



## **A G E N D A**

### **LANE REGIONAL AIR PROTECTION AGENCY MONTHLY BOARD OF DIRECTORS MEETING**

**THURSDAY MARCH 13, 2025**

**11:00 A.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**

LRAPA

1010 Main Street

Springfield, Oregon 97477

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

#### **CALL TO ORDER:**

- 1. Call to Order (11:00 a.m.)**
- 2. Appoint Budget Committee Members (11:00 a.m.)**
- 3. Recess LRAPA Board Meeting for Budget Committee Meeting (11:05 a.m.)**

**BUDGET COMMITTEE MEETING** – See attached Budget Committee agenda

- 4. Reconvene LRAPA Board Meeting (12:15 p.m.)**
- 5. Adjustments to Agenda (12:15 p.m.)**
- 6. 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.)*

- 7. 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.)*

- 8. Approval of Meeting Minutes (12:25 p.m.)**

*Action*

- A. Heather Gravelle**
- B. February 13, 2025 meeting minutes**
- C. Board Discussion**

- 9. Approval of Financial Report & Audit Update (12:30 p.m.)** *Action*
- A. Christina Ward
  - B. January 2025 Financial Report
  - C. Audit Update
  - D. Board Discussion
- 10. Federal Grant Status Update (12:40 p.m.)** *Information*
- A. Christina Ward
  - B. Staff Report
  - C. Board Discussion
- 11. Citizens Advisory Committee (12:50 p.m.)** *Information*
- A. Jim Daniels
  - B. Report
  - C. Board Discussion
- 12. Authorization Request for LRAPA Public Comment on SB 5520 (1:00 p.m.)** *Action*
- A. Travis Knudsen
  - B. Staff Report
  - C. Board Discussion
- 13. Board Goals (1:15 p.m.)** *Action*
- A. Travis Knudsen
  - B. Staff Report
  - C. Board Discussion
- 14. Remodel Update (1:30 p.m.)** *Information*
- A. Lance Giles
  - B. Staff Report
  - C. Board Discussion
- 15. Directors Report (1:40 p.m.)** *Information*
- A. Travis Knudsen
  - B. Staff Report
  - C. Board Discussion
- 16. Adjournment (1:50 p.m.)**

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*language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at [accessibility@lrapa.org](mailto:accessibility@lrapa.org) or by calling the LRAPA office at 541-736-1056.*

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



**BOARD OF DIRECTORS  
MEETING MINUTES  
MARCH 13, 2025  
MEETING VIA ZOOM / LRAPA OFFICE, SPRINGFIELD OREGON**

<b>ATTENDANCE</b>	
<b>BOARD PRESENT:</b>	<b>STAFF PRESENT:</b>
Howard Saxion, Chair	Travis Knudsen, Executive Director
David Loveall, Vice-Chair	Lance Giles, Technical Services Manager
Bryan Cutchen	Max Hueftle, Operations Manager
Jared Hensley	Rachelle Nicholas, Administrative Manager
Michael Johnston	Matt Sorensen, Public Affairs and Project Manager
Dylan Plummer	Christina Ward, Finance Manager
Alan Stout	Heather Gravelle, Administrative Assistant
	Karyssa Dubach, Finance Specialist
	Mandy Ramirez, Field Inspector/Compliance Officer
	Robbye Robinson, Finance Specialist
<b>BOARD ABSENT/EXCUSED:</b>	<b>OTHERS PRESENT:</b>
Matt Keating	Jim Daniels, CAC Chair
Jim Settlemeyer	
<b>AGENDA</b>	<b>ACTION</b>
<b>REGULAR MEETING</b>	
1. Call to Order.	<b>Chair Howard Saxion</b> called the regular meeting to order at 11:00 a.m.
2. Appoint Budget Committee Members.	<b>MOTION: Director Johnston</b> moved, and <b>Director Loveall seconded</b> to appoint <b>Amanda Dellinger</b> to the Budget Committee. <b>The motion passed unanimously.</b>
3. Recess LRAPA Board Meeting for Budget Committee Meeting.	<b>Chair Saxion</b> recessed the Board meeting at 11:22 a.m.
4. Reconvene LRAPA Board Meeting.	<b>Chair Saxion</b> reconvened the Board meeting at 12:15 p.m.
5. Adjustments to the Agenda.	None.
6. Public Participation.	
A. Comments on an Item on Today's Agenda.	None.

B. Comments on a Topic Not Included on Today's Agenda.	None.
7. Comments from Board Members.	<p><b>Director Stout</b> reported a meeting with the Metropolitan Wastewater Management Commission, and they conveyed their request for a review of their LRAPA air permit requirements. <b>Mr. Knudsen</b> confirmed that staff would engage with the Commission on this matter.</p> <p><b>Director Plummer</b> thanked <b>Mr. Knudsen</b> and <b>Ms. Ward</b> for an excellent first budget meeting and thanked all staff for their flexibility while the office was closed for the remodel.</p> <p><b>Chair Saxion</b> agreed and thanked <b>Lance Giles</b>, Technical Services Manager, for being the point person and helping deliver the renovations on schedule and within budget.</p>
8. Approval of Meeting Minutes.	<p><b>MOTION: Director Loveall</b> moved, and <b>Director Johnston seconded</b> to approve the February 13, 2025 Meeting Minutes. <b>The motion passed unanimously.</b></p>
9. Approval of Financial Report/Audit Update.	<p><b>Christina Ward</b>, Finance Manager, presented the Board with the January 2025 financial report.</p> <p><b>MOTION: Director Loveall</b> moved, and <b>Director Johnston seconded</b> to approve the January 2025 Financial Report. <b>The motion passed unanimously.</b></p> <p><b>Ms. Ward</b> indicated that the audit was experiencing delays because of the rollout of new financial software and recent changes in staff. While the State has provided an extension until March 31, 2025, this deadline is unlikely to be met since Isler CPA is currently busy with tax season. She reported that the financial records for fiscal year 2024 have been finalized, and the audit is anticipated to be completed, with a presentation to the board scheduled for May or June 2025. Discussion followed.</p>
10. Federal Grant Status Update.	<p><b>Travis Knudsen</b>, Executive Director, and <b>Ms. Ward</b> provided an update on LRAPA's federal grant programs. The agency continues to administer three federal grants supporting air quality initiatives in the Oakridge-Westfir area: the Environmental Justice Government-to-Government (EJG2G) grant (\$997,622), and two Targeted Airshed Grants (TAG 1: \$4,938,190 and TAG 2: \$2,739,425).</p>


	<p>Key financial updates:</p> <ul style="list-style-type: none"> <li>• EIG2G: \$36,594 spent, \$961,028 remaining, with only 0.1% awaiting reimbursement. Notably, this grant has been suspended in the ASAP system as of March 7, 2025, potentially impacting reimbursement requests.</li> <li>• TAG 1: \$3,661,736 spent, \$1,276,454 remaining, with 0.3% awaiting reimbursement.</li> <li>• TAG 2: \$342,245 spent, \$2,397,180 remaining, with 0.04% awaiting reimbursement.</li> </ul> <p>Staff will provide an update at the next Board meeting.</p>
11. Citizens Advisory Committee.	<p><b>Jim Daniels</b>, Chair of the Citizens Advisory Committee (CAC), provided the Board with an overview of the February 25, 2025 CAC meeting. <b>Mr. Daniels</b> noted that he would continue providing CAC updates to the Board until the CAC elects a new Chair at their March 25, 2025 meeting and the incoming Chair transitions into the role.</p> <p><b>Chair Saxion</b> expressed appreciation to <b>Mr. Daniels</b> and thanked him for his assistance during the transition period.</p>
12. Authorization Request for LRAPA Public Comment on SB 5520.	<p><b>Mr. Knudsen</b> requested Board authorization to provide public comment on Oregon DEQ's 2025-27 budget proposal (Senate Bill 5520). The Ways &amp; Means Natural Resources Subcommittee will hear DEQ presentations from April 7-9, with public testimony on April 10.</p> <p>He indicated that participating in the public comment process would introduce LRAPA to committee members, highlight its regional role, and express support for budget components that strengthen air quality protection in Lane County. Discussion followed.</p> <p><b>MOTION: Director Hensley</b> moved, and <b>Director Loveall seconded</b> to authorize the Executive Director to provide public comment in support of DEQ's 2025-2027 budget proposal (SB 5520), specifically focusing on components that strengthen air quality protection and support LRAPA's operations in Lane County. <b>The motion passed unanimously.</b></p>

<p>13. Board Goals.</p>	<p><b>Mr. Knudsen</b> shared the proposed revised goals with the Board and explained that each goal includes specific performance measures (both lead and lag indicators) and detailed initiatives. He outlined a performance management approach with regular measurement, review, and communication of results. This structured framework should make it easier to track progress and ensure accountability as LRAPA implements their strategic plan.</p> <p>Following discussion, the Board reached consensus that they approved of the revised proposed goals as presented.</p>
<p>14. Remodel Update.</p>	<p><b>Lance Giles</b>, Technical Services Manager, presented the final report on the remodel project. He highlighted completed improvements including a modernized public meeting room, updated office layout, upgraded HVAC system, enhanced security, ADA-compliant restrooms, and energy-efficient lighting. <b>Mr. Giles</b> announced an open house planned for summer 2025 to showcase the renovations to the public. The Board expressed appreciation for his leadership throughout the project, noting that the remodel was a huge improvement.</p>
<p>15. Directors Report.</p>	<p><b>Mr. Knudsen</b> presented an overview of the Directors Report, which included 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> <p>Next, he explained that historically, the Board had reviewed the employee handbook for each revision. After consulting with legal counsel, he reported that while the Board has the discretion to review the handbook, such reviews are considered routine practice rather than a legal requirement, suggesting administrative staff could handle updates internally.</p> <p>After discussion, the Board determined they only need to review and approve financial matters, not routine employee handbook updates.</p> <p><b>Mr. Knudsen</b> then noted that the format of the Directors Report would be revised by the next Board meeting to improve readability and enhance information flow.</p>

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



 <div><div>LRAPA</div><div>Lane Regional Air Protection Agency</div></div>		Financial Update FY 2024-25 as of January 31, 2025				
Prepared on 3/3/2025						
General Fund		FY 23-24 YTD Actuals Jan 2024	FY 24-25 YTD as of Jan 2025	FY 24-25 Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
Revenues						
Federal & State Revenues	407,895	778,354	1,182,000	(403,646)		
Local Dues	231,693	203,500	203,500	0		
Permit Fees	1,224,186	1,343,102	1,336,592	6,510		
Other Revenues	72,265	82,937	54,900	28,037		
Transfers from Title V, Grant Fund, and AirMetrics	0	11,847	38,700	(26,853)		
Total Revenue Received	1,936,039	2,419,740	2,815,692	(395,952)		
Expenditures ^						
Personnel Services	1,415,485	1,187,053	1,967,600	60%	67%	
Materials & Services	770,223	644,912	1,082,550	60%	67%	
Capital Outlay	309,113	961,938	1,550,000	62%	67%	
Contingency	0	0	30,000	0%	67%	
Total Expenditures	2,494,822	2,793,903	4,630,150	60%	67%	
General Fund Net	(558,783)	(374,163)	(1,814,458)			
Special Revenue (Title V)		FY 23-24 YTD Actuals Jan 2024	FY 24-25 YTD as of Jan 2025	FY 24-25 Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
Revenues						
Permit Fees	608,919	797,563	775,300	22,260		
Total Revenue Received	608,919	797,563	775,300	22,260		
Expenditures ^						
Personnel Services	356,169	326,232	542,900	60%	67%	
Materials & Services	14,204	9,132	12,200	75%	67%	
Transfers to Gen Fund	0	0	38,700	0%	67%	
Contingency	0	0	10,000	0%	67%	
Total Expenditures	370,372	335,364	603,800	56%	67%	
Special Revenue Net	238,547	462,199	171,500			
Grant Fund		FY 23-24 YTD Actuals Jan 2024	FY 24-25 YTD as of Jan 2025	FY 24-25 Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
Revenues						
EPA TAG 1&2, and EJG2G	488,887	732,638	3,013,700	(2,281,100)		
Miscellaneous Revenue	0	0	0	0		
Total Revenue Received	488,887	732,638	3,013,700	(2,281,100)		
Expenditures ^						
Personnel Services	46,067	60,977	127,100	48%	67%	
Materials & Services	679,602	654,154	2,811,600	23%	67%	
Capital Outlay	20,054	24,946	0	0%	67%	
Transfers to Gen Gund	0	11,847	0	0%	67%	
Contingency	0	0	75,000	0%	67%	
Total Expenditures	745,723	751,924	3,013,700	25%	67%	
Grant Fund Net	(256,837)	(19,286)	-			
* % 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 62% 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.

4. The Special Fund (Title V) Materials & Services expenses are currently at 75% of our budgeted spending for the fiscal year. However, this line item is not expected to exceed the FY25 budget, as most expenses have already been incurred.



## LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

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

**From:** Christina Ward, Finance Manager

**Date:** March 13, 2025

**Subject:** FY 24 Audit Progress Update

### STAFF REPORT

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#### 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 ***no longer*** on track to meet this deadline, as it is officially tax filing season for the auditing firm and they must balance the needs of all clients when refining timelines. At this time, we know we will not complete the audit by 3/31/2025 and do not have a firm estimated completion date.

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 after completion of the audit, **likely in May or June of 2025.**

Staff have resolved all known issues with the accounting data in Caselle and the FY '24 books are now closed. Progress on the audit is slow, but steady.

#### STAFF RECOMMENDATION

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



## **LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM**

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

**From:** Travis Knudsen, Executive Director

**Date:** March 13, 2025

**Subject:** Monthly Status Update - Federal Grant Programs

### **STAFF REPORT**

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#### **ISSUE STATEMENT**

This staff report provides the ongoing status update on LRAPA's federal grant programs as directed by the Board. The report includes financial information and progress updates for the Environmental Justice Government-to-Government (EJG2G) grant and Targeted Airshed Grants (TAG) supporting work in the Oakridge-Westfir area.

#### **BACKGROUND INFORMATION**

Following the Board's direction, in light of federal administrative changes, LRAPA continues to administer federal grant programs provided that: (1) LRAPA maintains an active Terms and Conditions agreement for each grant, and (2) no more than 25% of any grant total is tied up in contractor payments or awaiting federal drawdowns.

The federal grants currently being administered include:

- **EJG2G:** \$997,622 (July 2024 – June 2027)
- **TAG 1:** \$4,938,190 (November 2019 – November 2025)
- **TAG 2:** \$2,739,425 (January 2022 – August 2026)

These grants support air quality improvement initiatives in the Oakridge-Westfir area, which has historically experienced PM2.5 nonattainment challenges. Initiatives include woodstove changeouts, home weatherization, DHP installations, smoke resilience, and health assessment programs.



## **FINANCIAL STATUS**

### **EJG2G Grant**

- Total grant amount: \$997,622
- Spent to date: \$36,594
- Remaining grant balance: \$961,028
- Awaiting federal reimbursement (as of 3/3/25): \$1,044
- Percentage of grant awaiting reimbursement: 0.1%

IMPORTANT UPDATE (March 7, 2025): The EJG2G grant has been suspended in the ASAP system as of March 7, 2025. LRAPA staff are awaiting further information from federal contacts regarding when and if the grant will be reopened. This suspension may impact on the agency's ability to request reimbursements until resolved.

### **Targeted Airshed Grant 1.0**

- Total grant amount: \$4,938,190
- Spent to date: \$3,661,736
- Remaining grant balance: \$1,276,454
- Awaiting federal reimbursement (as of 3/5/25): \$17,005
- Percentage of grant awaiting reimbursement: 0.3%

### **Targeted Airshed Grant TAG 2.0**

- Total grant amount: \$2,739,425
- Spent to date: \$342,245
- Remaining grant balance: \$2,397,180
- Awaiting federal reimbursement (as of 3/5/25): \$1,237
- Percentage of grant awaiting reimbursement: 0.04%

## **STAFF RECOMMENDATION**

This is an informational item, and no formal motion is required. Staff recommend that the Board review this monthly progress update and note the suspension status of the EJG2G grant. Staff will provide an update on the resolution of this suspension at the next Board meeting. The agency will continue to follow the Board's direction regarding federal grant administration.



## **LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM**

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

**From:** Travis Knudsen, Executive Director

**Date:** March 13, 2025

**Subject:** Authorization Request for LRAPA Public Comment on DEQ's 2025-27 Budget Proposal (SB 5520)

### **STAFF REPORT**

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#### **ISSUE STATEMENT**

The Oregon Department of Environmental Quality (DEQ) budget (Senate Bill 5520) will be presented to the Joint Ways and Means Natural Resources Subcommittee on April 7-9, 2025, with a public hearing scheduled for April 10, 2025. This provides LRAPA with an opportunity to offer public comment in support of DEQ's budget components that directly impact LRAPA's operations and air quality protection in Lane County. Staff are seeking Board authorization to provide such public comment.

#### **BACKGROUND INFORMATION**

LRAPA's operations are interconnected with DEQ funding and policy decisions. The DEQ budget directly impacts LRAPA's ability to fulfill its mission through:

1. Pass-through funding that supports LRAPA's programs and operations
2. Technical support and resources that enhance LRAPA's capabilities
3. Statewide policies and initiatives that affect local air quality management

SB 5520, DEQ's budget bill for the 2025-2027 biennium, is currently before the Natural Resources Subcommittee of Ways and Means. This legislation will determine funding levels for vital air quality programs that affect LRAPA's operations.

#### **GOING FORWARD**

The Joint Ways and Means Natural Resources Subcommittee will hear DEQ agency presentations on April 7-9, 2025, with public testimony scheduled for April 10, 2025.

Public comment from LRAPA would serve three key purposes:

1. Introduce the Agency to committee members and establish LRAPA's presence in the SB 5520 legislative process.
2. Highlight LRAPA's unique role as a regional air protection agency serving Lane County communities.
3. Express support for specific components of DEQ's budget that strengthen air quality protection in Ways & Means Natural Resources Subcommittee Hearing



Lane County, particularly the General Fund passthrough that enables DEQ to provide essential guidance and assistance to LRAPA.

A strong DEQ budget with support for air quality protection components will enhance LRAPA's ability to serve Lane County residents, protect public health, and maintain environmental standards.

### **STAFF RECOMMENDATION**

Staff recommends that the Board authorize the Executive Director to provide public comment in support of DEQ's 2025-2027 budget proposal (SB 5520), specifically the components that strengthen air quality protection and support LRAPA's operations.

### **MOTION OPTIONS**

1. Move to authorize the Executive Director to provide public comment in support of DEQ's 2025-2027 budget proposal (SB 5520), specifically focusing on components that strengthen air quality protection and support LRAPA's operations in Lane County.
2. Move to authorize the Executive Director to provide public comments in support of DEQ's 2025-2027 budget proposal (SB 5520), with specific limitations or guidance as determined by the Board.
3. Move to delay action and request additional information before authorizing or refuting public comments on DEQ's budget proposal.



## 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 organized according to the Balanced Scorecard framework, which ensures a thorough approach to performance management across four key perspectives:

- I. **Customer/Stakeholder Perspective:** Focuses on the outcomes for the public, regulated entities, and partner agencies served.
- II. **Internal Process Perspective:** Addresses the critical operational processes to find efficiencies and improvements.
- III. **Learning & Growth Perspective:** Concentrates on employee skills, technology, and organizational culture.
- IV. **Financial Stewardship Perspective:** Ensures responsible management of financial resources.

Each goal is accompanied by specific performance measures and initiatives, providing a clear roadmap for LRAPA's activities and a framework for measuring success.





## I. CUSTOMER/STAKEHOLDER PERSPECTIVE

### GOAL 1: 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.

#### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- % of days in "Good" or "Moderate" AQI categories by monitoring location (target: 95% annually)</li><li>- Number of days with PM2.5 or PM10 exceeding NAAQS 24-hour standards (target: 0)</li><li>- % of complaints responded to (target: 95%)</li></ul>	<ul style="list-style-type: none"><li>- Number of educational events/programs conducted quarterly (target: 2 per quarter)</li><li>- Number of wood heating advisories issued (target: prior to 150 AQI in metro)</li><li>- Email listserv growth (target: &gt;3% increase annually)</li></ul>

#### Initiatives

- Implement and maintain home wood heating advisory programs in Eugene-Springfield and Oakridge, tracking issuance of Yellow/Red advisories and compliance rates.
- Conduct the outdoor burning program, providing advisories and effectively abating violations, measured by number of complaints and resolutions.
- Respond promptly and effectively to citizen complaints, tracking response and resolution rate.
- Prepare and distribute informational materials about air quality and LRAPA's role, measuring reach and engagement.
- Regularly assess public attitudes about LRAPA and air quality through surveys and community feedback.
- Provide air quality information and educational programs to schools and youth organizations, tracking number of presentations and engagements.
- Provide asbestos information to homeowners with remodeling projects, monitoring proper notification rates.
- Implement PM maintenance strategies for Eugene/Springfield and Oakridge, measuring effectiveness through air quality monitoring.
- Maintain LRAPA website with accurate and timely information, tracking user metrics and web traffic.
- Communicate through various channels to keep stakeholders informed, measuring messages published and engagement.
- Develop and carry out seasonal and intermittent programs.
- Ensure fair environmental standards across all neighborhoods, monitoring complaint and enforcement distribution geographically.
- Execute comprehensive community engagement and education programs in Oakridge-Westfir.





## GOAL 2: Enhanced Wildfire Smoke Preparedness

Address the increasing threat of wildfire smoke intrusions 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.

### Performance Measures

Lag Indicators	Lead Indicators
- Response time to publish smoke advisories during events (target: before 1pm on days needed)	- Maintain LRAPA supporter commercial air sensors in Lane County (target: approximately 75) - State smoke advisory engagement (target: 100% participation)

### Initiatives

- Develop education programs on wildfire smoke impacts and mitigation, measuring program delivery and participant knowledge retention.
- Collaborate with local jurisdictions on wildfire smoke response plans, tracking plan development and adoption.
- Seek funding for wildfire-related air quality initiatives, measuring grant applications submitted and funding secured.
- Enhance monitoring and communication during wildfire events, measuring timeliness of advisories and community reach.
- Implement and evaluate the Building Community Resiliency to the Hazards of Smoke and Wildfires project in Oakridge-Westfir, tracking implementation milestones and community preparedness indicators.
- Support the implementation of Smoke Community Response Plans in Lane County, measuring plan activation and effectiveness during smoke events.



## II. INTERNAL PROCESS PERSPECTIVE

### GOAL 3: Public Health Protection and Air Quality Education

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.

#### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- % of area in compliance with NAAQS standards (target: 100%)</li><li>- % of permits issued within target timeframes (target: 90%)</li><li>- Permit backlog rate (target: &lt;20%)</li></ul>	<ul style="list-style-type: none"><li>- Number of annual Full Compliance Evaluations completed vs. EPA committed (target: 100%)</li><li>- % of enforcement actions resolved within 6 months (target: 80%)</li></ul>

#### Initiatives

- Maintain compliance with the carbon monoxide, PM10/PM2.5, and ozone NAAQS through implementation of the Indirect Source Permitting Program, reviewing conformity findings in transportation plans, updating emissions inventories, and developing SIP amendments as needed. Success measured by maintaining attainment status and tracking trends in emissions inventories.
- Prepare and issue Air Contaminant Discharge Permits (ACDPs) and Title V permits within established timeframes, measuring permit processing time and monthly backlog rate.
- Conduct thorough New Source Review (NSR) and Prevention of Significant Deterioration (PSD) evaluations.
- Implement top-down procedures to establish Best Available Control Technology (BACT).
- Update LRAPA rules for NSR/PSD/PSEL and other air quality programs as needed.
- Conduct compliance verification and enforcement actions for permitted sources, measuring inspection frequency, violation rates, and resolution timing.
- Implement the Compliance Assurance Agreement with EPA, tracking deliverables and maintaining EPA approval status.
- Report Significant Violators to EPA as required, ensuring 100% compliance with reporting requirements.
- Revise permits to correct discovered deficiencies.
- Operate the asbestos program including inspections and rule updates, tracking notification volume, inspection rate, and compliance levels.
- Implement the Oregon Toxic Air Contaminant program, Cleaner Air Oregon.
- Include 112(r) accidental release prevention program requirements for Title V sources.
- Implement and manage the Outdoor Burn Letter Permit program, tracking permit issuance.
- Implement and monitor the effectiveness of Targeted Airshed Grant programs in Oakridge-Westfir, measuring PM reductions and home interventions.



## GOAL 4: 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.

### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- % data completeness for monitoring network (target: &gt;95%)</li><li>- Timeliness of data reporting to the public and EPA (target: 100% on schedule)</li></ul>	<ul style="list-style-type: none"><li>- % of monitors calibrated on schedule (target: 100%)</li><li>- % uptime for real-time data systems (target: 98%)</li><li>- Number of monitoring site quality assurance audits completed vs. EPA committed (target: 100%)</li></ul>

### Initiatives

- Operate and maintain a criteria pollutant network in partnership with ODEQ, measuring data completeness and reliability metrics.
- Implement Quality Assurance/Quality Control (QA/QC) programs, tracking audit results and corrective action completion.
- Perform network validation studies and modify as needed.
- Conduct State Implementation Plan monitoring, measuring data capture rates and trend analyses.
- Perform supplemental/investigative monitoring as necessary.
- Conduct monitoring to characterize air toxics in Lane County, measuring data completeness and identifying trends.
- Provide appropriate monitoring in support of daily AQI for criteria pollutants, measuring timeliness of reporting and data availability.
- Provide routine air monitoring data to the public on a real-time basis, tracking website uptime and data delivery metrics.
- Operate and maintain Toxics Monitoring Site in West Eugene, measuring data completeness and operational performance.



## GOAL 5: 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.

### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- Number of industry outreach initiatives completed annually (target: 1 per year)</li><li>- Number of community outreach initiatives completed annually (target: 1 per year)</li><li>- Number of partner outreach engagements completed annually (target: 5 per year)</li></ul>	<ul style="list-style-type: none"><li>- Diversity of inter-agency meetings attended (target: prioritize local, then state, then federal engagements)</li><li>- Number of monitoring site quality assurance audits completed vs. EPA committed (target: 100%)</li><li>- Communication frequency with key stakeholders (target: Quarterly communication)</li><li>- Number of council presentations delivered (target: 1 per jurisdiction annually)</li></ul>

### Initiatives

- Participate in interagency transportation and land use planning processes.
- Actively participate in regional collaborative groups including the Lane Regional Climate Collaborative (LRCC), Northwest Air Quality Communicators (NWAQC), and National Association of Clean Air Agencies (NACAA), tracking attendance and outcomes.
- Support and coordinate programs with local governments to curtail and prevent air pollution.
- Consult with federal agencies on general conformity findings for major federal projects.
- Work with permitting agencies to provide public information on LRAPA rules.
- Participate actively in regional climate and air quality initiatives.
- Work jointly with ODEQ and local legislators on budget requests, tracking secured funding and relationship strength.
- Review Oregon Revised Statutes (ORS) on regional air authorities and propose revisions as needed, documenting review completion and improvement proposals.
- Cooperate and advocate on environmental issues of mutual interest not under LRAPA's direct control.
- Engage with permitted sources to educate and inform on regulatory requirements.
- Participate in multi-agency public education and pollution prevention efforts.
- Collaborate with the Rivers to Ridges partnership on controlled ecological burns, assessing planning participation and air quality management during events.
- Engage with local fire management agencies, conservation organizations, and indigenous groups to support responsible use of fire as a land management tool.
- Collaborate with local partners, including South Willamette Solutions, to implement the Oakridge Air program and related initiatives.



### III. LEARNING & GROWTH PERSPECTIVE

#### GOAL 6: Organizational Excellence and Operational Efficiency

Strengthen LRAPA's internal systems, workflows, and operational capacity through technology integration, process improvement, and staff development to enhance organizational effectiveness and service delivery.

#### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- Employee satisfaction/engagement scores (target: 85% satisfaction)</li><li>- Staff retention rate (target: &gt;85% annually)</li><li>- % completion of internal systems modernization (target: 100% of planned upgrades, e.g. LINFO)</li></ul>	<ul style="list-style-type: none"><li>- Number of staff professional development training completed (Target: 2 per staff per year)</li><li>- Number of staff utilizing advancing technologies in workflows (target: &gt; 50%)</li></ul>

#### Initiatives

- Identify and address workflow bottlenecks through process mapping and staff feedback.
- Implement a staff development program focusing on technical expertise, leadership skills, and cross-training.
- Develop a succession planning strategy to assure knowledge transfer of protocols for key positions.
- Update the document management system with standardized filing conventions and updated retention policies.
- Integrate advancing technologies into the organization's workflows to enhance efficiency, including tools for data analysis, automated reporting, and mobile field capabilities.
- Assess regular cross-departmental collaboration to improve information flow and shared understanding of operational priorities, collect staff feedback to judge process efficiency.
- Create and maintain clear standard operating procedures (SOPs) for all critical agency functions.
- Host regular after-action reviews for major projects and initiatives to capture lessons learned and continuously improve operations.



## IV. FINANCIAL STEWARDSHIP PERSPECTIVE

### GOAL 7: 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.

#### Performance Measures

Lag Indicators	Lead Indicators
<ul style="list-style-type: none"><li>- Reserve fund supporting annual operating budget (target: 4 months)</li><li>- Budget variance (target: within 10% of planned)</li></ul>	<ul style="list-style-type: none"><li>- Number of financial reports provided to Board &amp; public (target: monthly to Board)</li><li>- Audit completed before state deadline (target: Dec. 31)</li></ul>

#### Initiatives

- Develop and implement an updated cost allocation model for the organization, reviewing and improving accuracy of allocations.
- Review, update, and implement financial management practices and reporting, judging with audit timeliness and completeness of reports.
- Increase Board and regulatory involvement and awareness of annual fee increases set by rule, tracking Board engagement and stakeholder communication.



## **V. PERFORMANCE MANAGEMENT AND REPORTING**

To ensure continuous improvement and accountability, LRAPA will:

1. **Measure Performance:** Track progress on all metrics and report to the Board in the director's report.
2. **Conduct Reviews:** Annually assess the relevance and effectiveness of goals, measures, and initiatives, with the Board, adjusting as needed.
3. **Link Budget to Strategy:** Ensure resource allocation decisions are directly tied to strategic priorities.
4. **Communicate Results:** Share performance results with the Board, and additional stakeholders through the website, annual reports, and community presentations.
5. **Cascade Goals:** Align individual and team performance plans with organizational goals.

This Balanced Scorecard approach will help LRAPA maintain focus on its mission while ensuring detailed assessment of all factors critical to success. By balancing attention across customer needs, internal processes, organizational learning, and financial stewardship, LRAPA will enhance its ability to improve air quality in Lane County and protect public health.



**LANE REGIONAL AIR PROTECTION AGENCY**  
**MEMORANDUM**

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

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

**Date:** March 13, 2025

**Subject:** Office Remodel Project Final Report

**STAFF REPORT**

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**ISSUE STATEMENT**

This final staff report provides a comprehensive overview of LRAPA's office remodel project, which was initiated in July 2023, approved by the Board in July 2024, and completed in February 2025. The report summarizes the project's background, key milestones, challenges, financial outcomes, and benefits to the agency.

**BACKGROUND INFORMATION**

In July 2023, a capital improvement project was first presented to the Board as part of a Board-approved goal to evaluate the Agency's infrastructure. The evaluation identified the need for significant upgrades to LRAPA's office building at 1010 Main St. Springfield, OR 97477, which was originally built in 1979 as a SELCO Community Credit Union and acquired by LRAPA in 1998.

The assessment revealed several critical issues with the existing building:

- Inadequate public meeting room with limited capacity and technology
- Lack of flexibility in office use
- Outdated work environment affecting staff productivity and morale
- HVAC system deficiencies causing inconsistent climate control
- Safety concerns with the front entryway
- Inefficient visitor service area
- Poor grouping of related staff functions
- Insufficient breakroom facilities
- Restrooms not fully ADA compliant

The Board unanimously approved moving forward with 35% of the design fee in July 2023, and in December 2023, the Board approved continuing the project utilizing a fund transfer from the closed AirMetrics enterprise fund for financing.

**PROJECT DEVELOPMENT AND APPROVAL**

The Agency considered multiple options, including relocating to a new facility through purchase or lease. However, after assessment, improving the existing and owned building was determined to be the most cost-effective approach.





Cost analysis of alternatives showed:

- Lease rates in the area: \$1-\$2.50 per ft<sup>2</sup>/month
- Annual lease costs for similar space: \$74,000-\$180,000
- Purchase cost for similar building: \$1.5-\$3 million
- Additional renovation expenses would still be necessary with either option

LRAPA contracted with GMA Architecture to create a preliminary design and provide cost estimates. The project scope was carefully defined to maintain the existing building footprint while addressing all critical needs, resulting in more efficient use of space and improved functionality.

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.

## **PROJECT TIMELINE**

The remodel project progressed through the following key phases.

### **Planning and Approval Phase:**

- July 2023: Initial project presentation and approval of design fee
- December 2023: Project financing approach approved
- May 2024: Bidding process initiated
- June 2024: Pre-bid walkthrough conducted
- July 2024: Board approved Proper Built Inc.'s bid

### **Construction Phase:**

- August 2024: Demolition work commenced
- August-September 2024: Asbestos abatement completed
- September-October 2024: Framing and rough-in work
- November 2024: Mechanical and electrical rough-in
- December 2024: Sheetrock installation and texturing
- January 2025: Interior painting and finishing work
- February 2025: Final systems installation and testing
- March 2025: Project completion and staff return to building

Throughout construction, staff were temporarily relocated to ensure continuity of operations, working from the Lane County Government Public Service Building with laptops equipped with VPN functionality.

## **CHALLENGES AND SOLUTIONS**

As with most large-scale renovations, unforeseen challenges arose during construction. Minor water intrusion in the southeast and southwest corners was promptly recognized and addressed, and floor damage and repair discovered during carpet removal was addressed.



More significant issues included a roof leak, requiring a separate maintenance project, and a major water main leak caused by tree roots, which took immediate repair.

Change orders optimized the remodel, addressing and air-line removal, plumbing modifications, floor register patching, door revisions, and the elimination of a drinking fountain. Some changes led to cost savings, such as credit for retaining a mezzanine storage floor and reusing a roof access ladder.

Proper Built Inc. was a strong partner and efficiently managed challenges through documentation, approvals, and regular progress meetings, ensuring minimal impact on the timeline and budget. Value engineering identified \$28,683 in savings, helping offset necessary additions like \$13,971 for floor underlayment.

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## **FINANCIAL OUTCOMES**

The project was completed with strong financial discipline, maintaining budget efficiency.

- **Minimal Budget Variance:** The total cost, as of 03/04/2025, is approximately \$1,119,735 which is 1.8% or \$20,725 over the original \$1,099,000 contract.
- **Effective Cost Management:** Careful handling of change orders and value engineering kept expenses in check.
- **Separate Roof Cost:** The \$35,121 roof replacement was funded separately, avoiding impact on remodel finances.
- **Budget Compliance:** Total spending stayed well within the \$1,290,000 FY'25 allocation, which included a 17% contingency recommended by the architect.
- **Financial Oversight:** Regular board reporting ensured transparency, with each change order evaluated to remain within contingency limits while maximizing cost-saving opportunities.

## **IMPROVEMENTS DELIVERED**

The renovations transformed LRAPA's facility, delivering improvements in functionality, comfort, and efficiency.

- A modernized public meeting room with advanced technology, enabling better community engagement.
- Updated office layout with an additional meeting room and collaborative central space.
- Upgraded HVAC system featuring 2-stage heat pumps and ceiling fans for improved climate control and energy efficiency.
- Enhanced front entryway with improved security and a customer service window
- Fully ADA-compliant restrooms.
- Redesigned visitor service area for more professional and streamlined experience.
- Improved grouping of staff functions to improve team communication and collaboration.
- A new breakroom provides a dedicated staff relaxation area.
- Energy-efficient LED lighting to reduce long-term operational costs.
- Replacement flooring addressing previous wear and improving aesthetics.
- Completed roof replacement eliminating water intrusion concerns.

These improvements create a more productive, welcoming, and sustainable workplace that will serve LRAPA staff and the public effectively for years to come.



## **FUTURE PLANNING**

With the completion of the renovations, LRAPA plans to showcase the improvements and strengthen community connections with an open house event. Over the summer of 2025, the Agency will invite the public, partners, and Board members to tour the renovated facilities.

This effort will demonstrate the local investment in air quality governance to stakeholders, provide an opportunity for the public to meet LRAPA staff and learn about our services, showcase the improved meeting facilities available for community engagement, highlight how we work and LRAPA's in our mission to protect air quality.

## **STAFF RECOMMENDATION**

This is an informational item, and no formal motion is required. Staff appreciate the Board's approval and support of this undertaking. The project represents a significant investment in the Agency's infrastructure that enhances operational efficiency, staff productivity, and service delivery to the public while maintaining fiscal responsibility.

The modernized facility will serve LRAPA and Lane County for many years to come, providing an improved workplace for staff and a more accessible and functional environment for public engagement.



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## Director's Report for February 2025

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Meeting Date: March 13, 2025  
Department: Director's Office  
[www.lrapa.org](http://www.lrapa.org)

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

### FEBRUARY 2025 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	12-Feb-25	63	PM
Oak	12-Feb-25	86	PM
CottGrv	12-Feb-25	77	PM

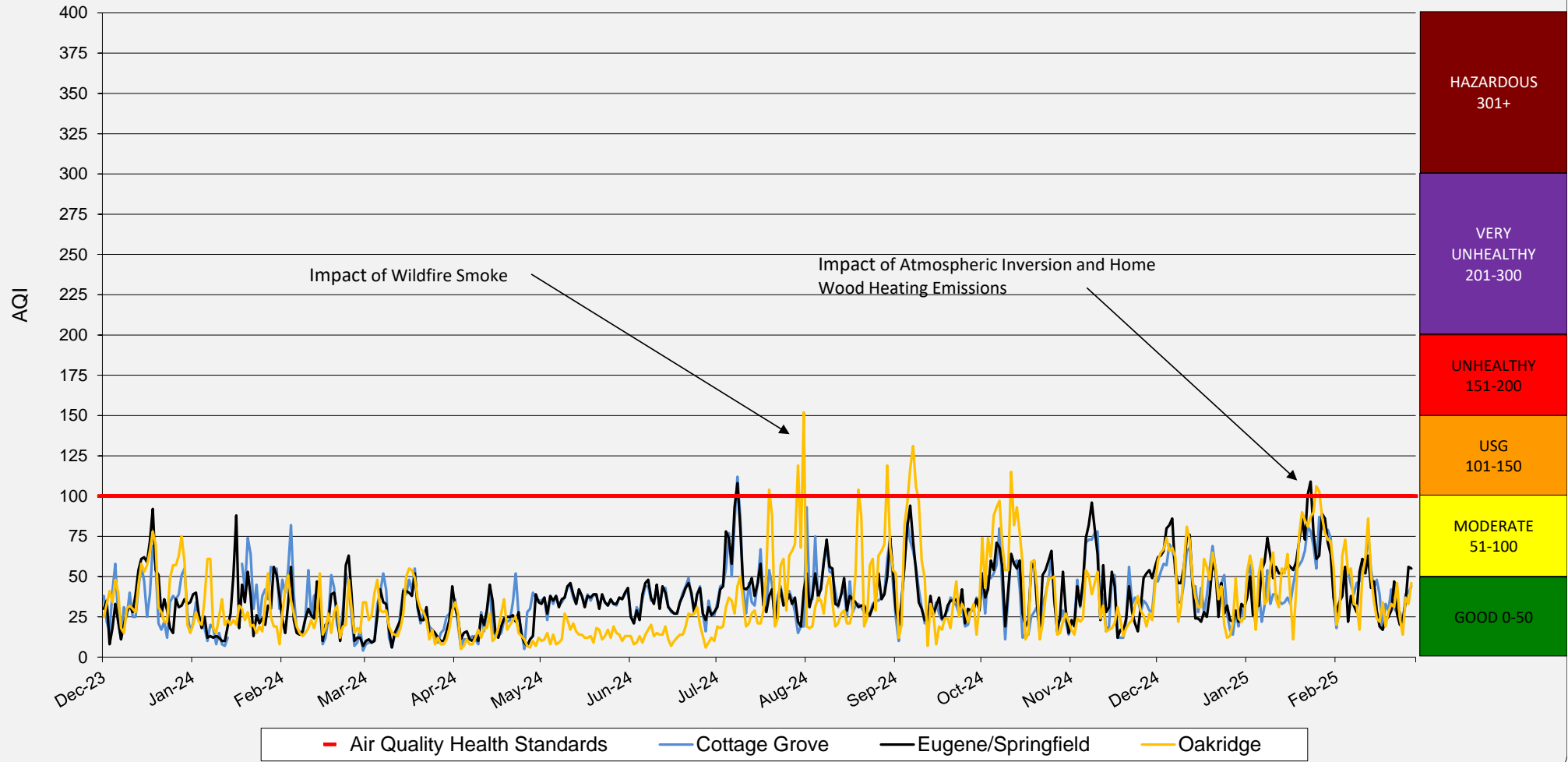
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	20	20	21	0-50	0-9	0-54
Moderate	8	8	7	51-100	9.1-35.4	55-70
USG	0	0	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-125.4	86-105
Very Unhealthy	0	0	0	201-300	125.5-225.4	106-200
Hazardous	0	0	0	301+	225.5+	201+

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

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

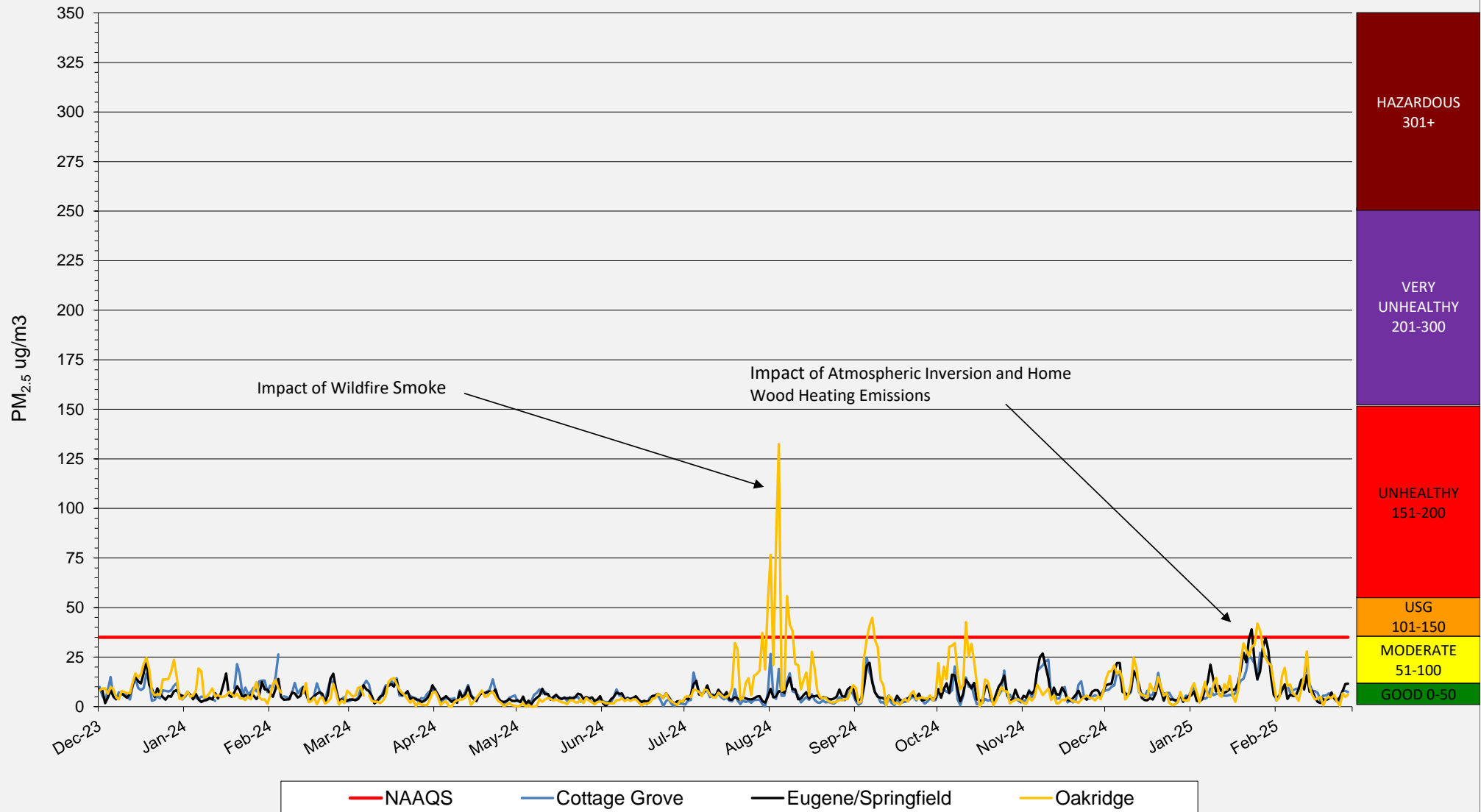
## Daily Air Quality Index Chart

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: 2/1/2025 – 2/28/2025:**

<b>Smoke complaints: 30</b>
21- Outdoor Burning
9- Home Wood Heating
<b>Industry: 15</b>
1 - Clover Custom Cabinets
10 - International Paper
1 – Knife River
1 - REV RV Service and Repair
1 – St. Vincent de Paul
1 – Swanson Group Mfg. LLC
<b>Miscellaneous: 17</b>
1 - Asbestos
16- Unknown
<b>Total: 62</b>

The calendar year 2025 compares to previous years:

<b>Year</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>*2025</b>
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	26
Industry	100	336	198	97	75	29
Outdoor Burning	423	243	292	254	253	47
Slash Burning	12	10	6	12	9	0
Miscellaneous	59	40	102	72	103	36
Unknown	74	71	45	65	79	32
<b>Total</b>	<b>765</b>	<b>798</b>	<b>725</b>	<b>587</b>	<b>601</b>	<b>182</b>

\* Year-To-Date

## ENFORCEMENT ACTIONS STATUS REPORT

### 2/1/2025 to 2/28/2025

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	7
Notices of Violation with Civil Penalties	37	26	17	24	15	5	6

\* Year-To-Date.

#### ENFORCEMENT: 2/01/2025 to 2/28/2025

Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	1	1	3	-	5
Industrial	-	1	4	3	8
Outdoor Burning	-	-	4	1	5
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
<b>Totals</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>4</b>	<b>18</b>

## ENFORCEMENT ACTIONS DETAIL REPORT

### 2/1/2025 -- 2/28/2025

#### Report of open and actions initiated since last report

##### NEW ENFORCEMENT ACTIONS IN THE CURRENT PERIOD:

1. ATEZ, INC. (CRESWELL)
  - A. Violation: Respondent conducted an asbestos abatement and failed to adequately clean the project site to assure removal of all asbestos debris at conclusion of the abatement project and failed to provide property warning signage posted at the project site.
  - B. Initial Action Taken: NON #3913 issued 02/25/2025
  - C. Subsequent Action: NCP #2024-3913 (\$1,400) issued 02/25/2025
  - D. Resolution: PENDING

##### PENDING WITH SUBSEQUENT ACTION IN THE CURRENT PERIOD:

1. 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 approved and reduced to \$1,000 issued 2/24/2025 and payment due 3/17/2025
  - D. Resolution: PENDING
2. 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 the 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; request for reduction under review 2/20/2025
  - D. Resolution: PENDING

**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 (\$8,400) 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 (\$3,000) 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 (\$10,400) 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 with a balance due of \$800; December 2024 payment is late, issued late notice a request for payment reminder.
- 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. 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; no response and no payment received; a default order judgment is in process for a lien on the property
- 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

**CLOSED ENFORCEMENT ACTIONS IN THE CURRENT PERIOD:**

1. SWANSON GROUP MFG. LLC (SPRINGFIELD)

- A. Violation: Respondent failed to conduct required modified EPA Method 9 monitoring during an upset and failed to immediately notify LRAPA when an excess emission event occurred. It is alleged that the opacity limit exceedance, Method 9 monitoring requirement and notification requirements 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. 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 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

3. 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: NONE - submitted modification application Form AQ101 for Title V/ACDP and recalculated and submitted permitted emission limits using hourly averages.
  - D. Resolution: CASE CLOSED on 02/20/2025

#### **OUTDOOR BURNING LETTER PERMITS: 2/01/2025 TO 2/28/2025**

**There were 2 Outdoor Burning Letter Permits (OBLP) issued in February 2025.**

1. Issued Special Letter Permit 20B25-02-01 on February 3 to Creswell Church of the Nazarene, 805 S Front Street, Creswell, to burn 42 cubic yards of Miscellaneous debris located at 805 S Front Street, Creswell.
2. Issued Special Letter Permit 20B25-02-02 on February 20 to McKenzie River Trust, c/o Brent Ross, 725 W 1st Ave, Suite B, Eugene, to burn 50 cubic yards of Land Clearing debris located at Willamette Confluence burn Unit 44.018568, -122.962172, Goshen.

## ASBESTOS ABATEMENT: 2/01/2025 to 2/28/2025

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	71
School Asbestos Abatement Notices (NESHAP)	16	25	20	16	17	21	2
Number of Asbestos Abatements Inspected	94	93	104	115	91	109	15

\* 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	1
Constructions			
General TV			
Terminated Permits			

Permit Activities Issued Year-to-Date (1/1/25 – 2/28/25):

- Title V = 1
- ACDP = 6

Permits on public notice during 2/1/2025 to 2/28/2025:

Source Name	Reason for Public Notice	Type of Permit
Gheen Irrigation Works dba Lake Eugene	Renewal of Simple ACDP	Simple ACDP renewal. Off public notice 3/6/25
Oregon Rubber Co./Wyatt's Tire Co.	Renewal of Simple ACDP	Simple ACDP renewal. Off public notice 3/28/25

Permits with public hearing notice during 2/1/2025 to 2/28/2025:

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%
<b>Total</b>	<b>66</b>	<b>8</b>	<b>11%</b>

## 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
2/28/2025	KEZI	Robert Desaulniers	Spring Outdoor Burning Season Opens and Tips on Safe Burning
2/28/2025	KMTR	News Staff	Spring Outdoor Burning Season Opens and Tips on Safe Burning

## PUBLIC EVENTS AND OUTREACH

### ***Cottage Grove Leadership Meeting*** (Feb. 14<sup>th</sup>, Cottage Grove)

Travis Knudsen and Matt Sorensen met with Faye Stewart, former LRAPA Board Member and current City of Cottage Grove Public Works & Development Director, as well as Mike Sauerwein, Cottage Grove City Manager, to discuss the existing partnership between LRAPA and the City of Cottage Grove. Discussion surrounded the upcoming LRAPA presentation to the primarily new City Council scheduled for April 14<sup>th</sup> at 7pm. The presentation will note the long-standing partnership and highlight aspects of air regulation for City Council for a strong basic understanding of LRAPA and the value and return on investment LRAPA delivers to Cottage Grove.

### ***Lane County Air Quality Collaborative for Schools and Child Care Centers*** (Feb. 14<sup>th</sup>, OHA Office Eugene)

This collaborative comprised of staff from Oregon Health Authority, Dept. of Human Services, Oakridge Air, and LRAPA are partnering to develop materials and guidance for child serving groups i.e. schools and child care or head start, that is clear and simple enough for staff to implement during wildfire smoke events and help protect indoor air quality and the health of kids and staff. The materials are nearly complete and if they prove helpful in Oakridge, they will be shared with other school districts and childcare facilities in Lane County.

### ***Lane County Community Wildfire Protection Plan (CWPP) Environmental and Public Health Workgroup*** (Feb. 19<sup>th</sup> and Mar. 12<sup>th</sup>, Virtual)

Matt Sorensen continued representing LRAPA on the CWPP, specifically the Environmental and Public Health committee. 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.

***J.H. Baxter Communication Meeting*** (Feb. 20<sup>th</sup>, Virtual)

Matt Sorensen is representing LRAPA in this group. This monthly meeting between EPA, DEQ, and LRAPA is held to discuss ongoing cleanup efforts at J.H. Baxter. EPA will become the lead agency as they try to get the site approved as a superfund site after the Time Critical Removal Action. The LRAPA approved asbestos work is fully underway and the contractor is removing asbestos from the three large retort tanks. Visit [https://response.epa.gov/site/site\\_profile.aspx?site\\_id=15559](https://response.epa.gov/site/site_profile.aspx?site_id=15559) for details and pictures on the project.

***Oregon Particulate Matter and Smoke Coordinators Annual Meeting*** (Feb 25<sup>th</sup> & 26<sup>th</sup>, Virtual)

Hosted by DEQ, this meeting touched on aspects of regulating particulate matter (PM) and National Air Quality Standards (NAQS) and its impacts on Oregon remaining in attainment. Numerous LRAPA staff participated. There were presentations on home wood heating, air monitoring, wood stove certification, prescribed burns, and ample opportunity for questions and connecting LRAPA staff with DEQ staff.

***Lane County Land Management Division LRAPA Presentation*** (Feb 25<sup>th</sup>, Land Management Office, Eugene)

Max Hueftle, Travis Knudsen, and Matt Sorensen delivered a presentation to over 24 Lane County Land Management staff. The presentation highlighted LRAPA's steps to initiate and process air permits in Lane County, noting it requires a Land Use Compatibility Statement (LUCS) from the appropriate municipality or County to proceed. The presentation also touched on Cleaner Air Oregon and its role in protecting citizens from hazardous air pollution. An additional callout was the impacts from businesses that may require an air permit but are not regulated by LRAPA, like semi traffic, diesel emissions, sound, and some levels of odor. Each of these issues were noted as being big concerns shared with LRAPA by community members. LRAPA emphasized our willingness to partner with Lane County Land Management to establish a refined process to address these challenges.

***Spring Outdoor Burning Opened March 1st*** (March 1<sup>st</sup>, Lane County)

Matt Sorensen organized materials and notifications to remind all of Lane County that the Spring Outdoor Burning was beginning on March 1<sup>st</sup>. Media releases were picked up by KMTR and KEZI on Friday 2/28 and highlighted the best practices and rules surrounding outdoor burning.

***LRAPA Move Office Back to Springfield*** (March 5<sup>th</sup>, Springfield)

Amanda Atkins and Matt Sorensen partnered with Lane Giles to help coordinate the move from Eugene back to the remodeled Springfield office. This included communications and supplies for packing and timing activities to minimize operational disruptions. The moving company did the heavy lifting of items on Wednesday 3/5. On Thursday there was an all staff meeting and celebration including lunch at the Springfield office and lots of work moving into the new space. On Monday 3/10 the remaining items that were kept in pods during the remodel were delivered to LRAPA and will take a few weeks to get them properly sorted and stored in the office.

***Lane County Home Show- Lane Pollution Prevention Coalition P2C*** (Mar. 7<sup>th</sup> to 9<sup>th</sup>, Lane County Fairgrounds)

Travis Knudsen, Robbye Robinson, and Matt Sorensen represented LRAPA at the Lane County Home Show alongside Lane Pollution Prevention Coalition partners. Community members had opportunities to ask questions, spin a prize wheel, and take informational brochures. LRAPA provided swag items for prizes and a Winix HEPA air purifier for one of the bigger raffle items. Over 1,000 people visited the booth over the three days and it provided ample opportunity to share LRAPA's work with Lane County residents.

***Springfield Chamber Meeting*** (Mar. 10<sup>th</sup>, Springfield)



Travis Knudsen and Matt Sorensen met with Springfield Chamber President Vonnie Mikkelsen and Senior Director Paige Sharpe to discuss collaboration between LRAPA and the Springfield Chamber. Our goal is to develop a strong relationship with the chamber to maximize our brand and community awareness and particularly with businesses.

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

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

#### **April 2025**

- Second Budget meeting, FY 25-26, approve budget
- Board Review of annual fee increases set by rule
- Annual Fee increases set by Rule, review
- Federal Grants Status Update

#### **May 2025**

- Public Hearing and adoption of approved budget for FY 25-26
- Executive Director performance evaluation, contract renewal.
- Dashboard Report
- Federal Grants Status Update
- Tentative: LRAPA open house

#### **June 2025**

- LRAPA Open House
- Federal Grants Status Update
- Audit Presentation

#### **July 2025**

- Federal Grants Status Update