



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
THURSDAY JANUARY 9, 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

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

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

CALL TO ORDER:

1. **Call to Order** (12:15 p.m.)
2. **Adjustments to Agenda** (12:15 p.m.)
3. **Public Participation (time limited to three minutes per speaker)** (12:20 p.m.)
 - A. **Comments on an Item on Today's Agenda**
 - B. **Comments on a Topic Not Included on Today's Agenda**

(Note: This is an opportunity for the public to bring up unscheduled items. The Board may not act at this time but, if it is deemed necessary, place such items on future agendas. Issues brought up under this agenda item are to be limited to three minutes' speaking time by the person raising the issue. If additional time is necessary, the item may be placed on a future agenda.)
4. **Comments from Board Members** (Note: This is an opportunity for Board Members to bring up unscheduled items regarding today's public comments, and/or written/electronic comments they have received. The board may not act at this time but if it deems necessary place such items on future agendas.)
5. **Approval of Meeting Minutes** (12:25 p.m.) Action
 - A. Heather Gravelle
 - B. November 14, 2024 Meeting Minutes
 - C. Board Discussion
6. **Approval of Financial Report** (12:30 p.m.) Action
 - A. Christina Ward
 - B. October & November 2024 Financial Reports
 - C. Board Discussion

- 7. Audit Update (12:40 p.m.)** *Information*
- A. Christina Ward
 - B. Staff Report
 - C. Board Discussion
- 8. Citizens Advisory Committee (12:50 p.m.)** *Information*
- A. Jim Daniels
 - B. Report
 - C. Board Discussion
- 9. Upcoming Appointments on Boards and Committees (1:00 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 10. Work Session Agenda (1:15 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 11. Oakridge Air Status Report (1:30 p.m.)** *Information*
- A. Grace Thirkill
 - B. Staff Report
 - C. Board Discussion
- 12. Remodel Update (1:40 p.m.)** *Information*
- A. Lance Giles
 - B. Staff Report
 - C. Board Discussion
- 13. Directors Report (1:50 p.m.)** *Information*
- A. Travis Knudsen
 - B. Staff Report
 - C. Board Discussion
- 14. 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@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 o llame a la oficina de LRAPA al 541-736-1056.



**BOARD OF DIRECTORS
MEETING MINUTES
NOVEMBER 14, 2024
MEETING VIA ZOOM**

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Executive Director
Bryan Cutchen	Lance Giles, Technical Services Manager
Jared Hensley	Rachelle Nicholas, Administrative Manager
Michael Johnston	Colleen Wagstaff, Asbestos & Enforcement Manager
Matt Keating	Heather Gravelle, Administrative Assistant
Dylan Plummer	Robbye Robinson, Finance Specialist
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
David Loveall, Vice-Chair	Jim Daniels, CAC Chair
Joe Pishioneri	Blake Hutchins, LRAPA Legal Counsel (Thorp Purdy)
Cottage Grove Representative – not yet appointed	
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 commented that he would like to explore options to reschedule the Board meeting to a time more favorable for public participation. Chair Saxion noted that they would add it as an agenda item for the January work session.

5. Recess Regular Board Meeting to enter Executive Session.	Chair Saxion recessed the regular Board meeting at 12:30 p.m. to go into executive session pursuant to ORS 192.660(2)(i), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
6. Reconvene Regular Board Meeting.	Chair Saxion reconvened the regular Board meeting at 12:50 p.m.
7. Director’s Contract Extension/Modification.	MOTION: Director Keating moved, and Director Cutchen seconded to extend the Executive Director’s contract to May 26, 2025. The motion passed unanimously.
8. Approval of Minutes for October 10, 2024.	MOTION: Director Hensley moved, and Director Johnston seconded to approve the October 10, 2024 Meeting Minutes. The motion passed unanimously.
9. Approval of Financial Report.	Travis Knudsen, Executive Director, presented the September 2024 Financial Report to the Board. MOTION: Director Johnston moved, and Director Keating seconded to approve the September 2024 Financial Report. The motion passed unanimously.
10. Audit Budget Update.	Mr. Knudsen noted that an extension had been filed and approved with the Secretary of State's Office to submit their audit by March 31, 2025. An extension was requested due to the implementation of a new financial system and a change in finance managers. Discussion followed.
11. Citizens Advisory Committee.	Jim Daniels, Chair of the Citizens Advisory Committee (CAC), provided the Board with an overview of the October 2024 CAC meeting.
12. Updates to Oregon Public Meetings Law.	Mr. Knudsen shared the following updates to the Oregon Public Meetings Law: <ul style="list-style-type: none"> • Virtual Executive Sessions: Media must be given virtual access if anyone attends virtually. • Mandatory Training - Board members must complete training once per term. • Public Notices - Must be posted online with electronic access info and interpreter contact details.

	<ul style="list-style-type: none"> • Employment Sessions - New requirements for discussing hiring/employment matters in executive session. • Grievance Process - New formal process with specific timelines for filing and responding to violations. <p>Director Johnston recommended reviewing Board member onboarding procedures to ensure new members complete the required training directly after election or appointment.</p> <p>Director Keating commented about expanding the public notification process to increase public participation. Mr. Knudsen agreed there were opportunities for improvement and would evaluate potential strategies to enhance public outreach and engagement. Chair Saxion noted this topic would be addressed at the January work session.</p>
<p>13. FY 26 Partner Dues.</p>	<p>Mr. Knudsen reported on consideration of a new standardized approach to increasing partner dues, based on a City of Springfield proposal. Key points:</p> <ol style="list-style-type: none"> 1. Springfield proposes standardizing annual partner dues increases at 3.3%, based on property tax revenue growth. 2. LRAPA currently collects \$202,351 in total annual dues from partners (Eugene, Springfield, Cottage Grove, Oakridge, and Lane County). 3. The proposed 3.3% rate would provide predictability, transparency, and sustainable funding. 4. Springfield has committed to this rate for FY26, increasing their contribution to \$34,812. 5. The Board decision is needed in early 2025 to meet partner notification deadlines. <p>Director Keating inquired about the historical precedent for fee rate reductions. Chair Saxion recommended further discussion at the January work session, requesting additional information on the specific uses of local partner dues funds, potential impacts of fee reductions on federal matching funds, and effects on LRAPA programs and staffing levels.</p>

14. Remodel Update.	Lance Giles , Technical Services Manager, provided an update on the office remodel project. He reported several project phases are complete, including demolition, framing, mechanical demolition, concrete work, floor underlayment, and plumbing rough-in. He shared that during construction, it was discovered that the roof had leaks and would need to be replaced. Discussion followed.
15. Directors Report.	Mr. Knudsen presented the October Director's 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. He then introduced Rachelle Nicholas , who was recently hired as the new Administrative Manager.
16. Adjournment of LRAPA Board Meeting.	Chair Saxion adjourned the LRAPA Board meeting at 1:10 p.m.

(Minutes recorded by Heather Gravelle)



**CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
NOVEMBER 26, 2024**

MEETING VIA ZOOM

ATTENDANCE

COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Chair Jim Daniels	Travis Knudsen, Executive Director
Vice-Chair Kelly Wood	Max Hueftle, Operations Manager
Chris Cline	Matt Sorensen, Public Affairs and Projects Manager
Peter Dragovich	Rachelle Nicholas, Administrative Manager
Ben Larson	Heather Gravelle, Administrative Assistant
Paul Metzler	
COMMITTEE ABSENT/EXCUSED:	OTHERS PRESENT:
Teresa Roark	None
Evelina Davidova-Kamis	

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Jim Daniels convened the regular meeting at noon.
2. Public Participation.	None.
3. Board Meeting Overview.	Chair Daniels and Executive Director Travis Knudsen provided updates from the November 14, 2024 Board meeting. Topics included the Executive Director's contract extension, audit and budget updates, revisions to Oregon public meetings laws, remodel update and annual partner dues.
4. Draft CAC 2024 Annual Report.	The committee reviewed the draft annual report to the Board of Directors. Mr. Knudsen suggested adding enforcement data review as a potential CAC topic for the coming year, which the committee agreed. Chair Daniels will revise the annual report to include both the review of

	enforcement data and how enforcement information is communicated to the public.
5. LRAPA Survey Update.	<p>Committee members reviewed the stakeholder survey results, noting a 17% response rate with 80% satisfaction. They discussed the distribution of responses and identified confusion around the location question, where respondents were unclear whether to indicate personal residence or work location. The committee agreed to revise this question and consider expanding the survey to additional stakeholder groups. Discussion followed.</p> <p>Mr. Knudsen noted he would share survey results with the permit writers' work group. Vice-Chair Wood offered to prepare a draft survey results summary that will be reviewed at the January 2025 meeting.</p>
6. Reapplication for Membership – Kelly Wood.	MOTION: Chris Cline moved, and Paul Metzler seconded to approve Kelly Wood's reapplication for CAC membership. The motion passed unanimously.
7. Roundtable.	<p>Peter Dragovich sought clarification regarding the complaints category of the Directors Report, specifically the term 'agricultural spraying.' In response, Mr. Knudsen explained that agricultural spraying encompasses activities such as dust cropping and pesticide application.</p> <p>Paul Metzler inquired about the Secretary of State audit mentioned in the Directors Report. Mr. Knudsen explained that this is an annual financial audit required for public institutions. He noted that an extension had been filed and approved with the Secretary of State's Office, extending the submission deadline to March 31, 2025.</p> <p>Chair Daniels inquired about whether compliance inspectors had encountered any challenging or confrontational situations while working in the field. Mr. Knudsen responded that while he was not aware of any issues with permitted sources, there had been occasional safety concerns when addressing residential complaints, though such incidents were rare.</p>
8. Adjournment.	Chair Daniels adjourned the Committee meeting at 1:00 p.m.

(Minutes recorded by Heather Gravelle)



	Prior Yr. Actuals FY 23-24 Oct 2023	FY 24-25 YTD as of Oct 2024	FY 24-25 Final Adopted Budget	FY 24-25 Budget Variance	FY 24-25 % of year elapsed
General Fund					
Revenues					
Federal & State Revenues	146,292	218,541	1,182,000	(963,459)	
Local Dues	231,693	203,500	203,500	0	
Permit Fees	1,117,794	1,206,166	1,336,592	(130,426)	
Other Revenues	33,521	32,144	54,900	(22,756)	
Transfers from Title V, Grant Fund, and AirMetrics	0	470	38,700	(38,230)	
Total Revenue Received	1,529,300	1,660,821	2,815,692	(1,154,871)	
Expenditures ^					
Personnel Services	588,296	604,128	1,947,600	31%	33%
Materials & Services	215,633	258,661	1,062,550	24%	33%
Capital Outlay	57,565	395,445	1,430,000	28%	33%
Contingency	0	0	190,000	0%	33%
Total Expenditures	861,495	1,258,235	4,630,150	27%	33%
General Fund Net	667,805	402,586	(1,814,458)		
Special Revenue (Title V)					
Revenues					
Permit Fees	594,144	793,660	775,300	18,360	
Miscellaneous Revenue	0	0	0	0	
Total Revenue Received	594,144	793,660	775,300	18,360	
Expenditures ^					
Personnel Services	139,461	165,411	542,900	30%	33%
Materials & Services	5,536	3,491	12,200	29%	33%
Capital Outlay	0	0	0	0%	33%
Transfers to Gen Fund	0	0	38,700	0%	33%
Contingency	0	0	10,000	0%	33%
Total Expenditures	144,997	168,902	603,800	28%	33%
Special Revenue Net	449,147	624,759	171,500		
Grant Fund					
Revenues					
EPA TAG 1&2, and EJG2G	115,002	217,740	3,013,700	(2,796,000)	
Miscellaneous Revenue	0	0	0	0	
Total Revenue Received	115,002	217,740	3,013,700	(2,796,000)	
Expenditures ^					
Personnel Services	15,403	37,367	127,100	29%	33%
Materials & Services	271,871	248,881	2,811,600	9%	33%
Capital Outlay	20,054	24,946	0	0%	33%
Transfers to Gen Fund	0	470	0	0%	33%
Contingency	0	0	75,000	0%	33%
Total Expenditures	307,328	311,663	3,013,700	10%	33%
Grant Fund Net	(192,326)	(93,923)	-		

* % 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.



	Prior Yr. Actuals FY 23-24 Nov 2023	FY 24-25 YTD as of Nov 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	218,541	1,182,000	(963,459)	
Local Dues	231,693	203,500	203,500	0	
Permit Fees	1,134,402	1,223,093	1,336,592	(113,499)	
Other Revenues	40,936	32,144	54,900	(22,756)	
Transfers from Title V, Grant Fund, and AirMetrics	0	470	38,700	(38,230)	
Total Revenue Received	1,699,794	1,677,748	2,815,692	(1,137,944)	
Expenditures ^					
Personnel Services	856,430	747,872	1,947,600	38%	42%
Materials & Services	224,155	407,029	1,062,550	38%	42%
Capital Outlay	80,928	395,445	1,430,000	28%	42%
Contingency	0	0	190,000	0%	42%
Total Expenditures	1,161,512	1,550,346	4,630,150	33%	42%
General Fund Net	538,281	127,402	(1,814,458)		
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	179,215	203,641	542,900	38%	42%
Materials & Services	8,331	4,341	12,200	36%	42%
Capital Outlay	0	0	0	0%	42%
Transfers to Gen Fund	0	0	38,700	0%	42%
Contingency	0	0	10,000	0%	42%
Total Expenditures	187,547	207,983	603,800	34%	42%
Special Revenue Net	407,359	585,677	171,500		
Grant Fund					
Revenues					
EPA TAG 1&2, and EJG2G	275,846	217,740	3,013,700	(2,796,000)	
Miscellaneous Revenue	0	0	0	0	
Total Revenue Received	275,846	217,740	3,013,700	(2,796,000)	
Expenditures ^					
Personnel Services	19,789	43,337	127,100	34%	42%
Materials & Services	310,454	294,307	2,811,600	10%	42%
Capital Outlay	20,054	24,946	0	0%	42%
Transfers to Gen Fund	0	470	0	0%	42%
Contingency	0	0	75,000	0%	42%
Total Expenditures	350,296	363,060	3,013,700	12%	42%
Grant Fund Net	(74,451)	(145,321)	-		

* % 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.



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

To: Howard Saxion, Chair and LRAPA Board Members

From: Christina Ward, Finance Manager

Date: January 3, 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 March or April of 2025.

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.

Jim Daniels,
LRAPA Citizens' Advisory Committee Chair
jimdaniels@rosboro.com

November 26, 2024

Travis Knudsen
LRAPA Executive Director
Travis@lrpa.org

RE: 2024 Annual Citizens Advisory Committee (CAC) Report

Executive Director Knudsen:

This 2024 annual report is filed with you as LRAPA Executive Director for distribution to the LRAPA Board of Directors, which is required by Article VII-2. of the Advisory Committee Bylaws.

The Advisory Committee activities for 2024 are summarized as follows:

- Executive Director Search – Committee members provided input to Karras Consulting regarding the Executive Director search and recruitment.
- CAC Member Recruitment – The committee worked on revisions to the CAC member application. The committee also worked on improvements to our potential member interview process, including the preparation of interview questions.
- LRAPA Strategic Goals – The committee provided feedback on updates to the agency's strategic goals.
- Permitted Source Surveys – The committee solicited surveys from permitted sources, which is an annual task that the Board has requested. The survey results will be summarized and reported to the Board of Directors early next year.
- Committee Membership – The committee's Agriculture representative seat was filled in 2024. Three members renewed their terms last year. The current membership is eight, with all designated interest categories represented. We would welcome additional members, especially representatives of the general public.

For 2025 activities, the committee proposes to review enforcement data and provide comment on how enforcement information is communicated to the public. As always, the Citizens Advisory Committee serves at the Board's discretion and looks forward to working on projects that the Board may assign.

Sincerely,

Jim Daniels, CAC Chair



LRAPA BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Preview of Appointments to Boards and Committees and Election of 2025 Officers

Meeting Date: January 9, 2025
Department: Director's Office

Agenda Item No. 9
Staff Contact: Heather Gravelle – Heather@lrpa.org
Contact Telephone: 736-1056 x245

ISSUE STATEMENT AND SUMMARY

At its February meeting each year, the LRAPA Board makes several key appointments and election decisions. This preview provides Board members additional time to consider these upcoming appointments and elections.

BACKGROUND

The LRAPA Board appoints members of the Citizens Advisory Committee and Budget Committee as vacancies occur or terms expire. In addition, the LRAPA Board elects a Board chair and vice-chair each year, usually at the February meeting.

BOARD OF DIRECTORS, CHAIR & VICE-CHAIR

Although it is not mandatory, the LRAPA board has traditionally rotated the chair and vice-chair positions among the local participants represented on the board. While not required the Board traditionally elects the vice-chair to chair and appoints a new vice-chair. The attached list is a historical review of the officers since the agency was formed in 1968.

During the year, the vice-chair provided agenda review approval before monthly board meetings with the board chair and executive director. The vice-chair also is responsible for leading Board meetings in the absence of the chair.

Board Member Terms:

Eugene

- Matt Keating – Ex Officio
- Howard Saxion – July 2026
- Michael Johnston – July 2026
- Dylan Plummer – July 2026

Springfield

- Vacant – Ex Officio
- Jared Hensley – September 2026

Cottage Grove

- Vacant – Ex Officio

Oakridge

- Bryan Cutchen – Ex Officio

Lane County

- David Loveall – Ex Officio

CITIZEN ADVISORY COMMITTEE

The LRAPA Board appoints seats on the Advisory Committee. Three-year terms are staggered to ensure continuity of committee activities. The Advisory Committee consists of at least seven and not more than fifteen members representing several areas of interest specified in Oregon statutes and LRAPA rules.

The following members were appointed/reappointed in 2024:

- Evelina Davidova-Kamis: Reappointed February 2024 – Term expires February 2027
- Ben Larson: Appointed March 2024 – Term expires March 2027
- Jim Daniels: Reappointed April 2024 – Term expires April 2027
- Paul Metzler: Reappointed July 2024 – Term expires July 2027
- Kelly Wood: Reappointed November 2024 – Term expires November 2027

The following members' terms expire in 2025. They will be given the opportunity to reapply.

- Chris Cline, Fire Suppression Agencies – Term expires in March 2025
- Peter Dragovich, Community Planning – Term expires in March 2025

BUDGET COMMITTEE

The LRAPA Budget Committee consists of 18 members: the nine members of the LRAPA Board of Directors plus nine other community members. Budget committee members are recruited individually by board members, agency staff, and solicitation who nominate them for appointments by the Board.

Budget committee members are appointed to 3-year terms and can be reappointed for subsequent terms. Budget Committee seats that are vacant or will expire in 2025 will require appointments or reappointments in February in preparation for budget meetings in March-May. **Budget committee members attend March and April meetings, and May if needed.** The following are confirmed Budget Committee members, waiting for confirmation, and vacant positions that need to have members appointed during the February Board meeting.

Term ends	Budget Committee Appointee	Board Member	Jurisdiction
February 2025	Steve Schmunk - Vice Chair	VACANT	Springfield
February 2025	Ruth Linoz, Chair	Jared Hensley	Springfield
February 2025	Dawn Kinyon	Bryan Cutchen	Oakridge
February 2027	Lisa Arkin	Matt Keating	Eugene
February 2026	Adam Rue - Chair	Howard Saxion	Eugene
	VACANT	Michael Johnston	Eugene
	VACANT	Dylan Plummer	Eugene
February 2026	Paul Metzler	David Loveall	Lane County
	VACANT	VACANT	Cottage Grove

BOARD ACTION

This background summary is for information and to facilitate discussion in preparation for the February decision making.

STAFF RECOMMENDATION

None, for informational purposes only.

LRAPA Board of Directors - Historical List of Chairs and Vice-Chairs (1968-2024)

<u>Year</u>	<u>Chair/Jurisdiction</u>	<u>Vice-Chair/Jurisdiction</u>
2024	Howard Saxion/Eugene	David Loveall/Lane County
2023	Bryan Cutchen/Oakridge Mayor	Howard Saxion/Eugene
2022	Joe Pishioneri/Springfield City Councilor	Jeannine Parisi/Eugene
2021	Joe Pishioneri/Springfield City Councilor	Kathy Holston/Oakridge City Mayor
2020	Joe Pishioneri/Springfield City Councilor	Kathy Holston/Oakridge City Mayor
2019	Mike Fleck/Cottage Grove	Joe Pishioneri/Springfield
2018	Jay Bozievich/Lane County	Mike Fleck/Cottage Grove
2017	Jeannine Parisi/Eugene	Jay Bozievich/Lane County
2016	Jeannine Parisi/Eugene	Jay Bozievich/Lane County
2015	Mike Fleck/Cottage Grove	Jeannine Parisi/Eugene
2014	Mike Fleck/At-Large (CG)	Jeannine Parisi/Eugene
2013	Bill Brommelsiek/At-Large	Mike Fleck/ At-Large
2012	Bill Brommelsiek/At-Large	Mike Fleck/Cottage Grove
2011	David Monk/Eugene	Bill Brommelsiek/At-Large
2010	Glenn Fortune/Oakridge	David Monk/Eugene
2009	Bill Carpenter/At-Large (Springfield)	Glenn Fortune/Oakridge
2008	David Monk/Eugene	Bill Carpenter/At-Large (Springfield)
2007	Faye Stewart/Lane County	Earl Koenig/Eugene
2006	Dave Ralston/Springfield	Faye Stewart/Lane County

2005	Dave Ralston/Springfield	Gary Rayor/Eugene
2004	Shannon McCarthy/Eugene	Dave Ralston/Springfield
2003	Pete Sorenson/Lane County	Shannon McCarthy/Eugene
2002	Carol Tannenbaum/At-Large	Pete Sorenson/Lane County
2001	Betty Taylor/Eugene	Carol Tannenbaum/At-Large
2000	Betty Taylor/Eugene	Pat Patterson/Cottage Grove
1999	Al Johnson/Eugene	Betty Taylor/Eugene
1998	Al Johnson/Eugene	Gary Whitney/At-Large
1997	Al Johnson/Eugene	Maureen Maine/Springfield
1996	Pat Patterson/Cottage Grove	Al Johnson/Eugene
1994	Steve Dodrill/Eugene	Terry Callahan/Oakridge
1993	Terry Callahan/Oakridge	Steve Dodrill/Eugene
1992	George Wojcik/Springfield	Terry Callahan/Oakridge
1991	George Wojcik/Springfield	Darrell Williams/Cottage Grove
1990	Emily Schue/Eugene	Chris Larson/Springfield
1989	Ellie Dumdi/Lane County	Emily Schue/Eugene
1988	Rich Gorman/Springfield	Ellie Dumdi/Lane County
1987	Betty Horvath/Cottage Grove	Rich Gorman/Springfield
1986	Emily Schue/Eugene	Betty Horvath/Cottage Grove
1985	Richard Hansen/Eugene	John Lively/At-Large
1984	Bill Rogers/Lane County	Richard Hansen/Eugene
1983	Sandra Rennie/Springfield	Bill Rogers/Lane County
1982	Bill Whiteman/Cottage Grove	Sandra Rennie/Springfield
1981	Bill Hamel/Eugene	Bill Whiteman/Cottage Grove
1980	Otto t' Hooft/Lane County	Bill Hamel/Eugene
1979	Bob Adams/Springfield	Otto t' Hooft/Lane County
1978	Jack Delay/Eugene	Keith Bates/Springfield
1977	Bob Adams/Springfield	Jack Delay/Eugene
1976	Nancy Hayward/Lane County	Bob Adams/Springfield
1975	Gus Keller/Eugene	Bob Wood/Lane County

1974	Nancy Hayward/Lane County	Gus Keller/Eugene
1973	Nancy Hayward/Lane County	Darwin Courtwright/Springfield
1972	Wickes Beal/Eugene	Nancy Hayward/Lane County
1971	Wickes Beal/Eugene	Darwin Courtwright/Springfield
1970	Orlo Bagley/Cottage Grove	Wickes Beal/Eugene
1969	Frank Elliott/Lane County	Darwin Courtwright/Springfield
1968	Frank Elliott/Lane County	Bruce Lassen/Eugene



LRAPA BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Work Session Agenda

Meeting Date: January 9, 2025
Department: Director's Office

Agenda Item No. 10
Staff Contact: Travis Knudsen – Travis@lrapa.org
Contact Telephone: 736-1056 x217

ISSUE STATEMENT AND SUMMARY

A Board work session has been scheduled for January 30, 2025, to discuss three significant topics: the FY26 partner dues growth rate methodology, LRAPA's goals for 2024 and beyond, and the Board's meeting schedule. This report outlines the agenda, structure, and facilitation approach for this work session.

BACKGROUND INFORMATION

The Board has expressed interest in having focused discussions on several key operational and governance matters. A work session provides the opportunity for in-depth dialogue and consensus-building on these important topics. The selected topics reflect ongoing discussions and decisions that will impact LRAPA's operations and effectiveness.

WORK SESSION AGENDA AND TOPICS

1. FY26 Partner Dues Growth Rate Methodology
 - Review of proposed 3.3% standardized growth rate
 - Discussion of implementation across all partner jurisdictions
 - Consideration of timeline to meet April 15th notification deadline
 - Exploration of base rate considerations and partner budget cycle alignment
2. LRAPA Goals for 2024 and Beyond
 - Review of proposed sustained and accelerated goals framework
 - Discussion of goal prioritization and implementation strategies
 - Assessment of resource allocation and timeline for goal achievement

3. Board Meeting Schedule Review

- Evaluation of current monthly meeting time (Second Thursday, 12:15 PM)
- Discussion of potential evening meetings to enhance public participation
- Consideration of alternating meeting times for specific months
- Assessment of impact on Board member attendance and quorum requirements

FACILITATION APPROACH

The work session will be facilitated by LRAPA staff, with 40 minutes allocated for each topic using the following structure:

1. Staff Introduction: The Executive Director and Administrative Manager will introduce the topic, provide brief background information and an overview with some key considerations.
2. Individual Board Member Comments: Each of the nine board members will be allocated time (approximately 2-minutes) to speak in a structured round-robin format.
3. Facilitated Discussion and Summary: LRAPA staff will lead an open dialogue among Board members. This will conclude with staff recounting consensus points reach and identification of next steps.

STAFF RECOMMENDATION & MOTION OPTIONS

No formal motion is required as this is an informational item preparing for the work session. This background summary is for information and to facilitate discussion in preparation or possible Board action on these topics in February.

LRAPA Board Report: Oakridge Air Program

January 2025

Coordination & Project Management

Grant administration

- **TAG 1.0 extension:** In Q2, EPA approved LRAPA’s request for a No-Cost Extension and Budget Adjustment for TAG 1.0. This extended the grant period through November 2025 and adjusted budget categories to better align with program needs and realities.
- **TAG 2.0:** The project management team plans to submit a TAG 2.0 amendment request aligned with the TAG 1.0 program changes in Q1 2025.

Leveraged funding and parallel projects

- **EPA EJ G2G grant:** The Oakridge Air team is excited to work on this additional grant towards increasing community resiliency from smoke and wildfire hazards.
- **OHA Healthy Homes Grant:** SWS was awarded a \$750,000 grant for additional home heating upgrades focused on health and safety.
- **Innovative Finance for National Forests Grant:** SWS was awarded funding to hire Parametrix to conduct a biomass utilization feasibility study for the Willamette National Forest/Oakridge Industrial Park that will support the continued growth of Brock’s Wood Lot, LLC and the Community Firewood Program.

Regional partnerships

- **Homes for Good:** The Oakridge Air team has continued to meet with Homes for Good to pursue partnership and coordination opportunities for the programs to work more closely together on meeting the home heating upgrade and weatherization needs of Oakridge residents.
- **Public Health partners:** LRAPA, SWS, and Parametrix have been meeting with partners at Lane County, Oregon Department of Human Services, and Oregon Health Authority to collaborate on air quality resources and guidance for schools and Head Start leadership.
- **PNWIS conference presentation:** SWS & Parametrix presented at the 2024 PNWIS conference in November about Oakridge Air and related projects.

Home Heating Upgrades

The home heating upgrade program continues to be more streamlined and efficient. Currently, there are more homes enrolled in the program than the amended TAG 1.0 goal of 90 homes.

Home Heating Upgrades Program Snapshot	
Qualifications Questionnaires completed	624
Currently enrolled homes	101
Homes with completed pre-audits	94
Fully completed homes	64
Wood stove upgrades completed	61
Electrical heat upgrades completed	69
Weatherization upgrades completed	62

Chimney sweep voucher program: 2nd Chance Roof & Chimney is successfully implementing the chimney sweep voucher program having completed 79 chimney sweeps to date (valued at \$250/voucher).

Community Firewood Program

Since August 2023, this Brock's Wood Lot has been successfully running the CFP. Brock's Wood Lot has significantly increased the number of cords delivered, expanded the commercial firewood business, and received positive community feedback.

- **USFS wood innovation grants:** Brock's Wood Lot was awarded two USFS grants in May for a wood-fired kiln to dry firewood and small mill equipment.
- **Yard debris program:** Brock's Wood Lot is taking over management of the yard debris program with some funding support from the EJG2G grant.

Education and Outreach

Community meetings and events

- SWS and Oakridge Air participated in the annual **Tree Planting Festival** in May including handing out trees in the parade and tabling.
- Oakridge Air also participated in the **OSD Outdoor School** in May.
- In June, SWFC and Oakridge Air hosted the **2024 Wildfire & Disaster Preparedness Expo** at Horton Park. It was a family-focused event with food, raffles, bigfoot, bubbles, and a bounce house alongside community resources about disaster preparedness and wildfire safety.



Woodshed program with Oakridge High School CTE

Woodsheds continue to be constructed by Junior/Senior High School woodshop students and delivered by Brock's Wood Lot. 94 sheds have been constructed and delivered since 2022.

University of Oregon research project:

- The UO completed and published their air quality and communications findings for Oakridge Air which can be found at this link: [Air Quality and Communications: Oakridge Air | Institute for Resilient Organizations, Communities, and Environments](#)
- LRAPA thoroughly evaluated and concluded its research project agreement with the University of Oregon, effective May 17, 2024. While the valuable contributions of UO's research efforts are greatly appreciated, LRAPA determined that reallocating the remaining grant resources would more effectively advance the primary goals and outcomes of the Targeted Airshed Grant (TAG) program. LRAPA and UO remain committed to fostering a positive working relationship and exploring opportunities for future collaboration.



LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Howard Saxion, and LRAPA Board Members

From: Lance Giles, Technical Services Manager

Date: January 9, 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 November update:

1. Interior Finishing:
 - Sheetrock installation is 98% complete
 - Taping and texturing is finished in the main building and is now focused on the south building annex
 - The main building painting is substantially completed
 - All four restrooms are completed with texture, paint, flooring, and doors
 - Fixtures installation in restrooms is underway

2. Mechanical Systems:
 - Heat pump line sets, and power connections are complete
 - New exhaust fan system installed for the four restrooms
 - HVAC system preparation continues for final connections

3. Building Envelope:
 - A separate maintenance project to address roof issues has been completed



- The roof replacement was completed at a cost of \$35,121, which is outside the scope and budget of the remodel project
 - This repair has resolved previous water intrusion concerns
4. Project Timeline:
- Work continued through the holiday period at a reduced pace due to subcontractor availability
 - The project remains on track for a February 24th, 2025, completion date
5. Furniture and Equipment:
- Initial furniture orders have been placed for known requirements
 - Additional needs will be assessed post-move-in, based on available budget

FINANCIAL IMPACT

The project remains within the approved budget parameters. Since the last update:

- The current contract sum is \$1,108,638 just less than a 1% increase in the approved project bid
- This includes three additional change orders for a total of \$7,483
 - o Repair of a major water main leak caused by tree roots
 - o Roof leak repair, while awaiting a new roof
 - o Added relites to south side of building
- The separate roof replacement cost of \$35,121 was handled under a different procurement procedures and budget

To date, \$498,508 worth of work has been completed and approved for payment, representing 45.3% of the total project scope.

NEXT STEPS

1. Complete interior painting and finishing work
2. Install remaining electrical and other fixtures and associated equipment
3. Conduct final systems testing and inspections
4. Develop detailed move-in timeline once completion date is confirmed
5. Assess any additional furniture or equipment needs post-move-in

STAFF RECOMMENDATION

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



Main office space showing the open ceiling design, image taken from the south end of the room. Still in need of lighting, ceiling tiles, flooring, furnishings, and finish work



Main office space, image taken from the north end of the room.



Main conference/board room. Ceiling tiles, flooring, and furnishings to come.



One of the main restrooms, still in need of some fixtures and lighting. Paper and scrap flooring installed for new flooring protection. All restrooms now meet ADA requirements.



Director’s Report for November and December 2024

Meeting Date: January 9, 2025
Department: Director’s Office
www.lrapa.org

Agenda Item No. 13
Staff Contact: Travis Knudsen
541-736-1056 ext. 217

NOVEMBER & DECEMBER 2024 AQI CHARTS AND STATS:

Site	Date	Max AQI	Pollutant
Eug/Spfld	8-Nov-24	96	PM
Oak	11-Dec-24	81	PM
CottGrv	10-Nov-24	78	PM

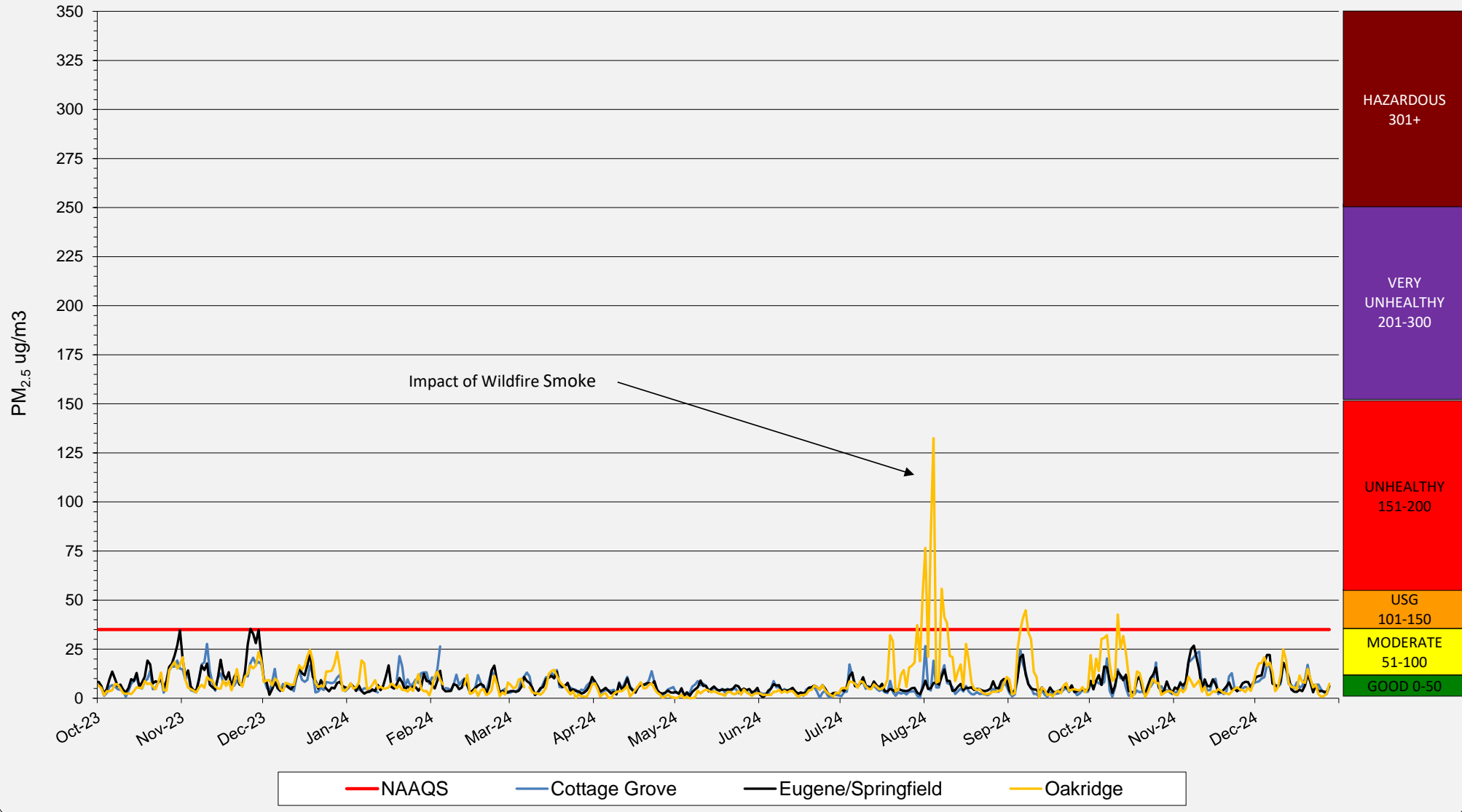
AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	39	44	42	0-50	0-9	0-54
Moderate	22	17	19	51-100	9.1-35.4	55-70
USG	0	0	0	101-150	35.5-55.4	71-85
Unhealthy	0	0	0	151-200	55.5-125.4	86-105
Very Unhealthy	0	0	0	201-300	125.5-225.4	106-200
Hazardous	0	0	0	301+	225.5+	201+

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

Attachment No. 2: PM2.5 index charts for Lane County (November/December 2024)

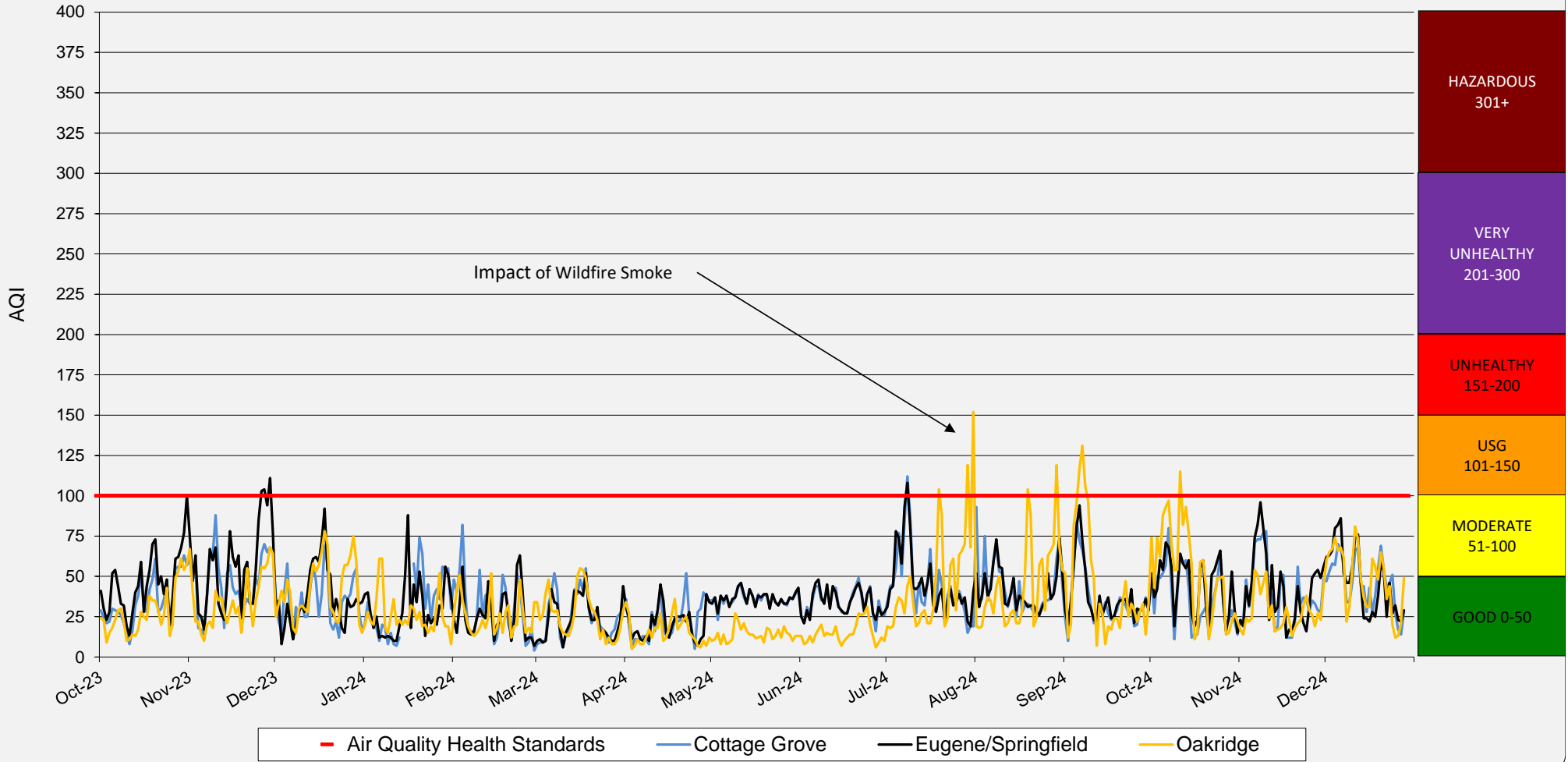
Daily PM2.5 Levels

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



Daily Air Quality Index Chart

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



COMPLAINTS RECEIVED: 11/1/2024 thru 12/31/2024:

Smoke complaints: 77
58 - Outdoor Burning
13 - Home Wood Heating
6 – Slash Burning
Industry: 13
5 - International Paper
2 - Stella Jones
2 - Knife River
1 - Swanson Group Mfg. LLC
1 - 76 Gas Station
1 - Pacific Recycling
1 - Rexius Organics Processing Facility
Miscellaneous: 12
1 - Vehicle Exhaust
1 – Dryer Sheet Fragrance
10 - Unknown
Total: 102

The calendar year 2024 compares to previous years:

Year	2019	2020	2021	2022	2023	*2024
Dust	15	17	26	12	7	8
Ag Burning / Spraying	6	2	7	2	3	3
General Air Quality	12	4	8	1	25	32
Home Wood Heating	128	74	57	67	52	39
Industry	170	100	336	198	97	75
Outdoor Burning	402	423	243	292	254	253
Slash Burning	16	12	10	6	12	9
Miscellaneous	67	59	40	102	72	103
Unknown	39	74	71	45	65	79
Total	855	765	798	725	587	601

* Year-To-Date

ENFORCEMENT ACTIONS STATUS REPORT
11/1/2024 to 12/31/2024

Calendar year 2024 compared to previous years:

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

* Year-To-Date.

ENFORCEMENT: 11/01/2024 to 12/31/2024

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

ENFORCEMENT ACTIONS DETAIL REPORT

11/1/2024 -- 12/31/2024

Report of open and actions initiated since last report

NEW ENFORCEMENT ACTIONS: 11/01/2024 -- 12/31/2024 – None.

PENDING ENFORCEMENT ACTIONS: 11/01/2024 -- 12/31/2024

1. T.J. ROBBINS (FALL CREEK)
 - A. Violation: Allowed for the outdoor burning of prohibited materials (machine parts, aerosol can, metal wire, canned food containers, etc.).
 - B. Initial Action Taken: NON #3907 issued 09/06/2024
 - C. Subsequent Action: NCP #2024-3907 (\$275) issued 09/06/2024: no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING

2. DUST 2 DIAMONDS, LLC (SPRINGFIELD)
 - A. Violation: Performed an asbestos abatement project without possessing a license to perform asbestos abatement; openly accumulated friable asbestos-containing materials.

- B. Initial Action Taken: NON #3908 issued 09/06/2024
 - C. Subsequent Action: NCP #2024-3908 (\$8400) issued 09/06/2024: request for reduction under review.
 - D. Resolution: PENDING
3. A & K DEVELOPMENT CO, PAC METAL FAB (JUNCTION CITY)
- A. Violation: Failed to notify LRAPA prior to the construction of a new stationary source in accordance with LRAPA Rules and Regulations Section 34-010(1)(a); operating an air contaminant source which is listed in Section 37-8010 Table 1 without first obtaining and ACDP from LRAPA in accordance with LRAPA 37-0020(3).
 - B. Initial Action Taken: NON #3903 issued 05/30/2024
 - C. Subsequent Action: PENDING – documents submitted by 9/20/2024 under review
 - D. Resolution: PENDING
4. PETROCARD INC (GOSHEN) (GOSHEN)
- A. Violation: The permittee failed to submit in a timely manner performance testing records to LRAPA which demonstrate compliance with vapor testing requirements outlined in permit conditions 5.1.a and 5.1.b. On 2/25/2022 the permittee was notified by LRAPA that they had exceeded the annual throughput threshold of 480,000 gallons of gasoline in 2019 and were therefore subject to the vapor recovery testing requirements outlined in the permit. On 4/8/2022 LRAPA was advised that vapor recovery testing could not be completed since the lines were manifolded and the issue was escalated to construction to isolate the lines. On 7/7/2022 LRAPA called and emailed the permittee requesting an update. On 8/2/2022 LRAPA called and emailed the permittee requesting an update. Permittee responded advising that they were still working to fix the issue. On 10/5/2022 LRAPA emailed the permittee requesting an update. On 10/26/2022 LRAPA called and emailed the permittee requesting an update.
 - B. Initial Action Taken: NON #3872 issued 11/03/2022
 - C. Subsequent Action: NCP #2022-3872 (\$3000) issued 12/08/2022: submitted the test results over 12-month late, therefore the request for reduction was not approved. No response to payment has been received, a default order judgment is in process for a lien on the property.
 - D. Resolution: PENDING
5. JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD)
- A. Violation: 43-015(10)- ASBESTOS ABATEMENT NOTIFICATION REQUIREMENTS. Except as provided for in 43-015-8, written notification of any asbestos abatement project must be provided to the Agency on a form prepared by and available from the Agency, accompanied by the appropriate fee; 43-015(11)(C)- Enclose the area of the asbestos-containing materials to be abated, in a negative pressure enclosure prior to abatement unless prior approval has been granted by the agency; 43-015(11)(G)- The asbestos abatement project area shall be adequately cleaned at the conclusion of the project to assure removal of all asbestos debris; 43-015(11)(N)- Open storage or open accumulation of friable asbestos-containing material or asbestos containing waste material is prohibited; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9; 43-015(11)(S)- A certified supervisor is required to be present on each asbestos abatement project other than a small-scale short-duration activity; 43-015(11)(T)- An owner or operator of a facility

shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9; 43-015-19(B)- Persons disposing of asbestos-containing waste material must notify the landfill operator of the type and volume of the asbestos-containing waste material; 43-015(19)(B)(1)- All asbestos-containing waste materials must be adequately wetted to ensure that they remain wet until delivered to an authorized landfill, and either: (a) processed into non-friable pellets or other shapes; or (b) packaged in leak-tight containers such as two plastic bags with a minimum thickness of 6 mil., or fiber or metal drum. Containers must be labeled as follows: (i) the name of the asbestos waste generator and the location where the asbestos waste was generated; and (ii) a warning label that states: DANGER Contains Asbestos Fibers Avoid Creating Dust Cancer and Lung Disease Hazard Avoid Breathing Airborne Asbestos Fibers Alternatively, warning labels specified by 29 CFR 1926.1101(k)(7)(8/19/94) may be used; 43-105(19)(E)- All asbestos-containing waste material must be deposited as soon as possible by the waste generator at: (1) An asbestos-containing waste disposal site authorized by the Department and operated in accordance with the provisions of this rule;

- B. Initial Action Taken: NON #3877 issued 03/06/2023
- C. Subsequent Action: NCP #2023-3877 (\$10400) issued 03/06/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month and is on schedule with payments with a balance of \$400.
- D. Resolution: PENDING

6. KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA)

- A. Violation: Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility; Burning construction/demolition waste without first obtaining an LRAPA letter permit.
- B. Initial Action Taken: NON #3880 issued 04/11/2023
- C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 04/11/2023; no response and no payment received; a default order judgment is in process for a lien on the property
- D. Resolution: PENDING

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

- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on February 4th, 2020, and therefore is required to have testing conducted by February 4th, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
- B. Initial Action Taken: NON #3886 issued 04/25/2023
- C. Subsequent Action: NCP #2023-3886 (\$2,250) issued 06/12/2023: no response and no payment received; a default order judgment is in process for a lien on the property
- D. Resolution: PENDING

8. SEALS, MARK (ELMIRA)

- A. Violation: Outdoor burning of prohibited materials (metal, plastic, rubber, etc.).
- B. Initial Action Taken: NON #3888 issued 06/13/2023

- C. Subsequent Action: NCP #2023-3888 (\$550) issued 07/31/2023: no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
9. CARTER, LARRY; VERNON VENSON (SPRINGFIELD)
- A. Violation: Allowing for the open burning of prohibited materials (pressure treated wood, railroad ties, plastics, clothing, drywall, metal, etc.)
 - B. Initial Action Taken: NON #3895 issued 12/14/2023
 - C. Subsequent Action: NCP #2023-3895 (\$550) issued 12/18/2023; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
10. WOOLMAN, TIM (VENETA)
- A. Violation: Allowing for the burning of prohibited materials (plastics).
 - B. Initial Action Taken: NON #3898 issued 03/01/2024
 - C. Subsequent Action: NCP #2024-3898 (\$850) issued 03/07/2024; no response and no payment received; a default order judgment is in process for a lien on the property
 - D. Resolution: PENDING
11. EMERALD PEOPLE'S UTILITY DISTRICT (EUGENE)
- A. Violation: Submitted a partial 2023 annual report a 12-month rolling PSEL calculation spreadsheet which demonstrated that the facility emissions for PM2.5, CO and NOx were in excess of the permitted emission limits during the 12-month periods ending in September - December 2023 and in 2024.
 - B. Initial Action Taken: NON #3902 issued 06/06/2024
 - C. Subsequent Action: PENDING – reviewing additional documents submitted.
 - D. Resolution: PENDING
12. AURORA INNOVATIONS / HYDROFARM (EUGENE)
- A. Violation: Failure to submit 2023 semi-annual report required by Condition #28 in their ACDP #200053. The 2023 semi-annual report was due February 15, 2024; failure to submit their 2023 ATEI report by July 1, 2024.
 - B. Initial Action Taken: NON #3910 issued 07/31/2024
 - C. Subsequent Action: Submitted reports are under review
 - D. Resolution: PENDING

OUTDOOR BURNING LETTER PERMITS: 11/01/2024 TO 12/31/2024

There were two Outdoor Burning Letter Permits (OBLP) issued in November and December 2024.

1. Issued Special Letter Permit 20B24-11-01 on November 7 to Mohawk High School, 308300 Wendling Road - Jeff Little, Marcola, to burn 10 cubic yards of miscellaneous debris located at 308300 Wendling Road, Marcola.
2. Issued Special Letter Permit 20B24-11-02 on November 15 to Thompson Timber Co, 6860 SW Winding Way, Corvallis, to burn 707 cubic yards of forest slash debris located at Territorial Road, Junction City.

ASBESTOS ABATEMENT: 11/01/2024 to 12/31/2024

For perspective, here is how the total number of asbestos abatement notices filed, how many were schools, and the number of notices inspected for calendar year 2024 compares to previous years:

Calendar year 2024 compares to previous years:

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

* 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	3	11	14
Modifications		3	2
Constructions			
General TV			
Terminated Permits		1	1

Permit Activities Issued Year-to-Date (1/1/24 – 12/31/24):

- **Title V = 11**
- **ACDP = 42**

Permits on public notice during 11/01/2024 to 12/31/2024:

Source Name	Reason for Public Notice	Type of Permit
Kingsford Mfg.	Renewal of Title V	Title V renewal. Off public notice 11/18/2024
9Wood Inc.	Construction ACDP for Type 3 Change	Construction ACDP at a Title V facility. Off public notice 12/13/2024

Delta Sand & Gravel, Inc	Permit Renewal	Standard ACDP. Off public notice 1/16/25
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Permits with public hearing notice during 11/01/2024 to 12/31/2024:

Source Name	Reason for Public Hearing	Date of Public Hearing
NA		

Permit backlog as of 1/1/25:

Permit Type	Total Number of Permits by Type	Number of Permits Extended Administratively	Percentage of Total (%)
Title V	15	1	7%
Standard	24	4	17%
Simple	27	4	15%
Total	66	9	13%

MEDIA INTEREST, EXTERNAL COORDINATION AND OUTREACH

Date	Media	Person	Topic
2/9/2024	KEZI	Robert Desaulniers	Springfield Burning Variance
2/25/2024	KEZI	Noah Chavez	Springfield Burning Variance
03/28/2024	Ore. News Service	Eric Tegethoff	Air Quality Awareness Week
03/28/2024	KVAL	Juliette Smith	Allergy Season
04/25/2024	KLCC	Tiffany Eckert	ALA Report
04/29/2024	KEZI	Aaron Arellano	ALA Report
05/03/2024	Eugene Emerald	Andres Baisch	ALA Report
06/04/2024	KXCR	Larry Bloomfield	Community Talk Radio
07/30/2024	KEPW	John Quetzalcoatl Murray	Short Mountain and EPUD PSEL exceedance
08/12/2024	KMTR	Gold Meadows	J.H. Baxter cleanup and LRAPA role in process.
09/18/2024	KMTR	Aaron Arellano	J.H. Baxter EPA visit w/ Casey Sixkiller and DEQ
09/27/2024	KEZI	News Staff	Delay starts to outdoor burning to 10/15
09/27/2024	KMTR	Zach Bruhl	Share \$1M award for EJG2G Grant for wildfire smoke mitigation & health study
09/27/2024	KMTR	News Staff	Delay starts to outdoor burning to 10/15
09/30/2024	KEZI	Aaron Arellano	Delay starts to outdoor burning and ongoing delays to start of burning season
10/3/2024	KLSR FOX	Angela Yamamoto	\$1M EJG2G award and work in Oakridge
10/6/2024	KMTR	Takur Conlu	Valley smoke due to fires & wind
10/9/2024	KEZI	Ryan Bonham	Outdoor Burning delayed to 11/1 Lane County
10/9/2024	KMTR	News Staff	Delay outdoor burning to 11/1
10/11/2024	KVAL	Dannie	AQI for weekend and Duck's game
10/11/2024	Eugene Weekly	Bentley Freeman	Questions on Hazeldell Quarry in Oakridge and

			AQI
10/11/2024	Oregon Journalism Group	Jeff Manning	Questions on wildfire smoke impacts from 2020 fires
10/11/2024	KMTR	News Staff	Kingsford public comment on Title V permit changes
10/18/2024	KMTR	News Staff	Correction on poor initial story and description of permit changes for Kingsford
10/21/2024	KEZI	News Staff	ODF Ended fire season and LRAPA opened outdoor burning 10/22
11/2/2024	Bend Bulletin	Richard Coe	Editorial- Oregon DEQ needs to reduce air quality permit backlog. LRAPA is doing good.
12/11/24	McKenzie River Reflections	Ken Engleman	Winter Burning Guidelines to minimize smoke impacting neighbors
12/11/24	KVAL and KMTR	News Staff	Delta Sand and Gravel Public comment open

PUBLIC EVENTS AND OUTREACH

Kingsford Title V Informational Meeting (Nov. 6th- Virtual)

Community members shared numerous concerns (18 comments submitted during public comment window) over the renewal of Kingsford’s Title V permit. In response, LRAPA hosted a virtual informational session at 5pm on Wednesday 11/6 to address questions and quell confusion about permit changes highlighted by the local news. The meeting was attended by 6 community members, most of whom lived in the vicinity of Kingsford. The biggest concern was the VOC emissions during the uncontrolled discharge window. There was an adjustment to the permit for extending the total amount of time Kingsford could operate to finish processing briquettes without the ACC in operation and finish applying solvents. The renewal permit allowed 4 additional hours in a single day for this process, increasing it from 8 to 12 hours. The total number of hours of uncontrolled discharge hours in a year did not change and remained 280 total hours.

Pacific Northwest International Section of Air & Waste Mgt. Assoc. Conference (Nov. 13th to 15th in Eugene)



Christina, Max, and Travis helped plan and facilitate the 2024 PNWIS conference which was hosted at the Graduate Hotel in Eugene for over 200 guests. At the PNWIS conference attendees enjoyed technical sessions covering a variety of topics including air quality, water quality, waste management, sustainable development, green buildings, and many others. Additionally, there were opportunities to network with fellow air and waste professionals and learn about developing trends and best practices from across the region. LRAPA staff also arranged local tours for PNWIS participants to see LRAPA's air monitoring site or enjoy a guided tour of the new Knight research center on the U of O campus.

Max Hueftle was recognized at the conference with the Hawkeye Award. This award is presented to a professional who diligently enforces regulations in the PNWIS region. These "hawkeyes" are trained agency inspectors, industrial auditors, environmental activists, or others who take a "front line" approach to regulatory compliance.

Travis Knudsen was also recognized with an award known as the Bent Black Banana Award. This award is on the "lighter side" and is presented for some unusual contribution at the annual meeting, which in Travis' case it was his securing the very popular photo booth and DJ for the conference banquet celebration finale.

Construction Contractors Board (CCB) Continuing Education Class on Asbestos (Nov. 20th)

Robbye Robinson, Morgan Kelley, Mandy Ramirez, and Matt Sorensen helped facilitate a continuing education class for over 35 Lane County contractors focused on asbestos rules and handling/disposing of asbestos. The focus of the class was to clarify the rules on asbestos handling/disposal, dispel any misunderstandings, and develop positive relationships between local contractors and LRAPA.

Developing Youth Air Quality Curriculum w/ Southwest Willamette Solutions (Nov. 27th)

Matt Sorensen met with August Reed from Southwest Willamette Solutions to review their existing air quality educational curriculum used for Oakridge's outdoor school each year. Matt is looking to develop a strong repertoire of youth friendly air quality and STEAM based hands-on learning curriculum to help LRAPA increase youth and school awareness of air quality issues, our services, and availability to partner in the coming years.

Northwest Air Quality Communicators RFP for Marketing Company (Dec. 2nd)

The NWAQC, a group that Travis has chaired since 2021 and will be stepping down from that role as of December. Matt Sorensen will take on representing LRAPA with this group. NWAQC issued an RFP for a contractor to design and deliver a technical solution system that enables the sharing of targeted messages, communications, artwork, and collaboration among NWAQC members. This solution should streamline social media messaging coordination and provide professional services to design and deliver new targeted messaging assets for air quality programs. The second aspect is creating assets to support specific air quality campaigns. These assets will be shared utilizing the technical solution system created in the first task. Matt helped evaluate the submitted proposals and continues to work with NWAQC and leveraging the assets created through the project to support our work locally.

Lane County Air Quality Collaborative for Schools and Children Care Centers (Dec. 6th)

A collaborative comprised of staff from Oregon Health Authority, Dept. of Human Services, Oakridge Air, and LRAPA are working together to support LRAPA grant efforts in Oakridge by helping improve indoor air quality in schools and childcare centers during wildfire events. The group’s goal is to develop materials and guidance 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. If the materials prove helpful in Oakridge, they will be shared with other school districts in Lane County and childcare facilities.



LRAPA Springfield Office Remodel Tour & Holiday Party (Dec. 12th)

LRAPA staff enjoyed touring the Springfield office mid remodel and seeing the significant progress made on the project and thanking the team working on the remodel. After the tour, staff met at 6th Street Grill for lunch and a white elephant gift exchange.

City of Eugene Land Use Compatibility Statement (LUCS) Development LRAPA Presentation (Dec. 20th)

Max Hueftle, Travis Knudsen, and Matt Sorensen delivered a presentation to City of Eugene staff working on refining the city’s Land Use Compatibility approval process. The presentation highlighted LRAPA’s process to initiate and process air permits in Lane County, which happens to require a LUCS from the appropriate municipality. The presentation also touched on Cleaner Air Oregon and how it helps protect citizens from hazardous air pollution. It was noted to City staff that there are impacts made by a business that may be regulated by LRAPA but those activities are not considered in their air permit. Those impacts include semi traffic, diesel emissions, sound, and some levels of odor. Each of these topics have been noted by community members when sharing their displeasure about potential businesses that LRAPA works with for an air permit but has no bearing on our approval of the permit and deserves consideration by the City when contemplating their LUCS. LRAPA is ready to work with partners to establish our role in meeting this challenge. City staff solicited LRAPA to share this information the Eugene City Council. LRAPA is agreeable to this consideration, though a date and time is TBD.

Distribute Home Wood Heating Burn Wise materials to Midgeley's (Jan. 2nd)

LRAPA continues to provide useful resources to residents that purchase or upgrade their wood stoves at Midgeley's by providing over 200 burn wise home wood heating brochures.

National Weather Service and Air Quality Coordination Meetings (Jan 7th to 8th in Salem)

Since 2018 and the major uptick in summer wildfires, there has been a collaboration between the national weather service, fire fighting agencies, and LRAPA/DEQ to review timely and accurate weather forecasts to craft smoke advisories and guidance during volatile summer wildfire season. The workgroup held the meeting in Salem over two days to review the 2024 summer efforts, look for places to improve, and discuss the upcoming wildfire season efforts and new tools. Matt Sorensen presented to the group on LRAPA's efforts in air quality management during the year in addition to our work with prescribed burning and wildfire smoke messaging.

AGENCY GOALS AND UPDATES

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

1. Oakridge/Westfir Air Quality Improvement

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

- Following the redesignation of Oakridge in September 2022, LRAPA continues to implement two targeted airshed grants in the area to further improve progress.
- LRAPA is implementing the EJG2G grant expanding the Oakridge Air program to include wildfire mitigation efforts.
 - o LRAPA has issued an RFP for contracted work under the grant, which closes mid-January. LRAPA hopes to select and award a contract for this work by the end of January.
 - o The Oregon Health Authority and LPCH are working to secure datasets for the health and morbidity study under this grant agreement.

2. Internal Efficiency Enhancement

Objective: Streamline internal processes and policies for improved efficiency.

- LRAPA has fully established its operations at the Lane County Public Service Building. Staff are splitting time between working from home and working at the Lane County Public Service Building.
- Rachelle Nicholas, the agency's new Administrative Manager has been engaged in shift and sorting through LRAPA's administrative data and working with the Executive Director on consolidating, updating, and organizing internal processes, policies, and procedures.
 - o Initial focus has been on the "administrative department" with explicit detail provided to Human Resources needs and practices.

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 preparing to bring a supplemental budget to the Board in the Spring of 2025. This supplemental budget is expected to be under 10%, not needing budget committee approval.
- Annual invoicing of fees to LRAPA's permitted sources was successful on October 1. Fees were due December 1. As of January 1, 2025, only four sources have neither provided payment nor confirmed payment.

5. Website Redesign

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

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

6. Community Engagement

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

- LRAPA continues to engage collaboratively with various stakeholders and agencies on soil remediation activities concerning J.H. Baxter in West Eugene. LRAPA 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 September. These included Lane Regional Climate Collaborative, Oakridge Area Fire Safe Council, and Lane County Healthy Housing Collaborative.

8. Funding Source Diversification

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

- LRAPA has been informed by DEQ that 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: 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 2024. 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 a Permit Writer's departure in October, LRAPA is strategically evaluating this vacant position before recruitment. The organization is considering restructuring the role to potentially include smoke management responsibilities and technical services support. This approach would both address operational needs and create succession planning opportunities through enhanced understanding of the position's duties.
- Consideration on organizational structure are still underway, with any identified shifts to be implemented over 2025.

TENTATIVE UPCOMING LRAPA BOARD AGENDA ITEMS

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

December 2024 – No Meeting

February 2025

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

March 2025

- First Budget meeting, 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

- Outdoor Burning update
- LRAPA open house