



## **AGENDA**

LANE REGIONAL AIR PROTECTION AGENCY  
MONTHLY BOARD OF DIRECTORS MEETING  
**THURSDAY NOVEMBER 14, 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. Recess Regular Board Meeting (12:25 p.m.)**

## **EXECUTIVE SESSION**

**LRAPA Executive Session (12:30 p.m.)**

*Information*

[Join the meeting now](#)

Meeting ID: 262 847 061 200 Passcode: ZuZRoU | [Download Teams](#) | [Join on the web](#)

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

- 6. Reconvene Regular Board Meeting (1:00 p.m.)**
- 7. Director's Contract Extension/Modification (1:05 p.m.)** *Action*  
A. Howard Saxion  
B. Board Action
- 8. Approval of Meeting Minutes (1:10 p.m.)** *Action*  
A. Heather Gravelle  
B. October 10, 2024 Meeting Minutes  
C. Board Discussion
- 9. Approval of Financial Report (1:15 p.m.)** *Action*  
A. Christina Ward  
B. September 2024 Financial Report  
C. Board Discussion
- 10. Audit Budget Update (1:25 p.m.)** *Information*  
A. Christina Ward  
B. Staff Report  
C. Board Discussion
- 11. Citizens Advisory Committee (1:30 p.m.)** *Information*  
A. Jim Daniels  
B. Report  
C. Board Discussion
- 12. Updates to Oregon Public Meetings Law (1:40 p.m.)** *Information*  
A. Travis Knudsen  
B. Staff Report  
C. Board Discussion
- 13. FY 26 Partner Dues (1:55 p.m.)** *Information*  
A. Travis Knudsen  
B. Staff Report  
C. Board Discussion
- 14. Remodel Update (2:10 p.m.)** *Information*  
A. Lance Giles  
B. Staff Report  
C. Board Discussion

## 15. Directors Report (2:20 p.m.)

Information

- A. Travis Knudsen
- B. Staff Report
- C. Board Discussion

## 16. Adjournment of LRAPA Board Meeting (2:30 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@lrapa.org](mailto:accessibility@lrapa.org) or by calling the LRAPA office at 541-736-1056.*

*Nos esforzamos por proporcionar accesibilidad pública a los servicios, programas y actividades de LRAPA para personas con discapacidades. Las personas que necesiten adaptaciones especiales, como dispositivos de asistencia auditiva, formatos accesibles como letra grande, Braille, documentos electrónicos o cintas de audio, deben comunicarse con la oficina de LRAPA con al menos 72 horas de anticipación. Para las personas que requieren servicios de interpretación de idiomas, incluyendo la interpretación calificada de ASL, comuníquese con la oficina de LRAPA al menos con 5 días laborables de anticipación para que LRAPA pueda proporcionar los servicios de interpretación que sean lo más completos disponibles. Para todas las solicitudes, envíe un correo electrónico al Coordinador de Antidiscriminatoria de LRAPA a [accessibility@lrapa.org](mailto:accessibility@lrapa.org) o llame a la oficina de LRAPA al 541-736-1056.*



## LANE REGIONAL AIR PROTECTION AGENCY

**To:** Chair Howard Saxion, and LRAPA Board Members

**From:** Lori Kievith, Employee Resources & Operational Effectiveness Consultant

**Date:** November 14, 2024

**Subject:** Executive Director Six-Month Performance Review Summary

### MEMORANDUM

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#### INTRODUCTION

This memo summarizes board member feedback regarding Travis Knudsen's performance as Executive Director during his initial six-month probationary period (May 10, 2024 - November 10, 2024). We received input from six of the nine Board members. The evaluation covered four key areas: Financial Management, Operational Management, Regulatory Responsibilities, and Overall Performance.

#### FINANCIAL MANAGEMENT

Board members consistently noted improvements in financial transparency and controls. Several highlighted the positive impact of moving financial updates out of the consent calendar for more thorough discussion. The successful implementation of Caselle, though still in progress, was viewed as a significant step forward. One member noted the need for continued development of cost allocation processes.

- Outstanding: 3 members
- Exceeds Expectations: 2 members
- Meets Expectations: 1 member

Average Score: **4.33/5.0**

#### OPERATIONAL MANAGEMENT

Board members particularly praised improvements in organizational culture and morale indicated in the staff survey. The office transition and successful recruitment efforts were highlighted as big achievements. Several members noted Mr. Knudsen's strong interpersonal skills and ability to build trust with the Board, staff and external stakeholders.

- Outstanding: 4 members
- Exceeds Expectations: 2

Average Score: **4.66/5.0**

#### REGULATORY RESPONSIBILITIES

Board members acknowledged strong performance in maintaining regulatory compliance while expanding community engagement. Several noted Mr. Knudsen's effective approach to bringing technical staff expertise into board discussions and his commitment to environmental justice initiatives.



- Outstanding: 3 members
- Exceeds Expectations: 2 members
- Meets Expectations: 1 member

Average Score: **4.33/5.0**

## **OVERALL PERFORMANCE ASSESSMENT**

Board members consistently praised Mr. Knudsen's leadership during a challenging transition period. His ability to improve organizational culture while maintaining operational effectiveness was particularly noted. Multiple members applauded his commitment to professional growth and willingness to seek expertise when needed.

- Outstanding: 3 members
- Exceeds Expectations: 2 members
- Meets Expectations: 1 member

Average Score: **4.33/5.0**

## **TOTAL SCORE ANALYSIS**

Individual Board Member Totals:

- Member 1: 20/20
- Member 2: 14/20
- Member 3: 20/20
- Member 4: 17/20
- Member 5: 19/20
- Member 6: 17/20

Combined average across all categories: **17.83/20**

## **CONCLUSION**

The collective board feedback indicates strong performance across all evaluated areas, with strengths in organizational management and cultural improvement. Mr. Knudsen has demonstrated effective leadership during a significant transition period while maintaining focus on core agency responsibilities.

## **RECOMMENDATION**

Based on the comprehensive feedback from board members and demonstrated performance across all evaluation categories, we recommend confirmation of Travis Knudsen as permanent Executive Director following this successful probationary period.

Respectfully submitted,

Lori Kievith  
Employee Resources & Operational Effectiveness Consultant



**BOARD OF DIRECTORS  
MEETING MINUTES  
OCTOBER 10, 2024  
MEETING VIA ZOOM**

<b>ATTENDANCE</b>	
<b>BOARD PRESENT:</b>	<b>STAFF PRESENT:</b>
Howard Saxion, Chair	Travis Knudsen, Executive Director
David Loveall, Vice-Chair	Lance Giles, Technical Services Manager
Bryan Cutchen	Max Hueftle, Operations Manager
Jared Hensley	Matt Sorensen, Public Affairs and Project Manager
Michael Johnston	Colleen Wagstaff, Finance & Enforcement Manager
Matt Keating	Christina Ward, Finance Manager
Dylan Plummer	Heather Gravelle, Administrative Assistant
	Beth Erickson, Permit Writer
	Jonathan Wright, Permit Writer
	Mandy Ramirez, Field Inspector
	Robbye Robinson, Finance Specialist
<b>BOARD ABSENT/EXCUSED:</b>	<b>OTHERS PRESENT:</b>
Joe Pishioneri	Jim Daniels, CAC Chair
	Alan Stout
	John Quetzalcoatl
<b>AGENDA</b>	<b>ACTION</b>
<b>REGULAR MEETING</b>	
1. Call to Order.	<b>Chair Howard Saxion</b> 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.	<b>Director Keating</b> expressed appreciation to LRAPA staff for their attendance at the JH Baxter site visit and roundtable conducted by EPA and DEQ.

5. Approval of Minutes for September 12, 2024.	<p><b>Chair Saxion</b> clarified that the September meeting minutes should be amended, as <b>Mr. Fleck</b> was not 'absent' but rather not in attendance due to the recall election and he was no longer on the LRAPA Board.</p> <p><b>MOTION: Director Loveall</b> moved, and <b>Director Keating</b> seconded to approve the September 12, 2024 Meeting Minutes as amended. <b>The motion passed unanimously.</b></p>
6. Citizens Advisory Committee.	<p><b>Jim Daniels</b>, Chair of the Citizens Advisory Committee (CAC), provided the Board with an overview of the September 2024 CAC meeting. He reported that they had discussed preparations for sending out the 2024 survey to all permitted sources. <b>Mr. Knudsen</b> added that the survey had since been sent, and approximately 30 responses had been received so far.</p>
7. Approval of Financial Reports July & August 2024.	<p><b>Christina Ward</b>, Finance Manager, presented the July and August 2024 Financial Reports. She reported that Airmetrics had been removed from the financial reports as it is now a closed fund, though it will be maintained in the budget book for the required five-year period. Discussion followed.</p> <p><b>MOTION: Director Loveall</b> moved, and <b>Director Cutchen</b> seconded to approve the July and August 2024 Financial Reports. <b>The motion passed unanimously.</b></p>
8. Audit Update.	<p><b>Christina Ward</b>, Finance Manager, provided an audit update, noting that the June Financial Report requires further revision. The report will not be submitted for approval until the prior fiscal year's books are finalized.</p> <p><b>Ms. Ward</b> reported that the audit would begin the following week, with Isler CPA conducting staff interviews and reviewing the finance department's internal controls and related processes to ensure compliance.</p> <p><b>Director Cutchen</b> requested that the legend's color coding reflects year-to-date budget figures. <b>Ms. Ward</b> confirmed she would implement the change for future updates. Discussion followed.</p>
9. Dashboard Report.	<p><b>Travis Knudsen</b>, Executive Director, provided a summary of the October 2024 Dashboard Report. Discussion followed regarding the revised national ambient air quality health standards and air toxics monitoring.</p>

10. Remodel Update.	<b>Lance Giles</b> , Technical Services Manager, provided an update on the office remodel project. The project remains on schedule and within budget. <b>Mr. Knudsen</b> shared several photos of the remodel's progression.
11. Directors Report.	<b>Mr. Knudsen</b> presented an overview of the Directors Report. Items covered included recent public outreach and events and ongoing agency goals and updates.
12.Executive Director 6-month Review, Preparation.	<b>Chair Saxion</b> reported that the Executive Director's six-month performance review was approaching. Board members will submit their feedback to Lori Kievith by November 1, who will compile all responses for Board review at the November 14 <sup>th</sup> Board meeting. Discussion followed.
13. Board Service Recognition.	<b>Mr. Knudsen</b> referred to the letter addressed to <b>Mike Fleck</b> , recognizing his years of service on the LRAPA Board. Additionally, a plaque will be presented to him in honor of his contributions. Discussion followed.
13. Adjournment of LRAPA Board Meeting.	<b>Chair Saxion</b> adjourned the LRAPA Board meeting at 1:45 p.m.

*(Minutes recorded by Heather Gravelle)*





**Financial Update**  
**FY 2024-25**  
**as of**  
**Sept 30, 2024**

**Prepared on 11/4/2024**

## Footnotes

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

\*\*Column with % of Year Elapsed is Budget Variance % divided by time elapsed %: **Red:** 91% & above / **Yellow:** 81%-90% / **Green:** up to 80%

**Footnotes:**

1. Federal & State Revenues are currently low. Grant drawdowns are held until October, due to a focus on closing the prior year books.
2. EPA TAG 1&2, and EJG2G revenues are currently low. Grant drawdowns are held until October, due to a focus on closing the prior year books.
3. The amount for Indirect Cost Rate drawdown from Grants in the Grant Fund will be transferred monthly to the Gen Fund.



revised on 11/4/24

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
<b>General Fund</b>				
<b>Revenues</b>				
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	107,780	40,500	67,280
<b>Total Revenue Received</b>	<b>2,812,305</b>	<b>2,871,614</b>	<b>2,631,303</b>	<b>240,311</b>
<b>Expenditures ^</b>				
Personnel Services	1,778,773	1,689,655	1,761,213	96%
Materials & Services	720,806	940,022	761,871	123%
Capital Improvements	101,601	349,589	205,000	171%
Contingency	0	0	25,000	0%
<b>Total Expenditures</b>	<b>2,601,179</b>	<b>2,979,266</b>	<b>2,753,084</b>	<b>108%</b>
<b>General Fund Net</b>	<b>211,126</b>	<b>(107,652)</b>	<b>(121,781)</b>	
	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
<b>Special Revenue (Title V)</b>				
<b>Revenues</b>				
Permit Fees	424,247	640,970	535,417	105,550
Miscellaneous Revenue	0	0	0	0
<b>Total Revenue Received</b>	<b>424,247</b>	<b>640,970</b>	<b>535,417</b>	<b>105,550</b>
<b>Expenditures ^</b>				
Personnel Services	445,190	430,288	495,940	87%
Materials & Services	13,569	14,677	17,207	85%
Capital Outlay	0	0	0	0%
Transfers to Gen Fund	15,000	84,458	15,000	563%
<b>Total Expenditures</b>	<b>473,758</b>	<b>529,423</b>	<b>528,147</b>	<b>100%</b>
<b>Special Revenue Net</b>	<b>(49,511)</b>	<b>111,547</b>	<b>7,270</b>	
	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
<b>Grant Fund</b>				
<b>Revenues</b>				
EAP Tag 1 &2	916,744	996,360	1,403,000	(406,600)
Miscellaneous Revenue	0	0	0	0
<b>Total Revenue Received</b>	<b>916,744</b>	<b>996,360</b>	<b>1,403,000</b>	<b>(406,600)</b>
<b>Expenditures ^</b>				
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%
<b>Total Expenditures</b>	<b>916,744</b>	<b>998,610</b>	<b>1,403,000</b>	<b>71%</b>
<b>Grant Fund Net</b>	<b>(0)</b>	<b>(2,250)</b>	<b>-</b>	

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2

	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	
<b>Enterprise Fund (AirMetrics)</b>					
<b>Revenues</b>					Footnote
Sales: Portable Samplers PM2.5	300,784	170,597	243,000	(72,400)	
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	92,782	103,000	(10,200)	
Sampler Rental Income	1,400	0	6,300	(6,300)	
Sampler Calibration Fee	4,753	345	8,050	(7,700)	
Interest, Misc. & Freight	36,254	28,536	23,289	5,200	
<b>Total Revenue Received</b>	<b>441,296</b>	<b>347,262</b>	<b>583,639</b>	<b>(236,377)</b>	
<b>Expenditures ^</b>					3
Personnel Services	153,207	101,544	160,870	63%	
Materials & Services	319,779	232,111	397,269	58%	
Capital Outlay	0	0	0	0%	
Transfers to Gen Fund	25,501	13,607	25,500	53%	
<b>Total Expenditures</b>	<b>498,487</b>	<b>347,262</b>	<b>583,639</b>	<b>59%</b>	
<b>Airmetrics Net</b>	<b>(57,191)</b>	<b>0.00</b>	<b>0</b>		
* % Spent is YTD Actuals divided by FY Budget.: <b>Red: 91%</b> & above / <b>Yellow: 81%-90%</b> / <b>Green: up to 80%</b>					

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 Improvements.
2. Title V allocation for Facilities & Administrative (F&A) expenses were calculated for FY 2024 and \$84,458 was transferred to the General Fund.
3. AirMetrics was sold in February of 2024. The fund is balanced to Zero net Revenue, as the positive balance of \$13,607 was transferred to the General Fund.



**LANE REGIONAL AIR PROTECTION AGENCY  
MEMORANDUM**

**To:** Chair Howard Saxion, and LRAPA Board of Directors

**From:** Travis Knudsen, Executive Director

**Date:** November 14, 2024

**Subject:** Oregon Government Ethics Commission Administrative Rules Update

**STAFF REPORT**

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**ISSUE STATEMENT**

The Oregon Government Ethics Commission (OGEC) has implemented updates to its administrative rules regarding Public Meetings Law compliance. These changes will affect some of LRAPA and the Board's operations and procedures, requiring review and implementation of new practices to ensure continued compliance with public meetings' requirements.

**BACKGROUND INFORMATION**

The OGEC has filed amendments to administrative rules for administering and enforcing Public Meetings Law. The changes provide clarification of existing requirements while establishing new procedures for public bodies to follow. These rules took effect following the public comment period, which ended September 3, 2024.

**GOING FORWARD**

The new administrative rules establish several key requirements, some of which will necessitate changes to LRAPA's current practices.

**Virtual Executive Sessions**

The rules now mandate that if any person attends an executive session virtually, media representatives must be given the same virtual access option. While LRAPA may implement reasonable security measures, this requirement could impact how the Board conducts executive sessions. Agency legal counsel advises limitations on virtual attendance for executive sessions to maintain appropriate confidentiality and security.

The League of Oregon Cities also recommends discouraging virtual attendance to executive sessions to avoid mandatory virtual media access requirements, which if followed, could impact Board flexibility in participation during executive sessions.

**Training and Documentation**

For agencies like LRAPA with annual expenditures exceeding \$1 million, Board members must now complete Public Meetings Law training once per term of office. This requirement includes maintaining training records and being prepared to certify completion upon request. The training must be either provided by or approved by the OGEC.



To facilitate compliance with these new training requirements, OGEC provides several training options:

- Monthly live webinars (60-90 minutes) covering Public Meetings Law and Executive Sessions
- On-demand courses through Workday Learning for flexible scheduling
- Customized training sessions available upon request, either in-person or virtual
- Downloadable reference materials and handouts for ongoing guidance
- Workday learning and on-demand courses can be found on the [OGEC's website](#)

Note that under these rule changes, the record-keeping responsibility and liability for non-compliance rests on the individual Board member, not LRAPA as an organization.

### **Public Notice Framework**

The rules establish a framework for public notices that builds upon existing requirements. All notices are required to be posted on LRAPA's website or a linked third-party site. The notice content must now include electronic access information and contact details for interpreter or communication aid requests. The rules maintain different notice periods based on meeting type: 48 hours for regular meetings, 24 hours for special meetings, and as much notice as possible for emergency meetings.

LRAPA is already meeting these requirements, and no change is needed to current practices.

### **Employment-Related Sessions**

New requirements govern how the Agency can handle employment-related executive sessions. The rules now require public bodies to advertise vacancies and adopt regular hiring procedures before considering employment matters in executive session. For public officer positions, the Board must provide an opportunity for public comment. Additionally, the Executive Director hiring processes must include the adoption of hiring standards in an open meeting before executive session discussions can occur.

### **Public Access and Grievance Process**

The rules establish new standards for public access to meetings and formalize the grievance process for alleged violations. Public bodies such as LRAPA must provide real-time access to meetings through telephone, video, or other electronic means when reasonably possible. LRAPA is already meeting these requirements, and no change is needed to current practices.

The grievance process also includes specific timelines: a 30-day window for filing after an alleged violation and a 21-day requirement for agency response. Both the grievance and Agency response must be submitted to the Ethics Commission

### **STAFF RECOMMENDATION**

This report is provided as an informational update to make the Board aware of the new OGEC administrative rules. Board members should note their individual responsibilities under the new rules, particularly regarding:

1. Training requirements that must be completed once per term of office
2. Individual responsibility to maintain records of completed training
3. Individual liability for non-compliance with Public Meetings Law requirements



**LANE REGIONAL AIR PROTECTION AGENCY  
MEMORANDUM**

**To:** Chair Howard Saxion, and LRAPA Board of Directors

**From:** Travis Knudsen, Executive Director

**Date:** November 14, 2024

**Subject:** Discussion of FY26 Partner Dues Growth Rate Methodology

**STAFF REPORT**

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**ISSUE STATEMENT**

The City of Springfield has proposed establishing a consistent methodology for annual partner dues increases based on their historical property tax revenue growth rate of 3.3%. This approach offers an opportunity to create a standardized, predictable framework for partner dues increases that could be adopted across all jurisdictions for FY26 and beyond.

**BACKGROUND INFORMATION**

Historically, LRAPA's partner dues adjustments have lacked a standardized growth methodology, leading to varying approaches and occasional confusion about base year calculations. The City of Springfield has initiated a discussion about establishing a more systematic approach by linking dues increases to historical property tax revenue growth rate.

This rate is grounded in Oregon's voter-approved property tax system, specifically Measure 5 (in 1990) and Measure 50 (in 1997), which create a predictable framework for property tax increases. While Measure 50 caps annual assessed value growth at 3%, additional revenue from new construction and improvements results in Springfield's actual historical average growth rate of 3.3%.

LRAPA currently collects \$202,351 in annual partner dues:

- City of Eugene: \$92,000
- City of Springfield: \$32,551
- City of Cottage Grove: \$5,900
- City of Oakridge: \$1,700
- Lane County: \$70,200

LRAPA's IGA between partners outlines specific requirements and timelines for the dues process:

- By March 1: Board estimates total operational funding needs
- By April 15: Board notifies partners of estimated budget and apportionment
- By June 30: Board adopts approved budget for the following fiscal year
- July 15 and December 15: Semi-annual payments due (unless alternative schedule arranged)





## GOING FORWARD

Springfield has committed to using this 3.3% growth rate following their FY26 partner dues and committed to increasing their contribution to \$34,812. This approach offers several advantages that could benefit all partner jurisdictions:

1. **Predictability:** A standardized growth rate allows all partners to better forecast and budget for future dues.
2. **Timing Alignment:** Early adoption would allow all partners to incorporate the new methodology into their FY26 budget planning cycles.
3. **Transparency:** The rate is based on established, voter-approved property tax limitations and actual historical growth patterns.
4. **Sustainability:** Regular, modest increases help maintain service levels while avoiding larger, unexpected adjustments.
5. **Alignment:** The methodology connects LRAPA funding to the underlying growth in local government revenue capacity.

If the Board supports this approach, staff will engage with other partner jurisdictions to discuss implementing this methodology consistently across all partner dues calculations. Currently, the Board is anticipated to approve FY'26 Partner dues in January 2025.

## STAFF RECOMMENDATION

This report is provided as an informational update. Staff recommends that the Board:

- Consider endorsing the 3.3% annual growth rate methodology as a standardized approach for calculating partner dues increases.
- Direct staff to engage with partner jurisdictions to discuss implementation for FY26, with particular attention to:
  - o Partner budget cycle alignment
  - o Base rate considerations
  - o Implementation timeline to meet the April 15th notification deadline



**LANE REGIONAL AIR PROTECTION AGENCY  
MEMORANDUM**

**To:** Chair Howard Saxion, and LRAPA Board Members

**From:** Lance Giles, Technical Services Manager

**Date:** November 14, 2024

**Subject:** Office Remodel Project Progress Update

**STAFF REPORT**

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**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**

Progress to share and review since the October update:

**1. Project Timeline:**

- Documented completion date adjusted to February 24, 2025, from February 14, 2025, due to additional workdays from change orders.
- The actual completion date is still on track for February 14, 2025.
- Electrical rough-in and HVAC installations progressing as planned
- Sheetrock installation is set to begin the week of November 11.

**2. Completed Phases:**

- Demolition work is 100% complete.
- Framing is complete.
- Mechanical demolition is 100% complete.
- Concrete work completed.
- Floor underlayment installation is complete.
- Plumbing rough-in inspection passed.
- HVAC rough-in is substantially complete.
- Ceiling fans have been installed (for air mixing, not cooling).
- Three new 2-stage heat pump units are in place for the main office.





### **3. Ongoing Work:**

- Change Orders Processed (CO2)
  - CR-15: HVAC Filter Rack Addition (\$1,181.88)
  - CR-16: Electrical Value Engineering Phase 1 (-\$14,825.80)
  - CR-17: Floor Underlayment (\$13,971.00)
  - CR-18: Electrical Value Engineering Phase 2 (-\$13,858.11)
  - CR-19: Entry Door Modifications (\$11,570.36)
- Additional value engineering has identified approximately \$28,683 in savings through electrical system modifications.
- Project tracking at +0.2% of budget.

## **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 began with an original contract sum of \$1,099,000.00. Through the course of construction, various change orders have resulted in a net increase of \$2,155.96 (0.2% increase), bringing the current contract sum to \$1,101,155.96. To date, \$345,948.65 worth of work has been completed and approved for payment, representing 31.4% of the total project scope.

## **NEXT STEPS**

1. Complete electrical and mechanical rough-in work.
2. Obtain necessary inspections.
3. Begin sheetrock installation.
4. Continue ductwork installation and painting.
5. Proceed with new entry door modifications.

## **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.



## Director's Report for October 2024

Meeting Date: November 14, 2024  
Department: Director's Office  
[www.lrapa.org](http://www.lrapa.org)

Agenda Item No. 15  
Staff Contact: Travis Knudsen  
541-736-1056 ext. 217

### OCTOBER 2024 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	6-Oct-24	71	PM
Oak	11-Oct-24	115	PM
CottGrv	7-Oct-24	80	PM

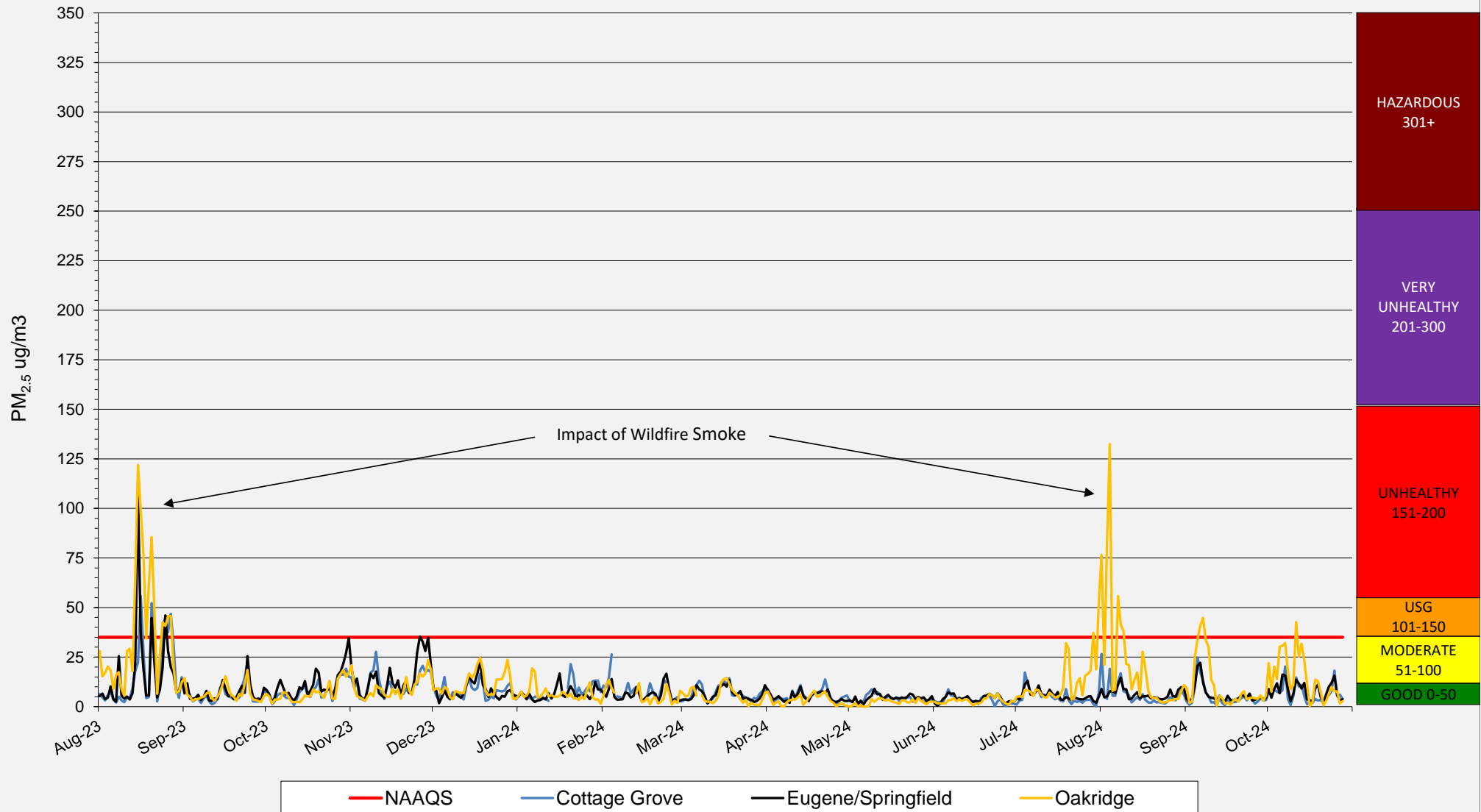
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	14	15	24	0-50	0-9	0-54
Moderate	17	15	7	51-100	9.1-35.4	55-70
USG	0	1	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-125.4	86-105
Very Unhealthy	0	0	0	201-300	125.5-225.4	106-200
Hazardous	0	0	0	301+	225.5+	201+

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

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

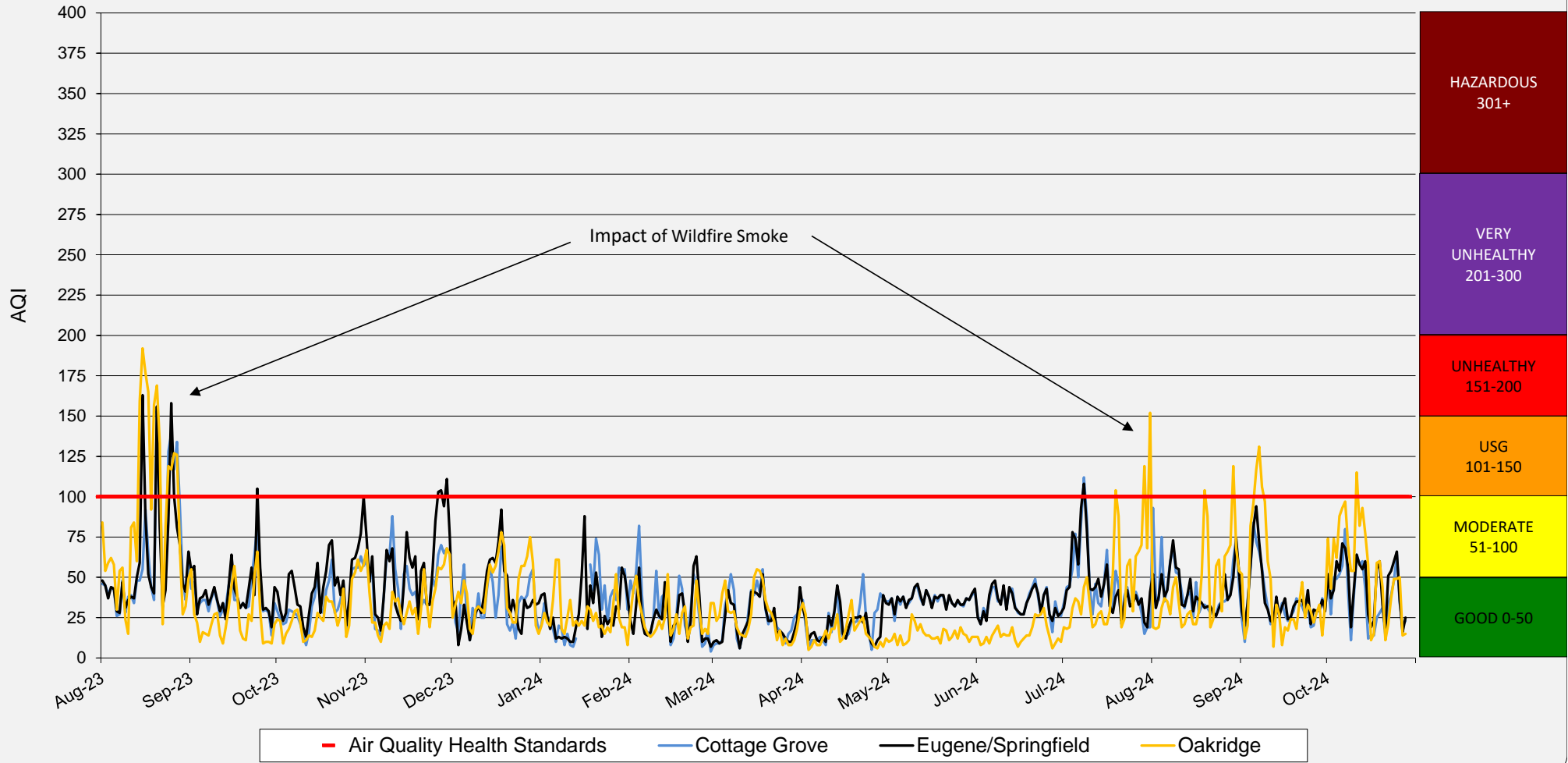
## Daily PM2.5 Levels

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: 10/1/2024 thru 10/31/2024:**

<b>Smoke complaints: 33</b>
30 - Outdoor Burning
2 – Home Wood Heating
1 - Wildfires
<b>Industry: 10</b>
3 - International Paper
1 – Parr Lumber
3 - Knife River
1 – Pacific Recycling
1 - Hexion
1 - 9 Wood Inc.
<b>Miscellaneous: 14</b>
3 - Asbestos
1 - Marijuana
2 - Vehicle Exhaust
1 - Diesel Generator
1 – Meat Smoker
1 – Jet Plane Fuel
5 - Unknown
<b>Total: 57</b>

The calendar year 2024 compares to previous years:

<b>Year</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>*2024</b>
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	26
Industry	170	100	336	198	97	62
Outdoor Burning	402	423	243	292	254	195
Slash Burning	16	12	10	6	12	3
Miscellaneous	67	59	40	102	72	91
Unknown	39	74	71	45	65	69
<b>Total</b>	<b>855</b>	<b>765</b>	<b>798</b>	<b>725</b>	<b>587</b>	<b>479</b>

\* Year-To-Date

**NEW: 10/01/2024 -- 10/31/2024:**

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	9
Notices of Violation with Civil Penalties	37	26	17	24	15	5

\* Year-To-Date.

**ENFORCEMENT: 10/01/2024 to 10/31/2024**

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	3	-	3
Industrial	-	-	5	-	5
Outdoor Burning	-	-	4	-	4
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
<b>Totals</b>	-	-	<b>12</b>	-	<b>12</b>

**NEW/OPEN ENFORCEMENT ACTIONS STATUS DETAIL REPORT****10/1/2024 -- 10/31/2024****Report of open and actions initiated since last report****NEW ENFORCEMENT ACTIONS: 10/01/2024 -- 10/31/2024**

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: no response and no payment received; a default order judgment is in process for a lien on the property
  - 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. 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
  
4. 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
  
5. 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 \$400.
- D. Resolution: PENDING

6. 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

7. 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

8. 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



9. 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
10. 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
11. 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
12. 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: 10/01/2024 TO 10/31/2024**

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

#### **ASBESTOS ABATEMENT: 10/01/2024 to 10/31/2024**

**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
<b>Total Asbestos Abatement Notices</b>	488	439	408	465	466	375
<b>School Asbestos Abatement Notices (NESHAP)</b>	16	25	20	16	17	18

<b>Number of Asbestos Abatements Inspected</b>	94	93	104	115	91	74
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\* Year-To-Date.

#### PERMITTING (TITLE V AND ACDP):

- Currently 15 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
<b>New</b>	1	2		3
<b>Renewals</b>	3	11		14
<b>Modifications</b>		1		2
<b>Constructions</b>				
<b>General TV</b>	1			1
<b>Registrations</b>				
<b>Terminated Permits</b>		7		7
<b>Total Issued Permits Year-to-date</b>	<b>7</b>	<b>42</b>		<b>49</b>

Permits placed on public notice:

Source Name	Reason for Public Notice	Type of Permit
Kingsford Mfg.	Renewal of Title V	Title V renewal. <b>Off public notice 11/18/2024</b>

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	15	2	13%
Standard	26	4	15%
Simple	27	3	11%
<b>Total</b>	<b>68</b>	<b>9</b>	<b>13%</b>

#### MEDIA INTEREST, EXTERNAL COORDINATION AND OUTREACH

<i>Date</i>	<i>Media</i>	<i>Person</i>	<i>Topic</i>
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	Delay starts to outdoor burning and ongoing delays to start of burning season
10/3/2024	KLSR FOX	Angela Yamamoto	\$1M EJG2G award and work in Oakridge
10/6/2024	KMTR	Takur Conlu	Valley smoke due to fires & wind
10/9/2024	KEZI	Ryan Bonham	Outdoor Burning delayed to 11/1 Lane County
10/9/2024	KMTR	News Staff	Delay outdoor burning to 11/1
10/11/2024	KVAL	Dannie	AQI for weekend and Duck's game
10/11/2024	Eugene Weekly	Bentley Freeman	Questions on Hazeldell Quarry in Oakridge and AQI
10/11/2024	Oregon Journalism Group	Jeff Manning	Questions on wildfire smoke impacts from 2020 fires
10/11/2024	KMTR	News Staff	Kingsford public comment on Title V permit changes
10/18/2024	KMTR	News Staff	Correction on poor initial story and description of permit changes for Kingsford
10/21/2024	KEZI	News Staff	ODF Ended fire season and LRAPA opened outdoor burning 10/22

## PUBLIC EVENTS AND OUTREACH

### ***Presentation to Eugene Rotary*** (10/3 at Eugene Mission)

Matt Sorensen and Travis Knudsen provided Eugene Rotary a presentation covering the basics of LRAPA's scope of work and focused on wildfire and smoke impacts on our region. The meeting was well attended and there was a great deal of discussion during the Q&A section.

### ***USD Clean Fuels- Beyond Toxic & ABC Bethel Community Meeting*** (10/7 at Bethel Community Church)

Matt Sorensen and Permit Writer Beth Erikson attended this meeting to listen to the concerns of the residents in the area impacted by the proposed USD Clena Fuels transload site. There was nearly 80 people in attendance including Eugene Mayor Vinnis, Eugene Councilwoman Leech, Eugene Councilman Evans, as well as Register Guard, KEZI, and LCC Radio. The purpose of the meeting was educating attendees on the site, followed by discussing options to prevent the project advancing. Many in attendance wanted to know why the city ok'd the land use. It was decided that Beyond Toxics would challenge the City of Eugene's approval for the land use and

also mentioned potentially getting community members to attend a public hearing on the site, if LRAPA was to hold one, to try and stop the project getting a permit.

***Executive Director Visits w/ Elected Officials (10/17 to 11/1)***

Travis Knudsen along with Matt Sorensen met with the following elected officials in-person (except for one):

10/17- Lane County Commissioner Ryan Ceniga  
10/18- Lane County Commissioner Pat Farr  
10/23- Representative Julie Fahey (virtual)  
10/24- Lane County Commissioner Heather Buch  
10/28- Lane County Commissioner Laurie Trieger  
11/1- Senator James Manning  
11/1- Rep. John Lively  
11/1- Rep. Nancy Nathanson

At each meeting Travis shared LRAPA's role in Lane County and then dialogued with each official based on their interest. Each official was reminded that LRAPA is ready to provide answers and support to them and their constituents as the need arises. Actions resulting from meetings included, LRAPA helping Commissioner Ceniga by contacting ODF to inquire about ending the fire season before 11/1 to allow for outdoor burning in Lane County. LRAPA also provided a letter of support to Rep. Nathanson for a grant application she is working on to get funds for a layover facility for locomotives in Eugene.

***City of Cottage Grove Partnership Development (10/23)***

Matt Sorensen visited with Cottage Grove City Manager, Mike Sauerwein, and other city leadership to discuss avenues to assist Cottage Grove and its citizens. Matt also left materials on outdoor burning and business cards that direct people to contact LRAPA for our many services.

***USD Clean Fuels- City of Eugene Recalls Land Use Approval (10/25)***

Due to advocacy by Beyond Toxic and the large turnout to their meeting, the City of Eugene recalled the LUCS for the USD Clean Fuels site and has up to 3 months to reconsider their decision.

***Lane County's Community Wildfire Protection Plan CWPP (10/29)***

Matt Sorensen attended the first meeting for Lane County's development of a new Community Wildfire Protection Plan. The county wide scope of the project includes updating evacuation plans, updating the Wildfire Urban Interface (WUI) plan, adjusting building plans in the WUI, and considering the Environmental and Public Health Impacts of wildfires. LRAPA has agreed to join the committee working on the Environmental and Public Health Impacts.

**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 is implementing the EJG2G grant expanding the Oakridge Air program to include wildfire mitigation efforts.
  - LRAPA has executed subaward agreements under this grant with South Willamette Solutions (SWS), and Lane County Public Health (LCPH).
  - LRAPA has prepared a RFP for contracted work under the grant, currently SWS is reviewing the Request for Proposal (RFP) for suggested changes before LRAPA will move forward with the publishing RFP.
  - The Oregon Health Authority and LCPH are working to secure datasets for the health and morbidity study under this grant agreement.

## **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's Administrative Manager has been hired 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.
  - Rachelle Nicolas was hired for this role and brings experience in regulatory compliance and enforcement from her 18-year tenure with the City of Eugene, where she notably established the City's rental housing code program from the ground up and served as Inspection Services Manager overseeing building inspections, code compliance, and business licensing programs. Her background in code enforcement and regulatory oversight, combined with her proven track record in managing diverse teams and implementing new programs, provides her with a strong foundation for understanding the complexities of environmental regulations and the importance of consistent, fair enforcement practices that will serve LRAPA's mission well.

## **3. Pre-Budget Planning**

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

- LRAPA is engaged in the Audit of FY'24. Auditors have been onsite since the first week of November and the Audit is fully underway.
- The FY24 audit timeline has been extended from December 31, 2024, to March 31, 2025, with approval from the Oregon Secretary of State. This extension was necessary due to several compounding factors: the implementation of a new accounting system during FY24, turnover in executive and finance leadership, and the temporary relocation of administrative offices in early FY25. Reconciliation challenges between the old and new systems have been particularly significant, especially given the departure of key personnel who led the system implementation.
- These combined circumstances have impacted our standard audit preparation process.

## **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.

## **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: 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.

- Following a Permit Writer's departure in October, LRAPA is strategically evaluating this vacant position before recruitment. The organization is considering restructuring the role to potentially include smoke management responsibilities and technical services support. This approach would both address operational needs and create succession planning opportunities through enhanced understanding of the position's duties.

## **TENTATIVE UPCOMING LRAPA BOARD AGENDA ITEMS**

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

### **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