



A G E N D A

LANE REGIONAL AIR PROTECTION AGENCY
BOARD OF DIRECTORS WORK SESSION
THURSDAY JANUARY 30, 2025
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

Lane County Public Service Building
Conference Room B
125 E 8th Avenue
Eugene, Oregon 97401

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

Note: This is a Board work session for discussion purposes only. No formal actions will be taken. While the public is welcome to attend and observe, this session will not include public comment. The next opportunity for public comments will be at the regular Board meeting on February 13, 2025.

CALL TO ORDER:

- 1. Call to Order (12:15 p.m.)**
- 2. Adjustments to Agenda (12:15 p.m.)**
- 3. Partner Dues Discussion (12:20 p.m.)**
- 4. Board Goals Review (12:50 p.m.)**
- 5. Review Board Meeting Schedule (1:50 p.m.)**
- 6. Adjournment (2:30 p.m.)**

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**BOARD OF DIRECTORS
WORK SESSION MEETING MINUTES
JANUARY 30, 2025
HYBRID MEETING
VIA ZOOM
LANE COUNTY PUBLIC SERVICE BUILDING, EUGENE**

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Executive Director
David Loveall, Vice-Chair	Rachelle Nicholas, Administrative Manager
Bryan Cutchen	Lance Giles, Technical Services Manager
Matt Keating	Max Hueftle, Operations Manager
Michael Johnston	Matt Sorensen, Public Affairs and Project Manager
Dylan Plummer	Colleen Wagstaff, Asbestos & Enforcement Manager
Jim Settlemeyer	Christina Ward, Finance Manager
Alan Stout	Heather Gravelle, Administrative Assistant
	Mandy Ramirez, Field Inspector
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
Jared Hensley	None.
AGENDA	ACTION
REGULAR MEETING	
1. Call to Order.	Chair Howard Saxion called the regular meeting to order at 12:17 p.m.
2. Adjustments to the Agenda.	None.
3. Partner Dues Discussion.	<p>Travis Knudsen, Executive Director, presented an overview of the FY'25 General Fund Revenue of \$2,815,692, outlining the major funding sources: permit fees (\$1,336,592), state funding (\$462,000), federal funding (\$300,000), local funding (\$204,000), and interest/miscellaneous revenue (\$93,600). He provided historical context, highlighting significant partner dues reductions since 2009.</p> <p>Mr. Knudsen reported that the City of Springfield has proposed a funding model based on the historical property tax revenue growth rate of 3.3%. He noted that Springfield has committed to implementing this increase,</p>

	<p>raising their dues to \$34,812 for FY26. The proposed model is designed to provide predictable, sustainable funding that aligns with local partner revenue growth and could be adopted by all partners.</p> <p>Director Plummer indicated that he supported a methodical and formulated approach and recommended adjusting the timeline to allow jurisdictions more time to budget their LRAPA contributions.</p> <p>Chair Saxion requested staff to compile partner dues data from the past three years to analyze funding trends. Additionally, the Board requested staff to prepare two formula options for review at the next meeting - one based on property assessment and another using the Consumer Price Index (CPI).</p>
4. Board Goals Review.	<p>Mr. Knudsen presented LRAPA's two-tiered goals framework. Sustained Goals focus on core responsibilities including regulatory compliance, air monitoring, public education, and partnerships, while Accelerated Goals address emerging challenges such as financial sustainability, wildfire smoke preparedness, and organizational excellence.</p> <p>Chair Saxion requested that target completion dates, specific milestones, and metrics to measure effectiveness be added to each goal for review at the next meeting. He directed staff to analyze the goals, focusing on long-term liability risks and potential impact on organizational operations.</p>
5. Review Board Meeting Schedule.	<p>Mr. Knudsen reviewed the current Board meeting schedule, which occurs on the second Thursday of each month from 12:15 p.m. to 2:30 p.m. with typical breaks in August and December.</p> <p>Discussion focused on how the afternoon timing may limit public participation due to work hour conflicts. The Board considered several options including evening meetings, a hybrid schedule, and enhanced notification systems to improve public engagement.</p> <p>After consideration, the Board agreed to have staff conduct a poll of Board members to assess members' availability for evening meetings and determine</p>

	scheduling alternatives that would ensure a quorum while maximizing public accessibility.
6. Adjournment of LRAPA Board Meeting.	Chair Saxion adjourned the LRAPA Board Work Session at 2:00 p.m.

(Minutes recorded by Heather Gravelle)



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board of Directors

From: Travis Knudsen, Executive Director

Date: January 30, 2025

Subject: Discussion of FY26 Partner Dues Growth Rate Methodology

STAFF REPORT

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.

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: Travis Knudsen, Executive Director

Date: January 30, 2025

Subject: Proposed LRAPA Board Goals

STAFF REPORT

ISSUE STATEMENT

Below are the proposed set of goals to guide our Agency's efforts in protecting and enhancing air quality in Lane County. These goals are the result of a 360-review process, incorporating input from Board members, the Citizens Advisory Committee (CAC), internal staff, external partners, and my own judgement.

BACKGROUND INFORMATION

The LRAPA Board last established goals in January 2022. In May 2024, the Board directed staff to propose new goals for review and potential adoption. The Citizens Advisory Committee was also tasked with reviewing the existing goals and providing recommendations which occurred over following meetings. At the September 2024 Board meeting, the Board requested to hold a work session to specifically review and discuss the current and proposed Board goals.

GOAL DEVELOPMENT PROCESS

1. **Board Member Input:** The Executive Director conducted one-on-one meetings with Board members to understand their perspectives on LRAPA's role and priorities.
2. **Citizens Advisory Committee Feedback:** The CAC reviewed the existing goals and provided input, including recommendations for maintaining, modifying, or removing goals, and suggestions for new priorities.
3. **Board Member Review:** The Executive Director proposed these goals to the Board in September 2024. Board direction was to review these goals in a Q1 2025 work session prior to approval.



PROPOSED GOALS SUMMARY

The proposed goals are structured into two categories:

1. Sustained Goals: These represent LRAPA's ongoing commitment to its core responsibilities:
 - Regulatory Compliance, Permitting, and Industrial Emissions Management
 - Regional Air Monitoring and Analysis
 - Public Health Protection and Air Quality Education
 - Partnerships and Interagency Coordination
2. Accelerated Goals: These target areas for intensified effort and rapid advancement:
 - Financial Sustainability and Transparency
 - Enhanced Wildfire Smoke Preparedness
 - Strengthen Partnerships and Stakeholder Engagement
 - Organizational Excellence and Board Development

KEY CHANGES AND INCORPORATIONS

1. Board and External Partner Input:
 - The focus on financial sustainability and transparency addresses concerns raised by multiple stakeholders.
 - The goal to strengthen partnerships and stakeholder engagement reflects the desire for increased collaboration and communication.
2. CAC Recommendations:
 - The expansion of the Oakridge/Westfir air quality improvement goal to other communities is reflected in the broader Public Health Protection goal.
 - The emphasis on environmental justice and equity is incorporated into multiple goals, particularly in Public Health Protection and Stakeholder Engagement.
 - The suggestion for a wildfire smoke preparedness goal has been directly included as an Accelerated Goal.
3. Executive Director's Assessment:
 - The division of goals into Sustained and Accelerated categories allows for a balance between maintaining core functions and addressing pressing new challenges.
 - The Organizational Excellence goal addresses internal needs identified during the Agency assessment.



STAFF RECOMMENDATION

It is recommended that the Board review these proposed goals and provide feedback. At a future Board meeting, the goals can be approved as presented or modified based on Board input. Any feedback received will be incorporated into a revised version for final approval at a subsequent meeting.



LANE REGIONAL AIR PROTECTION AGENCY LRAPA GOALS

INTRODUCTION

The Lane Regional Air Protection Agency (LRAPA) is committed to protecting and enhancing air quality in Lane County, Oregon. As part of this commitment, LRAPA's Board of Directors has established a set of goals to guide the Agency's efforts in fulfilling its mission to protect public health, community well-being, and the environment.

LRAPA's Vision and Mission statements form the foundation of these goals:

Vision: *Community partners working together to ensure clean air for everyone.*

Mission: *To protect public health, quality of life and the environment as a leader and advocate for the continuous improvement of air quality in Lane County.*

This document outlines LRAPA's strategic goals for 2024 and beyond. It is divided into two main sections:

Sustained Goals: These embody the enduring, foundational work of LRAPA. They represent the Agency's ongoing commitment to its core responsibilities in air quality management, monitoring, public health protection, and community engagement. Rooted in LRAPA's long-standing commitments and statutory obligations, these goals ensure consistent, reliable progress in fulfilling the Agency's primary mission.

Accelerated Goals: These goals target specific areas for intensified effort and rapid advancement. They address emerging challenges, seize opportunities for significant improvement, and push LRAPA to quickly enhance its capabilities and impact. While building on the foundation of sustained goals, these accelerated initiatives drive innovation and adaptation to meet pressing needs and future demands.

Each goal is accompanied by a set of specific tasks or objectives, providing a clear roadmap for LRAPA's activities. This structure ensures that the agency's efforts are focused, measurable, and aligned with its overall mission.

By setting and pursuing these goals, LRAPA aims to maintain its position as a leader in regional air quality management and to continually improve its service to the residents of Lane County.

SUSTAINED GOALS

1.0 Regulatory Compliance, Permitting, and Industrial Emissions Management

Ensure compliance with National Ambient Air Quality Standards (NAAQS) and other health-based benchmarks, manage air quality permits for regulated sources, and implement best practices in emissions control, balancing economic development with environmental protection through rigorous permitting processes.

Tasks:

- a. Maintain compliance with the carbon monoxide, PM10/PM2.5, and ozone NAAQS through:
 - Implementing the Indirect Source Permitting Program
 - Reviewing conformity findings in transportation plans



- Updating emissions inventories for CO, PM_{2.5}, VOC, and NO_x
- Developing and maintaining State Implementation Plan (SIP) amendments as needed
- b. Prepare and issue Air Contaminant Discharge Permits (ACDPs) and Title V permits for stationary sources.
- c. Conduct New Source Review (NSR) and Prevention of Significant Deterioration (PSD) evaluations.
- d. Implement top-down procedures to establish Best Available Control Technology (BACT).
- e. Update LRAPA rules for NSR/PSD/PSEL and other air quality programs as needed.
- f. Conduct compliance verification and enforcement actions for permitted sources.
- g. Implement the Compliance Assurance Agreement with EPA.
- h. Report Significant Violators to EPA as required.
- i. Revise permits to correct discovered deficiencies.
- j. Operate the asbestos program, including inspections and rule updates.
- k. Implement the Oregon Toxic Air Contaminant program, Cleaner Air Oregon.
- l. Include 112(r) accidental release prevention program requirements for Title V sources.
- m. Implement and manage the Outdoor Burn Letter Permit (OBLP) program for various types of permitted burns, including commercial, industrial, construction, demolition, forest slash, bonfires, and prescribed burning.
- n. Implement and monitor the effectiveness of Targeted Airshed Grant (TAG) programs in Oakridge-Westfir to maintain compliance with PM₁₀ and PM_{2.5} NAAQS.

2.0 Regional Air Monitoring and Analysis

Collect, analyze, and report comprehensive air quality data across Lane County to inform policy decisions, alert the public, and track long-term air quality trends.

Tasks:

- a. Operate and maintain a criteria pollutant network in partnership with ODEQ.
- b. Implement Quality Assurance/Quality Control (QA/QC) programs.
- c. Perform network validation studies and modify as needed.
- d. Conduct SIP/Pollution Prevention Plan monitoring.
- e. Perform supplemental/investigative monitoring as necessary.
- f. Conduct monitoring to characterize air toxics in Lane County.
- g. Provide appropriate monitoring in support of daily AQI for criteria pollutants.
- h. Provide routine air monitoring data to the public on a real-time basis.
- i. Provide technical assistance, audit, and oversight of point source self-monitoring.
- j. Provide modeling and monitoring expertise for Title V, NSR, PSD, and SIP activities.
- k. Operate and maintain Toxics Monitoring Site in West Eugene.



3.0 Public Health Protection and Air Quality Education

Protect public health through air quality initiatives and foster community engagement via educational programs, prompt response to public concerns, and efforts to ensure equitable protection from air pollution for all communities.

Tasks:

- a. Implement and maintain home wood heating advisory programs in Eugene-Springfield and Oakridge.
- b. Conduct the outdoor burning program, providing advisories and effectively abating violations.
- c. Respond promptly and effectively to citizen complaints.
- d. Prepare and distribute informational materials about air quality and LRAPA's role.
- e. Assess public attitudes about LRAPA and air quality.
- f. Provide air quality information and speak to schools and youth organizations.
- g. Provide asbestos information to homeowners with remodeling projects.
- h. Implement PM attainment strategies for Eugene/Springfield and Oakridge.
- i. Make extensive use of the LRAPA website and keep information accurate and timely.
- j. Communicate frequently through various channels to keep stakeholders informed.
- k. Develop and carry out seasonal and intermittent programs.
- l. Fair environmental standards across all neighborhoods.
- m. Execute comprehensive community engagement and education programs in Oakridge-Westfir, focusing on wood burning practices, home heating efficiency, and the health impacts of air pollution.

4.0 Partnerships and Interagency Coordination

Build and maintain strong relationships with various stakeholders, including industry, local jurisdictions, and community groups, to foster collaboration, improve communication, and ensure that LRAPA's work is responsive to community needs and concerns.

Tasks:

- a. Participate in interagency transportation and land use planning processes.
- b. Participate in the Lane Regional Climate Collaborative (LRCC), Oakridge Area Fire Safe Council, Northwest Air Quality Communicators (NWAQC), National Association of Clean Air Agencies (NACAA).
- c. Support and coordinate programs with local governments to curtail and prevent air pollution.
- d. Consult with federal agencies on general conformity findings for major federal projects.
- e. Continue to work with permitting agencies to provide public information on LRAPA rules.
- f. Develop and maintain partnerships with local, state, and federal agencies and organizations.
- g. Work jointly with ODEQ and local legislators on budget requests.



- h. Review Oregon Revised Statutes (ORS) on regional air authorities and propose revisions as needed.
- i. Cooperate and advocate on environmental issues of mutual interest not under LRAPA's direct control.
- j. Develop programs and projects that leverage resources to improve air quality in Lane County.
- k. Continue to participate in multi-agency public education and pollution prevention efforts.
- l. Collaborate with the Rivers to Ridges partnership on controlled ecological burns.
- m. Engage with local fire management agencies, conservation organizations, and indigenous groups to support responsible use of fire as a land management tool, recognizing its historical and ecological importance in the Willamette Valley.
- n. Collaborate with local partners, including South Willamette Solutions, to implement and evaluate the Oakridge Air program and related initiatives.

ACCELERATED GOALS

5.0 Financial Sustainability and Transparency

Ensure LRAPA's long-term financial stability and improve fiscal transparency through diversified funding sources, robust financial management practices, and clear communication of financial decisions to stakeholders.

Tasks:

- a. Develop and implement an updated cost allocation model for the organization.
- b. Review, update, and implement financial management practices and reporting.
- c. Increase Board and regulatory involvement and awareness of annual fee increases set by rule.

6.0 Enhanced Wildfire Smoke Preparedness

Address the increasing threat of wildfire smoke to public health in Lane County through public education, collaboration with local jurisdictions, and enhanced monitoring and communication during wildfire events. In addition to seeking funding avenues which directly support this new and growing smoke management service need.

Tasks:

- a. Develop education programs on wildfire smoke impacts and mitigation.
- b. Collaborate with local jurisdictions on wildfire smoke response plans.
- c. Seek funding for wildfire-related air quality initiatives.
- d. Enhance monitoring and communication during wildfire events.
- e. Implement and evaluate the Building Community Resiliency to the Hazards of Smoke and Wildfires project in Oakridge-Westfir.
- f. Support the implementation of Smoke Community Response Plans in Lane County.



7.0 Strengthen Partnerships and Stakeholder Engagement

Build and maintain strong relationships with various stakeholders, including regulated sources, local jurisdictions, and community groups, to foster collaboration, improve communication, and ensure that LRAPA's work is responsive to community needs and concerns.

Tasks:

- a. Establish regular communication channels with regulated stakeholders.
- b. Enhance collaboration with local jurisdictions, including recurring presentations to city councils.
- c. Engage with permitted sources to educate and inform on regulatory requirements.
- d. Engage on community-focused environmental protection to collaboratively protect air quality.
- e. Participate actively in regional climate and air quality initiatives.

8.0 Organizational Excellence and Board Development

Improve LRAPA's internal operations and governance by updating Board processes, enhancing staff development, and refining internal policies to ensure efficient and effective operation in service of the agency's mission.

Tasks:

- a. Review and update the Board handbook and develop detailed and complete onboarding materials.
- b. Implement strategies to retain high-quality staff, develop a succession planning strategy.
- c. Review and update internal policies and procedures.
- d. Develop and implement a new, efficient file organization and retention policy.
- e. Integrate advancing technologies into the organization's workflows and processes to enhance efficiency and effectiveness, including exploration of innovative tools for data analysis, communication, and documentation development.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Chair Howard Saxion, and LRAPA Board of Directors

From: Travis Knudsen, Executive Director

Date: January 30, 2025

Subject: Review of Board Meeting Schedule

STAFF REPORT

ISSUE STATEMENT

The Board has expressed interest in reviewing its current meeting schedule (12:15 p.m. to 2:30 p.m. on the second Thursday of each month) to potentially increase public participation and engagement.

BACKGROUND INFORMATION

At recent Board meetings, members have noted that the current schedule may not be convenient for those who work during traditional business hours and have suggested exploring alternate meeting times. Additionally, the Board has expressed interest in expanding the public notification process to better inform the community about opportunities to participate in Board meetings.

DISCUSSION

- Public Accessibility: The current early afternoon schedule may present challenges for members of the public, potentially limiting their ability to attend and participate in Board meetings.
- Exploring alternative meeting times
- Expanding public notification processes to increase awareness of Board meetings
- Creating more opportunities for public engagement and participation

OPTIONS FOR CONSIDERATION

1. Evening Meetings, or partial evening meetings:
 - Shift regular Board meetings to evening hours
 - Consider a hybrid schedule with alternating daytime and evening meetings
2. Enhanced Public Notification:
 - Expand current notification methods



- Utilize additional communication channels
- 3. Maintain Current Schedule:
 - Keep existing 12:15 p.m. - 2:30 p.m. timeframe
 - Implement other measures to enhance public participation

FISCAL IMPACT

A change to the Board meeting time would have a minimal fiscal impact related to staff overtime or adjusted schedules. A detailed analysis can be provided based on the Board's preferred direction.

STAFF RECOMMENDATION

Staff seeks Board consensus on:

1. Preferred meeting times
2. Methods to improve public notification
3. Timeline for implementing approved schedule changes