



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY FEBRUARY 13, 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.]

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. January 9, 2025 meeting minutes
 - C. January 30, 2025 work session minutes
 - D. Board Discussion
- 6. Approval of Financial Report/Audit Update (12:30 p.m.)** *Action*
 - A. Christina Ward
 - B. December 2024 Financial Report
 - C. Staff Report – Audit Update

- D. Board Discussion
- 7. Supplemental Budget (12:40 p.m.)** *Action*
- A. Christina Ward
 - B. Staff Report
 - C. Resolution 25-01
 - D. Board Discussion
- 8. Elect Chair & Vice-Chair (12:50 p.m.)** *Action*
- A. Travis Knudsen
 - B. Board Discussion
- 9. Appoint Budget Committee Members and Budget Officer (1:00 p.m.)** *Action*
- A. Travis Knudsen
 - B. Board Discussion
- 10. Partner Dues Approval (1:10 p.m.)** *Action*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 11. Board Goals Approval (1:30 p.m.)** *Action*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 12. Citizens Advisory Committee (1:40 p.m.)** *Action*
- A. Jim Daniels
 - B. Report & Application of Michael Koivula
 - C. Board Discussion
- 13. EJG2G Update (1:45 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 14. Remodel Update (1:50 p.m.)** *Information*
- A. Lance Giles
 - B. Staff Report
 - C. Board Discussion

15. Directors Report (1:55 p.m.)

Information

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

16. Adjournment (2:00 p.m.)

We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@lrpa.org or by calling the LRAPA office at 541-736-1056.

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



**BOARD OF DIRECTORS
MEETING MINUTES
FEBRUARY 13, 2025
MEETING VIA ZOOM**

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Executive Director
David Loveall, Vice-Chair	Lance Giles, Technical Services Manager
Bryan Cutchen	Max Hueftle, Operations Manager
Jared Hensley	Rachelle Nicholas, Administrative Manager
Matt Keating	Matt Sorensen, Public Affairs and Project Manager
Michael Johnston	Christina Ward, Finance Manager
Dylan Plummer	Heather Gravelle, Administrative Assistant
Jim Settlemeyer	Karyssa Dubach, Finance Specialist
Alan Stout	Robbye Robinson, Finance Specialist
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
None.	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.	Director Plummer noted that there were recent reports of a strong, chemical/cologne odor around 35th and Donald in South Eugene. He indicated he would forward the email he received to staff for follow-up.

<p>5. Approval of Meeting Minutes.</p>	<p>MOTION: Director Loveall moved, and Director Hensley seconded to approve the January 9, 2025 Meeting Minutes. The motion passed unanimously.</p> <p>MOTION: Director Loveall moved, and Director Hensley seconded to approve the January 30, 2025 Work Session Meeting Minutes. Director Keating noted that since he was not in attendance, he would abstain from the vote. The motion passed.</p>
<p>6. Approval of Financial Report/Audit Update.</p>	<p>Christina Ward, Finance Manager, presented the Board with the December 2024 financial report and provided them with an audit update.</p> <p>MOTION: Director Loveall moved, and Director Hensley seconded to approve the December 2024 Financial Report. The motion passed unanimously.</p>
<p>7. Supplemental Budget.</p>	<p>Ms. Ward presented Resolution No. 25-01 for a proposed supplemental budget that reallocates \$160,000 from General Fund Contingency to cover \$40,000 in Administration expenses (staff turnover costs and roof replacement) and \$120,000 for Capital Monitoring Equipment. The changes result in no overall budget increase, with \$30,000 remaining in Contingency.</p> <p>MOTION: Director Loveall moved, and Director Cutchen seconded to approve Resolution 25-01, to adopt the supplemental budget, which reallocates \$160,000 from the General Fund Contingency budget to the General Fund Administration and General Fund Capital Outlay budget. The motion passed unanimously.</p>
<p>8. Elect Chair & Vice-Chair.</p>	<p>Mr. Knudsen presented the Board with the annual leadership selection process. The Board was asked to consider nominations and elect a Chair and Vice-Chair for 2025. Discussion followed.</p> <p>MOTION: Director Johnston moved, and Director Keating seconded to elect Howard Saxion as Chair of the LRAPA Board of Directors for 2025. The motion passed unanimously.</p> <p>MOTION: Director Keating moved, and Director Hensley seconded to elect David Loveall as Vice-Chair of the LRAPA Board of Directors for 2025. The motion passed unanimously.</p>

<p>9. Appoint Budget Committee Members and Budget Officer.</p>	<p>Mr. Knudsen provided a summary regarding Budget Committee vacancies and expiring terms. He identified three expiring terms (Steve Schmunk, Ruth Linoz, and Dawn Kinyon) and five current vacancies across Eugene, Cottage Grove, and Oakridge. Staff recommended considering reappointments for expiring positions and appointing two new candidates: Thaddeus Carter (Oakridge position) and Zach Mulholland (Eugene position). Discussion followed.</p> <p>MOTION: Director Loveall moved, and Director Keating seconded to reappoint Steve Schmunk and Ruth Linoz and to appoint Thaddeus Carter and Zach Mulholland to the LRAPA Budget Committee. The motion passed unanimously.</p> <p>MOTION: Director Cutchen moved, and Director Loveall seconded to appoint Christina Ward as Budget Officer for 2025. The motion passed unanimously.</p>
<p>10. Partner Dues Approval.</p>	<p>Mr. Knudsen and Ms. Ward presented a staff report on Partner Dues Calculation Methodology. The report compared historical CPI rates versus Property Tax Assessment changes over the past 20 years. Discussion followed.</p> <p>MOTION: Director Loveall moved, and Director Stout seconded, to adopt the method to calculate Partner Dues using the average Lane County CPI and set the FY '26 base cost per person at \$0.54 (the FY '25 average). The motion passed unanimously.</p>
<p>11. Board Goals Approval.</p>	<p>Mr. Knudsen presented a SWOT analysis of LRAPA's goals, identifying key strengths (local presence, financial reserves), weaknesses (staff transitions, compensation challenges), opportunities (partnerships, innovation), and threats (regulatory uncertainty, wildfires, funding). The analysis connects these factors to LRAPA's sustained and accelerated goals.</p> <p>Chair Saxion requested that each goal includes target completion dates, prioritization information, and metrics to measure effectiveness. Following discussion, the Board reached consensus to direct staff to incorporate these refinements and present the revised goals for review and approval at the next Board meeting.</p>

12. Citizens Advisory Committee.	<p>Jim Daniels, Chair of the Citizens Advisory Committee (CAC), provided an overview of the January 2025 meeting and noted that Michael Koivula's CAC membership application was included in the Board packet for review.</p> <p>Mr. Daniels announced that this would be his final update to the Board, as he will be retiring soon. Future monthly updates will be provided by another CAC representative. The Board thanked Mr. Daniels for his service to LRAPA, noting his diligent and engaged participation was greatly appreciated.</p> <p>MOTION: Director Loveall moved, and Director Hensley seconded to appoint Michael Koivula to the Citizens Advisory Committee. The motion passed unanimously.</p>
13. EJG2G Update.	<p>Mr. Knudsen and Ms. Ward reported that the \$997,622 EJG2G grant program for Oakridge-Westfir smoke mitigation and health projects was paused on January 29, 2025, due to federal executive actions. LRAPA has notified partners, processed final drawdowns before system access ended February 5, and confirmed work can resume when funding returns.</p> <p>Director Plummer suggested exploring diversified funding sources, while Director Cutchen recommended limiting outstanding reimbursements to 25 percent of the grant total. Mr. Knudsen committed to providing updates, and the Board requested this item be included on each month's agenda for regular monitoring.</p>
14. Remodel Update.	<p>Lance Giles, Technical Services Manager, provided an update on the LRAPA office remodel project. The project is on schedule with a target occupancy date of early March 2025. The current contract sum is \$1,108,638 (less than 1% over original bid) with 79% (\$886,532) spent to date. Completed work includes ceiling tiles, flooring, customer service window, and various office areas.</p>
15. Directors Report.	<p>Mr. Knudsen presented an overview of the Directors Report. Items covered include air quality index data and statistics, complaint investigations, enforcement actions and civil penalties, ongoing enforcement cases, asbestos abatement notifications, permit issuances, and public outreach activities.</p>

16. Adjournment of LRAPA Board Meeting.	Chair Saxion adjourned the LRAPA Board meeting at 2:10 p.m.
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(Minutes recorded by Heather Gravelle)



	Prior Yr. Actuals FY 23-24 Dec 2023	FY 24-25 YTD as of Dec 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
General Fund					
Revenues					
Federal & State Revenues	292,763	615,521	1,182,000	(566,479)	
Local Dues	231,693	203,500	203,500	0	
Permit Fees	1,134,138	1,254,025	1,336,592	(82,567)	
Other Revenues	48,629	82,334	54,900	27,434	
Transfers from Title V, Grant Fund, and AirMetrics	0	470	38,700	(38,230)	
Total Revenue Received	1,707,223	2,155,850	2,815,692	(659,842)	
Expenditures ^					
Personnel Services	1,022,784	880,714	1,947,600	45%	50%
Materials & Services	383,907	477,232	1,062,550	45%	50%
Capital Outlay	92,009	765,687	1,430,000	54%	50%
Contingency	0	0	190,000	0%	50%
Total Expenditures	1,498,700	2,123,632	4,630,150	46%	50%
General Fund Net	208,522	32,218	(1,814,458)		
	Prior Yr. Actuals FY 23-24 Dec 2023	FY 24-25 YTD as of Dec 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
Special Revenue (Title V)					
Revenues					
Permit Fees	594,906	793,660	775,300	18,360	
Miscellaneous Revenue	0	0	0	0	
Total Revenue Received	594,906	793,660	775,300	18,360	
Expenditures ^					
Personnel Services	231,689	241,591	542,900	45%	50%
Materials & Services	11,352	4,563	12,200	37%	50%
Transfers to Gen Fund	0	0	38,700	0%	50%
Contingency	0	0	10,000	0%	50%
Total Expenditures	243,041	246,154	603,800	41%	50%
Special Revenue Net	351,865	547,506	171,500		
	Prior Yr. Actuals FY 23-24 Dec 2023	FY 24-25 YTD as of Dec 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
Grant Fund					
Revenues					
EPA TAG 1&2, and EJG2G	275,846	217,740	3,013,700	(2,796,000)	
Total Revenue Received	275,846	217,740	3,013,700	(2,796,000)	
Expenditures ^					
Personnel Services	24,611	48,694	127,100	38%	50%
Materials & Services	421,381	388,030	2,811,600	14%	50%
Capital Outlay	20,054	24,946	0	0%	50%
Transfers to Gen Gund	0	470	0	0%	50%
Contingency	0	0	75,000	0%	50%
Total Expenditures	466,045	462,140	3,013,700	15%	50%
Grant Fund Net	(190,200)	(244,400)	-		

* % 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. The amount for Indirect Cost Rate drawdown from Grants in the Grant Fund will be transferred periodically to the Gen Fund.
2. Payment requests for all federally funded grants are being processed bi-weekly beginning 1/28/2025 in an effort to keep our reimbursements as current as possible. This reduces our financial risk in the event that funding is frozen at the federal level.
3. The General Fund Capital Outlay expenses are currently at 54% of our budgeted spending for the fiscal year. However, this is to be expected as we near the completion of our remodel project. This line item will likely be spent in its entirety well before the end of the fiscal year.



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Howard Saxion, Chair and LRAPA Board Members

From: Christina Ward, Finance Manager

Date: February 13, 2025

Subject: FY 24 Audit Progress Update

STAFF REPORT

ISSUE STATEMENT

This staff report provides an update on the progress of LRAPA's FY 24 Audit.

BACKGROUND INFORMATION

During Fiscal Year 2024, LRAPA implemented a new financial software, Caselle. Due to the software conversion and staffing changes throughout the year, the audit is behind schedule.

PROGRESS UPDATE

LRAPA has been approved for an extension by the State of Oregon, with a new due date of 3/31/2025 for submitting our audit. We are on track to meet this deadline.

Isler CPA is the auditing firm being used and they began work on the audit during October 2024. Progress is being made at a slow but acceptable pace. The auditors will make a presentation to the board, likely in April or May of 2025.

Staff continue to work with the Caselle help desk and independent contractor Eric Kytola CPA to close the FY '24 books. Progress is slow, but steady. As of 2/4/2025, the books remain open.

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommend 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 audit timeline.



LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board Members

From: Christina Ward, Finance Manager

Date: February 13, 2025

Subject: Supplemental Budget Proposal (Resolution No. 25-1)

STAFF REPORT

ISSUE STATEMENT

Resolution No. 25-1 adopts the fiscal year 2025 proposed supplemental budget.

BACKGROUND INFORMATION

In Resolution 24-04, adopted on 6/13/2024, the LRAPA Board of Directors approved the budget for fiscal year 2025 which includes a total expenditures budget of \$4,630,150 in the following categories:

Fund/Program/Object Class		Adopted FY '25 Budget
General Fund		
	Administration	3,010,150
Not Allocated to Org Unit.		
	Transfers	-
	Capital Outlay	1,430,000
	Contingency	190,000
	Total	4,630,150

UPDATE

Analysis of the budget, spending to date, and projected expenses reveals there is a need to change the following line items within the General Budget:

ADMINISTRATION

- Personal Services:
 - Salaries: add \$20,000 to the budget to cover the unexpected expenses related to staff turnover, such as severance pay and vacation buyouts
- Materials & Services:
 - Building Maintenance: add \$20,000 to the budget for roof replacement

CAPITAL OUTLAY

- Capital Monitoring Equipment: add \$120,000 to the budget for the purchase of equipment for DEQ, who reimburses LRAPA for each purchase through an existing grant agreement



CONTINGENCY

- General Contingency: subtract \$160,000 from this budgetary item. This will leave \$30,000 remaining in the General Contingency line item.

FINANCIAL IMPACT

The total Proposed Budget change equates to a ***\$0 and 0% increase*** in overall expenditures for the General Fund budget, by simply reallocating \$160,000 from the contingency line item to the line items described above. \$30,000 will remain in the General Fund Contingency line item.

There are no proposed changes to the Title V Specialty Revenue Fund, Grant Fund, or Enterprise Fund.

Fund/Program/Object Class	Adopted FY '25 Budget	Proposed Change	Proposed Amended Budget
General Fund			
Administration	3,010,150	40,000	3,050,150
Not Allocated to Org Unit.			-
Transfers	-	-	-
Capital Outlay	1,430,000	120,000	1,550,000
Contingency	190,000	(160,000)	30,000
Total	4,630,150	-	4,630,150
Special Revenue Fund (Title V)			
Administration			
Title V	555,100	-	555,100
Not Allocated to Org Unit.			-
Transfers	38,700	-	38,700
Contingency	10,000	-	10,000
Total	603,800	-	603,800
Grant Fund			
Administration			
Grants Tag 1 & Tag 2 & EJG2G	2,938,700	-	2,938,700
Not Allocated to Org Unit.			-
Transfers	-	-	-
Contingency	75,000	-	75,000
Total	3,013,700	-	3,013,700
Enterprise Fund (AirMetrics)			
AirMetrics	-	-	-
Total	-	-	-
Total appropriations, All Funds	8,247,650	-	8,247,650

STAFF RECOMMENDATION

Staff recommends the Board of Directors approve the FY 2025 Supplemental Budget as described in this staff report and in Resolution No. 25-1.

MOTION

Motion to approve Resolution No. 25-1 to adopt the supplemental budget, which reallocates \$160,000 from the General Fund Contingency budget to the General Fund Administration and General Fund Capital Outlay budget.

RESOLUTION 25-01

A SUPPLEMENTAL BUDGET RESOLUTION AUTHORIZING EXPENDITURE FOR GENERAL FUND/BUDGET YEAR 2024-2025

The Board of Directors of the Lane Regional Air Protection Agency (LRAPA) finds:

The agency's annual budget is an estimate of operating and special project costs that is prepared several months in advance of the annual expenditures. During the course of administering the budget, the need arises occasionally to incur certain expenditures which could not have been anticipated prior to adoption of the budget and for which appropriations in those areas have not been authorized.

Each year the agency proposes certain supplemental budget authorizations, for which the funding resources are available, and the aggregates of these proposals do not exceed the 10% for these related funds to require budget hearings.

ORS 494.435 (4) provides: "...no greater expenditure...of public money shall be made for any specific purpose in the amount appropriated therefore except as provided in ORS 294.326, 294.444, and 294.450." And,

ORS 294.326 (2) states: "...Expenditure ...shall be lawful only after enactment by the governing body of the municipal corporation of appropriation ordinances and resolutions authorizing expenditure."

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Lane Regional Air Protection Agency hereby adopts the supplemental budget resolution as follows:

Based upon the findings contained herein and pursuant to ORS 294.326 (2), the Director of LRAPA is hereby authorized to make additional expenditures during the current fiscal year for the General Fund in the amount of \$160,000 in the following budget categories:

General Fund

Salaries	\$ 20,000
Building Maintenance	\$ 20,000
Capital Equipment	\$120,000
Total	\$160,000

The General Fund Contingency budget will be reduced from \$190,000 to \$30,000, to offset the additional expenses listed above. Therefore, there is zero net change to the overall expenditures in the FY '25 budget.

The foregoing resolution is adopted on the 13th day of February 2025.

ATTEST:

Travis Knudsen, Executive Director

Howard Saxion, Chair



LANE REGIONAL AIR PROTECTION AGENCY

MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board of Directors

From: Travis Knudsen, Executive Director

Date: February 13, 2025

Subject: LRAPA Board Annual Appointments and Elections

STAFF REPORT

ISSUE STATEMENT

Each February, the LRAPA Board holds its annual leadership selection process for appointments and elections. This report analyzes historical appointments and outlines relevant considerations for the Board's decision-making process.

BACKGROUND

The Lane Regional Air Protection Agency (LRAPA) Board has maintained a consistent leadership structure since its formation in 1968. While not mandated by policy, the Board has traditionally followed specific practices in its leadership succession:

1. The Board typically rotates chair and vice-chair positions among representatives from different participating jurisdictions.
2. There is an established pattern of promoting the vice-chair to the chair position.
3. Leadership roles have been distributed among elected representatives from Eugene, Springfield, Lane County, Cottage Grove, Oakridge, and at-large positions.
4. Chairs and vice-chairs have served in those roles for multiple consecutive years.

CURRENT LEADERSHIP

2024 Officers:

Chair: Howard Saxion (Eugene)

Vice-Chair: David Loveall (Lane County)

CHAIR RESPONSIBILITIES

The Board Chair has the following key responsibilities:

- Presides over all Board meetings
- Works with the Executive Director to set meeting agendas
- Serves as the primary point of contact for Board matters
- Provides leadership and direction for Board activities
- Ensures compliance with public meeting laws and Board policies



- Signs official documents on behalf of the Board
- Represents LRAPA at official functions when appropriate

VICE-CHAIR RESPONSIBILITIES

The Vice-Chair position has the following specific duties:

- Provides agenda review approval prior to monthly board meetings in conjunction with the board chair and executive director
- Assumes leadership of Board meetings in the chair's absence

HISTORICAL ANALYSIS

Past five years of leadership:

2024: Chair - Howard Saxion (Eugene) Vice-Chair - David Loveall (Lane County)

2023: Chair - Bryan Cutchen (Oakridge) Vice-Chair - Howard Saxion (Eugene)

2022: Chair - Joe Pishioneri (Springfield) Vice-Chair - Jeannine Parisi (Eugene)

2021: Chair - Joe Pishioneri (Springfield) Vice-Chair - Kathy Holston (Oakridge)

2020: Chair - Joe Pishioneri (Springfield) Vice-Chair - Kathy Holston (Oakridge)

CONSIDERATIONS FOR 2025 APPOINTMENTS

Based on historical data and current representation:

1. The current vice-chair, David Loveall from Lane County, would be in line for consideration as chair following traditional succession.
2. The Board can consider the experience and availability of potential candidates for the vice-chair position.

RECOMMENDATION

Staff recommend the Board consider either nomination and elect a chair and vice-chair for the 2025 year.



LANE REGIONAL AIR PROTECTION AGENCY

MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board of Directors

From: Travis Knudsen, Executive Director

Date: February 13, 2025

Subject: LRAPA Budget Committee Appointments and Vacancies

STAFF REPORT

ISSUE STATEMENT

The LRAPA Budget Committee requires Board action to fill vacant positions and address two terms expiring in February 2025 to ensure committee representation for upcoming budget review meetings in March through May 2025.

BACKGROUND

The Budget Committee consists of 18 members: nine LRAPA Board Directors plus nine appointed community members serving three-year terms. The committee meets in March and April, with potential additional meetings in May if needed, to review and approve the agency's annual budget.

DISCUSSION

Terms Expiring February 2025:

- Steve Schmunk (Vice Chair) – Springfield
- Ruth Linoz (Chair) – Springfield
- Dawn Kinyon – Oakridge

Current Vacancies (5 total):

- Two Eugene positions
- One Cottage Grove position
- One Oakridge position (previously held by Dawn Kinyon)
- One Eugene position (previously held by Lisa Arkin)

Continuing Members:

- Adam Rue – Eugene (Term: February 2026)
- Paul Metzler – Lane County (Term: February 2026)



New Candidates:

1. Thaddeus Carter (Oakridge Position)
 - Current Oakridge City Council member
 - Project Manager for Oakridge Air Home Heating Upgrades Program
 - Experience managing air quality project budgets and compliance with EPA/BPA standards
 - Overseen nearly 100 home improvement projects with complex budget requirements
 - Available for all scheduled meeting times
2. Zach Mulholland (Eugene Position)
 - Lane Community College Board of Education and Eugene Budget Committee
 - Environmental policy researcher with Beyond Toxics
 - B.S. in Physics and Political Science with Public Planning minor from University of Oregon

STAFF RECOMMENDATION

Staff recommend that the Board:

1. Consider reappointment or new appointments for positions expiring February 2025
2. Appoint Thaddeus Carter to the Oakridge position
3. Appoint Zach Mulholland to one of the Eugene positions

MOTION OPTIONS

1. Move to appoint Thaddeus Carter and Zach Mulholland to their respective positions on the Budget Committee and address expiring terms.
2. Move to appoint individual candidates separately and address expiring terms individually.
3. Take no action and direct staff to seek additional candidates.



LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board Members

From: Christina Ward, Finance Manager

Date: February 13, 2025

Subject: Partner Dues Calculation Methodology

STAFF REPORT

ISSUE STATEMENT

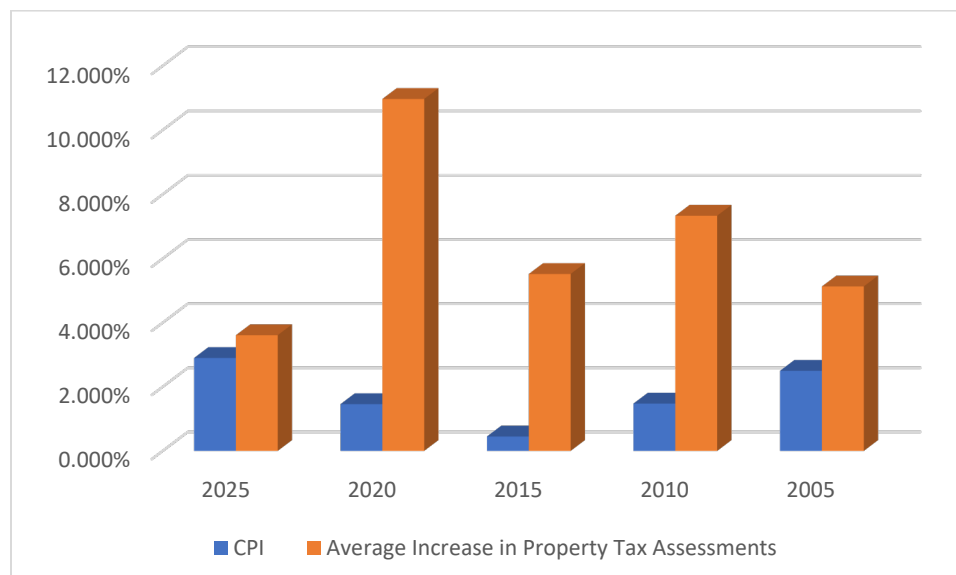
LRAPA needs to establish a calculation methodology for Partner Dues for FY '26 and beyond.

BACKGROUND INFORMATION

The methodology for calculating the Partner Dues amounts each year has varied over time. Following the 1/30/2025 Board Work Session, the board requested a comparison of the historical CPI rates versus the Change in Property Taxes Assessed to establish a consistent formula and methodology going forward.

The following table and chart shows the CPI versus Change in Property Taxes Assessed over time:

	2025	2020	2015	2010	2005
CPI	2.900%	1.460%	0.451%	1.477%	2.500%
Average Increase in Property Tax Assessments	3.611%	10.967%	5.521%	7.335%	5.132%





The following table shows the calculation methodology used in FY '25, for reference:

	2023 Population	FY '25 Dues	FY '25 Cost per person
City of Eugene	177,899	\$ 92,000.00	\$ 0.52
City of Springfield	61,085	\$ 33,700.00	\$ 0.55
City of Cottage Grove	10,623	\$ 5,900.00	\$ 0.56
City of Oakridge	3,206	\$ 1,700.00	\$ 0.53
Lane County	128,368	\$ 70,200.00	\$ 0.55
Totals:		\$ 203,500.00	

FINANCIAL IMPACT SCENARIOS/OPTIONS

The following table shows the option of using the methodology of:

- “Base cost per person” X (100% + “CPI Change”) = “FY '26 New Cost per Person”
- “FY '26 New Cost per Person” X “Current Partner Population Count” = “FY '26 Partner Dues”

Average '25 Cost per Person	2024 CPI - Oregon	New Cost per person for '26	Proposed '26 Dues
\$ 0.54	2.9%	\$ 0.56	\$ 98,851.36
\$ 0.54	2.9%	\$ 0.56	\$ 33,942.49
\$ 0.54	2.9%	\$ 0.56	\$ 5,902.78
\$ 0.54	2.9%	\$ 0.56	\$ 1,781.45
\$ 0.54	2.9%	\$ 0.56	\$ 71,328.96
			\$ 211,807.03

The following table shows the option of using the methodology of:

- “Base cost per person” X (100% + “Change in Property Taxes Assessed”) = “FY '26 New Cost per Person”
- “FY '26 New Cost per Person” X “Current Partner Population Count” = “FY '26 Partner Dues”

Average '25 Cost per Person	2024 Change in Property Tax Assessed	New Cost per person for '26	Proposed '26 Dues
\$ 0.54	3.611%	\$ 0.56	\$ 99,534.38
\$ 0.54	3.300%	\$ 0.56	\$ 34,074.43
\$ 0.54	3.611%	\$ 0.56	\$ 5,943.56
\$ 0.54	3.611%	\$ 0.56	\$ 1,793.76
\$ 0.54	3.611%	\$ 0.56	\$ 71,821.82
			\$ 213,167.95

Note: Changes in Property Taxes Assessments are not readily available online for each city. Springfield self-reported their rate of change, other partners are shown at the Lane County rate of change. If this method is chosen, we will need to ask each partner to self-report for their area.



STAFF RECOMMENDATION

Staff recommends LRAPA uses the method to calculate Partner Dues increases/decreases using the average CPI for Lane County.

Staff recommends LRAPA sets the base cost per person for FY '26 to \$0.54, which is the average cost per person from FY '25. This number will be used in the formula for calculating the new final rate for FY '26.

Staff recommends using the following formulas:

- **"Base cost per person" X (100% + "CPI Change") = "FY '26 New Cost per Person"**
- **"FY '26 New Cost per Person" X "Current Partner Population Count" = "FY '26 Partner Dues"**

Staff recommends the Board utilizes this methodology to calculate Partner Dues going forward.

RECOMMENDED MOTION

Motion to approve the Partner Dues methodology as described in the recommendations section of the "Staff Report – Partner Dues" from 2/13/2025.



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Howard Saxion, Chair and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: February 13, 2025

Subject: SWOT Analysis of Goals

STAFF REPORT

ISSUE STATEMENT

During the January 30, 2025, work session, the Board requested a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to accompany LRAPA's updated organizational goals. This analysis provides strategic context for both the sustained and accelerated goals, helping ensure they align with LRAPA's capabilities and external environment while maintaining focus on our core mission.

BACKGROUND INFORMATION

LRAPA's goals were last established in January 2022, with the Board directing staff to propose new goals in May 2024. The initial updated goals were presented to the Board in September 2024, and subsequent refinements have incorporated feedback from Board members, the Citizens Advisory Committee (CAC).

SWOT ANALYSIS

Strengths

Local Presence and Relationships

As Oregon's only local air agency, LRAPA maintains strong connections with permitted sources, community partners, and stakeholders, enabling more effective implementation of air quality programs.

Financial Position

Strong reserves provide stability and flexibility for future initiatives.

Operational Efficiency

Current low permit backlog, and effective grant administration, continued complaint services despite recent transitions demonstrates a mission driven staff dedicated to serving Lane County.

Technical Expertise

Experienced operations and monitoring management provides continuity and training capacity.

Community Trust

Track record of responsive local service and effective program implementation.



Weaknesses

Workforce Development

Recent staff transitions, particularly in permitting, require investment in training and knowledge transfer.

Compensation Competitiveness

Challenge in matching state-level compensation packages affects retention.

Administrative Transition

Ongoing stabilization of organizational changes and workflow processes.

Resource Constraints

Current staff capacity limits ability to respond unexpected needs and challenges while maintaining core services.

Opportunities

Partnership Enhancement

Potential to strengthen existing relationships and explore new connections for potential program alignment.

Program Innovation

Local authority can provide regionally tailored solutions for emerging air quality challenges.

Operational Modernization

Potential to improve efficiency through technology integration.

Knowledge Transfer

Opportunity to leverage institutional knowledge while training new staff.

Threats

Regulatory Uncertainty

Evolving federal regulatory landscape creates compliance challenges and requires adaptive management.

Climate Impacts

Increasing frequency and severity of wildfires affecting air quality management.

Partner Budget Challenges

Budget deficits among partners emphasizes a need to demonstrate and reaffirm local value and benefit.

Staff Retention

Competition from other agencies and private sector for experienced personnel.

Resource Sustainability

Long-term funding stability needed for program maintenance and expansion.



STRATEGIC IMPLICATIONS

Connection to Sustained Goals

The sustained goals build upon LRAPA's established strengths while addressing ongoing challenges.

- Utilize local relationships with regulated sources to maintain effective regulatory compliance.
- Utilize experienced monitoring management to ensure consistent monitoring and analysis.
- Continue public health protection through established relationships with communities, nonprofit, and LCPH.
- Maintain relationships with regional, state, and federal authorities to maximize impact of available resources.

Connection to Accelerated Goals

The accelerated goals target specific opportunities while addressing key threats.

- Strengthen financial sustainability to maintain competitive position.
- Enhance wildfire preparedness through local partnerships and pursue available funding.
- Build on existing relationships while developing new stakeholder engagement strategies.
- Focus on organizational excellence to support staff development and retention.

STAFF RECOMMENDATION

This is an informational item, and no formal action is required. The SWOT analysis provides additional context for the Board's consideration of LRAPA's updated goals.



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 2025 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.

Executive Summary

2024 LRAPA Permit Holder Survey Results

In 2022 the CAC revived a past practice of conducting an annual survey of permitted sources. The CAC then updated the permitted source survey process, added branching lines of survey questions tailored to the general public and other interest groups, then made the surveys available on LRAPA's web-site in 2023. Only a few permitted sources completed the survey on their own in 2023, so LRAPA contacted permitted sources by e-mail and asked them to complete the survey in late 2024. Of approximately 600 permit holders contacted, 52 responded for a response rate of 8.7%. The response rate in 2022 was ~24%.

Notable survey results are as follows:

- *How satisfied are you with agency staff, including employee courtesy, friendliness, and knowledgeability? (Q5):* approximately 88% were satisfied or very satisfied, 10% were neutral, 2% were very unsatisfied (1 respondent). In 2022 the comparable question on overall valuation of LRAPA staff had a 75% satisfaction result.
- *How satisfied are you with the Agency's response time to your inquiries or concerns? (Q6):* 81% were satisfied or very satisfied, 17% were neutral, and 2% were unsatisfied. In 2022 the comparable question had a 97% satisfaction rate.
- *How well do you feel LRAPA serves your community in terms of air quality management? (Q9):* 82% responded well to very well, 10% were neutral, and 8% were poor to very poor. There was no comparable question in 2022.
- *How satisfied are you with LRAPA's permitting process, including application review, approval, and communication? (Q22):* 78% responded satisfied to very satisfied, 14% neutral, and 8% were unsatisfied to very unsatisfied. There was no comparable question in 2022.

Highlights of submitted comments included the following:

- Respondent expressed a desire for a more proactive, supportive, and cooperative relationship between staff and permittees.
- Respondent suggested that LRAPA consider additional staff, including a consultation service. Respondent also noted issues arising from recent staff turnover.
- Respondent expressed a desire for more understandable permits and suggested that LRAPA provide user-friendly software, forms, and spreadsheets for compliance.
- One respondent expressed a perception that regulations are not applied equally to all sources. Multiple respondents felt that larger corporations should be subject to stiffer fines and that local businesses should be better supported.

The attached survey report includes more detailed survey results such as: demographic information, detailed results from the 2022 survey, and preferred times and method for potential future public meetings.

New Citizen's Advisory Committee Application

From Lane Regional Air Pollution Agency <no_reply@www.lrapa.org>
via mail1.wpengine.com

Date Sun 1/5/2025 8:21 AM

To Public Affairs <PublicAffairs@LRAPA.ORG>

Name

Michael Koivula

Address



Phone



Email



Community Segment

General Public - \$0.00

In your view, what should be the primary focus of an advisory committee in influencing environmental policy?

provide liason between the general public and staff to be aware of and respond to community concerns.

What motivates you to join the advisory committee, and what unique contributions do you envision making?

air quality issues regarding industrial pollutants and wildfire smoke

Please describe your level of familiarity with LRAPA, including any specific areas of interest?

Understand the relationship between LRAPA and other local governments. Understand LRAPAs role in regulation and its relationship with State DEQ

Are you involved in any other advisory boards, committees, neighborhood associations, or other community group? If so, please specify and describe your role and responsibilities in these organizations?

not currently. Former Springfield Planning Commissioner (8 years) and member of Lane County Vegetation Management Committee (3 years)

What specific factors or aspects do you think are most important to consider when assessing how well LRAPA is doing its job?

what is current air quality in Lane County and what can be done to improve it when it is not up to reasonable standards. Particularly concerned with air quality issues regarding both Lane County and out of county industries.

How do you keep yourself informed about the latest changes and updates in air quality regulations?

Newspaper, magazines, webpages, LRAPA press releases

Please provide a brief overview of your professional, educational, and volunteer experiences, focusing on how these experiences equip you to contribute to the Committee's work.

30 years as professional land surveyor. Former member of Lane County Vegetation Management Committee, City of Springfield Development Advisory Committee and Springfield Planning Commission. Worked in all of these volunteer positions to foster

communication within and external to the committees and to increase public knowledge and participation in the work of the committees, mentorship to new members and good relations with staff and applicants/public participants. Tireless efforts to keep abreast of and evaluate regulations, proposed changes in codes and State wide Planning goals.

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

YES

Sent from [Lane Regional Air Protection Agency](#)



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Howard Saxion, Chair and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: February 13, 2025

Subject: Status Update - EJG2G Grant Program

STAFF REPORT

ISSUE STATEMENT

On January 29, 2025, LRAPA paused activities under the Environmental Justice Government-to-Government (EJG2G) grant program following federal executive actions. This pause affects ongoing and planned initiatives in the Oakridge-Westfir area, including smoke mitigation and health assessment projects.

BACKGROUND INFORMATION

LRAPA was awarded a \$997,622 EJG2G grant for July 1, 2024, through June 30, 2027, to implement smoke resilience and health assessment programs in the Oakridge-Westfir area. The grant supported two key partnerships:

- **South Willamette Solutions (SWS):** Allocated approximately \$293,185 for home hardening, smoke proofing interventions, community firewood program management, and weatherization services.
- **Lane County Public Health (LCPH):** Allocated approximately \$30,000 for critical health impact research related to wildfire smoke exposure.

These initiatives were specifically designed to address air quality and climate sensitivity concerns in a community that ranks in the 99th-100th percentile for cancer risk and respiratory hazard indicators, and the 93rd percentile for low-income indicators.



GOING FORWARD

Following the January 29 pause directive, LRAPA has taken several immediate actions:

1. Notification to Partners
 - Informed both SWS and LCPH of the grant pause
 - Halted a pending RFP process
 - Requested immediate submission of all outstanding invoices
2. Financial Status
 - Successfully processed additional drawdowns prior to system access termination
 - Lost access to the ASAP system on February 5, 2025
 - Currently anticipating approximately \$0 in unbilled expenses
3. Partner Status
 - LCPH has indicated willingness to resume activities once funding is restored
 - SWS continues operations under separate Targeted Airshed Grants
 - All routine EPA meetings related to the grant have been cancelled with no timeline provided for resolution

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommend 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 grant status.



LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board Members

From: Lance Giles, Technical Services Manager

Date: February 13, 2025

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 milestones and project timeline.

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. Through previous change orders, the current contract sum stands at \$1,108,637.87. Which is 0.9% above budget.

PROGRESS UPDATE

Progress to share and review since the January update:

1. Interior Finishing:
 - Ceiling tiles installation completed in office areas
 - Carpet installation completed in conference rooms and director's office
 - Flooring installation completed in breakroom and restrooms
 - Main office flooring scheduled for second week of February
 - Conference room accordion door installation completed
 - Entry vestibule customer service window installed
2. Mechanical and Electrical Systems:
 - Lighting installation in progress as fixtures are delivered
 - Low voltage network and AV wiring installation beginning
 - Ceiling fans installed in main office area
3. Office Areas:
 - South offices hallway completed
 - File storage room and vault finished with new flooring
 - Wet lab and office area completed



- Multiple southern offices nearing completion
- Breakroom cabinetry and flooring finished

4. Project Timeline:

- Project remains on track for completion
- Contractor meeting scheduled for February 12th to confirm final move-in date
- The current target for occupancy is beginning of March 2025

FINANCIAL IMPACT

The project remains within the approved budget parameters with no new change orders since the January update:

- The current contract sum remains at \$1,108,638 (less than 1% increase from original bid).
- Total expenditures to date are \$886,532, representing 79% of the total contract value
- All previously reported change orders have been processed and accounted for.

NEXT STEPS

- Complete main office flooring installation
- Finish installation of lighting fixtures throughout the building
- Complete low voltage and AV system installation
- Conduct final systems testing and inspections
- Finalize move-in timeline following February 12th contractor meeting
- Develop detailed staff relocation plan

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommend 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.



The entry vestibule customer service window



View with all the main office tiles and ceiling fans installed





South offices hall looking west





South offices hall looking east





Director's Report for January 2025

Meeting Date: February 13, 2025
Department: Director's Office
www.lrapa.org

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

JANUARY 2025 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	23-Jan-25	109	PM
Oak	25-Jan-25	106	PM
CottGrv	26-Jan-25	87	PM

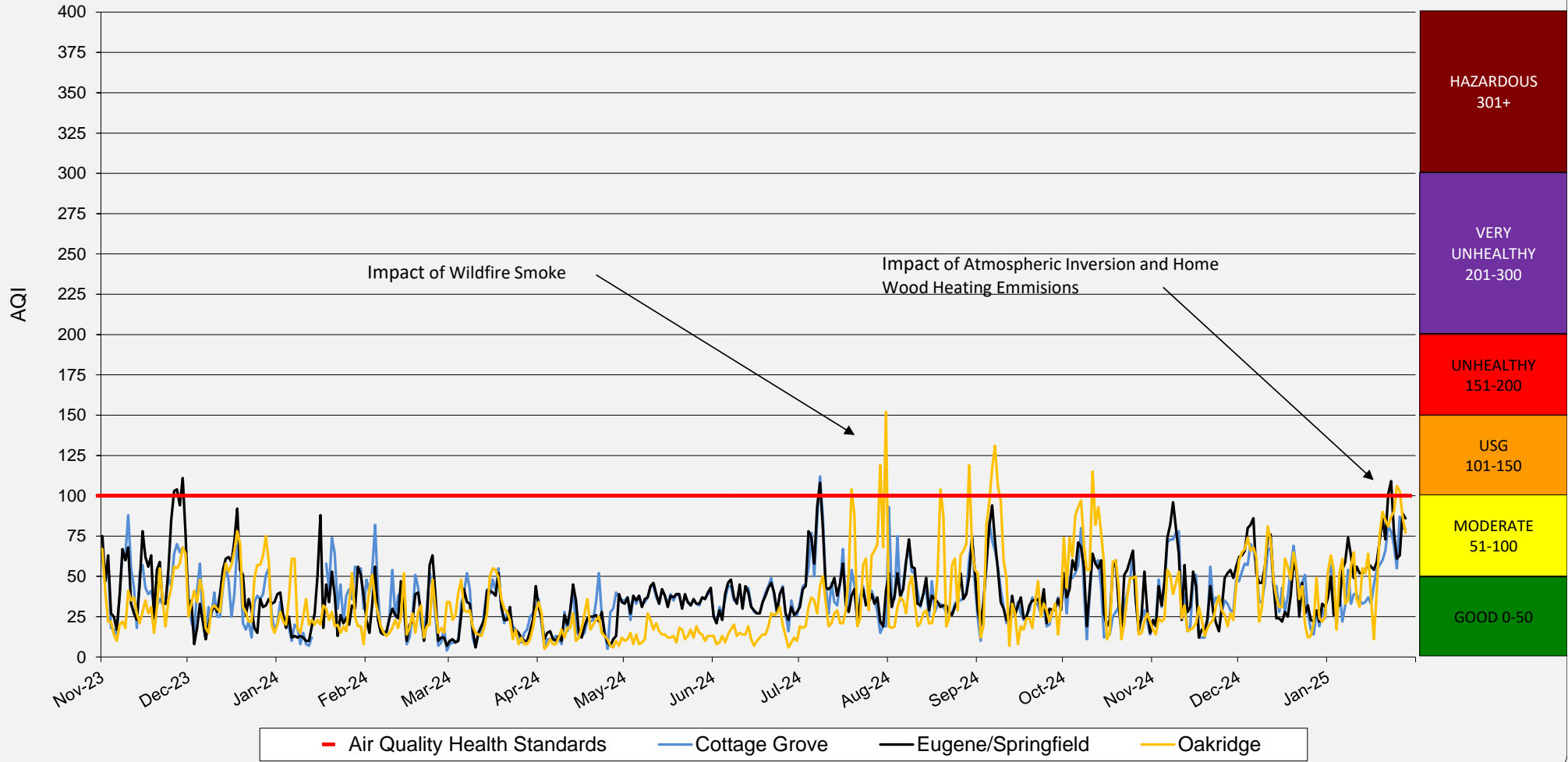
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	7	8	15	0-50	0-9	0-54
Moderate	22	21	16	51-100	9.1-35.4	55-70
USG	2	2	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-125.4	86-105
Very Unhealthy	0	0	0	201-300	125.5-225.4	106-200
Hazardous	0	0	0	301+	225.5+	201+

Attachment No. 1: Air Quality Index (AQI) charts for Lane County (January 2025)

Attachment No. 2: PM2.5 index charts for Lane County (January 2025)

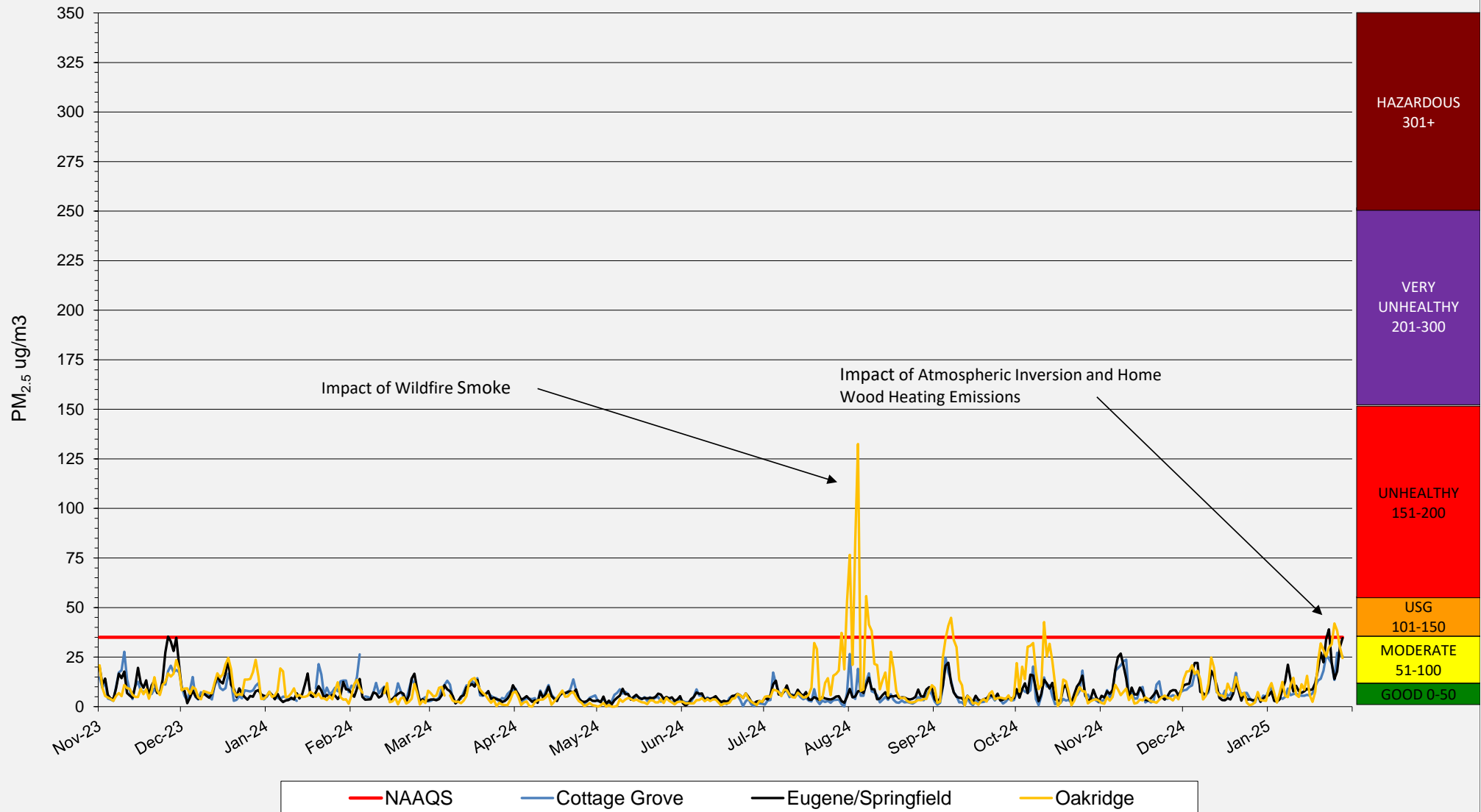
Daily Air Quality Index Chart

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



Daily PM2.5 Levels

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



COMPLAINTS RECEIVED: 1/1/2025 – 1/31/2025:

Smoke complaints: 43
26 - Outdoor Burning
17 - Home Wood Heating
Industry: 14
6 - International Paper
4 – Short Mountain Landfill
1 – JH Baxter
1 – REV RV Service & Repair
1 – Pacific Recycling
1 - Andreason's Cremation & Burial Services
Miscellaneous: 19
3 - Asbestos
16 - Unknown
Total: 76

The calendar year 2025 compares to previous years:

Year	2020	2021	2022	2023	2024	*2025
Dust	17	26	12	7	8	0
Ag Burning / Spraying	2	7	2	3	3	0
General Air Quality	4	8	1	25	32	12
Home Wood Heating	74	57	67	52	39	17
Industry	100	336	198	97	75	14
Outdoor Burning	423	243	292	254	253	26
Slash Burning	12	10	6	12	9	0
Miscellaneous	59	40	102	72	103	19
Unknown	74	71	45	65	79	16
Total	765	798	725	587	601	104

* Year-To-Date

ENFORCEMENT ACTIONS STATUS REPORT

1/1/2025 to 1/31/2025

Calendar year 2025 compared to previous years:

Year	2019	2020	2021	2022	2023	2024	*2025
Notices of Non-compliance and Warnings	55	15	21	24	19	9	5
Notices of Violation with Civil Penalties	37	26	17	24	15	5	5

* Year-To-Date.

ENFORCEMENT: 1/01/2025 to 1/31/2025

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	1	-	3	-	4
Industrial	3	-	5	-	8
Outdoor Burning	1	-	4	-	5
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	5	-	12	-	17

ENFORCEMENT ACTIONS DETAIL REPORT

1/1/2025 -- 1/31/2025

Report of open and actions initiated since last report

NEW ENFORCEMENT ACTIONS:

1. SWANSON GROUP MFG. LLC (SPRINGFIELD)
 - A. Violation: Respondent failed to conduct required Modified EPA Method 9 monitoring during an upset condition and failed to immediately notify LRAPA when an excess emission event occurred. These monitoring and notification requirement violations are violations of Respondent's Title V Operating Permit No. 207510.
 - B. Initial Action Taken: NON #3904 issued 1/10/2025
 - C. Subsequent Action: NCP #2024-3904 (\$6,900) issued 1/10/2025 - paid
 - D. Resolution: CASE CLOSED on 1/27/2025
2. SPADES ENVIRONMENTAL (EUGENE)
 - A. Violation: Conducted an asbestos abatement of asbestos containing material (ACM) without a proper enclosed area [LRAPA Title 43 Section 43-015(11)(F)(4)] and open accumulation of friable asbestos containing materials [LRAPA Title 43 Section 43-

010(1)] at 2155 Brittany Street, Eugene, Oregon. This resulted in open accumulation of ACM outside of the containment area.

- B. Initial Action Taken: NON #3911 issued 1/10/2025
- C. Subsequent Action: NCP #2024-3911 (\$1,800) issued 1/10/2025: request for reduction under review 1/30/2025
- D. Resolution: PENDING

3. CHRISTIANSEN, MICHAEL (CRESWELL)

- A. Violation: Respondent caused, allowed, initiated or maintained outdoor burning at a time when outdoor burning was prohibited and caused, allowed, initiated or maintained the outdoor burning of prohibited materials. It is alleged that the materials burned were under the ownership or control of Respondent. It is alleged that the outdoor burning was conducted on property under the ownership or control of Respondent located at 33830 Orchard Avenue, Creswell, OR. The alleged outdoor burning was in violation of LRAPA Rules and Regulations, Title 47, "Outdoor Burning".
- B. Initial Action Taken: NON #3912 issued 1/10/2025
- C. Subsequent Action: NCP #2024-3912 (\$1,150) issued 1/10/2025
- D. Resolution: PENDING

4. INTERNATIONAL PAPER (SPRINGFIELD)

- A. Violation: Between January 23, 2024, and June 30, 2024, International Paper Company failed to implement monitoring required by Title V Operating Permit #208850, issued January 23, 2024. It is alleged that the additional monitoring requirements were not implemented when the permit was issued and required monitoring was not performed for the first (6) six months of 2024 (1/23/2024 - 6/30/2024).
- B. Initial Action Taken: NON #3920 issued 1/30/2025
- C. Subsequent Action: NCP #2024-3920 (\$9,000) issued 1/30/2025
- D. Resolution: PENDING

5. SWANSON GROUP MFG. LLC (SPRINGFIELD)

- A. Violation: Allowed Secondary materials that are solid waste to be combusted in a boiler that did not qualify for a statutory exemption as provided is 129(g)(1) if the Clean Air Act. This was not reported in their semiannual report as intermittent compliance and is a violation of their current permit #207510. It is alleged that the violations occurred on a facility under guidance of the current management team. This is in violation of LRAPA Rules and Regulations, Title 34, "Stationary Source Notification Requirements".
- B. Initial Action Taken: NON #3916 issued 1/10/2025
- C. Subsequent Action: NCP #2024-3916 (\$20,400) issued 1/10/2025 - paid
- D. Resolution: CASE CLOSED on 1/27/2025

PENDING ENFORCEMENT ACTIONS:

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: 1/01/2025 TO 1/31/2025

There were no Outdoor Burning Letter Permits (OBLP) issued in January 2025.

ASBESTOS ABATEMENT: 1/01/2025 to 1/31/2025

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 2025 compares to previous years:

Calendar year 2025 compares to previous years:

Year	2019	2020	2021	2022	2023	2024	*2025
Total Asbestos Abatement Notices	488	439	408	465	466	436	38
School Asbestos Abatement Notices (NESHAP)	16	25	20	16	17	21	0
Number of Asbestos Abatements Inspected	94	93	104	115	91	109	9

* Year-To-Date.

PERMITTING (TITLE V AND ACDP):

- Currently 15 sources, Title V permits
- Currently approximately 275 sources, Air Contaminant Discharge Permits (ACDPs)

Permits Currently in Queue:

Category of Permit Activity	Title V	ACDP	Total In Queue
New	1	2	3
Renewals	2	12	14
Modifications		1	1
Constructions			
General TV			
Terminated Permits			

Permit Activities Issued Year-to-Date (1/1/25 – 1/31/25):

- Title V = 1
- ACDP = 5

Permits on public notice during 1/01/2025 to 1/31/2025:

Source Name	Reason for Public Notice	Type of Permit
Whittier Wood Products	Renewal of Simple ACDP	Simple ACDP renewal. Off public notice 2/11/25
Gheen Irrigation Works dba Lake Eugene	Renewal of Simple ACDP	Simple ACDP renewal. Off public notice 3/6/25

Permits with public hearing notice during 1/01/2025 to 1/31/2025:

Source Name	Reason for Public Hearing	Date of Public Hearing
NA		

Permit backlog as of 2/1/25:

Permit Type	Total Number of Permits by Type	Number of Permits Extended Administratively	Percentage of Total (%)
Title V	15	0	0%
Standard	24	5	21%
Simple	27	3	11%
Total	66	8	11%

MEDIA INTEREST, EXTERNAL COORDINATION AND OUTREACH

Date	Media	Person	Topic
1/23/2025	KLCC	Rachael McDonald	Air stagnation and wood burning advisories
1/23/2025	KEZI	Ryan Bonham	Air stagnation and cleaner woodstove burning
1/28/2025	KEZI	Ryan Bonham	Air Quality Advisory E. Lane County and Red Advisory for Oakridge, Yellow EUG/Spring

PUBLIC EVENTS AND OUTREACH

Asbestos Training for Rainbow Valley Construction (Jan. 13th, Eugene)

Rainbow Valley Construction, one of the area's biggest remodeling and home construction teams requested LRAPA staff, Robbye Robinson and Mandy Ramirez, provide a refresher and general asbestos safety and best practices training for their staff. LRAPA shared the shadow box with samples of asbestos containing materials and answered questions from staff regarding best practices. There were approximately 25 people in attendance.

Lane Pollution Prevention Coalition P2C Meeting (Jan. 15th, Virtual)

Matt Sorensen represents LRAPA with this coalition which is comprised of city and county government agencies, businesses, and utility providers who work together to help educate and engage Lane County on activities and behaviors that help minimize pollution and preserve water, air, reduce electrical waste, and preserve our quality of life. BRING Recycling presented on their Green Business certification program which is designed to help local businesses adopt practices that are environmentally friendly and allows them to proudly share their status as a 'Green Business.' The group also is in the process of planning their shared booth at the Lane County Home Show in March which LRAPA will be sending staff to participate and help share information on asbestos, air quality, and wildfire smoke impacts.

J.H. Baxter Communication Meeting (Jan. 16th, Virtual)

Matt Sorensen is representing LRAPA in this group. This is a monthly meeting between EPA, DEQ, and LRAPA to discuss the ongoing cleanup efforts at J.H. Baxter and the transition from DEQ being the lead agency to EPA as they try to get the site approved as a superfund site after the Time Critical Removal Action. The site has had a few issues with campus security and break ins in addition to a small fire that was reported by a community

member over the weekend which was petroleum mixed with water smoldering in a holding tank after a welding project had completed and the smoldering wasn't noticed by staff. LRAPA did approve an asbestos removal permit for the project that is underway to remove the three large retort tanks used to infuse wood with chemicals. Visit https://response.epa.gov/site/site_profile.aspx?site_id=15559 for details and pictures on the project.

Air Stagnation and Home Wood Heating Advisories (Jan. 21st to Jan. 30th)

Starting on Jan. 21st Lane County experienced a large air stagnation and extreme cold air event that created ideal conditions for poor air quality, especially overnight, in Eugene, Springfield, and Oakridge. During this time YELLOW advisories were issued for both areas due to extreme spikes in poor air quality primarily caused by home wood heating emissions. Two press releases were issued, one at the onset of the event and a second with the first RED advisory in Eugene.

Eugene/Springfield was issued one RED advisory on 1/24 and Oakridge had two RED Advisories on 1/28 and 1/29 which were promoted by Oakridge Air to minimize community surprise or frustration. Fortunately, the weather pattern did break up and the air quality (AQI) never exceeded Unhealthy for Sensitive Groups (101-150) for any region in Lane County during the stagnation event.

Lane County Community Wildfire Protection Plan (CWPP) Environmental and Public Health Workgroup Meeting (Jan. 27th, Virtual)

Matt Sorensen is participating on behalf of LRAPA in the development of the CWPP specifically in the Environmental and Public Health workgroup which also has the University of Oregon's Center for Wildfire Smoke Director Heidi Huber-Stearns as a workgroup member. The goal of the workgroup is to ensure there is adequate thought built into the plan regarding messaging and warning systems to the community during air quality impacts from wildfire smoke. This workgroup will continue monthly through June.

State of the City Address Springfield (Jan. 30th, Wildish Community Theater)

Matt Sorensen attended the event on behalf of LRAPA and was able to connect with Commissioner David Loveall, Rep. John Lively, SPD Officer George Crowley, Springfield School District Superintendent Todd Hamilton, Rexius Leader Ken Brown, Springfield Mayor Sean VanGordon, and other community members. This was a great opportunity to connect and celebrate Springfield along with many other community leaders.

Rivers to Ridges (R2R) Prescribed Burning Committee (Feb. 5th, Virtual)

The Rivers to Ridges Prescribed burning committee helps organize and plan the prescribed burns operations that occur at numerous parks and open spaces in the Eugene and Springfield area. Matt Sorensen is participating on behalf of LRAPA, and we are in the first phase of planning for the 2025 fall prescribed burn operations.

Northwest Air Quality Communicators (NWAQC) Meeting (Feb 12th, Virtual)

Matt Sorensen is participating on behalf of LRAPA. This group is a forum for Public Affairs and Executive leaders from their respective Air Quality agencies or Government departments to connect on public communication best practices and pool resources for optimizing messaging and shared learning that is commonly utilized in the air quality communications space.

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.
- On January 29, 2025, LRAPA paused activities under the Environmental Justice Government-to-Government (EJG2G) grant program following federal executive actions

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 assessing project management software solutions to improve workflows and reduce workload related to tracking and accounting for shared and group tasks.

3. Pre-Budget Planning

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

- 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.

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.
- LRAPA is bringing a supplemental budget to the Board in February 2025 meeting. This supplemental budget is only utilizing contingency dollars, and is not a request for more appropriations, this action does not need budget committee approval.

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 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 was supportive in connecting community members who observed overnight activities at the site and were concerned directly with the EPA for reflection, information, and details on the observed activities.

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 January. These included Lane Pollution Prevention Coalition P2C; Rivers to Ridges (R2R) Prescribed Burning Committee; Lane County Community Wildfire Protection Plan (CWPP); Northwest Air Quality Communicators (NWAQC); ODEQ-R10 Semi-Annual Monitoring-Planning Call; Quarterly Check-In with DEQ Air Quality Administrator; Lane Regional Resiliency Collaborative.

8. Funding Source Diversification

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

- LRAPA has been informed by DEQ that the governor's proposed budget does not include Agency cuts that would impact LRAPA. Our state support is currently proposed to remain consistent.

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 continues to make improvements to our complaint intake and response processes, as new staff settle into the workflow. LRAPA's focus on complaints is now centered on the quality of information retained and stored in the database.

11. Regulatory Engagement

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

- 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.

- LRAPA plans to review fee increases set by rule with the Board in April of 2025. LRAPA will engage with the regulated community to assure awareness of this engagement with the Board, identifying the opportunity to participate publicly at the meeting.

12. Succession Planning and Staff Training

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

- Following two Permit Writer's departures in January, LRAPA has placed new positions and plans to interview candidates in February.
- Consideration on organizational structure are still underway, a recent change is moving the inspector positions from the enforcement department to the operations department. This aligns teams better and promotes sharing more knowledge.

TENTATIVE UPCOMING LRAPA BOARD AGENDA ITEMS

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

March 2025

- First Budget meeting, FY 25-26, review budget
- Remodel Update

April 2025

- Second Budget meeting, FY 25-26, approve budget
- Board Review of annual fee increases set by rule

May 2025

- Public Hearing and adoption of approved budget for FY 25-26
- Executive Director performance evaluation, contract renewal.
- Dashboard Report

June 2025

- LRAPA open house