



A G E N D A

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY OCTOBER 10, 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

In-Person Participation

Due to LRAPA's temporary office relocation, this meeting will be exclusively on Zoom.

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

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. **Approval of Meeting Minutes (12:25 p.m.)** *Action*
 - A. Heather Gravelle
 - B. September 12, 2024 Meeting Minutes
 - C. Board Discussion
6. **Citizens Advisory Committee (12:30 p.m.)** *Information*
 - A. Jim Daniels
 - B. Report
 - C. Board Discussion

- 7. Approval of Financial Update (12:40 p.m.)** *Action*
- A. Christina Ward
 - B. July & August 2024 Financial Reports
 - C. Board Discussion
- 8. Audit Update (12:50 p.m.)** *Information*
- A. Christina Ward
 - B. Staff Report (Revised June 2024 Financial Report)
 - C. Board Discussion
- 9. Dashboard Report (1:00 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 10. Remodel Update (1:10 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 11. Directors Report (1:20 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 12. Executive Director 6-Month Review, Preparation (1:30 p.m.)** *Information*
- A. Chair Howard Saxion
 - B. Staff Report
 - C. Board Discussion
- 13. Board Service Recognition (1:40 p.m.)** *Information*
- A. Travis Knudsen
 - B. Board Discussion

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

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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 laborales 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.



**BOARD OF DIRECTORS
MEETING MINUTES
SEPTEMBER 12, 2024
MEETING VIA ZOOM**

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Executive Director
Bryan Cutchen	Lance Giles, Technical Services Manager
Jared Hensley	Max Hueftle, Operations Manager
Michael Johnston	Matt Sorensen, Public Affairs and Project Manager
Matt Keating	Colleen Wagstaff, Finance & Enforcement Manager
Joe Pishioneri	Christina Ward, Finance Manager
Dylan Plummer	Heather Gravelle, Administrative Assistant
	Beth Erickson, Permit Writer
	Mandy Ramirez, Field Inspector
	Robbye Robinson, Finance Specialist
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
David Loveall, Vice-Chair	Jim Daniels, CAC Chair
AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Howard Saxion 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.	None.
4. Comments from Board Members.	<p>Chair Saxion informed the Board that Director Fleck was absent due to a recall election held in Cottage Grove in August effecting three City Councilors. He acknowledged Director Fleck's long-time dedicated service on the LRAPA Board, noting that his expertise and contributions would be greatly missed.</p> <p>Director Keating concurred and proposed adopting a resolution to recognize Director Fleck's years of service to</p>

	the agency. Chair Saxion agreed that an acknowledgment of his service would be appropriate.
5. Approval of Minutes for July 11, 2024.	MOTION: Director Pishioneri moved, and Director Johnston seconded to approve the July 11, 2024 Meeting Minutes. The motion passed unanimously.
6. Approval of Financial Report June 2024.	<p>Christina Ward, Finance Manager, presented a summary of the June 2024 Financial Report. A discussion ensued regarding the costs associated with the capital improvement project.</p> <p>Director Pishioneri proposed that future financial reports incorporate a narrative section highlighting noteworthy items or developments. The Board supported this suggestion, and staff committed to implementing the change in subsequent reports.</p> <p>MOTION: Director Pishioneri moved, and Director Plummer seconded to approve the June 2024 Financial Report. The motion passed unanimously.</p>
7. Year-End Overview Pre-Audit Financials.	<p>Ms. Ward presented an overview of the pre-audit financials. She informed the Board that the process was slightly behind schedule, with the agency still in the pre-audit phase. Ms. Ward confirmed that Isler CPA would again be engaged to conduct this year's audit.</p> <p>A discussion ensued regarding the audit process and timeline concerns. Ms. Ward assured the Board that she would provide an update at the October Board meeting.</p>
8. Citizens Advisory Committee.	Jim Daniels , Chair of the Citizens Advisory Committee (CAC), provided the Board an overview of the July 2024 CAC meeting. He reported that the CAC had completed their review of the proposed Board goals, noting that their findings and recommendations were included in the Board packet for review and consideration.
9. Proposed Board Goals Review.	Travis Knudsen , Executive Director, presented an overview of the proposed Board Goals to the Board. He shared that the goals were the result of an involved development process, incorporating input from multiple stakeholders including Board members, the Citizens Advisory Committee (CAC), LRAPA staff, and external partners. Discussion followed.

	<p>MOTION: Director Pishioneri moved, and Director Johnston seconded to schedule a work session to further review and discuss the proposed goals.</p> <p>Chair Saxion suggested that prioritization and deadlines be added to the proposed goals, specifically identifying those that required immediate attention.</p> <p>After further discussion, Director Pishioneri amended his motion as follows:</p> <p>MOTION: Director Pishioneri moved, and Director Johnston seconded to schedule a work session to further review and discuss the proposed goals, no later than the end of the first quarter of 2025. The motion passed unanimously.</p>
10. Partner Dues Engagement.	<p>Mr. Knudsen provided an update on LRAPA's engagement with partner jurisdictions regarding annual dues and fees. He noted an error in the report where the figures for the Cities of Eugene and Springfield had been inadvertently swapped. He clarified that the correct annual dues are \$92,000 for the City of Eugene and \$33,700 for the City of Springfield.</p> <p>Mr. Knudsen reported that he had initiated meetings with key representatives from each partner jurisdiction. He emphasized that this approach was designed to ensure a clear understanding of LRAPA's services and financial needs among all partners. Mr. Knudsen then provided a synopsis of the meetings already held and outlined the schedule for upcoming meetings with the remaining jurisdictions.</p>
11. Building Remodel Update.	<p>Lance Giles, Technical Services Manager, presented an update on the LRAPA office remodel project. He reported that since the Board's approval in July 2024, the project had begun with demolition work underway. He noted that the project was on schedule for completion by February 14, 2025, and within the approved budget.</p> <p>Mr. Giles reported that the project was progressing and assured the Board that staff would continue to provide regular updates. Mr. Knudsen then presented photographs documenting the project's progress to date.</p>

12. Directors Report.	<p>Mr. Knudsen presented the Director's Report, highlighting an upcoming visit from EPA Region 10 Administrator Casey Sixkiller on September 17. He noted that Sixkiller would discuss the JH Baxter site's potential listing as a Superfund site and would participate in a roundtable at the Lane County Public Service Building. Mr. Knudsen added that discussion would focus on LRAPA's environmental justice grant for Oakridge and Lane County's Community Change Grant.</p> <p>Director Keating requested LRAPA staff participation in the JH Baxter site discussion. Chair Saxion concurred, emphasizing LRAPA's crucial role in managing air quality during cleanup and its regulatory responsibilities. Mr. Knudsen agreed and stated he would relay this request at the pre-visit meeting.</p>
13. Adjournment of LRAPA Board Meeting.	<p>Chair Saxion adjourned the LRAPA Board meeting at 1:00 p.m.</p>

(Minutes recorded by Heather Gravelle)



Prepared on 10/2/2024

	Prior Yr. Actuals FY 23-24 July 2023	FY 24-25 YTD as of July 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	96,762	10,677	1,182,000	(1,171,323)
Local Dues	93,573	7,600	203,500	(195,900)
Permit Fees	12,306	217,561	1,336,592	(1,119,031)
Other Revenues	11,208	0	54,900	(54,900)
Transfers from Title V, Grant Fund, and AirMetrics	0	0	38,700	(38,700)
Total Revenue Received	213,848	235,839	2,815,692	(2,579,853)
Expenditures ^				
Personnel Services	169,714	180,630	1,947,600	9%
Materials & Services	87,772	131,381	1,062,550	12%
Capital Improvements	2,512	0	1,430,000	0%
Contingency	0	0	190,000	0%
Total Expenditures	259,998	312,010	4,630,150	7%
General Fund Net	(46,150)	(76,171)	(1,814,458)	
Special Revenue (Title V)				
Revenues				
Permit Fees	0	789,557	775,300	14,260
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	0	789,557	775,300	14,260
Expenditures ^				
Personnel Services	21,864	46,696	542,900	9%
Materials & Services	550	0	12,200	0%
Capital Outlay	0	0	0	0%
Transfers to Gen Fund	0	0	38,700	0%
Contingency	0	0	10,000	0%
Total Expenditures	22,414	46,696	603,800	8%
Special Revenue Net	(22,414)	742,862	171,500	
Grant Fund				
Revenues				
EPA TAG 1&2, and EJG2G	0	0	3,013,700	(3,013,700)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	0	0	3,013,700	(3,013,700)
Expenditures ^				
Personnel Services	2,403	11,826	127,100	9%
Materials & Services	21,950	46,182	2,811,600	2%
Capital Outlay	1,937	24,946	0	0%
Transfers to Gen Fund	0	0	0	0%
Contingency	0	0	75,000	0%
Total Expenditures	26,290	82,954	3,013,700	3%
Grant Fund Net	(26,290)	(82,954)	-	

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



Prepared on 10/2/2024

	Prior Yr. Actuals FY 23-24 Aug 2023	FY 24-25 YTD as of Aug 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	104,908	10,677	1,182,000	(1,171,323)
Local Dues	93,573	77,800	203,500	(125,700)
Permit Fees	205,015	255,742	1,336,592	(1,080,850)
Other Revenues	17,896	0	54,900	(54,900)
Transfers from Title V, Grant Fund, and AirMetrics	0	0	38,700	(38,700)
Total Revenue Received	421,393	344,220	2,815,692	(2,471,472)
Expenditures ^				
Personnel Services	314,588	313,682	1,947,600	16%
Materials & Services	100,052	175,032	1,062,550	16%
Capital Improvements	6,568	48,646	1,430,000	3%
Contingency	0	0	190,000	0%
Total Expenditures	421,207	537,360	4,630,150	12%
General Fund Net	186	(193,140)	(1,814,458)	
Special Revenue (Title V)				
	Prior Yr. Actuals FY 23-24 Aug 2023	FY 24-25 YTD as of Aug 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance
Revenues				
Permit Fees	592,011	793,660	775,300	18,360
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	592,011	793,660	775,300	18,360
Expenditures ^				
Personnel Services	61,594	87,775	542,900	16%
Materials & Services	1,008	58	12,200	0%
Capital Outlay	0	0	0	0%
Transfers to Gen Fund	0	0	38,700	0%
Contingency	0	0	10,000	0%
Total Expenditures	62,602	87,833	603,800	15%
Special Revenue Net	529,409	705,828	171,500	
Grant Fund				
	Prior Yr. Actuals FY 23-24 Aug 2023	FY 24-25 YTD as of Aug 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance
Revenues				
EPA TAG 1&2, and EJG2G	0	0	3,013,700	(3,013,700)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	0	0	3,013,700	(3,013,700)
Expenditures ^				
Personnel Services	6,818	20,946	127,100	16%
Materials & Services	84,834	83,508	2,811,600	3%
Capital Outlay	0	24,946	0	0%
Transfers to Gen Fund	0	0	0	0%
Contingency	0	0	75,000	0%
Total Expenditures	91,653	129,400	3,013,700	4%
Grant Fund Net	(91,653)	(129,400)	-	

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



revised on 10/2/24

Footnote #


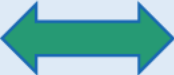



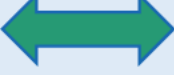
	Prior Yr. Actuals FY 22-23 June 2023	FY 23-24 YTD as of June 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
General Fund				
Revenues				
Federal & State Revenues	1,076,605	1,230,158	1,078,514	151,644
Local Dues	195,111	199,048	201,550	(2,502)
Permit Fees	1,391,640	1,236,912	1,260,739	(23,827)
Other Revenues	108,449	97,716	50,000	47,716
Transfers from Title V, Grant Fund, and AirMetrics	40,500	54,471	40,500	13,971
Total Revenue Received	2,812,305	2,818,305	2,631,303	187,002
Expenditures ^				
Personnel Services	1,778,773	1,811,015	1,761,213	103%
Materials & Services	720,806	938,012	761,871	123%
Capital Improvements	101,601	349,589	205,000	171%
Contingency	0	0	25,000	0%
Total Expenditures	2,601,179	3,098,616	2,753,084	113%
General Fund Net	211,126	(280,312)	(121,781)	
Special Revenue (Title V)				
	Prior Yr. Actuals FY 22-23 June 2023	FY 23-24 YTD as of June 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Revenues				
Permit Fees	424,247	640,970	535,417	105,550
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	424,247	640,970	535,417	105,550
Expenditures ^				
Personnel Services	445,190	474,490	495,940	96%
Materials & Services	13,569	14,677	17,207	85%
Capital Outlay	0	0	0	0%
Transfers to Gen Fund	15,000	15,000	15,000	100%
Total Expenditures	473,758	504,167	528,147	95%
Special Revenue Net	(49,511)	136,804	7,270	
Grant Fund				
	Prior Yr. Actuals FY 22-23 June 2023	FY 23-24 YTD as of June 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance
Revenues				
EAP Tag 1 &2	916,744	996,360	1,403,000	(406,600)
Miscellaneous Revenue	0	0	0	0
Total Revenue Received	916,744	996,360	1,403,000	(406,600)
Expenditures ^				
Personnel Services	56,671	71,610	75,616	95%
Materials & Services	860,073	897,231	1,327,384	68%
Capital Outlay	0	20,054	0	0%
Transfers to Gen Fund	0	9,715	0	0%
Total Expenditures	916,744	998,610	1,403,000	71%
Grant Fund Net	(0)	(2,250)	-	

	Prior Yr. Actuals FY 22-23 June 2023	FY 23-24 YTD as of June 2024	FY 23-24 Final Amended Budget	FY 23-24 Budget Variance	Footnote #
Enterprise Fund (AirMetrics)					
Revenues					
Sales: Portable Samplers PM2.5	300,784	190,837	243,000	(52,200)	
Sales: Portable Samplers PM10	0	30,125	100,000	(69,900)	
Sales: Portable Samplers TSP	0	17,648	50,000	(32,400)	
Sales: Portable Samplers APM	0	7,230	50,000	(42,800)	
Sales: Accessories	98,105	99,466	103,000	(3,500)	
Sampler Rental Income	1,400	0	6,300	(6,300)	
Sampler Calibration Fee	4,753	1,395	8,050	(6,700)	
Interest, Misc. & Freight	36,254	28,526	23,289	5,200	
Total Revenue Received	441,296	375,226	583,639	(208,413)	
Expenditures ^					
Personnel Services	153,207	113,329	160,870	70%	
Materials & Services	319,779	232,141	397,269	58%	
Capital Outlay	0	0	0	0%	
Transfers to Gen Fund	25,501	29,756	25,500	117%	2
Total Expenditures	498,487	375,226	583,639	64%	
Airmetrics Net	(57,191)	0.00	0		
* % Spent is YTD Actuals divided by FY Budget.: Red: 91% & above / Yellow: 81%-90% / Green: up to 80%					

FOOTNOTES:

1. We are over budget by 13% in the General Fund. Key line items that were over budget are Legal Fees, Contract Services, & Capital Improvement

2. AirMetrics was sold in February of 2024. The fund is balanced to Zero net Revenue, as we transferred the positive balance of \$29,756 to the General Fund.

National Ambient Air Quality Health Standards				
Clean Air Act Goal	Status	Trend	Expected Completion	Comments
Review revised national ambient air quality standards for ozone; assess the status of airsheds in Lane County, identify next steps as needed.	 Green		Revised ozone standard (70 ppb) adopted by EPA on 10/1/2015.	Current ozone levels, at both Saginaw and Amazon Park, are well below the 70 ppb EPA ozone standard. <i>The 2023 Ozone season ended 9/30/2024. Lane County continues to meet the current ozone standard.</i>
Maintain compliance with the annual PM _{2.5} air quality health standard in Eugene/Springfield, Cottage Grove, and Oakridge.	 Yellow		Ongoing	<p>Non-wildfire influenced annual levels remain below the NAAQS for Eugene/Springfield, Cottage Grove, and Oakridge.</p> <p>Effective May 6, 2024, the EPA has finalized the tightening of the annual PM_{2.5} standards from 12 to 9 micrograms per cubic meter (µg/m³). This revision, following a period of public commentary where levels between 8-11 µg/m³ were considered, sets a more stringent benchmark for air quality. Utilizing data from 2022 to 2024, compliance with these new NAAQS will be assessed. Given the updated standard, Oakridge will face challenges meeting these criteria and will require the submission of new Exceptional Event requests for it to avoid noncompliance. Other areas in Lane County may also encounter similar issues meeting the new standard, depending on potential 2024 wildfire impacts.</p> <p>ODEQ and LRAPA have submitted an Exceptional Event Concurrence Request to the EPA for the 2022 wildfire smoke impacts in Oakridge to ensure compliance with the lowered annual standard and is preparing a similar request for 2023.</p>
Maintain compliance with the 24-hour PM _{2.5} and PM ₁₀ air quality health standard in Eugene/Springfield, Cottage Grove and Oakridge.	 Yellow		Ongoing	<p>Non-wildfire influenced annual levels remain below the NAAQS for Eugene/Springfield, Cottage Grove and Oakridge.</p> <p>The Oakridge PM_{2.5} and PM₁₀ Redesignation & Maintenance Plans were published in the Federal Register on August 22, 2022. The redesignation from nonattainment to attainment for</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend






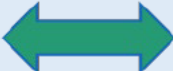
No Change
Status Quo



Deteriorating
Negative Trend

Dashboard Report

October 2024

National Ambient Air Quality Health Standards				
Clean Air Act Goal	Status	Trend	Expected Completion	Comments
				<p>the Oakridge-Westfir airshed took effect on September 22nd, 2022. Oakridge and Westfir are now considered to be in attainment of the newly updated NAAQS.</p> <p>On January 6, 2023, the EPA proposed leaving the current daily PM_{2.5} standard as is at 35 µg/m³. The proposal also included a request for comments on levels as low as 25 µg/m³.</p> <p>The updated PM_{2.5} standards were announced in 2024, and the daily standard remained at 35 µg/m³, but the annual standard was lowered from 12.0 to 9.0 µg/m³.</p>
<p>Complete application for Targeted Airshed Grant.</p> <p>Complete work on State Implementation Plan (SIP) Maintenance Plan for continued Oakridge PM_{2.5} improvement and maintenance.</p>	 Green		Ongoing	<p>Targeted Airshed Grant to LRAPA announced by EPA on September 30, 2019. TAG 2.0 (\$2.73M) awarded by the EPA in 2022.</p> <p>The Oakridge PM_{2.5} and PM₁₀ Redesignation & Maintenance Plans (SIP) were published in the Federal Register on August 22, 2022. The redesignation from nonattainment to attainment for the Oakridge-Westfir airshed took effect on September 22nd, 2022. Oakridge and Westfir are now considered in attainment of NAAQS.</p>
<p>Continue development and implementation of "Oakridge Air" (Targeted Airshed Grant), and other grant efforts supporting the program.</p>	 Green		Ongoing	<p>Work is being done on homes in Oakridge and Westfir. The Oakridge Air program enrolled a Seventh cohort of homes in the program. The program had a formal 1-year extension and budget adjustment approved by the EPA to provide more time for interventions funded under this grant.</p> <p>LRAPA was successful in receiving a final \$997,622 grant award with finalized terms and conditions for an Environmental Justice Government to Government (EJG2G) which will fund efforts to improve community resiliency against wildfire smoke impacts in the Oakridge-Westfir area through</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend



No Change
Status Quo


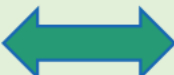




Deteriorating
Negative Trend

Dashboard Report

October 2024

National Ambient Air Quality Health Standards				
Clean Air Act Goal	Status	Trend	Expected Completion	Comments
				<p>home interventions, smoke response planning, and health impact research.</p> <p>Vendors willing to work in Oakridge are lower than desired due to demand of work in the more-local Eugene Springfield area. LRAPA, Good Company / Parametrix, and other Oakridge Air partners have coordinated efforts and modified policies to maintain and garner interest in working with the Program.</p> <p>Qualification Questionnaire: 598 Homes currently enrolled: 100 Initial Home Energy Audits: 94 Wood Stoves installed: 58 Ductless heat pumps Installed: 60 Homes weatherized: 60 Completed Homes: 61</p> <p>Oakridge Air has been fully funded and awarded an additional \$2.73M in 2022 to continue this work for an additional two years.</p>

Air Toxics and Cleaner Air Oregon				
Priority	Status	Trend	Expected Completion	Comments
Continue to develop and implement programs, rules, and fee structures for area source National Emission Standards for Hazardous Air Pollutants (NESHAPs).	 Green		Ongoing as EPA finalizes new and revised NESHAP standards	Revised NESHAPs are included in permits at renewal or sooner if necessary.
Continue to perform long term trend air toxics monitoring at the West Eugene site and use current state funding to operate a rotating site.	 Green		<p>West Eugene site monitoring is ongoing.</p> <p>Rotating site currently in Springfield, until January 1 of 2025</p>	<p>In 2017 the Oregon Legislature approved funding for air toxics monitoring in Eugene area and five other areas of Oregon. LRAPA negotiated a cooperative agreement that currently allows for the operation of two air toxics monitoring sites in Lane County.</p> <p>Summary data was added to the LRAPA website and is current through 2021. It will be updated yearly when complete yearly data receives final QA approval.</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend





No Change
Status Quo



Deteriorating
Negative Trend

Dashboard Report

October 2024

Air Toxics and Cleaner Air Oregon				
Priority	Status	Trend	Expected Completion	Comments
				<p>Data through 2023 has been compiled and will be added to the LRAPA website.</p> <p>LRAPA moved air toxics monitors from Oakridge to Springfield in January 2024 as planned. Due to DEQ funding and staffing issues the second rotating site will be eliminated at the conclusion of the sampling in Springfield.</p> <p>Air toxics monitoring at the West Eugene site will continue as a long-term trend site.</p>
Implement the Cleaner Air Oregon program.	 Green		Ongoing	<p>In November 2019, staff publicized the ranking to prioritize the call-in of existing sources and announced the first 10 facilities to call-in.</p> <p>LRAPA currently has five (5) sources in the CAO process: (1) International Paper was called into CAO in January of 2024 and submitted their Emissions Inventory (EI) in May of 2024; (2) Hexion submitted a Level 3 Risk Assessment in September of 2024; (3) LRAPA approved Emerald Forest Products #1's Level 3 Risk Assessment in July of 2024 and the facility submitted a permit modification application to include CAO permit conditions in September of 2024; (4) Pacific Recycling (Group 3 facility) was called into CAO in August of 2024; and, (5) USD Eugene Clean Fuels is a new facility that currently going through CAO as part of the initial permitting process.</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend








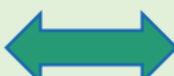
No Change
Status Quo



Deteriorating
Negative Trend

Dashboard Report

October 2024

Agency Administration				
Goal or Initiative	Status	Trend	Expected Completion	Comments
Update LRAPA strategic priorities annually	 Yellow		Updated provided May & October of each year as part of the review of this Dashboard report. Goals to be updated annually.	Reported recent successes and future priorities. Incorporated into dashboard and reported to the Board of Directors every six months. Goals last reviewed and updated by LRAPA's Board in January 2022. A new set of goals was proposed to the Board in September 2024, and the Board has agreed to a work session in January 2025 to update and finalized proposed goals.
Provide timely permits, inspections, and construction reviews	 Green		Ongoing permitting. Inspections to be completed in the next federal fiscal year.	LRAPA is on track to meet our current permitted source inspection commitments to EPA by September 30, 2025. Permitting backlog of expired permits that are extended administratively is remaining relatively steady: 10% overall in the May 2024 dashboard, and 15% now (14% of 14 Title Vs, 15% of 26 Standard ACDPs, and 15% of 27 Simple ACDPs). LRAPA has maintained the administratively extended Title V permits to no more than 20%.
Improve compliance inspection, reporting and tracking	 Yellow		Ongoing	Working with LCOG to expand the development of a customized database for LRAPA called "LINFO". LINFO accommodates tracking data and information related to permitted sources; facility inspections reports; and is in the process of implementing complaints data. LRAPA is working to transition to standardized templates for permits, coupled with a standard peer review process. This will not only streamline the time required for reviews but also minimize errors. LRAPA hired two new inspectors: one for a position that became vacant after an inspector left the Agency in March and one for a



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend









No Change
Status Quo



Deteriorating
Negative Trend

Dashboard Report

October 2024

Agency Administration				
Goal or Initiative	Status	Trend	Expected Completion	Comments
				position that became vacant after an inspector left the Agency in August.
Maintain industrial source LRAPA rules	 Yellow		Ongoing	<p>LRAPA proposed comprehensive industrial source rule changes to adopt the more stringent rules proposed by DEQ that were adopted by the EQC in November 2022, as well as other changes identified by staff. The Board adopted these rules at the April 2024 Board meeting and LRAPA the EQC adopted them in May 2024 for incorporation into the State Implementation Plan (SIP).</p> <p>LRAPA is currently working on an additional rulemaking primarily to address more stringent changes to Gasoline Dispensing Facilities (GDFs) adopted by the DEQ in March of 2024, as well as additional changes identified throughout the rules.</p>
Maintain financial stability and viability of LRAPA: develop a multi-year budget projection annually	 Green		Report to LRAPA Board in March of each year.	The financial forecast has been developed and will be presented to the Board during the FY25 budget process.
Maintain a full staff, and promote staff engagement in a positive work environment to foster program stability	 Yellow		Ongoing	<p>In June 2024, LRAPA filled a vacant inspector position, in August 2024, LRAPA filled a vacant permit writer position, and in September 2024, LRAPA successfully filled a second vacant inspector position.</p> <p>LRAPA is actively recruiting an Administrative Manager position who will oversee human resources, administrative operations, and organizational management while providing high-level executive assistance to the organization.</p> <p>LRAPA continues to contract an Employee Resources and Operational Effectiveness Consultant until the Administrative Manager position is filled.</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend





No Change
Status Quo



Deteriorating
Negative Trend

Dashboard Report

October 2024

Agency Administration				
Goal or Initiative	Status	Trend	Expected Completion	Comments
Current financial reserves are at 120 calendar days minimum	 Green		Reserve policies are under review	<p>LRAPA is in a good financial position.</p> <p>LRAPA's FY'25 proposed budget sustains more than 120 calendar days of reserves.</p>



On Track
Requires No Extra
Attention



Concern
Requires Continued
Attention



Problem
Requires Priority
Attention



Improving
Positive Trend



No Change
Status Quo



Deteriorating
Negative Trend



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board Members

From: Lance Giles, Technical Services Manager

Date: October 10, 2024

Subject: Office Remodel Project Progress Update

STAFF REPORT

ISSUE STATEMENT

This staff report provides an update on the progress of LRAPA's office remodel project, which was approved by the Board in July 2024, including recent change orders and their financial implications.

BACKGROUND INFORMATION

On July 11, 2024, the Board approved Resolution 24-05, accepting the bid from Proper Built Inc. in the amount of \$1,099,000.00 for the LRAPA office remodel project. This project aims to improve LRAPA's workspace and service capabilities.

PROGRESS UPDATE

Since the last update, significant progress has been made:

1. Project Timeline:

- The project remains on track with the original timeline of completion.
- Framing was completed faster than initially anticipated.
- Some aspects have taken slightly longer than expected.
- Overall, these variations have balanced out, keeping the project on schedule.

2. Completed Phases:

- Demolition work is complete.
- Framing is complete.
- All permits have been issued.

3. Ongoing Work:

- Mechanical (HVAC) rough-in is currently in progress.
- Plumbing rough-in is currently in progress.
- Transition from demolition to construction phases is underway.

4. Change Orders and Budget Updates:

- Change orders have been processed, reflecting adjustments to the project scope:



- CR-2: Removal and capping of air lines in Room 114 (\$440.26)
- CR-4: Modifications to mechanical room plumbing (no cost change)
- CR-5: Elimination of drinking fountain (\$330.85)
- CR-6: Patching of abandoned floor registers (\$993.85)
- CR-7: Credit for not demolishing mezzanine (-\$1,731.11)
- CR-9: Miscellaneous plumbing corrections (\$2,516.68)
- CR-11: Credit for reusing existing roof access ladder (-\$1,371.51)
- CR-14: Door revisions (\$43.05)
- The net impact of these change orders is an increase of approximately \$1,225 to the project cost.
- Approximately \$14,825 in cost savings has been identified through adjustments to lighting and electrical items.
- Additional preparation of the sub-floor is required to adequately accept the new carpet and will add additional costs of ~\$10,000.
- The combination of change orders, savings, and additional work keeps the project slightly below the original budget.

5. Temporary Relocation:

- Staff continue to work effectively from the temporary workspace.
- While foot traffic services are not available, LRAPA has successfully implemented an appointment system for in-person engagements.

6. Office Furniture:

- LRAPA is finalizing plans with Office World for new workstations and other furniture.
- An order for the workstations is expected to be placed in early October.

CHALLENGES AND CHANGES

While no major unexpected issues have arisen, the change orders reflect normal adjustments typical in renovation projects. The project team continues to address these changes efficiently, minimizing their impact on the overall timeline and budget.

FINANCIAL IMPACT

The project remains within the approved budget of \$1,099,000.00. The net impact of change orders (\$1,225) is more than offset by the identified cost savings in lighting (\$14,825), resulting in the project tracking below budget. This buffer allows for the additional flooring preparation needs while still maintaining overall fiscal responsibility.

NEXT STEPS

1. Finish mechanical and plumbing rough-in work and schedule inspections.
2. Prepare for subsequent phases, including electrical rough-in.
3. Continue to monitor the budget closely, balancing cost savings with necessary additional work.
4. Process any further change orders as needed, ensuring documentation and approval.



STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommends that the Board review this progress update and provide any feedback or guidance as necessary. We will continue to keep the Board informed of any significant developments or changes to the project timeline or budget.

Springfield Block Party

Date: Friday 9/6/2024

Time: 4pm to 9pm

Est. Booth Visits: 400+

Primary Talking Points: Understanding AQI and Wildfire Smoke, and how LRAPA researches complaints.

Games & Swag: Spinning wheel for questions to win LRAPA swag or enter raffle. Candy or fresh apples too



022

Jerry's Fire Safety

Date: Saturday 9/28/2024

Time: 10am to 2pm

Est. Booth Visits: 100+

Primary Talking Points: Understanding AQI, Asbestos safety w/ display, and how LRAPA helps community.

Games & Swag: Spinning wheel to win LRAPA swag. Take survey to enter raffle for PurpleAir sensor. Candy or cutie oranges too.





Director's Report for September 2024

Meeting Date: October 10, 2024
Department: Director's Office
www.lrapa.org

Agenda Item No. 11
Staff Contact: Travis Knudsen
541-736-1056 ext. 217

SEPTEMBER 2024 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	6-Sep-24	94	PM
Oak	7-Sep-24	131	PM
CottGrv	5-Sep-24	84	PM

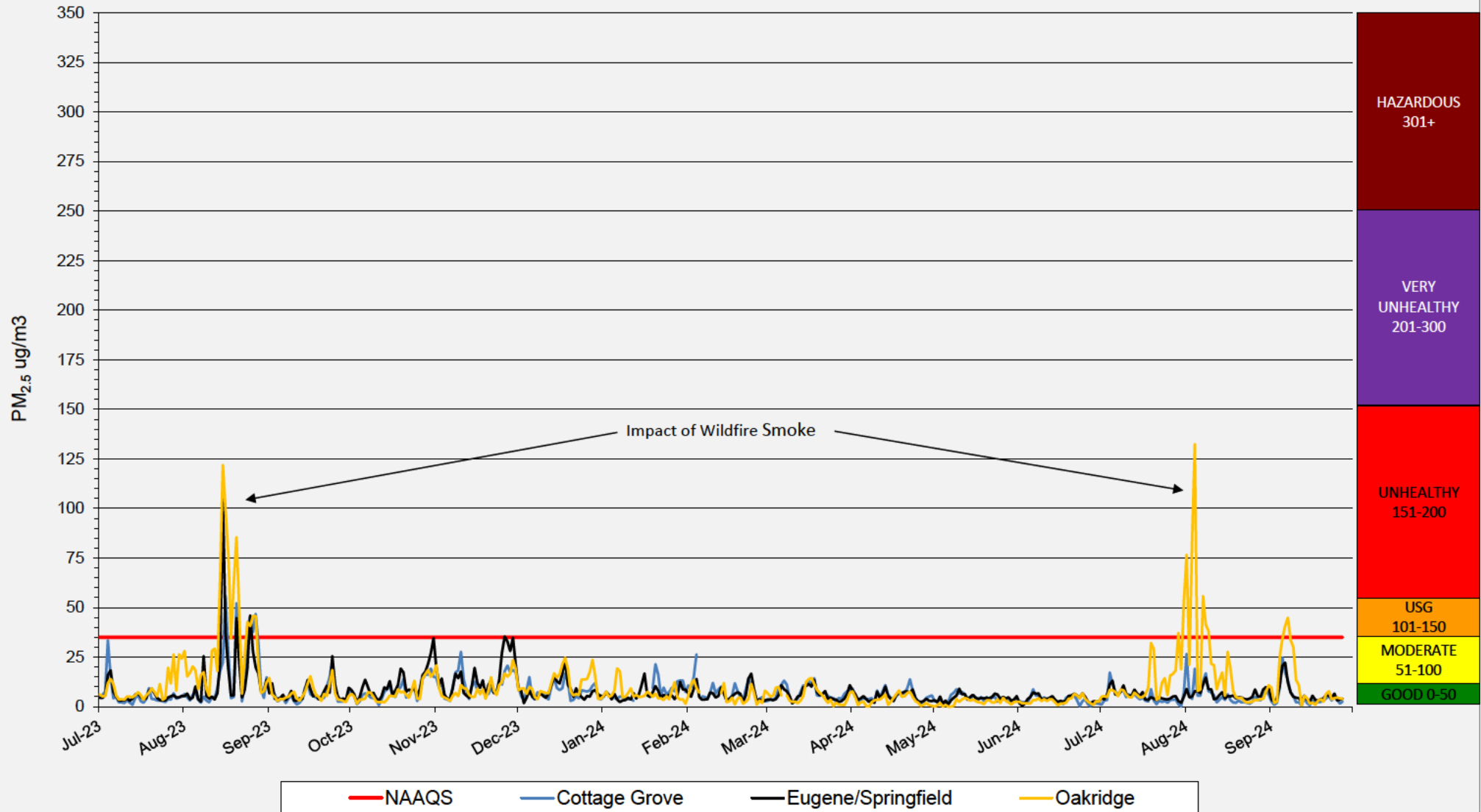
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	25	22	25	0-50	0-9	0-54
Moderate	5	5	5	51-100	9.1-35.4	55-70
USG	0	3	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-125.4	86-105
Very Unhealthy	0	0	0	201-300	125.5-225.4	106-200
Hazardous	0	0	0	301+	225.5+	201+

Attachment No. 1: Air Quality Index (AQI) charts for Lane County (September 2024)

Attachment No. 2: PM2.5 index charts for Lane County (September 2024)

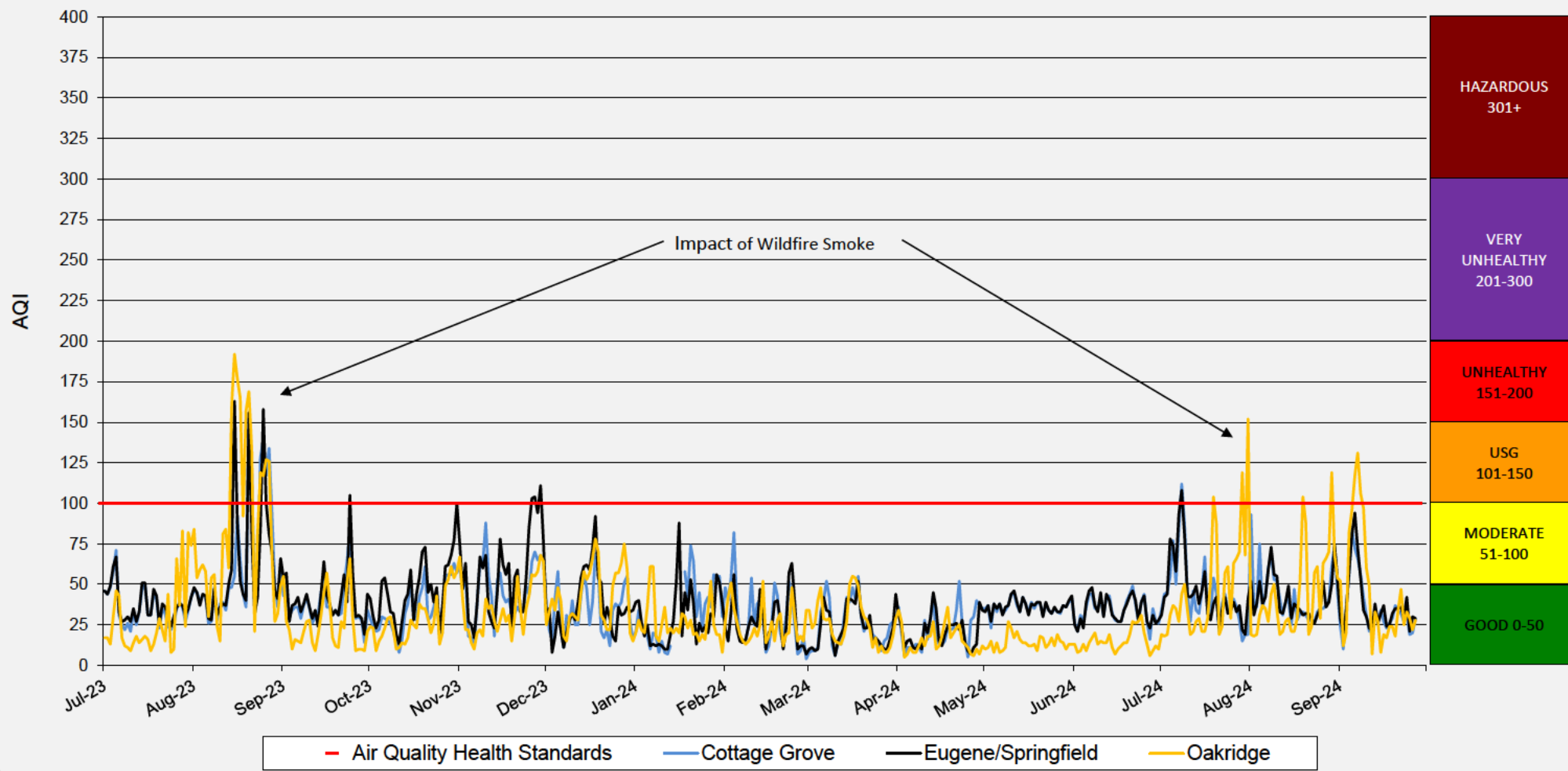
Daily PM2.5 Levels

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: 9/1/2024 thru 9/30/2024:

Smoke complaints: 9
5 - Outdoor Burning
3 - Recreational Fire
1 – Wildfire Smoke
Industry: 7
1 - International Paper
1 – Marathon Coach
1 – 9 Wood Inc.
1 – Knife River
3 – Swanson Group Manufacturing LLC
Miscellaneous: 20
3 - Asbestos
1 - Fugitive Dust
2 – Marijuana
1 – Tractor Fumes
1 – Diesel Generator
1 – Eugene Water Treatment Facility
11 - Unknown
Total: 36

The calendar year 2024 compares to previous years:

Year	2019	2020	2021	2022	2023	*2024
Dust	15	17	26	12	7	8
Ag Burning / Spraying	6	2	7	2	3	3
General Air Quality	12	4	8	1	25	22
Home Wood Heating	128	74	57	67	52	24
Industry	170	100	336	198	97	52
Outdoor Burning	402	423	243	292	254	165
Slash Burning	16	12	10	6	12	0
Miscellaneous	67	59	40	102	72	77
Unknown	39	74	71	45	65	64
Total	855	765	798	725	587	415

* Year-To-Date

NEW: 9/01/2024 -- 9/33/2024:

Calendar year 2024 compared to previous years:

Year	2019	2020	2021	2022	2023	*2024
Notices of Non-compliance and Warnings	55	15	21	24	19	10
Notices of Violation with Civil Penalties	37	26	17	24	15	5

* Year-To-Date.

ENFORCEMENT: 9/01/2024 to 9/30/2024

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	2	-	3	1	6
Industrial	-	-	5	-	5
Outdoor Burning	1	-	3	-	4
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	3	-	11	1	15

NEW/OPEN ENFORCEMENT ACTIONS STATUS DETAIL REPORT

9/1/2024 -- 9/30/2024

Report of open and actions initiated since last report

NEW ENFORCEMENT ACTIONS: 09/01/2024 -- 09/30/2024

1. T.J. ROBBINS (FALL CREEK)
 - A. Violation: Allowed for the outdoor burning of prohibited materials (machine parts, aerosol can, metal wire, canned food containers, etc.).
 - B. Initial Action Taken: NON #3907 issued 09/06/2024
 - C. Subsequent Action: NCP #2024-3907 (\$275) issued 09/06/2024:
 - D. Resolution: PENDING
2. DUST 2 DIAMONDS, LLC (SPRINGFIELD)
 - A. Violation: Performed an asbestos abatement project without possessing a license to perform asbestos abatement; openly accumulated friable asbestos-containing materials.
 - B. Initial Action Taken: NON #3908 issued 09/06/2024
 - C. Subsequent Action: NCP #2024-3908 (\$8400) issued 09/06/2024: request for reduction under review.
 - D. Resolution: PENDING
3. SAVI CONSTRUCTION LLC (EUGENE)

- A. Violation: Conducted an asbestos abatement without property negative pressure enclosure which resulted in open accumulation of asbestos containing materials outside of the containment area.
- B. Initial Action Taken: NON #3909 issued 09/06/2024
- C. Subsequent Action: NCP #2024-3909 (\$3000) issued 09/06/2024: paid 9/27/2024
- D. Resolution: CASE CLOSED 9/27/2024

PENDING ENFORCEMENT ACTIONS: 09/01/2024 -- 09/30/2024

1. A & K DEVELOPMENT CO, PAC METAL FAB (JUNCTION CITY)
 - A. Violation: Failed to notify LRAPA prior to the construction of a new stationary source in accordance with LRAPA Rules and Regulations Section 34-010(1)(a); operating an air contaminant source which is listed in Section 37-8010 Table 1 without first obtaining and ACDP from LRAPA in accordance with LRAPA 37-0020(3).
 - B. Initial Action Taken: NON #3903 issued 05/30/2024
 - C. Subsequent Action: PENDING – documents submitted by 9/20/2024 under review
 - D. Resolution: PENDING

2. PETROCARD INC (GOSHEN) (GOSHEN)
 - 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. 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 11/03/2022
 - C. Subsequent Action: NCP #2022-3872 (\$3000) issued 12/08/2022: submitted the test results over 12-month late, therefore the request for reduction was not approved. No response to payment has been received, a default order judgment is in process for a lien on the property.
 - D. Resolution: PENDING

3. JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD)
 - 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 03/06/2023
- C. Subsequent Action: NCP #2023-3877 (\$10400) issued 03/06/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month and is on schedule with payments with a balance of \$800.
- D. Resolution: PENDING

4. KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA)

- 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 04/11/2023
- C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 04/11/2023; no response and no payment received; a default order judgment is in process for a lien on the property
- D. Resolution: PENDING

5. APRO LLC DBA UNITED PACIFIC ROCKET # (SPRINGFIELD)

- 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 4th, 2020, and therefore is required to have testing conducted by February 4th, 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: no response and no payment received; a default order judgment is in process for a lien on the property
- D. Resolution: PENDING

6. SEALS, MARK (ELMIRA)
 - A. Violation: Outdoor burning of prohibited materials (metal, plastic, rubber, etc.).
 - B. Initial Action Taken: NON #3888 issued 06/13/2023
 - C. Subsequent Action: NCP #2023-3888 (\$550) issued 07/31/2023: no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
7. 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: Respondent spent over \$100,000 to clean up the property, no additional recreational vehicles will be accepted at this site. No further action.
 - D. Resolution: CASE CLOSED
8. CARTER, LARRY; VERNON VENSON (SPRINGFIELD)
 - A. Violation: Allowing for the open burning of prohibited materials (pressure treated wood, railroad ties, plastics, clothing, drywall, metal, etc.)
 - B. Initial Action Taken: NON #3895 issued 12/14/2023
 - C. Subsequent Action: NCP #2023-3895 (\$550) issued 12/18/2023; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
9. WOOLMAN, TIM (VENETA)
 - A. Violation: Allowing for the burning of prohibited materials (plastics).
 - B. Initial Action Taken: NON #3898 issued 03/01/2024
 - C. Subsequent Action: NCP #2024-3898 (\$850) issued 03/07/2024; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
10. EMERALD PEOPLE'S UTILITY DISTRICT (EUGENE)
 - A. Violation: Submitted a partial 2023 annual report a 12-month rolling PSEL calculation spreadsheet which demonstrated that the facility emissions for PM2.5, CO and NOx were in excess of the permitted emission limits during the 12-month periods ending in September - December 2023 and in 2024.

- B. Initial Action Taken: NON #3902 issued 06/06/2024
 - C. Subsequent Action: PENDING – reviewing additional documents submitted.
 - D. Resolution: PENDING
11. AURORA INNOVATIONS / HYDROFARM (EUGENE)
- A. Violation: Failure to submit 2023 semi-annual report required by Condition #28 in their ACDP #200053. The 2023 semi-annual report was due February 15, 2024; failure to submit their 2023 ATEI report by July 1, 2024.
 - B. Initial Action Taken: NON #3910 issued 07/31/2024
 - C. Subsequent Action: Submitted reports are under review
 - D. Resolution: PENDING

OUTDOOR BURNING LETTER PERMITS: 9/01/2024 TO 9/30/2024

There was no Outdoor Burning Letter Permit (OBLP) issued in September 2024.

ASBESTOS ABATEMENT: 9/01/2024 to 9/30/2024

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	2019	2020	2021	2022	2023	*2024
Total Asbestos Abatement Notices	488	439	408	465	466	332
School Asbestos Abatement Notices (NESHAP)	16	25	20	16	17	18
Number of Asbestos Abatements Inspected	94	93	104	115	91	61

* Year-To-Date.

PERMITTING (TITLE V AND ACDP):

- Currently 13 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	1	2		3
Renewals	3	11		14
Modifications		4		4
Constructions				
General TV	1			1
Registrations				
Terminated Permits		6		6
Total Issued Permits Year-to-date	7	37		44

Permits placed on public notice:

Source Name	Reason for Public Notice	Type of Permit
Murphy Plywood	Renewal of Title V	ACDP renewal. Off public notice 10/17/2024

Permits with public hearing notice:

Source Name	Reason for Public Hearing	Date of Public Hearing

Permit backlog:

Permit Type	Total Number of Permits by Type	Number of Permits Extended Administratively	Percentage of Total (%)
Title V	14	2	14%
Standard	26	4	15%
Simple	29	4	14%
Total	69	10	14%

MEDIA INTEREST, EXTERNAL COORDINATION AND OUTREACH

Date	Media	Person	Topic
2/9/2024	KEZI	Robert Desaulniers	Springfield Burning Variance
2/25/2024	KEZI	Noah Chavez	Springfield Burning Variance
03/28/2024	Ore. News Service	Eric Tegethoff	Air Quality Awareness Week
03/28/2024	KVAL	Juliette Smith	Allergy Season
04/25/2024	KLCC	Tiffany Eckert	ALA Report
04/29/2024	KEZI	Aaron Arellano	ALA Report
05/03/2024	Eugene Emerald	Andres Baisch	ALA Report
06/04/2024	KXCR	Larry Bloomfield	Community Talk Radio
07/30/2024	KEPW	John Quetzalcoatl Murray	Short Mountain and EPUD PSEL exceedance
08/12/2024	KMTR	Gold Meadows	J.H. Baxter cleanup and LRAPA role in process.

09/18/2024	KMTR	Aaron Arellano	J.H. Baxter EPA visit w/ Casey Sixkiller and DEQ
09/27/2024	KEZI	News Staff	Delay starts to outdoor burning to 10/15
09/27/2024	KMTR	Zach Bruhl	Share \$1M award for EJG2G Grant for wildfire smoke mitigation & health study
09/27/2024	KMTR	News Staff	Delay starts to outdoor burning to 10/15
09/30/2024	KEZI	Aaron Arellano	Dely starts to outdoor burning and ongoing delays to start of burning season

PUBLIC EVENTS AND OUTREACH

Springfield Block Party (September 6, 2024):

LRAPA participated as one of the many organizations involved in this community event. LRAPA set up an informational booth to engage with the 7,000-10,000 attendees, providing education on air quality issues and LRAPA's role in the community.

Jerry's Fire Safety Saturday (September 28, 2024):

LRAPA participated by providing information on how wildfires affect air quality and offering tips for residents to protect themselves during fire season, as well as reviewed asbestos regulatory information. LRAPA also raffle away a PurpleAir Sensor.

EPA Visit of Casey Sixkiller to Eugene (September 2024):

LRAPA participated in discussions regarding the J.H. Baxter site cleanup and its potential Superfund designation with Casey Sixkiller. Mr. Sixkiller is the Regional Administrator for the U.S. Environmental Protection Agency (EPA) Region 10, a position he has held since May 2022 after being appointed by President Joe Biden. Region 10 encompasses Alaska, Idaho, Oregon, Washington, and 271 Tribal Nations.

LRAPA also presented to Casey Sixkiller on LRAPA's Environmental Justice Government to Government (EJG2G) grant, funded by the EPA. The presentation shared on air quality challenges in Lane County connected to summertime wildfires and reviewed efforts under the grant to address these growing issues.

AGENCY GOALS AND UPDATES

In January 2022, the Board established the following goals to drive LRAPA's efforts in protecting public health, community well-being, and the environment. Below is an overview of each goal, accompanied by recent updates and milestones, with specific focus on activities in September 2024.

1. Oakridge/Westfir Air Quality Improvement

Objective: Seek EPA approval to improve air quality in Oakridge/Westfir.

- Following the redesignation of Oakridge in September 2022, LRAPA continues to implement two targeted airshed grants in the area to further improve progress.
- LRAPA finalized the terms and conditions with the EPA for the EJG2G grant expanding the Oakridge Air program to include wildfire mitigation efforts.
 - o LRAPA is now working to execute subaward agreements under this grant with South Willamette Solutions (SWS), and Lane County Public Health (LCPH).

2. Internal Efficiency Enhancement

Objective: Streamline internal processes and policies for improved efficiency.

- LRAPA has fully established its operations at the Lane County Public Service Building. Staff are splitting time between working from home and working at the Lane County Public Service Building.
- LRAPA is in the process of hiring a Administrative Manager who will bring a helpful skillset of business management and workflow organization to improve internal functions across the agency which will help LRAPA better service the community.

3. Pre-Budget Planning

Objective: Plan ahead for budget committee meetings to ensure financial stability.

- LRAPA is the preparing for an Audit of FY'24. Auditors are scheduled to be onsite the first week of November.

4. Financial Stability Assessment

Objective: Evaluate LRAPA's costs and explore funding sources for long-term stability.

- LRAPA's budget forecast and assumptions indicate the agency's finances are stable.
- Annual invoicing of fees to LRAPA's permitted sources was successful on October 1. Fees are due December 1.

5. Website Redesign

Objective: Improve LRAPA's website for better user access to air quality information.

- The website continues to be updated to accurately reflect current operations at the Organization, such as updates to the staff directory to reflect new hires.
- Facility Specific Cleaner Air Oregon webpages are in progress of being updated for existing sources and created for new sources.

6. Community Engagement

Objective: Increase interaction with communities to raise air quality awareness.

- LRAPA continues to engage collaboratively with various stakeholders and agencies on soil remediation activities concerning J.H. Baxter in West Eugene.
- LRAPA is collaborating with the Pacific Northwest International Section of the Air & Waste Management Association to plan the 2024 PNWIS conference at the Graduate Hotel in Eugene this November, enhancing industry relationships.
- LRAPA was contacted by several individuals in addition to the Active Bethel Community Neighborhood Association and Beyond Toxics on a permit application LRAPA received for UDS Clean Fuels in Eugene. LRAPA is communicating with the community to understand perspectives and concerns. LRAPA is also communicating with USD Clean Fuels on our engagement with the community.

7. Collaboration and Partnerships

Objective: Strengthen relationships with local communities and industry for problem-solving.

- LRAPA participated in several regional collaborative groups and committee meetings in September. These included Lane Regional Climate Collaborative, Oakridge Area Fire Safe

Council, and Lane County Healthy Housing Collaborative.

8. Funding Source Diversification

Objective: Seek new funding opportunities to support air quality programs.

- LRAPA has been informed by DEQ that its prospects for increased budget support are constrained due to a lower prioritization of climate and environment in the governor's budget. Consequently, LRAPA's ability to secure enhanced funding through DEQ is significantly limited.

9. Airmetrics Enterprise Evaluation

Objective: Assess the effectiveness of Airmetrics in monitoring air quality.

- Following the board's decision in late 2023, Airmetrics has ceased all operations. LRAPA provided a 30-day notice to terminate the lease on the Airmetrics warehouse space, which concludes on July 24, 2024. LRAPA has fully vacated the space and removed all references to Airmetrics from its website in early June 2024.

10. Complaint Intake Process Improvement

Objective: Enhance the process for receiving and responding to air quality complaints.

- LRAPA has revised the internal complaint entry user interface in LINFO to streamline the process for staff to enter complaints and investigation results in early 2024. With multiple new staff joining the organization, LRAPA is convening training on complaint intake processes to maintain effectiveness and productivity.

11. Regulatory Engagement

Objective: Stay updated on air quality regulations through engagement with relevant organizations.

- LRAPA staff engaged with the Board to discuss the annual fee increases for Air Contaminant Discharge Permit (ACDP) and Asbestos Notification fees. The Board was provided with detailed information on the fee structure, the essential work supported by these fees, and considerations for potential adjustments.
- LRAPA successfully implemented the annual 4% fee increases for ACDP and Asbestos Notification fees, as well as a 3% increase for Cleaner Air Oregon (CAO) fees, effective July 1, 2024, ensuring the agency's ability to continue its critical air quality work and adapt to emerging challenges.
- LRAPA is implementing a state-mandated fee increase for Gasoline Dispensing Facilities, raising the annual fee from \$201 to \$605 and the Cleaner Air Oregon annual fee from \$52 to \$156, effective in 2025, to support more stringent air quality regulations. This fee adjustment reflects the reclassification of Gasoline Dispensing Facilities from ACDP Fee Class 5 to Fee Class 4 by the Oregon Department of Environmental Quality, necessitating additional regulatory oversight and work to further reduce air pollution from gasoline vapors.

12. Succession Planning and Staff Training

Objective: Prepare for staff transitions through succession planning and training.

- LRAPA recognizes and celebrates staff milestones:
Derek Bowen has reached the impressive milestone of 30 years of service with LRAPA. Derek began his career at LRAPA on September 27, 1994. He currently works as an Environmental Technician in the monitoring department. As a hardworking professional, Derek consistently delivers outstanding results, tackling each task with dedication and expertise. His work ethic and the high quality of his contributions have set a standard of excellence within our organization. Derek's kindness, respect, and consideration for others shine through in all his interactions, creating a more pleasant work environment for everyone. His willingness to go the extra mile, often without being asked, showcases his deep commitment to LRAPA and its mission. Throughout his three decades with us, Derek has consistently demonstrated a positive attitude and caring demeanor that have made him an invaluable member of our team.
- LRAPA continues to advance recruitment efforts to address staffing changes:
 - o An Administrative Manager position was posted in late August, interviews are occurring the second week of October.
 - o An inspector position was opened in early August. A replacement to this vacancy began in late September.

TENTATIVE UPCOMING LRAPA BOARD AGENDA ITEMS

This schedule outline is a preview of anticipated upcoming agenda items.

November 2024

- Discuss FY 26 Partner dues
- Budget Update
- Remodel Update
- Executive Session – Executive Director review

December 2024 – No Meeting

January 2025

- Approve FY 26 Partner Dues
- Review upcoming appointments on Board and Committees
- Oakridge Air Status Report
- Handbook Update
- Board Goals Work Session
- Remodel Update

February 2025

- Nominations/Appoint Board Chair and Vice-Chair
- Nominations/Appoint new Budget Committee Members and Budget Officer
- Budget Forecast
- Remodel Update

March 2025

- First Budget meeting proposed budget FY 25-26
- Board Review of annual fee increases set by rule
- Remodel Update

April 2025

- Second Budget meeting proposed budget FY 25-26, approve budget

May 2025

- Public Hearing and adoption of approved budget for FY 25-26



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: LRAPA Board of Directors

From: Chair Howard Saxion, LRAPA Board Chair

Date: October 10, 2024

Subject: Executive Director 6-Month Performance Review

STAFF REPORT

ISSUE STATEMENT

This staff report outlines the process and considerations for the 6-month performance review of Travis J. Knudsen as Executive Director of LRAPA, as stipulated in his employment contract effective May 10, 2024.

BACKGROUND INFORMATION

Mr. Knudsen was appointed as Executive Director with a probationary period of six months, ending in November 2024. The Board provided performance expectations and goals for the Director to fulfill during this period, as outlined in Exhibit A of the employment contract.

REVIEW PROCESS

The Executive Director performance review will follow a clear and structured process. First, Board members will receive the attached evaluation form with reflections on progress and accomplishments from Mr. Knudsen, along with Exhibit A from the LRAPA Director's contract for reference. If any Board member feels that the form is ineffective at fully capturing their assessment, they are welcome to provide feedback in other formats.

All feedback will be submitted confidentially to Lori Kievith, LRAPA's Employee Resource and Operational Effectiveness Consultant, who will consolidate and anonymize the input. Simultaneously, staff will be asked to complete a separate evaluation survey via Survey Monkey, which will offer insights from LRAPA employees. These survey results will be shared with the Board before the end of October to inform the overall evaluation.

At the November Board meeting, an executive session will be held to review the compiled feedback, Exhibit A, and the staff survey results. The evaluation forms will be distributed to Board members in October, and the review will take place during the November meeting.

TIMELINE

October 8, 2024: Distribution of evaluation forms and initiation of staff survey.

October 21, 2024: Staff survey due and provided to the Board.

November 1, 2024: Board feedback due, please email directly to Lori@lrapa.org.



November 14, 2024: Board to meet in executive session for performance evaluation and review.

EVALUATION CRITERIA

The Board will assess Mr. Knudsen's performance based on the goals and objectives outlined in Exhibit A of his contract, which include:

Financial

- Improvement of financial controls
- Enhanced clarity in expenditure reporting to the Board
- Development of a cost allocation process
- Creation of a draft Financial Policy
- Collaboration with auditors to achieve financial goals

Operational

- Improvement in organizational culture and communication
- Integration of AI tools for productivity enhancement
- Management of the transition to remote work during the agency remodel
- Enhancement of file management systems
- Ensuring adequate HR support and succession planning

Regulatory

- Continued expansion of home heating interventions to improve air quality in Oakridge/Westfir

STAFF RECOMMENDATION

Staff recommends that the Board thoroughly review Mr. Knudsen's performance against the established goals, consider any additional relevant factors, and make a determination regarding the extension of his contract based on this evaluation.



LANE REGIONAL AIR PROTECTION AGENCY DIRECTOR PERFORMANCE EVALUATION FORM

Please email this evaluation form to Lori@lrapa.org. If you choose to not use this form, please your evaluation feedback directly in email to Lori by November 1, 2024.

INTRODUCTION

This performance evaluation form is designed to assess the performance of Travis J. Knudsen as Executive Director of the Lane Regional Air Protection Agency (LRAPA) for the period from May 10, 2024, to November 10, 2024. This evaluation marks the end of the initial six-month probationary period, as stipulated in the Director's contract.

The evaluation process aims to foster open communication between the Director and the Board, recognize achievements, identify improvements, and align current actions with LRAPA's mission. This evaluation is designed to promote effective leadership and continued progress in LRAPA's efforts to protect and enhance air quality in Lane County.

EVALUATOR INFORMATION

Board Member Name: _____

Date of Evaluation: _____

INSTRUCTIONS

For each category, the Director will provide a summary of his efforts and accomplishments. The Board will then provide comments and a single score for the category using the following scale:

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Outstanding



Responsibilities

Director's Summary of Efforts

- Successfully navigating the FY'25 budget process despite transitional challenges within the agency's leadership.
- Working with LRAPA's financial manager to review, update, and establish needed financial controls, including the use of the new financial program Caselle, first utilized in FY'24.
- Focusing on training financial staff in the proper use of Caselle and correcting data entry errors, allowing LRAPA to track and manage expenses more effectively.
- Engaging the Board in discussions around fee structures for Air Contaminant Discharge Permits (ACDP) written into rule and preparing to implement direction provided by the Board in Spring 2025.
- Initiating outreach and engagement with the regulated community regarding fee increases in spring 2025, as directed by the Board.
- Securing time with LRAPA's auditors, Isler CPA, for fall 2024 to ensure thorough preparation for a single audit of the agency's financial systems and processes.
- Implementing a change in LRAPA's sharing of financial data with the Board, moving financial updates out of the consent calendar and dedicating time to reviewing and discussing details.
- Overseeing the financial management of the office remodel, ensuring the initiative remains on budget without compromising the agency's overall financial health.
- Successfully applying for and receiving Federal support of LRAPA's general fund through the Base Grant of Section 105 of the Clean Air Act.

- Thorough understanding of Caselle by financial staff to improve workflows and find efficiencies.
- Cost allocations across LRAPA's funding streams to effectively demonstrate the relationship between revenue and expenditures.

Unsatisfactory; Needs Improvement; Meets Expectations; Exceeds Expectations; Outstanding

Board Comments:



OPERATIONAL MANAGEMENT

Responsibilities

Improve organizational culture and communication, integrate AI tools for productivity, manage remote work transition during remodel, enhance file management systems, and ensure adequate HR support and succession planning.

Director's Summary of Efforts

As Executive Director, I have implemented several operational changes to enhance efficiency and effectiveness:

- Successfully initiated the agency's office remodel and have relocated staff to temporary workspaces with minimal disruption to agency operations.
- Led recruitment efforts to fill critical positions, including a Public Affairs and Project Manager, two Air Quality Specialists, and a Permit Writer. Currently recruiting for an Administrative Manager to improve HR support and file management systems.
- Improved organizational culture and communication through positive reinforcement and by hiring an Employee Resources and Operational Effectiveness Consultant to provide professional coaching to staff.
- Drafted internal policies for the use of Generative AI tools at LRAPA, aiming to mitigate risks and position the agency to benefit from this emerging technology.
- Strengthened relationships with partner jurisdictions through strategic discussions about LRAPA's services, reaffirming the agency's value to local stakeholders.

Moving forward, we will continue to focus on improving communication across the organization, maintaining a positive outlook, and fostering a supportive working environment for our staff.

Board Member Score:

☐ Unsatisfactory; ☐ Needs Improvement; ☐ Meets Expectations; ☐ Exceeds Expectations; ☐ Outstanding

Board Comments:

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Responsibilities

Director's Summary of Efforts

- Maintaining compliance with National Ambient Air Quality Standards (NAAQS) for PM10 and PM2.5, particularly in Oakridge and Westfir, through continued home heating interventions.
- Completing the contracting for a \$997,622 EPA contract to conduct home hardening and smoke proofing interventions for approximately 30 area homes in Oakridge and Westfir initially awarded in October 2023.
- Assisting in the implementation of a community-developed Smoke Community Response Plan in Oakridge, extending a community firewood program, and conducting a wood products feasibility study.
- Engaging with Casey Sixkiller, EPA Region 10's Regional Administrator, to share local perspectives and needs on air quality improvement strategies in Lane County.
- Overseeing LRAPA's continued implementation of the Cleaner Air Oregon program, ensuring regulated sources comply with state and federal air quality standards.
- Improving LRAPA's enforcement efforts, affirming a foundation for consistent and fair enforcement actions designed to ensure business compliance with permits and regulations.
- Taking a leadership role in wildfire smoke preparedness, integrating these efforts into LRAPA's broader air quality initiatives, including local engagement with regional partners on particularly in the context of environmental justice.

Board Member Score:

Unsatisfactory; Needs Improvement; Meets Expectations; Exceeds Expectations; Outstanding

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TOTAL SCORE CALCULATION

Financial Management Score: _____

Operational Management Score: _____

Regulatory Responsibilities Score: _____

Overall Performance Score: _____

Total Score (out of 20): _____

Board Member's Signature: _____ Date: _____



October 10, 2024

Mr. Mike Fleck
[REDACTED]

Dear Mike,

On behalf of the Lane Regional Air Protection Agency (LRAPA) Board of Directors, I am writing to express our gratitude for your service and dedication to our organization. Your tenure on the LRAPA Board, spanning from February 2011 to August 2024, is a remarkable commitment of time and support of the agency. This body benefitted from your insightful financial contributions, questions and recommendations, as well as your collaborative spirit.

Throughout your 13 years of service, you consistently demonstrated an understanding of the agency's mission and a genuine appreciation for LRAPA's role of improving air quality in Lane County. Your informed perspective and integrity in decision-making were valuable assets to board discussions and policy formations. The collaborative approach you brought to meetings enhanced deliberations and fostered a more cohesive and effective board.

Your dedication to representing Cottage Grove on the board has ensured the unique needs and concerns of your community were considered in decision-making processes. This commitment to local representation, combined with your broader vision for regional air quality improvement, exemplifies the essence of what allows LRAPA to be effective in its mission.

As you move to new chapters in your life, please know your contributions to LRAPA have left an indelible mark. The strategies you've helped develop, the policies you've shaped, and the relationships you've fostered within the organization will continue to guide our work for years to come.

The Board wishes you the best in your future endeavors and hope you will look back on your commitment to LRAPA with pride and satisfaction. Your service has made a difference in the lives of Lane County residents.

Sincerely,

Howard Saxion, Chair
LRAPA Board of Directors

cc: LRAPA Board of Directors