Information</i></p> |
| <p>12. Budget QR 2 Update (1:30 p.m.)</p> <ul style="list-style-type: none"> A. Jenilee Easter B. Staff Report C. Board Discussion | <p><i>Information</i></p> |
| <p>13. Schedule Work Session: Board Goals (1:40 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Staff Report C. Board Discussion | <p><i>Action</i></p> |
| <p>14. Directors Report (1:50 p.m.)</p> <ul style="list-style-type: none"> A. Management Team B. Report C. Board Discussion | <p><i>Information</i></p> |

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

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@lrpa.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@lrpa.org o llame a la oficina de LRAPA al 541-736-1056.



**BOARD OF DIRECTORS
MEETING MINUTES
JANUARY 11, 2024**

MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Chair Bryan Cutchen	Susannah Sbragia, Interim Director
Vice-Chair Howard Saxion	Travis Knudsen, Public Affairs Manager
Director Mike Fleck	Max Hueftle, Operations Manager
Director Jared Hensley	Colleen Wagstaff, Finance & Enforcement Manager
Director Matt Keating	Lance Giles, Technical Services Manager
Director Michael Johnston	Jenilee Easter, Finance Manager
Director David Loveall	Heather Gravelle, Administrative Assistant
Director Dylan Plummer	Amanda Atkins, Policy & Permit Coordinator
Director Joe Pishioneri	Beth Erickson, Permit Writer
	Jonathan Wright, Permit Writer
BOARD ABSENT/EXCUSED:	Robbye Robinson, Finance & Permit Coordinator
None.	Aaron Speck, Field Inspector/Compliance Officer
	Karyssa Dubach, Accounts Payable
	OTHERS PRESENT:
	Dennis Karras, CEO, Karras Consulting
	Marissa Karras, Vice-President, Karras Consulting

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Cutchen called the regular meeting to order at 12:15 p.m.
2. Adjustments to the Agenda.	None.
3. Public Participation.	
A. Comments on an Item on Today's Agenda.	None.
B. Comments on a Topic Not Included on Today's Agenda.	Chair Cutchen noted he will not be present at the next Board meeting. Vice-Chair Saxion will chair the meeting in his absence.

4. Comments from Board Members.	Director Keating requested that the Board be informed of any legislative activity that may impact the agency’s work during the February Legislative Session.
5. Consent Calendar. A. Approval of Minutes for December 14, 2023 Board of Directors Meeting. B. Approval of Financial Report November 2023.	MOTION: Director Fleck moved, and Director Saxion seconded the approval of the Consent Calendar. The motion passed unanimously.
6. Citizens Advisory Committee.	Jim Daniels , Chair of the Citizens Advisory Committee (CAC), provided the board with an overview of the November 2023 CAC meeting.
7. Executive Director Search.	Dennis and Marissa Karras , Co-Founders of Karras Consulting , presented their strategy and timeline for finding LRAPA’s next Executive Director. The Board discussed and agreed to set the Executive Director’s salary between \$130,000 and \$160,000 and formed a subcommittee comprising Vice-Chair Saxion, Director Hensley, Director Pishioneri, and Director Fleck to assist in the recruitment process for the new Executive Director.
8. Employee Handbook.	Susannah Sbragia , Interim Director, noted the revisions to the Employee Handbook Version 2024. MOTION: Director Fleck moved, and Director Loveall seconded the approval of the revised Employee Handbook Version 2024 with a review every two years, or as needed. The motion passed unanimously.
9. Audit FY 23 Report.	Gatlin Hawkins , Partner, Isler CPA, and Jenilee Easter , Finance Manager, provided the Board details on the Audit FY 23 report. Director Fleck requested that the Board receive a copy of the full audit. MOTION: Director Fleck moved, and Director Saxion seconded the approval of Resolution 24-01, adopting a corrective action plan for FY 2023 Audit Findings. The motion passed unanimously.
10. Budget QR 1 Update.	Jenilee Easter , Finance Director, supplied the Board with a budget QR1 update.
11. Permitting Rules Public Hearing Request.	Max Hueftle , Operations Manager, and Jonathan Wright , Permit Writer, shared details regarding the proposed revisions to the permitting rules.

	MOTION: Director Saxion moved, and Director Johnston seconded the authorization of a public hearing on the proposed air quality permitting rule revisions for the April 11, 2024 Board meeting. The motion passed unanimously.
12. Upcoming Appointments on Board and Committees.	Travis Knudsen , Public Affairs Manager, briefed the Board on upcoming appointments on Board and Committees and noted vacancies on the budget committee for the Board to help recruit memberships.
13. Employee Recognition.	Chair Cutchen and the Board presented Lance Giles with a 30-year service award and congratulated him on his long-standing commitment to the organization.
14. Directors Report.	Ms. Sbragia presented the Board with key points from the Director's Report and announced that a new Air Quality Permit Writer was hired and would join the team on January 22.
15. Adjournment of LRAPA Board Meeting	Chair Cutchen adjourned the Board meeting at 2:10 p.m.



LRAPA

Lane Regional Air Protection Agency

Financial Update
FY 2023-24
December 2023

	Prior Yr. Actuals FY 22-23 December 2022	FY 23-24 December 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	186,621	292,762	1,078,514	(785,752)
Local Dues	196,273	201,550	201,550	0
Permit Fees	1,174,903	1,131,064	1,260,739	(129,675)
Other Revenues	24,399	48,629	50,000	(1,371)
Total Revenue Received	1,582,195	1,674,005	2,590,803	(916,798)
Expenditures ^				
Personnel Services	830,095	1,000,850	1,761,213	57%
Materials & Services	304,818	360,749	743,870	48%
Capital Improvements	0	92,009	130,000	71%
Total Expenditures	1,134,912	1,453,608	2,505,083	58%
General Fund Net	447,283	220,397		
Special Revenue (Title V)				
Revenues				
Permit Fees	424,246	594,144	515,417	78,730
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	424,246	594,144	515,417	78,730
Expenditures ^				
Personnel Services	275,313	238,728	475,939	50%
Materials & Services	298	11,352	17,207	66%
Capital Outlay	0	0	0	0%
Total Expenditures	275,611	250,080	493,146	51%
Special Revenue Net	148,636	344,064		
Grant Fund				
Revenues				
EAP Tag 1 & 2	0	401,666	1,403,000	(1,001,300)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	0	401,666	1,403,000	(1,001,300)
Expenditures ^				
Personnel Services	27,187	25,240	75,616	33%
Materials & Services	429,487	403,309	1,327,384	30%
Capital Outlay	0	1,937	0	0%
Total Expenditures	456,674	430,486	1,403,000	31%
Grant Fund Net	(456,674)	(28,820)		

Enterprise Fund (AirMetrics)	Prior Yr. Actuals FY 22-23 December 2022	FY 23-24 December 2023	FY 23-24 Final Budget	FY 23-24 Budget Variance
Revenues				
Sales: Portable Samplers PM2.5	149,053	216,311	243,000	(26,700)
Sales: Portable Samplers PM10	0	3,596	100,000	(96,400)
Sales: Portable Samplers TSP	0	0	50,000	(50,000)
Sales: Portable Samplers APM	0	0	50,000	(50,000)
Sales: Accessories	48,466	38,941	103,000	(64,100)
Sampler Rental Income	700	0	6,300	(6,300)
Sampler Calibration Fee	2,070	1,050	8,050	(7,000)
Interest, Misc. & Freight	15,637	13,589	23,289	(9,700)
Total Revenue Received	215,927	273,487	583,639	(310,152)
Expenditures ^				
Personnel Services	75,059	90,136	160,870	56%
Materials & Services	149,843	181,313	397,269	46%
Capital Outlay	0	0	0	
Total Expenditures	224,902	271,449	558,139	49%
* % Spent is YTD Actuals divided by FY Budget.: Red: 91% & above / Yellow: 81%-90% / Green: up to 80%				
Airmetrics Net	(8,975)	2,038		
^ does not include Transfers & Contingencies				



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Bryan Cutchen, Chair and LRAPA Board Members

From: Susannah Sbragia, Finance and Human Resource Director

Date: February 8, 2024

Subject: Sale of AirMetrics and Closure of Enterprise Fund

STAFF REPORT

ISSUE STATEMENT

In the December 2023 board meeting the board directed LRAPA staff to attempt to find a buyer for AirMetrics, close the enterprise fund, and move the ending fund balance to the general fund by the end of the calendar year.

BACKGROUND INFORMATION

AirMetrics has gone through many changes in the enterprise fund over the years and with ongoing change within LRAPA, the staff presented some options for the board to consider and direct staff on the next steps for the enterprise. The board voted unanimously on a motion to sell Airmetrics and close the enterprise fund. The board understands we are selling a product that no longer has an active patent or trademark and where there is limited buyer interest to continue to develop the Airmetrics MiniVol sampler.

GOING FORWARD

LRAPA staff informally reached out to potentially interested parties asking for any interest in purchasing the remaining Airmetrics inventory and customer list. LRAPA received one offer from Turnbull Precision Manufacturing. The company owner is the original developer of the first sampler made for AirMetrics and LRAPA has been in a working relationship with them for many years. They have provided a bid of \$24,770 for the remaining inventory. Along with the cash offer, they have also agreed to handle all ongoing and future warranty issues and to service the current Airmetrics customers by providing spare and replacement parts, while those parts are readily available.

Upon the closing of Airmetrics, the enterprise fund would provide about 1.1 million dollars to be transferred to the LRAPA general fund.

MOTION OPTIONS

The option is for the board to accept the proposal from Turnbull Precision Manufacturing for the purchase of AirMetrics.

Approve resolution 2024-01 to close the enterprise fund and transfer the remaining enterprise fund balance to the LRAPA general fund.

WHO WE ARE

Our company, Turnbull Precision Manufacturing, has a long history partnering with Airmetrics. Our owner, Jerry Boyum, was an Environmental Engineer at LRAPA from 1974-1984. As an EPA contractor, Jerry and an EPA colleague developed and patented the original MiniVol in 1989. Jerry re-joined LRAPA in 1990 as the Technical Services Manager until his retirement in 2015. The rights to sell the MiniVol were transferred to LRAPA in 1992 and the Airmetrics government enterprise was established to meet the US EPA’s goal of developing important technology and making it readily available for air quality researchers.

Throughout the years, Jerry also managed the manufacturing of the MiniVol, through Turnbull Precision, incorporating many improvements to the MiniVol along the way. Turnbull Precision continues to be Airmetrics’ primary manufacturer, producing 40+ custom parts for the MiniVol.

In 2016, Turnbull Precision launched an air monitoring instrumentation company, ARA Instruments, and has continued to grow in the international air monitoring industry over the last 7 years.

With the launch of ARA Instruments, we have dedicated ourselves to providing accurate and affordable air monitoring instruments. With two engineers on staff, we are continuously looking for ways to improve our products and develop new instruments to support air pollution researchers worldwide.

AIRMETRICS SALES PROPOSAL

We appreciate the opportunity to continue the legacy of Airmetrics. We recognize the excellent reputation of Airmetrics and its long history of providing quality air monitoring solutions and excellent customer service. Our hope is to continue offering quality products and services, maintaining the high standards Airmetrics has established. We believe that the purchase of Airmetrics will enable ARA Instruments to grow into new markets and expand our product line utilizing Airmetrics’ brand recognition.

INVENTORY

While the MiniVol has not been updated in 15+ years, there are now other competitive samplers available that have improved accuracy, updated features, and a lower cost to customers. For these reasons, we believe there is minimal monetary value in the MiniVol technology and its available inventory.

Based on the current Airmetrics inventory, we are interested in purchasing the items listed below, at cost, as these parts can be utilized through ARA Instruments.

Item	Quantity	Price	Total
Maxon Pump Motor	73	\$115	\$8395
47mm Filter Cassettes	137	\$23	\$3151
Teflon Filter Media	400	\$9.90	\$3960
Completed MiniVol	3	\$2088	\$6264
Unassembled MiniVol*	3	\$1000	\$3000
		TOTAL	\$24,770

* The unassembled MiniVol cost is lower as we are unsure what components are missing and they will need to be fully assembled and calibrated.

WARRANTY AND FUTURE SERVICES

While we don't see a future for the MiniVol product, we acknowledge the value of Airmetrics name and its long history providing quality products and services in the air quality industry. Our air monitoring company, ARA Instruments, would benefit from the Airmetrics customer base and name recognition, to potentially improve growth and sales.

In purchasing Airmetrics, we would assume the warranty claims for the prior year of sales and would undertake the responsibility for customer service, repairs, and replacement parts for the 8000+ MiniVol samplers sold. We are willing to assume these responsibilities to maintain the goodwill Airmetrics has developed with many long-standing customers and distributors. Our detailed knowledge of the MiniVol and our experience providing customer service through ARA Instruments enables us to provide exceptional support to MiniVol customers, well beyond the warranty period.

Assuming the liability and risk of the remaining warranty period and offering future customer service will require added expenses such as time working with customers to troubleshoot issues, additional inventory storage for MiniVol replacement parts, and costs associated with repairing warranty samplers. We are willing to assume these responsibilities and expenses, in exchange for the use of Airmetrics' name and customer list. The estimated cost of serving Airmetrics' customers is substantial enough to offset any monetary value we would assign for the use of Airmetrics' name.

ADDITIONAL NEEDS

To effectively assume Airmetrics' warranty and customer service, we would need help with the following.

- a. Transfer of Airmetrics phone number and email address
- b. Access to website hosting and domain name transfer
- c. Sales records for the previous year for samplers under warranty
- d. Transfer Oregon Assumed Business Name
- e. Additional inventory for MiniVol parts and service

SUMMARY

We appreciate the opportunity to submit an offer for Airmetrics, a company with a longstanding reputation in the air monitoring industry. Our total offer of \$24,770 was determined based on the usable inventory available. Additionally, we would assume responsibility for the remaining warranty period and offer customer service and repairs for MiniVol users. In exchange, we would be provided with the use of Airmetrics' name and customer list.

We acknowledge the long history of Airmetrics and believe we can continue its legacy of providing quality air monitoring solutions and services. As a Eugene-based business with employees and suppliers throughout Lane County, we look forward to continued growth and the opportunity to keep Airmetrics in our local community.

Respectfully submitted,

By: 
Alison Boyum

Date: 1/25/2024

Turnbull Precision Manufacturing

RESOLUTION NO. 2024-02

A RESOLUTION TO CLOSE OUT ENTERPRISE FUND CONSIDERED UNNECESSARY AND TRANSFER REMAINING BALANCES TO THE GENERAL FUND

WHEREAS, the funds listed in Exhibit A attached were created for a particular purpose and are now considered unnecessary; and

WHEREAS, Oregon Revised Statutes (ORS) 294.353 requires the elimination of an unnecessary fund and the disposition of any balance remaining in the fund.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LANE REGIONAL AIR PROTECTION AGENCY, that:

Section 1. The remaining balances of the funds, as listed below, are to be transferred to the General Fund, per ORS 294.353. The remaining balance of the Air Metrics fund following final debits and expenses, is estimated on February 2, 2024, to be approximately \$1,070,488.

Section 2. This resolution is effective upon adoption. The transfer shall be completed no later than March 31, 2024.

Fund	Balance
AirMetrics	(\$1,070,488)
To General Fund	\$1,070,488

Approved by the Lane Regional Air Protection Agency Board this 8th day of February 2024.

Date: _____

By: _____

Bryan Cutchen, Chair

Date: _____

By: _____

Susannah Sbragia, Interim Director



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Bryan Cutchen, Chair and LRAPA Board Members

From: Jenilee Easter, Finance Manager

Date: February 8, 2024

Subject: Budget Forecast Models

ISSUE STATEMENT

Lane Regional Air Protection Agency has created and has been utilizing a forecast model. The intention of the model is to use it to determine the future impact of current actions as well as to streamline future budget sessions.

BACKGROUND INFORMATION

The model takes a wide view of information- utilizing five years of historical data, future contractual revenues and expenses, and adjustments for inflation. There are four main tabs that the document utilizes to plan for the future:

- **TRIAL BALANCE TAB**
The tab contains the current trial balance and the current year budget. This page determines what the basis for future calculations is using the more conservative number to base FY25 needs/expectations.
- **SALARY ADJUSTMENT TAB**
This tab contains the current and potential future salaries of staff as well as payroll taxes and benefits. The benefit costs on this page are also adjusted for inflation.
- **OTHER REVENUES/EXPENSES TAB**
This tab contains one-time and future revenues and expenses. The user can use a drop-down box to select the account number, if the item is One-Time/Annual, and what fiscal year the item will be hitting.
- **GOVERNMENTAL FORECAST TAB**
This tab has each account number and name in the chart of accounts for all funds. Each account has the prior five years totals next to it. This will allow the organization to identify trends and anomalies once the organization feels comfortable utilizing prior data. It also estimates the end of the current fiscal year- and to do this it uses the data from the Trial Balance tab and the One-Time Expenditures.

The future data, for the next five years, is in the next group of columns. The base of the future years is the end total of the prior year. The base number is then multiplied by 1 plus an estimated rate. The rate of increase/decrease is adjusted by entering in a percentage in the cell immediately



by the base number- this allows the organization to run various scenarios. The base number is also adjusted by the other revenues/expenses tab- items entered into that tab will be added in the year indicated prior to the rate increase. If the items are listed as “One-Time” then the cost/revenue will be removed before the rate increase (or decrease) is assessed.

The amounts for payroll are determined by the salary adjustment tab. Inflation estimates are already part of the calculation on that tab and therefore do not work on the forecast page.

The bottom of the tab assesses expected fund balances as well as one for the organization as a whole and then it calculates if the General Fund and Title V, as well as the organization as a whole, have enough in reserve. This provides the organization with the ability to review allocations, plan for various scenarios, and adjust accordingly.

The model’s accuracy does diminish further in the future it attempts- rates of need are human estimates and incorrect rates compound. There are also surprise revenues/expenses, personnel changes, and other unpredictable items. Correspondingly, the close to the present the more accurate it is as there is a more complete picture of current needs, the necessary outflows, and the rate environment.

OPTIONS FOR CONSIDERATION

- None, this is informational.



Budget Forecasting Models & Finance Report

QUARTER 2, FISCAL YEAR 2024

Budgeting for FY25 and Beyond

						Reserve Months:	6						
FY19	FY20	FY21	FY22	FY23	Estimate	FY25	FY26	FY27	FY28	FY29			
(414,359)	(294,676)	(272,998)	(205,891)	(210,092)	(54,000)	(118,800)	(327,104)	(531,476)	(738,524)	(941,694)			
(480,938)	(481,725)	(450,324)	(416,551)	(424,246)	(594,100)	### (760,448)	3% (783,261)	4% (814,592)	3% (839,030)	3% (864,201)			
Past Actuals	Past Actuals	Past Actuals	Past Actuals	Past Actuals	Higher of Budget or Actual	IFERROR(IF(C19="", "", IF(A19=200, SUMIF("HighLevelPayroll"!'C:C, 10, HighLevelPayroll!'E:E), (O19-(SUMIFS("OtherSpending"!'G:G, 'OtherSpending'!'D:D, "One-Time", 'OtherSpending'!'E:E, "FY24", 'OtherSpending'!'B:B, 'GovtForecast'!'C19)-SUMIFS("OtherSpending"!'H:H, 'OtherSpending'!'D:D, "One-Time", 'OtherSpending'!'E:E, "FY24", 'OtherSpending'!'B:B, 'GovtForecast'!'C19)))+(1+'GovtForecast'!'Q19)+(SUMIFS("OtherSpending"!'H:H, 'OtherSpending'!'B:B, 'GovtForecast'!'C19)-SUMIFS("OtherSpending"!'H:H, 'OtherSpending'!'E:E, "FY25", 'OtherSpending'!'B:B, 'GovtForecast'!'C19))), 0)Spending'!'H:H, 'OtherSpending'!'D:D, "One-Time", 'OtherSpending'!'E:E, "FY24", 'OtherSpending'!'B:B, 'GovtForecast'!'C19)))+(1+'GovtForecast'!'Q19)+(SUMIFS("OtherSpending"!'E:E, "FY25", 'OtherSpending'!'B:B, 'GovtForecast'!'C19)							
550,242	452,554	482,429	503,313	417,289	490,800	512,489	537,648	564,240	591,691	619,263			
47,956	49,419	35,002	15,302	28,567	38,500	3% 39,655	4% 41,241	5% 43,303	2% 44,169	-5% 41,961			
Past Actuals	Past Actuals	Past Actuals	Past Actuals	Past Actuals	Higher of Budget or Actual	IFERROR(IF(C46="", "", IF(A46=200, SUMIF("HighLevelPayroll"!'C:C, 10, HighLevelPayroll!'E:E), (I46-(SUMIFS("OtherSpending"!'G:G, 'OtherSpending'!'D:D, "One-Time", 'OtherSpending'!'E:E, "FY26", 'OtherSpending'!'B:B, 'GovtForecast'!'C46)-SUMIFS("OtherSpending"!'H:H, 'OtherSpending'!'D:D, "One-Time", 'OtherSpending'!'E:E, "FY26", 'OtherSpending'!'B:B, 'GovtForecast'!'C46)))+(1+'GovtForecast'!'U46)+(SUMIFS("OtherSpending"!'G:G, 'OtherSpending'!'E:E, "FY27", 'OtherSpending'!'B:B, 'GovtForecast'!'C46)-SUMIFS("OtherSpending"!'H:H, 'OtherSpending'!'E:E, "FY27", 'OtherSpending'!'B:B, 'GovtForecast'!'C46))), 0)Spending'!'G:G, 'OtherSpending'!'E:E, "FY27", 'OtherSpending'!'B:B, 'GovtForecast'!'C46)							
117,260	20,248	67,107	102,064	21,610	(64,800)	(208,304)	(204,372)	(207,048)	(203,170)	(202,976)			
(297,099)	(274,428)	(205,891)	(103,827)	(188,482)	(118,800)	(327,104)	(531,476)	(738,524)	(941,694)	(1,144,671)			
Cover Reserve:						(51,031.59)	(242,031.20)	(434,752.59)	(623,764.17)	(814,058.52)			
						(SUM(Expenses)/12*M1)+Fund Balance							
Payroll Allocation:						(Title V Revenue/(All Non-Tag Revenue))*All Non-Tag Payroll							

- Five years of prior data to identify trends and anomalies.
- Estimate is based off the more conservative of the Current Budget or Current Year Actuals.
- Future Estimates are prior year time 1+ estimated growth or shrinkage +/- Other Page (where new expected revenues and new or one-time expenses are kept/calculated). Only exception are the Payroll accounts which are calculated on a separate page based on the payroll schedule, expected benefits, and future payroll needs.

Other Budgeting Items

Current Forecast Model:

The governmental funds are done as a whole to ensure that the organization has the reserve needed.

This allows LRAPA to calculate future needed allocation changes. Currently the organization needs to look into future adjustments for General Fund and Title V.

The rules of TAG are entered into a "TAG Correction line" which is a stopgap to make sure that TAG's fund balance will always be 0.

One-Time/New Revenue & Expenses:

One-time items are added/subtracted prior to the percent adjustment.

New annual items are added and then are adjusted with the whole in future years.

Current Forecast Model:

		Historical Revenue Numbers					Current Revenue Detail From: December 2021			Reserve Months					TAG1 TAG2 EJ		Replacement Grant		(\$50,000.00)			
Account Number	Account Name	FY19	FY20	FY21	FY22	FY23	Current Actuals	FY24 Budgeted	Ending Estimate	FY25 A d	FY25 Dollar	FY26 A d	FY26 Dollar	FY27 A d	FY27 Dollar	FY28 A d	FY28 Dollar	FY29 A d	FY29 Dollar	FY25	FY29	
30-80-4000	Environmental Justice																					
30-80-5000	Public Education																					
30-80-6000	Building Improvements																					
30-80-7000	Equipment Capital Outlay																					
30-80-8000	Travel																					
30-80-9000	Computer Hardware																					
30-80-9500	Advertising																					
30-80-9900	Website Makeover																					
Total Expenses:		2,311,000.00	2,042,200.00	1,108,500.00	1,309,217.00	1,959,000.00		2,103,200.00	4,502,800.00	4,904,113.00	6,101,138.04	4,411,200.34	4,619,481.39	4,762,195.07	4,762,195.07	5,104,221.82						
Historical Totals:																						
Current Totals From: December 2021:																						
Static Forecast Totals:																						
Change in Net Income:		(197,070.00)	(212,436.00)	23,000.00	(219,419.00)	(161,214.00)	(1,866,000.00)	(1,346,900.00)	(1,246,200.00)	1,147,799.04	(9,209.41)	64,936.01	139,304.75	1,201,921.060								
Change in Fund Balance:		1,265,500.00	1,471,143.00	1,394,293.00	1,694,618.50	1,997,503.00	1,053,000.00	2,452,066.50	2,450,370.02	2,205,630.27	2,309,740.69	2,391,097.54	2,552,121.91									
Percent Change:		11%	-1%	11%	14%		42%		-31%	4%	-2%	-5%	9%									
General Fund TAG							(1,181,400.00)		1,344,862.09	116,445.13	218,189.91	301,786.94	381,739.87									
General Fund Title V							(2,519,000.00)	(3,541,000.00)	(2,786,137.31)	(2,079,492.19)	(1,841,302.27)	(1,577,515.15)	(1,429,136.46)									
General Fund TAG							(14,000.00)	(118,000.00)	(113,863.65)	(525,714.39)	(699,568.29)	(864,100.45)	(1,063,230.45)									
General Fund Title V									153,432.48	973,444.91	265,856.32	103,021.01	342,899.17									
General Fund TAG									46,533.00	876,668.91	469,631.04	155,653.91	178,333.19									

One-Time/New Revenues & Expenses:

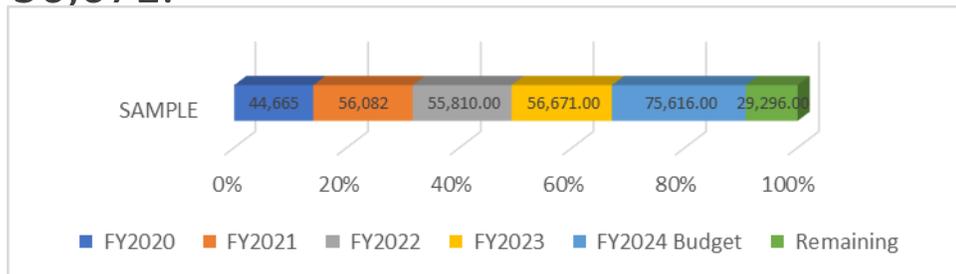
Fund (Formula)	Account (Dropdown Box)	Account Name (Formula)	Annual or One Time (Dropdown Box)	Fiscal Year (Dropdown Box)	Expense/Revenue Adjustment Explanation	Debit	Credit	Notes
1. Revenues	10-37-49010	Transfer	One-Time	FY24	Closing Aiemetrics		1,300,000.00	
1. Revenues	30-31-42041	EPA: Environmental Justice	Annual	FY25	Environmental Justice Grant		33,333.00	
2. Expenses	30-80-64020	Grant Contact Srvc-Passthrough	Annual	FY25	Environmental Justice Grant	30,000.00		
2. Expenses	30-80-64020	Grant Contact Srvc-Passthrough	Annual	FY27	Environmental Justice Grant (Close)		30,000.00	
1. Revenues	30-31-42041	EPA: Environmental Justice	Annual	FY27	Environmental Justice Grant (Close)		33,333.00	
2. Expenses	10-80-60020	Public Education	Annual	FY25	Ad Pilot Program Washington Travis	5,000.00		
2. Expenses	10-80-70010	Building Improvements	One-Time	FY25	Total	1,200,000.00		
1. Revenues	10-36-48030	Misc. Revenue	One-Time	FY25	Equipment from DEQ Monies thru 103		35,000.00	
2. Expenses	10-80-70030	Equipment Capital Outlay	One-Time	FY25	MOE Equipment Purchase	35,000.00		Required Purchase
2. Expenses	30-80-66010	Travel	Annual	FY24			150,000.00	TAG is not allowed to spend this much on travel
2. Expenses	10-80-61000	Computer Hardware	One-Time	FY25		5,000.00		
2. Expenses	10-80-61000	Computer Hardware	One-Time	FY27		5,000.00		
2. Expenses	10-80-61000	Computer Hardware	One-Time	FY26		10,000.00		
2. Expenses	10-80-61000	Computer Hardware	One-Time	FY28		10,000.00		
2. Expenses	10-80-61000	Computer Hardware	One-Time	FY29		5,000.00		
2. Expenses	10-80-70030	Equipment Capital Outlay	One-Time	FY25	MOE Equipment Purchase	49,000.00		Required Purchase per Lance
2. Expenses	10-80-60000	Advertisement	One-Time	FY25	Advertising TAG HH	3,000.00		
2. Expenses	10-80-60000	Advertisement	One-Time	FY26	Website makeover	25,000.00		

Grant Budget Questions

This Sample Grant was a grant awarded for a period of 60 months with an allotment of payroll of 318,140. The organization had options in how to charge against the grant:

- Charge 63,628 per year for 5 years.
- Slowly increase the charges to tie to inflation/payroll costs.

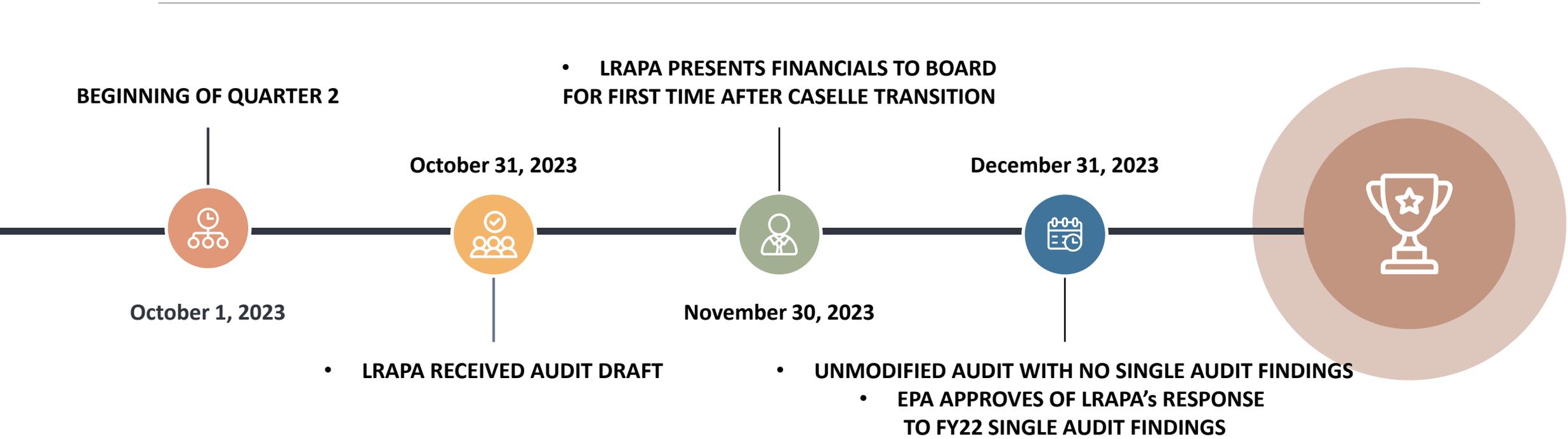
For this grant the organization has historically charged amounts between 44,665 and 56,671.



Sample Grant

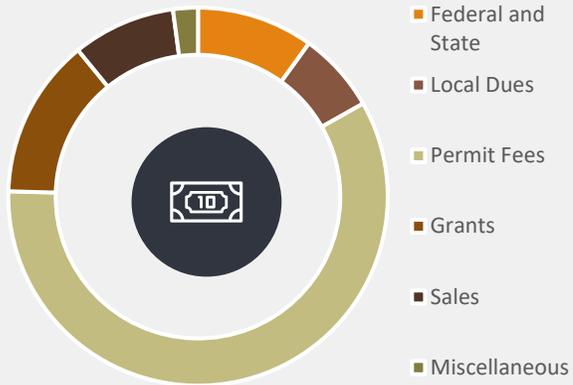
BUDGET SUMMARY:	Cost Item	EPA Share	Cost Sharing	TOTAL	Remarks
Personnel:		250,500	0	250,500	
Program Management/LRAPA Director's office	56,000				
5% allocation each/LRAPA Director and Public Affairs Mgr.					2 staff for a total of 60 months
Finance & record maintenance	55,000				
5% allocation each/Finance staff & Finance/HR Mgr.					3 staff for a total of 60 months
Enforcement & Compliance	43,500				
5% allocation each/Enforcement and Compliance staff					2 staff for a total of 60 months
Monitoring	42,500				
5% allocation each/Enforcement and Compliance staff					2 staff for a total of 60 months
Daily EPA FRM Sampling Frequency	53,500				Increase sampling frequenc from 1 every 3rd day to daily
FRINGE					
27% x \$250,500 = \$67,640	67,640	67,640	0	67,640	
Total Direct Costs:		318,140	0	318,140	

FINANCE DEPARTMENT ACCOMPLISHMENTS



AGENCY DASHBOARD

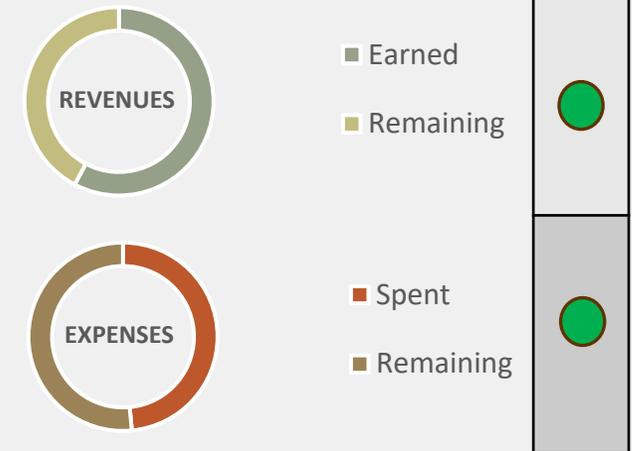
	Quarter 2- Prior Year	Quarter 2- Current Year	Annual Budget	Variance from Prior Year
Revenues	2,222,369	2,943,302	5,092,859	32% ●
Expenses	2,092,098	2,405,623	4,959,368	15% ●
Net Income	130,270	537,679	133,491	313% ●



The second quarter revenues were driven by permitting.

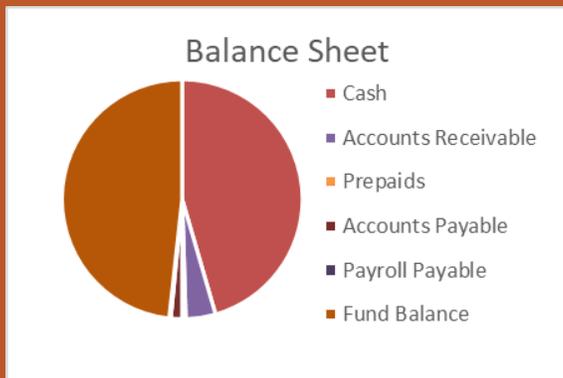
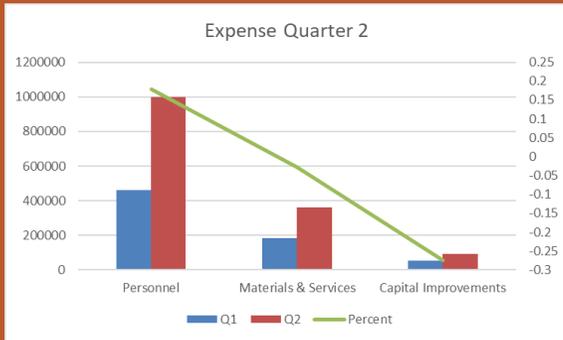
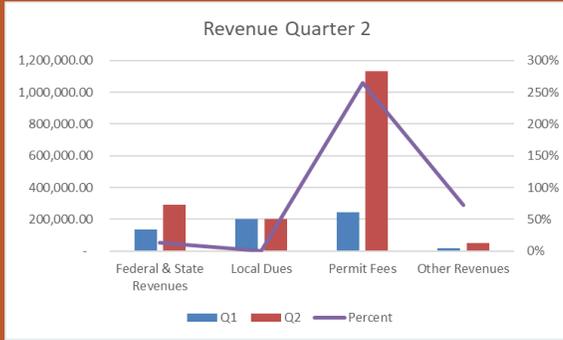


In Q2, Payroll was 56% of all organizational expenses.



Revenues and Expenses are on schedule for the year.

GENERAL FUND



December 2023- Fiscal Year 2024

KEY

- Actual
- Budgeted
- Prior to Current Trend

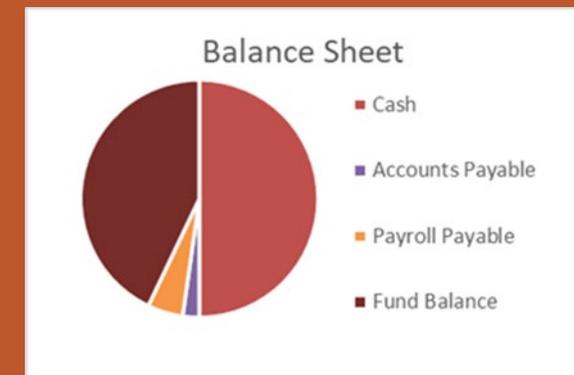
	Final Budget	Prior Year Period	Current Period	% of Budget	Actual to Budget	% Change from Prior Quarter	Trend of Prior Year to Actual
REVENUES:							
Federal & State Revenues	\$ 1,078,514	\$ 186,621	\$ 292,762	27.14%		57%	
Local Dues	201,550	196,273	201,550	100.00%		3%	
Permit Fees	1,260,739	1,174,903	1,131,064	89.71%		-4%	
Other Revenues	50,000	24,399	48,629	97.26%		99%	
Total Revenues	2,590,803	1,582,195	1,674,005	65%		6%	
EXPENDITURES:							
Personnel Services	1,761,213	830,095	1,000,850	56.83%		21%	
Materials and Services with Capital Outlay	891,871	304,818	452,758	50.76%		49%	
Total Expenditures	2,653,084	1,134,912	1,453,608	55%		28%	
Net Income	\$ (21,781)	\$ 447,283	\$ 220,397	-1012%		-51%	

TITLE V FUND

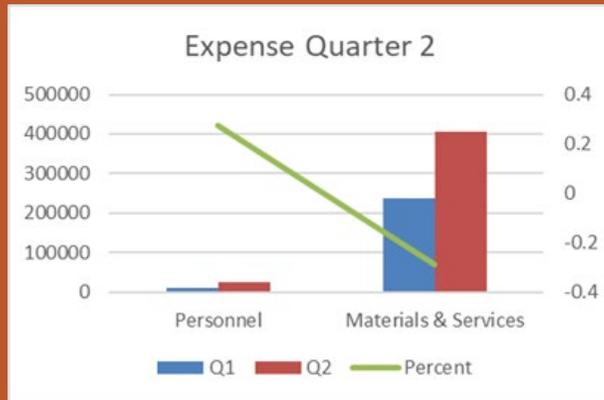
Budgetary Basis
December 2023- Fiscal Year 2024

KEY	
■	Actual
■	Budgeted
—	Prior to Current Trend

	Final Budget	Prior Year Period	Current Period	% of Budget	Actual to Budget	% Change from Prior Quarter	Trend of Prior Year to Actual
REVENUES:							
Permit Fees	\$ 515,417	\$ 424,246	\$ 594,144	115.27%	■ ■	40%	—
Total Revenues	515,417	424,246	594,144	115%	■ ■	40%	—
EXPENDITURES:							
Personnel Services	475,939	275,313	238,728	50.16%	■ ■	-13%	—
Materials and Services with Capital Outlay	17,208	298	11,352	65.97%	■ ■	3709%	—
Total Expenditures	493,147	275,611	250,080	51%	■ ■	-9%	—
Net Income	\$ 22,270	\$ 148,636	\$ 344,064	1545%	■ ■	131%	—

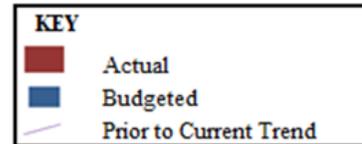


TAG FUND



022

Budgetary Basis December 2023- Fiscal Year 2024



	Final Budget	Prior Year Period	Current Period	% of Budget	Actual to Budget	% Change from Prior Quarter	Trend of Prior Year to Actual
REVENUES:							
TAG Funds	\$ 1,403,000	\$ -	\$ 401,666	28.63%	—■	0%	—
Total Revenues	1,403,000	-	401,666	29%	—■	0%	—
EXPENDITURES:							
Personnel Services	74,830	27,187	25,240	33.73%	—■	-7%	—
Materials and Services with Capital Outlay	1,328,170	429,487	405,246	30.51%	■	-6%	—
Total Expenditures	1,403,000	456,674	430,486	31%	—■	-6%	—
Net Income	\$ -	\$ (456,674)	\$ (28,820)			-94%	—

Adjusting for Due To/Due From:

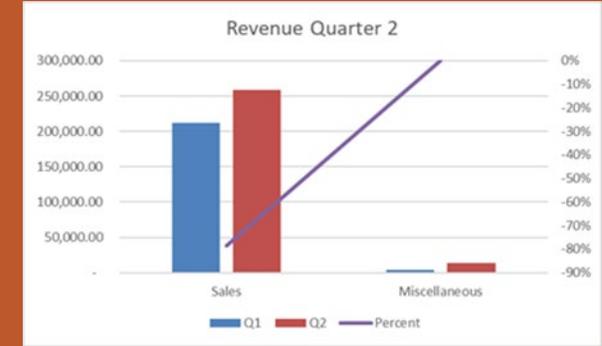
- Prior Year would have 28,820 (6%) more in Expenses and Revenues.
- Adjusting the organization as a whole, would adjust net income down to -1%.

Budgetary Basis
December 2023- Fiscal Year 2024

KEY	
■	Actual
■	Budgeted
—	Prior to Current Trend

	Final Budget	Prior Year Period	Current Period	% of Budget	Actual to Budget	% Change from Prior Quarter	Trend of Prior Year to Actual
REVENUES:							
Sales: Portable Samplers PM2.5	\$ 243,000	\$ 149,053	\$ 216,311	89.02%	■ —	45%	—
Sales: Portable Samplers PM10	100,000	-	3,596	3.60%	■ —	0%	—
Sales: Portable Samplers TSP	50,000	-	-	0.00%	■ ■	0%	—
Sales: Portable Samplers APM	50,000	-	-	0.00%	■ ■	0%	—
Sales: Accessories	103,000	48,466	38,941	37.81%	■ —	-20%	—
Sampler Rental Income	6,300	700	-	0.00%	■ ■	-100%	—
Sampler Calibration Fee	8,050	2,070	1,050	13.04%	■ —	-49%	—
Interest, Misc. & Freight	23,289	15,637	13,589	58.35%	■ —	-13%	—
Total Revenues	583,639	215,927	273,487	47%	■ —	27%	—
EXPENDITURES:							
Personnel Services	160,870	75,059	90,136	56.03%	■ —	20%	—
Materials and Services with Capital Outlay	387,769	149,843	181,313	46.76%	■ —	21%	—
Total Expenditures	548,639	224,902	271,449	49%	■ —	21%	—
Net Income	\$ 35,000	\$ (8,975)	\$ 2,038	6%	■	123%	—

AirMetrics





**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Bryan Cutchen, Chair and LRAPA Board Members

From: Jenilee Easter, Finance Manager

Date: February 8, 2024

Subject: Finance Report for Q2 of Fiscal Year 2023

ISSUE STATEMENT AND SUMMARY:

The purpose of this staff report is to provide the Board of Directors with a deeper level of detail regarding the second quarter of Fiscal Year 2023.

INFORMATION:

Income Statement Accounts

In the second quarter of the fiscal year, Lane Regional Air Protection Agency had earned 57% of its expected revenues and spent 48% of its budgeted expenses.

Revenues and expenses are both up from this quarter in fiscal year 2022—with revenue, up 32%, outpacing expenses, up 15%. Adjusting the TAG revenues, as I did for the prior quarter, the current year revenues are up 11% compared to this point last year- but net income is down due to an increase in expenses that are mainly driven from payroll and capital projects. The majority of LRAPA’s revenues have, so far, been derived from permitting (57%).

Payroll expenses accounted for 56% of all expenses. It has increased around 10% from this time last year- with all the increase being represented in the General Fund due to a change in allocation. This is due to a roughly 10 percent increase in salaries (and the associated payroll tax) as well as the move to PERS.

Balance Sheet Accounts

At the end of the period, Lane Regional Air Protection Agency had around 3.78 million in cash; of that cash—63 % was deposited with LGIP and 36% was in operational accounts. The organization had roughly 188 thousand in Accounts Receivable. There was also 165 thousand in Accounts Payable- only 60 thousand of that was over 30 days and 75% of that was derived from three invoices.

STAFF RECOMMENDATION: None, Informational Only.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Bryan Cutchen, Chair and LRAPA Board Members

From: Susannah Sbragia, Interim Director

Date: February 8, 2024

Subject: Board Goals Setting

STAFF REPORT

ISSUE STATEMENT

The goals from the Board helped the staff develop annual budgets and set priorities for the next year. LRAPA Board last set goals in September of 2021 for the 2022 year. The staff is preparing for the fiscal year of 2025. This is a good time for the goals to be re-evaluated and to add new ones.

BACKGROUND INFORMATION

The goals set by the Board in 2021 there are 12 goals. The proposed goals are integral to the success of our Agency. They align with our mission to protect public health, community well-being, and the environment. By expanding and refining these goals, we can better serve our community, address emerging challenges, and continue to be a leader in air quality monitoring and protection. Below is the list of goals with a brief status update.

The current goals:

	Goal	Status
1	Oakridge/Westfir Air Quality Improvement:	This goal is Improved
	<i>Objective: Seek EPA approval to improve air quality in Oakridge/Westfir.</i>	<i>Currently there are 3 grants: Tag 1, Tag 2, Environmental Justice Government-to-Government Program (EJG2G).</i>
2	Internal Efficiency Enhancement:	This goal is in process
	<i>Objective: Streamline internal processes and policies for improved efficiency.</i>	<i>This year the staff have started reviewing workflows and writing policies and procedures to begin the process of succession planning.</i>
3	Pre-Budget Planning:	This goal is Improved
	<i>Objective: Plan ahead for budget committee meetings to ensure financial stability.</i>	<i>Improve forecasting models/budget monitoring and engage management team more in the budget process.</i>
4	Financial Stability Assessment:	This goal is Improved
	<i>Objective: Evaluate LRAPA's costs and explore funding sources for long-term stability.</i>	<i>The improvement of our software and fiscal process has helped obtain progress, as well researching and pursuing grant opportunities.</i>
5	Website Redesign:	This goal is Improved



	<i>Objective: Improve LRAPA's website for better user access to air quality information.</i>	<i>updated/ always a work in process.</i>
6	Community Engagement:	This goal is ongoing
	<i>Objective: Increase interaction with communities to raise air quality awareness.</i>	<i>There has been added networking with other likeminded agencies for participation in public events.</i>
7	Collaboration and Partnerships:	This goal is ongoing
	<i>Objective: Strengthen relationships with local communities and industry for problem-solving.</i>	<i>New focus this year, meeting not only city partners but also local nonprofits and agencies for partner for grant opportunities.</i>
8	Funding Source Diversification:	This goal is ongoing
	<i>Objective: Seek new funding opportunities to support air quality programs.</i>	<i>We are building relationships with other agencies to co-apply for grants which adds to our options as we continue to look for grant opportunities.</i>
9	Airmetrics Enterprise Evaluation:	This fund is being closed
	<i>Objective: Assess the effectiveness of Airmetrics in monitoring air quality.</i>	<i>This goal is no longer applicable.</i>
10	Complaint Intake Process Improvement:	This goal is in process
	<i>Objective: Enhance the process for receiving and responding to air quality complaints.</i>	<i>Improving software for complaints to allow for better tracking of complaints.</i>
11	Regulatory Engagement:	This goal is in process
	<i>Objective: Stay updated on air quality regulations through engagement with relevant organizations.</i>	<i>This goal is addressed by adding staff opportunities for engagement and trainings. LRAPA's current rulemaking processes align with this goal as well.</i>
12	Succession Planning and Staff Training:	This goal is in process
	<i>Objective: Prepare for staff transitions through succession planning and training.</i>	<i>This year the staff have started reviewing workflows and writing policies and procedures to begin the process of succession planning.</i>

GOING FORWARD

The successful development of our goals demonstrates a collaborative and strategic approach, ensuring active participation from both our Board members and LRAPA staff in shaping the strategic direction of our organization. This collaborative effort fosters a sense of ownership, unwavering commitment, and alignment with our agency's mission.

MOTION OPTIONS

The board has the options to remove the completed goals and continue working on the remaining goals that are in process.

They can also choose to have a work session before the March board meeting to discuss goal options for the upcoming year.

10. DIRECTOR SIX MONTH REVIEW OF ACCOMPLISHMENTS & GOALS:

[LRAPA 2021 Goals attached here](#)

Dietrich said the first part of September he sent everyone a list of accomplishments, first five or six months. And then also a second document that deals with what he sees as the goals for the next six to 12 months. **Pishioneri** said this is not a Director's evaluation. This is simply a performance review. Where we're at and where we need to be.

Parisi asked which one is the future six months because she really thinks this is the place where we need to be in agreement. If that's going to be the basis for future evaluation in a formal way.

Keating said he didn't want to create more work for staff, but he would love to see a crosswalk that connects the goals with the mission that lays out with LRAPA's mission to protect public health by advocating for improvement and maintenance of air quality. And where these goals and actions fall into the bucket of improvement and fall in the bucket of maintenance.

Dietrich said he tried to put into three major categories or buckets, complete in the next six months, plan to begin in the next six months and continue work to completion. And the last category would be a plan to begin work in the next six to 12 months. In the first category there some of these are already underway. It's about trying to improve either internal processes, policies, procedures, and benefits with staff. The first on the list is the Oakridge maintenance plans as part of the process to get EPA approval of the redesignation of the air shed. His plan is to get that completed within the next six months. And then we're getting ready to start the LRAPA pre-budget planning process, We are trying to be prepared and in alignment with that regular process and trying to figure out what needs to be part of the process, new or ongoing. The website redesign we've mentioned to some, the goal is twofold including a more intuitive layout, and improve the user access to information, improve public search tools for information. We have got some proposals on some of those now and are considering a direction to go. We are always continuing to find ways to increase community Cleaner Air Oregon engagement. Seneca Sustainable Energy was the first one out of the gate, there are going to be others. And the situations will be site specific as we go forward. The meetings themselves will have a standard framework, but it could be different for each facility. And the nature of community engagement. What communities are affected could be different each time. He still needs as in his role to become more familiar with the environmental issues in Lane County, and coordinate solutions with the citizens and the representatives of Eugene, Springfield, Oakridge, Cottage Grove, and Lane County, as well as industry. We are always looking for ways to seek new funding sources to help improve air quality, such as the Oakridge TAG. And we recently applied for the American Recovery Plan opportunities. We are waiting to see the outcome from EPA. We want to do a detailed evaluation of the effectiveness of the Airmetrics Enterprise to help monitor air quality, and what can we do to make sure that that's a viable enterprise now and into the future.

Keating said he would welcome revisiting this with that kind of a crosswalk thinking. If others object or disagree vehemently, please let him know. But he thinks it would be a welcome addition to see where those dots are connected to the overarching mission of the agency.

Pishioneri said he agrees with Matt Keating. At the city level we asked staff, you got to have a request before us. How does it tie to our councilor goals, and we want to know where it ties in at.

And, and he thinks that's very valid and also helpful for the people that are generating this type of goal that they have.

Saxion said he would be interested if it's feasible to some of the goals where maybe progress hasn't been achieved or not achieved as rapidly to identify what the impediments are to accomplishing some of those goals, whether it's staff resources, or the higher masters EPA and DEQ that LRAPA has to report to. What may be preventing rapid progress on things. That would be helpful for us to better understand these type of things. And also for budgeting in the future, if there are staff resources or alignments or things like that, that would help to achieve not only your goals, but also the agency. **Holston** said she really appreciated what Howard Saxion just said. And also, just to include in that is, where can we as a Board help you to achieve those goals? And where do you see us taking on things that would assist you or are we hindering in any way.

Parisi added that Merlyn had a general goal that talked about financial stability and operating the organization within financial metrics. It is a very broad goal, but she thinks is very helpful. And she is channeling a little bit of Mike fleck, who has, on numerous occasions brought up the issues of Airmetrics viable. And then also Title V running at a deficit. She suggests that there be something around finance and because the finances of the organization have, over time improved so much. But back in the day there were discussions about dissolving the organization because the partners couldn't bring money to the table, the state money was being cut. And she knows we're in a very different place. But thinks that is such a core piece of the Director's responsibility. And it does require partnerships. It's measuring two things, community confidence and partnership. The other thing she doesn't see on there that she's curious about, is just general continuous improvement, which she thinks you have embedded in a lot of your goals. But the backlog of permitting has been an issue for a number of years, and she knows you are trying to figure out ways to catch up. Great to hear that the inspections got caught up, but she thinks the backlog maybe it's not a big deal to the permanented agencies, they don't necessarily care. But if it is a confidence or people feel like they're paying for a permit, and fees keep going up, but the timeliness of the renewal is not improving, isn't there a disconnect, and she feels like that's also another place of customer service and confidence that we would want to be able to address.

Dietrich said I hear you loud and clear. He will try to incorporate and improve the document. But some of these things that you have brought up he has already been having internal discussions with staff trying to find better ways to do what already we are already doing. And permitting backlog is certainly one of those.

Parisi said she was not asking you to have 100 goals the shorter the better. Measurable, clear, and concise. To the extent that you can elevate some things, continuously improve, inspections, and the complaint process. She thinks there's ways that you could elevate some of that.

Pishioneri added some emphasize please no dossier, no manuscripts. We like the brevity and an executive summary version.



Director’s Report for January 2024

Meeting Date: February 8, 2024
Department: Director’s Office
www.lrapa.org

Agenda Item No.14
Staff Contact: Susannah Sbragia
541-736-1056 ext. 209

January 2024 AQI CHARTS AND STATS:

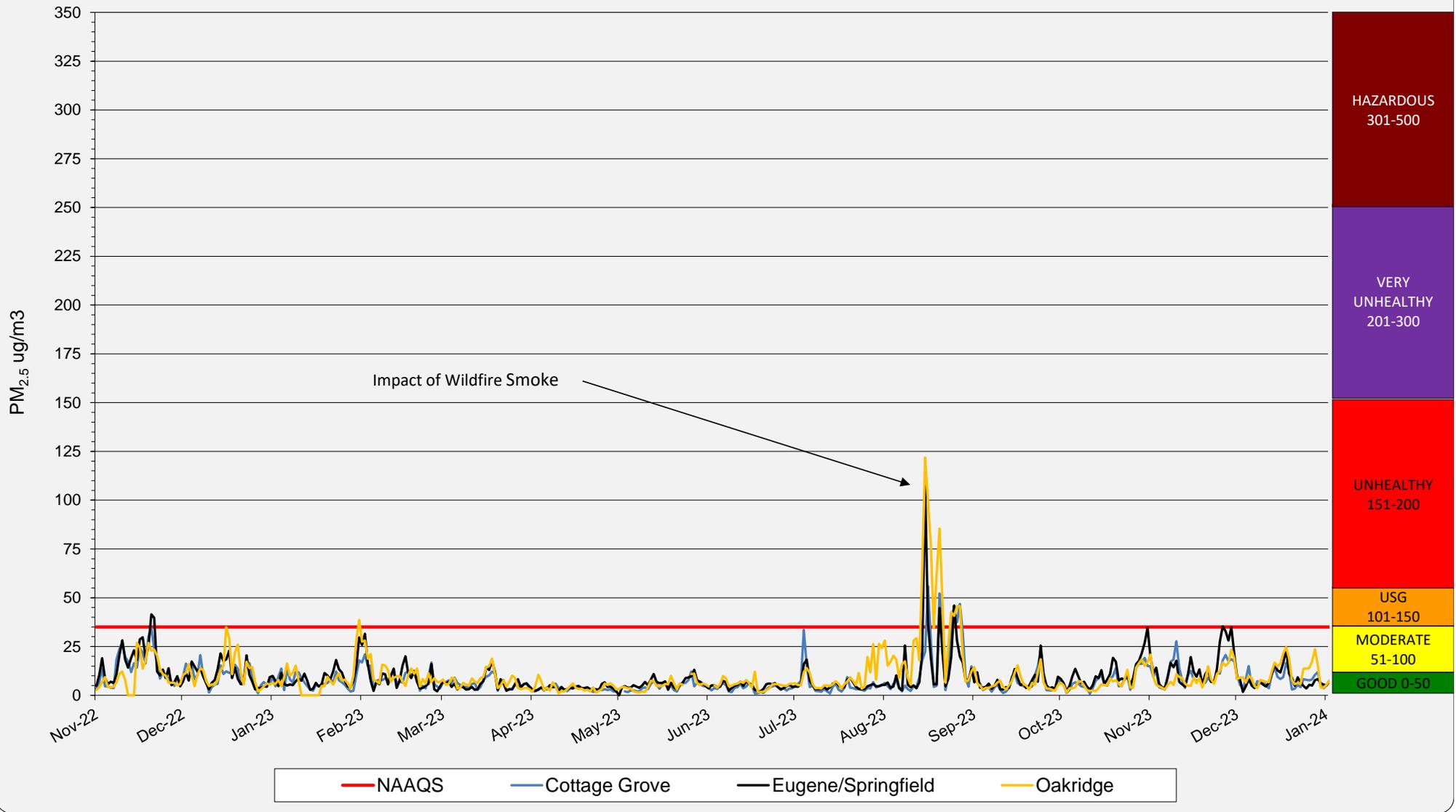
Site	Date	Max AQI	Pollutant
Eug/Spfld	16-Jan-24	88	PM
Oak	6-Jan-24	61	PM
CottGrv	20-Jan-24	74	PM

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3
Good	25	27	21	0-50	0-12
Moderate	5	3	6	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 (January 2024)
Attachment No. 2: PM2.5 index charts for Lane County (January 2024)

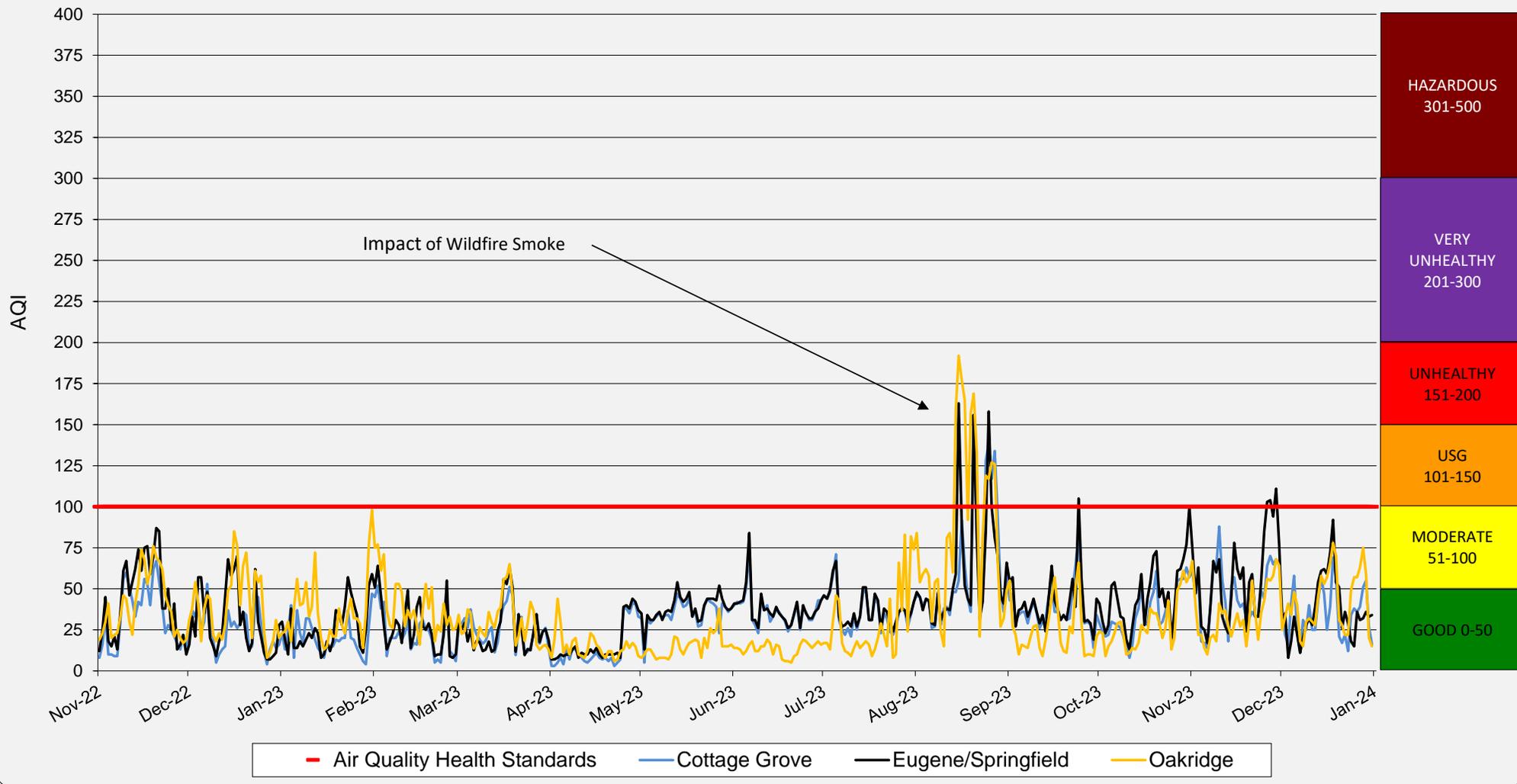
Daily PM2.5 Levels

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.



COMPLAINTS RECEIVED: 1/1/2024 thru 1/31/2024 (Total 35)

Smoke complaints: 25
16 - Outdoor Burning
9 - Home Wood Heating
Industry: 5
2 – International Paper (2 under investigation)
2 – Swanson Mill
1 – Unknown
Miscellaneous: 5
4 - Unknown Odor
1 – Campfire at homeless camp
Total - 35

Calendar year 2024 compares to previous years:

Year	2018	2019	2020	2021	2022	2023	*2024
Dust	26	15	17	26	12	7	0
Ag Burning / Spraying	0	6	2	7	2	3	0
General Air Quality	6	12	4	8	1	25	0
Home Wood Heating	126	128	74	57	67	52	9
Industry	50	170	100	336	198	97	5
Outdoor Burning	351	402	423	243	292	254	16
Slash Burning	24	16	12	10	6	12	0
Miscellaneous	66	67	59	40	102	72	1
Unknown	29	39	74	71	45	65	4
Total	678	855	765	798	725	587	35

* Year-To-Date

NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT
1/1/2024 to 1/31/2024

NEW: 1/01/2024 -- 1/31/2024: None.

Calendar year 2024 compared to previous years:

Year	2018	2019	2020	2021	2022	2023	*2024
Notices of Non-compliance and Warnings	41	55	15	21	24	19	0
Notices of Violation with Civil Penalties	43	37	26	17	24	15	0

* Year-To-Date.

ENFORCEMENT: 1/01/2024 to 1/31/2024

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	4	-	4
Industrial	-	-	3	-	3
Outdoor Burning	-	-	2	-	2
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	-	-	9	-	9

The complete enforcement report document is published on LRAPA's Publication Reports and Factsheets [webpage](#).

OUTDOOR BURNING LETTER PERMITS: 1/01/2024 TO 1/31/2024

Letter Permit (OBLP) issued: None

ASBESTOS

ABATEMENT: 1/01/2024 to 1/31/2024

During January, LRAPA received 35 notices of asbestos removal projects, none of which were schools.

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 2024 compares to previous years:

Calendar year 2024 compares to previous years:

Year	2018	2019	2020	2021	2022	2023	*2024
Total Asbestos Abatement Notices	428	488	439	408	465	466	35
School Asbestos Abatement Notices (NESHAP)	24	16	25	20	16	17	0
Number of Asbestos Abatements Inspected	770	94	93	104	115	91	4

* Year-To-Date.

PERMITTING (TITLE V AND ACDP):

- Currently 14 sources, Title V permits
- Currently approximately 275 sources, Air Contaminant Discharge Permits (ACDPs)

Permit activities:

Category of Permit Activity	Title V	ACDP	Registration	Total Active
New	-	6	-	6
Renewals	3	15	-	18
Modifications	2	9	-	11
Constructions	-	1	-	1
Registrations	-	-	-	-
Terminated Permits	-	-	-	-
Total Issued Permits Year-to-date	2	5	-	7

Permits placed on public notice:

Source Name	Reason for Public Notice	Type of Permit
University of Oregon	Renewal	ACDP

Permit backlog:

Permit Type	Total Number of Permits by Type	Number of Permits Extended Administratively	Percentage of Total (%)
Title V	14	0	0%
Standard	26	3	12%
Simple	28	4	14%
Total	68	7	9%

PUBLIC AFFAIRS, MONTHLY SUMMARY

- School Engagement Initiative: LRAPA's public affairs manager applied for and met volunteer requirements for school presentations within the Springfield School District. The first education session is planned at Two Rivers/Dos Rios Elementary on May 2, 2024.
- LRAPA continues to engage collaboratively with residents, regulatory bodies, and government entities on soil remediation activities concerning J.H. Baxter, a closed wood preservation business in West Eugene.

AGENCY GOALS AND UPDATES:

General Updates:

- Jenilee's last day was February 2, 2024 but she has agreed to help in the interim until a new person is hired.
- Amanda Atkins has taken a new position with LRAPA and is now our Permit & Policy Coordinator. The position she held before has been phased out.
- Karyssa has been a temp with our agency since September 18, 2023. She is in the finance department and will be an LRAPA permanent employee on Feb 11, 2024.

Goal: Update LRAPA Internal Policies and Procedures to include the list below

LRAPA successfully completed its first month of utilizing LINFO as an internal air quality complaints database, streamlining the process of logging and addressing air quality complaints. Recognized as a significant improvement to the complaint-handling program, LRAPA is now looking to enhance the system further. The focus will be on making it more user-friendly and expanding its capability to produce a wider range of reports.

Goal: Community Engagement and External Relationships

LRAPA's Interim Director and Public Affairs Manager had a productive meeting with Lane County's Assistant County Administrator and Public Works Director. They discussed how LRAPA can enhance its support for Lane County and its residents by leveraging mutual goals and resources. Additionally, LRAPA received opportunities to partner with Lane Education Service District (ESD) and Metro TV. This collaboration aims to amplify clean air initiatives through a mix of educational programs and media marketing strategies.

The City of Oakridge and City of Springfield meetings have been rescheduled due to the ice storm. These meetings are planned for February.

TENTATIVE 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.

March 2024

- Budget Committee Meeting
- Supplemental Budget FY24
- Title 47 Outdoor Burning Rules Public Hearing
- Work Session: Board Goals
- Approve Board Goals
- EPA Public Comment Consideration on Air Curtain Incinerators

April 2024

- Budget Committee Meeting
- LRAPA Air Quality Permitting Rules Public Hearing
- Dashboard Report
- QR 3 Financial Update
- Special section Executive Director hire

May 2024

- Approve FY25 Budget
- Oakridge Air Status Report
- Annual Report Review