



AGENDA
LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING

THURSDAY JANUARY 8, 2026

12:15 P.M.

Virtual Participation

Microsoft Teams

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Meeting ID: 249 549 848 574 17

Passcode: 4cJ3Z9MJ

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/Roll Call (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 13, 2025 Meeting & Executive Session Minutes
 - C. Board Discussion
- 6. Citizens Advisory Committee (12:30 p.m.)** *Information*
 - A. Kelly Wood
 - B. Report
 - C. Board Discussion

- 7. Approval of Financial Reports (12:40 p.m.)** *Action*
- A. Christina Ward
 - B. October & November 2025 Financial Reports
 - C. Federal Grant Status Update
 - D. FY'25 Audit Update
 - E. Board Discussion
- 8. Director's Contract Approval (12:50 p.m.)** *Action*
- A. Howard Saxion
 - B. Board Discussion
- 9. Board and Committee Appointments (1:00 p.m.)** *Information*
- A. Travis Knudsen
 - B. Report
 - C. Board Discussion
- 10. Eugene Public Health Code Amendments (1:10 p.m.)** *Information*
- A. Travis Knudsen
 - B. Report
 - C. Board Discussion
- 11. Directors Report (1:20 p.m.)** *Information*
- A. Travis Knudsen
 - B. Report
 - C. Board Discussion
- 12. Adjournment (1:30 p.m.)**

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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-or.gov o llame a la oficina de LRAPA al 541-736-1056.



**BOARD OF DIRECTORS
MEETING MINUTES
JANUARY 8, 2026
MEETING VIA TEAMS / LRAPA OFFICE, SPRINGFIELD OREGON**

ATTENDANCE	
BOARD PRESENT:	STAFF PRESENT:
Howard Saxion, Chair	Travis Knudsen, Executive Director
David Loveall, Vice-Chair	Lance Giles, Technical Services Manager
Matt Keating	Max Hueftle, Operations Manager
Michael Johnston	Matt Sorensen, Public Affairs and Project Manager
Dylan Plummer	Colleen Wagstaff, Enforcement Manager
Alan Stout	Christina Ward, Finance Manager
Jim Settlemeyer	Heather Gravelle, Environmental Coordinator
Jared Hensley	Ashley Dearden, Permit Writer
	Marcia Miller, Permit Writer
	Mandy Ramirez, Field Inspector/Compliance Officer
	Robbye Robinson, Finance Specialist
BOARD ABSENT/EXCUSED:	OTHERS PRESENT:
Bryan Cutchen	Kelly Wood, Citizens Advisory Committee (CAC) Chair
	James Hugo
	Jessi Preston
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 suggested revisiting Board meeting time alternatives to increase public engagement. After discussion,

	<p>the Board expressed interest in exploring alternative meeting times and asked staff to send out a poll to gauge preferences.</p> <p>Director Keating supported the discussion but emphasized the importance of hearing from staff about the impact of after-hours meetings before moving forward.</p>
<p>5. Approval of Meeting Minutes.</p>	<p>MOTION: Director Loveall moved, and Director Hensley seconded to approve the November 13, 2025 Meeting & Executive Session Minutes. The motion passed unanimously.</p>
<p>6. Citizens Advisory Committee.</p>	<p>Kelly Wood, Chair of the Citizens Advisory Committee (CAC), provided the Board with an overview of the October and November 2025 CAC meetings.</p>
<p>7. Approval of Financial Report.</p>	<p>Christina Ward, Finance Manager, provided the Board with the November and December 2025 financial reports. Ms. Ward noted that future financial reports will break out federal and state revenues into separate line items for improved clarity.</p> <p>MOTION: Director Keating moved, and Director Loveall seconded to approve the November and December 2025 Financial Reports. The motion passed unanimously.</p> <p>Grant Status update:</p> <ul style="list-style-type: none"> • Tag 1: Performance period ended 11/25/25, closeout phase underway, final payment \$150,845 pending. Oakridge Air Tag 1 Update will be presented at the February Board meeting. • Tag 2: Received one-year extension through August 2027. • Future grant updates will be incorporated into the Director’s Report. <p>FY25 Audit Update:</p> <p>All materials provided to Isler CPA on 12/10/25. Draft report expected 1/9/26. Isler to present at February meeting. Missed federal deadline but will meet state deadline (end of March).</p> <p>Auditor RFP Discussion:</p> <p>The Board discussed conducting RFP for audit services given length of relationship with Isler and recent deadline challenges.</p>

	<p>There was Board consensus to pursue a hybrid approach between informal quotes and formal Request for Quotes (RFQ):</p> <ul style="list-style-type: none"> • Request written quotes with structured evaluation criteria • Include qualifications, performance history, deadline commitments, references, audit staff processes, document sharing platforms • Abbreviated timeline (less than 6-8 weeks) • Encourage Isler to submit proposal <p>Staff to develop RFQ structure and solicit proposals. Board members to email Christina with auditor recommendations and sample RFPs.</p>
<p>8. Director’s Contract Approval.</p>	<p>Travis Knudsen, Executive Director, presented an employment contract extension for board approval. The two-year extension runs through May 2028 and includes compensation adjustments and a new 17-step pay scale (2.5% per step) based on a pay equity review. Annual step increases are tied to positive performance reviews, consistent with all LRAPA staff. Chair Saxon noted the contract is otherwise identical to the current one except for compensation updates and removal of probationary period references. Brief discussion followed.</p> <p>MOTION: Director Keating moved, and Director Hensley seconded to approve the Director’s Contract as presented. The motion passed unanimously.</p>
<p>9. Board and Committee Appointments.</p>	<p>Mr. Knudsen presented an overview of board and committee appointments, clarifying there are no term limits for City of Eugene at-large board members at LRAPA. The Budget Committee currently has vacancies, and board members were encouraged to identify and recruit candidates. The February meeting will include chair and vice chair elections as well as budget committee appointments.</p> <p>Mr. Knudsen reminded City of Eugene board members with terms ending in 2026 to submit reappointment applications by the end of January if interested in continuing to serve</p>

<p>10. Eugene Public Health Code Amendments.</p>	<p>Mr. Knudsen updated the board on the City of Eugene's public health code amendments developed in response to the JH Baxter Superfund site.</p> <p>Phase One creates a coordination mechanism where the City notifies LRAPA when issuing building permits for industrial properties (E2, I1, I2 zones). This allows LRAPA to review projects and determine if air quality permits are needed before construction begins.</p> <p>LRAPA submitted comments on three versions and provided full support for the final version. Under the new process, applicants self-attest environmental permit needs, and the City forwards applications to LRAPA for independent review.</p> <p>Staff confirmed manageable workload since it only applies to limited industrial zones. The main benefit is preventing discovery of unpermitted activities after construction is complete. Eugene's Phase Two will involve hazard and risk analysis for future land use decisions.</p>
<p>11. Directors Report.</p>	<p>Mr. Knudsen provided a detailed review of the November and December 2025 Director's Reports. Highlights include:</p> <ul style="list-style-type: none"> • Radius Recycling Fire (November 3): Fire shut down Highway 99 during evening commute. Staff conducted inspection and reviewing enforcement options. • Cottage Grove Smoke Intrusion: Outdoor burn reignited under unfavorable conditions, impacting Cottage Grove. Staff reviewing enforcement. <p>Staff met with LRAPA partner jurisdictions (except City of Eugene and Springfield, where meetings are scheduled) to share updates on the past year's work and regulatory changes. Internal updates include new staff policies and Linfo database improvements. EPA funding down 3.38%; but LRAPA's 105 grant allocation firm. Staff working to submit 105 Grant application to EPA Region 10 before end of February.</p> <p>Director Keating commended staff on the e-commerce application educational video.</p>
<p>12. Adjournment of LRAPA Board Meeting.</p>	<p>Chair Saxion adjourned the LRAPA Board meeting at 1:30 p.m.</p>

(Minutes recorded by Heather Gravelle)



**CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 28, 2025
MEETING VIA TEAMS / LRAPA OFFICE, SPRINGFIELD OREGON**

View recordings of meetings on our [YouTube page](#)

ATTENDANCE

COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Kelly Wood, Chair	Travis Knudsen, Executive Director
Evelina Davidova-Kamis, Vice-Chair	Max Hueftle, Operations Manager
Chris Cline	Rachelle Nicholas, Administrative Manager
Jim Daniels	Matt Sorensen, Public Affairs & Project Manager
Peter Dragovich	Heather Gravelle, Environmental Coordinator
Michael Koivula	
Ben Larson	
Paul Metzler	
Jo Rodgers	
COMMITTEE ABSENT/EXCUSED:	OTHERS PRESENT:
None	John Quetzalcoatl Murray, KEPW 97.3

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Kelly Wood convened the regular meeting at noon. Chair Wood welcomed everyone and acknowledged Evelina for her excellent work filling in during the previous meeting.
2. Public Participation.	John Quetzalcoatl Murray from KEPW 97.3 indicated he was present for reporting purposes.
3. Approval of September 30, 2025.	MOTION: Michael Koivula moved, and Chris Cline seconded to approve the September 30, 2025 Meeting Minutes. The motion passed unanimously.
4. Board Meeting Overview.	Travis Knudsen , Executive Director, provided the Committee with updates from the October 9, 2025 LRAPA Board meeting.

	<p>Financials: LRAPA currently under budget for the season.</p> <p>Grants: Targeted airshed grant closing November 2025; internal audit underway for final EPA report due in early 2026.</p> <p>Local Partner Dues: FY27 local partner dues adopted with CPI increase of 0.5%.</p> <p>Smoke Management Season: The Board expressed interest in exploring adjusting burn season to start later in October and potentially extend through January.</p> <p>Osprey Hollow Air Quality Complaints: Summer complaints from residents in The Nines neighborhood regarding particulate matter and odors addressed with participation from Wildish, Delta Sand and Gravel, and Riverbed Materials. The odors could not be attributed to identified sources; truck covering requirements reinforced with permit holders for dry months; Nines HOA provided with meeting recording.</p> <p>Director's Report: Standard operational updates and ongoing outreach activities.</p>
<p>5. CAC Bylaws & Orientation Materials Review.</p>	<p>The Committee reviewed the CAC bylaws (dated 2006). Key provisions reviewed include purpose, membership structure (7-15 members representing public health, agriculture, industry, community planning, general public, and fire suppression), three-year terms with reappointment eligibility, attendance policy, officer roles, meeting schedule (last Tuesday of each month), quorum requirements, and annual reporting.</p> <p>Discussion followed regarding adding representation from the Home Builders Association given relevance to asbestos regulations, wood stove issues, new construction standards, and electrification. Potential fit under "industry," "community planning," or "general public" categories. Committee to explore outreach to Home Builders Association for interested candidates.</p> <p>Chair Wood requested that links to the YouTube meeting recordings be posted on the website to improve public accessibility. Staff confirmed they will implement this change.</p>
<p>6. Approved Supplemental Environmental Projects.</p>	<p>Travis Knudsen and Matt Sorensen, Public Affairs and</p>

Project Manager, presented the SEP program, which allows sources facing civil penalties over \$2,000 to voluntarily direct up to 80% of funds to approved environmental projects rather than to the Lane County General Fund.

Currently Approved Projects (2-year approval period):

Brock's Woodlot (Oak Ridge): Yard debris processing program diverting material from backyard burning; recently funded; supports community firewood program with low-income/elderly discounts.

Bring Recycling (Springfield): Rethink Business Certification Program providing small grants for business efficiency improvements reducing electricity use and particulate emissions.

Cascadia Mobility: Bike share program expansion to reduce vehicle emissions and increase transportation access.

Center for Rural Livelihoods (Cottage Grove): Forest restoration and environmental education field trips for youth; free community firewood program.

Program Structure: Participation is completely voluntary for sources; projects must demonstrate measurable environmental benefits; applications, policy, and approvals publicly available on the LRAPA website; follow-up required to verify project milestones and emission reductions; open to nonprofits, municipalities, and community groups.

Paul Metzler expressed concern about the reputational risk of appearing to steer enforcement funds to favored organizations.

Mr. Knudsen responded that the program structure includes safeguards: review of applicants for tangible environmental outcomes, follow-up on project milestones and emission reductions, voluntary participation by sources, and public transparency with all applications and approvals available on the LRAPA website.

Further Committee discussion included funding flexibility, potential municipal applications (tree planting, yard waste programs), and emergency preparedness equipment eligibility.

7. Upcoming CAC Topics.	<p>Upcoming CAC topics include:</p> <ul style="list-style-type: none"> • Smoke School Presentation • Rulemaking Updates: Titles 15 & 43 • Public Outreach Strategies • ODF/LRAPA Smoke Management Plan Overview • Industry Presentations/Site Visits
8. Roundtable.	<p>Chris Cline reported fall slash burning season began last weekend; closely regulated with daily forecasting from Salem meteorologists to avoid smoke-sensitive areas (Eugene, Springfield, Oakridge).</p> <p>Paul Metzler inquired about slash burning season and inversion risks; suggested public outreach topic on responsible slash burning reducing wildfire risk and associated air pollution.</p>
9. Adjournment.	<p>Chair Kelly Wood adjourned the Committee meeting at 1:00 p.m.</p>

(Minutes recorded by Heather Gravelle)



**CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
NOVEMBER 25, 2025
MEETING VIA TEAMS / LRAPA OFFICE, SPRINGFIELD OREGON**

View recordings of meetings on our [YouTube page](#)

ATTENDANCE

COMMITTEE PRESENT:	LRAPA STAFF PRESENT:
Kelly Wood, Chair	Travis Knudsen, Executive Director
Evelina Davidova-Kamis, Vice-Chair	Max Hueftle, Operations Manager
Chris Cline	Rachelle Nicholas, Administrative Manager
Jim Daniels	Matt Sorensen, Public Affairs & Project Manager
Peter Dragovich	Morgan Kelley, Field Inspector/Compliance Officer
Michael Koivula	Heather Gravelle, Environmental Coordinator
Ben Larson	
Paul Metzler	
Jo Rodgers	
COMMITTEE ABSENT/EXCUSED:	OTHERS PRESENT:
None	None
AGENDA	ACTION
REGULAR MEETING	
1. Call to Order/Agenda Review.	Chair Kelly Wood convened the regular meeting at noon. Committee members and staff provided self-introductions.
2. Public Participation.	None.
3. Approval of October 28, 2025.	MOTION: Jim Daniels moved, and Michael Koivula seconded to approve the October 28, 2025 Meeting Minutes. The motion passed unanimously.
4. Board Meeting Overview.	Travis Knudsen , Executive Director, provided the Committee with updates from the November 13, 2025 LRAPA Board meeting: <ul style="list-style-type: none"> • Executive Director Evaluation: The Board and Chair will negotiate any contract amendments. Final review and approval planned for January 2026.

	<ul style="list-style-type: none"> • Financial Update: Slightly under budget for current fiscal year. Audit is underway for last fiscal year; auditors will be onsite next week. • Federal Grant Status: two targeted airshed grants support Oakridge woodstove changeout program. Grant 1: (2019, \$4.9 million) concludes November 30, 2025, full allocation to be spent. Grant 2: received EPA approved one-year extension, expires June 2027. • Home Wood Heating Season: presentation to the Board on the home wood heating program. • Director's Report: Standard operational updates and ongoing outreach activities.
<p>5. Smoke School Presentation.</p>	<p>Matt Sorensen, Public Affairs & Project Manager and Morgan Kelley, Field Inspector/Compliance Officer, provided the CAC with a smoke school presentation. The following items were discussed:</p> <ul style="list-style-type: none"> • Opacity Measurement: Scale from 0% (clear) to 100% (opaque) measures visible emissions; local limits vary (Oakridge: 20%, Eugene-Springfield: 40%) • EPA Method 9 Certification: Requires classroom training and visual testing (44/50 samples correct, $\pm 7.5\%$ error margin); renewed every six months • Measurement Requirements: Specific observer distance, sun position, viewing angle, background contrast, and weather conditions necessary for accurate readings • Training Options: EPA now approves VR and computer-based training alongside traditional outdoor methods • Field Use: Applied for complaint response, facility inspections, and distinguishing steam from smoke; related methods include Method 22 and Continuous Opacity Monitoring Systems (COMS). <p>Discussion followed. Committee members thanked staff for the informative presentation.</p>

<p>6. Upcoming CAC Topics.</p>	<p>The Committee agreed to extend the January 2026 meeting by 15 minutes to accommodate two topics:</p> <p>Title 43 (Asbestos) Rulemaking Review: Staff will distribute materials in advance; meeting will begin with holistic overview before detailed rule discussion (Title 15 Enforcement rulemaking to be scheduled separately).</p> <p>CAC Membership Expansion: The Committee will review draft outreach letter and finalize recruitment strategy. Membership recruitment. Target areas include coastal communities, Oakridge, Junction City, Cottage Grove, health sector professionals, asbestos contractors, and grass seed industry. Members encouraged to identify and personally invite potential candidates.</p> <p>Backup topic if Title 43 is not ready: Homewood Heating Program presentation.</p>
<p>7. Roundtable.</p>	<p>Jim Daniels noted this would be his final meeting as he was retiring. Committee members and staff expressed appreciation for his knowledge, character, and service to the CAC.</p> <p>Chris Cline reported that fuels reduction work was 90 percent completed with minimal air quality issues.</p> <p>Evelina Davidova-Kamis noted how foggy it had been and asked how it impacted air quality. Mr. Knudsen reported the foggy week resulted in moderate air quality with daily inversions. He added that the stagnant pattern typically occurs annually around Thanksgiving.</p> <p>Michael Koivula noted diesel odors along I-5 during foggy bike commutes.</p>
<p>8. Adjournment.</p>	<p>Chair Kelly Wood adjourned the Committee meeting at 1:00 p.m.</p>

(Minutes recorded by Heather Gravelle)

Kelly Wood, LRAPA Citizen's Advisory Committee Chair
KellyW@Wildish.com

Travis Knudsen, LRAPA Executive Director
Travis@LRAPA.org

RE: Annual Citizens Advisory Committee (CAC) Report

Executive Director Knudsen,

December 2, 2025

This 2025 annual report is being provided to you as LRAPA Executive Director for distribution to the Board of Directors, as required by Article VII-2 of the Advisory Committee Bylaws. The Advisory Committee activities for 2025 are summarized as follows:

Committee Members

The CAC welcomed new member Michael Koivula, representative for the General Public.
The CAC elected a new Chair (Kelly Wood) and Vice Chair (Evelina Davidova).
The CAC reappointed CAC Members: Chris Cline and Peter Dragovich.
The CAC welcomed new member Jo Rodgers, representative for Lane County Public Health.
The CAC said farewell to Jim Daniels and thanked him for his many years of service to the CAC.

Permit Holder Survey

The CAC compiled a summary of the 2024 survey results for the Board of Directors.

Enforcement Data Review and Communication

The CAC provided recommendations for clarity, tracking, and additional enforcement categories.

CAC Orientation Packet

The CAC requested and coordinated the creation of an orientation packet for CAC Members (including member directory, bylaws, and reference materials).

Learning Opportunity Presentations

Christina Ward, LRAPA Finance Manager, provided a summary of the FY 25-26 budget.
Travis Knudsen, LRAPA Executive Director, and Max Hueftle, LRAPA Operations Manager, provided a summary of the air permitting process.
Morgan Kelley, LRAPA Field Inspector / Compliance Officer, provided a summary of the digital smoke school certification process.

LRAPA 2025 Annual Report

The CAC provided feedback on the new style and formatting.

For 2026, the committee proposes to review rulemaking updates for Titles 15 and 43, explore public outreach strategies, expand the CAC membership, and seek opportunities for industry presentations/site visits. As always, the Citizens Advisory Committee serves at the discretion and looks forward to working on projects that the Board may assign.

Sincerely,

Kelly Wood, CAC Chair



General Fund	FY 24-25 YTD Actuals as of Oct 2024	FY 25-26 YTD Actuals as of Oct 2025	FY 25-26 Adopted Budget	FY 25-26 Budget Variance	FY 25-26 % of year elapsed (target %)
Revenues					
Federal & State Revenues	218,541	302,825	1,163,514	(860,689)	
Local Dues	203,500	211,807	211,807	0	
Permit Fees	1,206,166	1,302,263	1,399,447	(97,184)	
Other Revenues (Interest & Misc.)	48,727	40,573	106,500	(65,927)	
Transfers from Title V, Grant Fund, and AirMetrics	470	0	140,000	(140,000)	
Total Revenue Received	1,677,404	1,857,468	3,021,268	(1,163,800)	
Expenditures ^					
Personnel Services	605,039	631,180	2,073,925	30%	34%
Materials & Services	194,062	114,930	1,048,891	11%	34%
Capital Outlay	395,445	11,629	280,000	4%	34%
Contingency	0	0	100,000	0%	34%
Total Expenditures	1,194,546	757,739	3,502,816	22%	34%
General Fund Net	482,858	1,099,729	(481,548)		
Special Revenue (Title V)					
Revenues					
Permit Fees - Title V	793,660	860,111	859,911	200	
Total Revenue Received	793,660	860,111	859,911	200	
Expenditures ^					
Personnel Services	165,411	144,729	523,525	28%	34%
Materials & Services	3,445	936	16,942	6%	34%
Transfers to Gen Fund	0	0	115,000	0%	34%
Contingency	0	0	22,000	0%	34%
Total Expenditures	168,857	145,665	677,467	22%	34%
Special Revenue Net	624,804	714,446	182,444		
Grant Fund					
Revenues					
EPA TAG 1&2, and EJG2G	217,740	297,380	2,784,449	(2,487,100)	
Total Revenue Received	217,740	297,380	2,784,449	(2,487,100)	
Expenditures ^					
Personnel Services - All Grants	37,367	27,867	136,948	20%	34%
Materials & Services - All Grants	273,408	532,186	2,642,244	20%	34%
Capital Outlay - All Grants	24,946	0	0	0%	34%
Transfers to Gen Fund - All Grants	470	0	25,000	0%	34%
Contingency - All Grants	0	0	0	0%	34%
Total Expenditures	336,191	560,054	2,804,192	20%	34%
Grant Fund Net	(118,451)	(262,674)	(19,743)		
Total Expenditures - ALL FUNDS Consolidated	1,699,593	1,463,458	6,984,475	21%	34%
ALL FUNDS Net	989,211	1,551,501	(318,847)		

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

Footnotes:

1. The General Fund Personnel Services line item is at 89.5% of our targeted amount of 34% for October. It is expected that this line item will remain under budget for the year.

2. The Special Revenue (Title V) Fund Personnel Services line item is at 81.3% of our targeted amount of 34% for October. It is expected that this line item will remain under budget for the year.



General Fund	FY 24-25 YTD Actuals as of Nov 2024	FY 25-26 YTD Actuals as of Nov 2025	FY 25-26 Adopted Budget	FY 25-26 Budget Variance	FY 25-26 % of year elapsed (target %)
Revenues					
Federal & State Revenues	218,541	302,825	1,163,514	(860,689)	
Local Dues	203,500	211,807	211,807	0	
Permit Fees	1,223,093	1,335,835	1,399,447	(63,611)	
Other Revenues (Interest & Misc.)	58,955	40,573	106,500	(65,927)	
Transfers from Title V, Grant Fund, and AirMetrics	470	0	140,000	(140,000)	
Total Revenue Received	1,704,559	1,891,040	3,021,268	(1,130,227)	
Expenditures ^					
Personnel Services	748,894	779,693	2,073,925	38%	42% 1
Materials & Services	349,424	165,689	1,048,891	16%	42%
Capital Outlay	400,754	15,695	280,000	6%	42%
Contingency	0	0	100,000	0%	42%
Total Expenditures	1,499,073	961,077	3,502,816	27%	42%
General Fund Net	205,486	929,963	(481,548)		
Special Revenue (Title V)					
Revenues					
Permit Fees - Title V	793,660	856,208	859,911	(3,700)	
Total Revenue Received	793,660	856,208	859,911	(3,700)	
Expenditures ^					
Personnel Services	203,641	181,352	523,525	35%	42% 2
Materials & Services	4,518	936	16,942	6%	42%
Transfers to Gen Fund	0	0	115,000	0%	42%
Contingency	0	0	22,000	0%	42%
Total Expenditures	208,160	182,288	677,467	27%	42%
Special Revenue Net	585,501	673,920	182,444		
Grant Fund					
Revenues					
EPA TAG 1&2, and EJG2G	217,740	561,104	2,784,449	(2,223,300)	
Total Revenue Received	217,740	561,104	2,784,449	(2,223,300)	
Expenditures ^					
Personnel Services - All Grants	43,337	36,619	136,948	27%	42%
Materials & Services - All Grants	380,576	857,737	2,642,244	32%	42%
Capital Outlay - All Grants	24,946	0	0	0%	42%
Transfers to Gen Fund - All Grants	470	0	25,000	0%	42%
Total Expenditures	449,329	894,356	2,804,192	32%	42%
Grant Fund Net	(231,589)	(333,252)	(19,743)		
Total Expenditures - ALL FUNDS Consolidated	2,156,562	2,037,720	6,984,475	29%	42%
ALL FUNDS Net	559,397	1,270,632	(318,847)		

* % 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:

- The General Fund Personnel Services line item is at 89.5% of our targeted amount of 42% for November. It is expected that this line item will remain under budget for the year.
- The Special Revenue (Title V) Fund Personnel Services line item is at 82.5% of our targeted amount of 42% for November. It is expected that this line item will remain under budget for the year.



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Howard Saxion, Chair and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: December 31, 2025

Subject: Monthly Status Update - Federal Grant Programs – as of 12/31/2025

STAFF REPORT

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 Targeted Airshed Grants (TAG) supporting work in the Oakridge-Westfir area.

BACKGROUND INFORMATION

Following the Board's direction, 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.

FINANCIAL STATUS as of 12/31/2025

- **Targeted Airshed Grant 1.0** (November 2019 – November 2025)
 - Total grant amount: \$4,938,190
 - Spent to date: \$4,938,190
 - Remaining grant balance: \$0
 - Awaiting federal reimbursement (as of 12/31/25): \$150,845.59
 - Percentage of grant awaiting reimbursement: 3%

- **Targeted Airshed Grant TAG 2.0** (January 2022 – August 2026)
 - Total grant amount: \$2,739,425
 - Spent to date: \$434,222.93
 - Remaining grant balance: \$2,305,202.07
 - Awaiting federal reimbursement (as of 10/3/25): \$26,537.64
 - Percentage of grant awaiting reimbursement: <1%

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff recommend that the Board review this monthly progress update.



LRAPA BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Preview of Appointments to Boards and Committees and Election of 2026 Officers

Meeting Date: January 8, 2026
Department: Director's Office

Agenda Item No. 9
Staff Contact: Heather Gravelle
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 with 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. 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 provides agenda review approval before monthly board meetings with the board chair and executive director. The vice-chair is also responsible for leading board meetings in the absence of the chair.

Note on Term Limits: Recent correspondence with the City of Eugene has clarified board member term limits. Eugene's office initially referenced a two-term limit for board members, but subsequent research confirmed this was included in error (copied from a different committee's materials). The intergovernmental agreements establishing LRAPA do not impose term limits on board membership. Board members serve at the pleasure of their appointing governing body and may serve beyond two terms if reappointed. The only term limitations specified in the IGA apply to officer positions: Chair and Vice-Chair are limited to two successive years in those roles.

Board Member Terms:

Eugene

- Matt Keating – ex officio
- Howard Saxion – July 2026
- Michael Johnston – July 2026
- Dylan Plummer – July 2026

Springfield

- Alan Stout – ex officio
- Jared Hensley – September 2026

Cottage Grove

- Jim Settlemeyer – ex officio

Oakridge

- Bryan Cutchen – ex officio

Lane County

- David Loveall – ex officio

CITIZENS 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.

2026 Citizens Advisory Committee			
Industry	Role	Represents	Term Expires
Kelly Wood	Chair	Wildish Sand & Gravel Co.	Nov. 2027
Evelina Davidova-Kamis	Vice Chair	States Industries	Mar. 2027
Agricultural			
Ben Larson	Member	My Brothers' Farm	Mar. 2027
Community Planning			
Peter Dragovich	Member	Masters in Urban Planning	Mar. 2028
Fire Suppression			
Chris Cline	Member	Oregon Dept. of Forestry	Mar. 2028
General Public			
Michael Koivula	Member		Feb. 2028
Paul Metzler	Member		Jul. 2027
Public Health			
Jo Rodgers	Member	Lane County Public Health	Oct. 2028

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 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 2026 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 2028	Steve Schmunk - Vice Chair	Alan Stout	Springfield
February 2028	Ruth Linoz, Chair	Jared Hensley	Springfield
February 2028	Thaddeus Carter	Bryan Cutchen	Oakridge
February 2028	Zach Mulholland	Matt Keating	Eugene
February 2026	Adam Rue	Howard Saxion	Eugene
February 2028	Amanda Dellinger	Michael Johnston	Eugene
	VACANT	Dylan Plummer	Eugene
February 2026	Paul Metzler	David Loveall	Lane County
	VACANT	Jim Settlemeyer	Cottage Grove

BOARD ACTION

This background summary provides information to facilitate discussion in preparation for decision making in February.

STAFF RECOMMENDATION

None, for informational purposes only.

LRAPA Board of Directors – Historical List of Chairs and Vice-Chairs

<u>Year</u>	<u>Chair/Jurisdiction</u>	<u>Vice-Chair/Jurisdiction</u>
2025	Howard Saxion / Eugene	David Loveall / Lane County
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



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

To: Howard Saxion, Chair and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: January 8, 2026

Subject: Eugene Public Health Code Amendments

STAFF REPORT

ISSUE STATEMENT

This staff report provides the Board with information about the City of Eugene's Public Health Standards Code Amendments and LRAPA's engagement in developing enhanced coordination mechanisms between land use planning and environmental permitting. The Eugene City Council is expected to consider adoption in January 2026.

BACKGROUND INFORMATION

Community Context

Between January and May 2025, Eugene conducted community engagement regarding industrial development near residential areas, particularly in West Eugene's Bethel and Trainsong neighborhoods. The process included 19 meetings, 209 survey responses, and outreach to over 18,500 individuals. Results revealed polarized perspectives: 94% of respondents agreed health of residents near industry is important, and 76% felt existing regulations don't do enough to manage risks. The business community expressed concerns about regulatory burdens and economic impacts.

Eugene initiated a two-phase approach: Phase 1 (current) develops coordination mechanisms between land use and environmental permitting; Phase 2 (future) will develop substantive land use restrictions based on hazard and risk analysis.

The Procedural Challenge

Oregon Administrative Rules and LRAPA Title 37 establish mandatory sequencing: LRAPA must receive an approved Land Use Compatibility Statement (LUCS) from the City before LRAPA can accept an air permit application. The LUCS is used to ensure projects or sources are compliant with statewide planning goals. Eugene's Version 2 ordinance created a circular dependency by requiring developers to demonstrate "submitted applications" before receiving City permits. LRAPA identified this fundamental conflict and worked collaboratively with City staff to develop a workable solution.

LRAPA's Engagement

Eugene developed the ordinance through three iterations, with LRAPA providing formal comments at key stages. Version 1 included a "likely to be issued" standard that created uncertainty for both applicants and agencies. Version 2 removed this problematic language but still required developers to demonstrate "submitted applications" before receiving City permits, which appeared to reverse the legally mandated sequencing.

In LRAPA's October 14 comment on Version 2, staff identified what appeared to be a fundamental procedural conflict and proposed requiring pre-application consultation instead of permit determinations. Following collaborative discussions with City staff, it became clear that the ordinance's reference to "development permit" was intended to apply specifically to building permits, not to Land Use Compatibility Statements or preliminary land use approvals. LRAPA provided a supplemental comment on October 24 clarifying this understanding, which resolved the primary procedural concern. The supplemental comment also provided important context on air quality Eugene Public Health Code Amendments



permitting limitations and scope.

Version 3 incorporated refinements based on this collaborative process. On November 21, LRAPA expressed full support for the final version, which successfully established a workable coordination mechanism while maintaining legal compliance with state permitting requirements.

GOING FORWARD

The Coordination Mechanism

Version 3 requires that before issuing building permits for new or expanded industrial uses in E-2, I-2, and I-3 zones, applicants must provide attestation documentation identifying required environmental permits and either: (1) evidence permits have been obtained, (2) evidence complete applications have been submitted, or (3) written confirmation from agencies that no permits are required. The City will notify LRAPA, DEQ, and EPA of each project.

Benefits for LRAPA

This mechanism provides early notification of new industrial sources, enabling LRAPA to verify that permit requirements were correctly identified and intervene before facilities begin operation without necessary controls. It enhances compliance tracking and establishes formal communication between City land use processes and environmental permitting.

Scope and Limitations

This Phase 1 ordinance creates coordination only. As it does not establish buffers, setbacks, or use prohibitions. Eugene's Phase 2 will address substantive land use restrictions based on hazard and risk analysis. LRAPA has committed to providing technical assistance for Phase 2.

During engagement, LRAPA clarified what air quality permitting can and cannot accomplish. Air permits regulate emissions from individual sources and include health risk assessments under the Cleaner Air Oregon program. However, air quality permitting occurs project-by-project and does not establish comprehensive land use policies regarding the siting of industrial uses relative to sensitive receptors such as schools, parks, and residential areas. Local land use planning provides complementary tools to reduce population exposure to air pollutants through decisions about where different uses are located and how they relate spatially to one another.

Implementation

LRAPA has committed to prompt response to inquiries, clear written documentation when permits aren't required, timely application processing, and ongoing coordination with City staff. Staff anticipates manageable workload increases, primarily involving reviewing attestation documentation and providing written confirmations. This enhanced coordination aligns with LRAPA's mission and supports early identification of air quality concerns.

STAFF RECOMMENDATION

This is an informational item, and no formal motion is required. Staff wanted to respond to the Board's request for a status update on this work at the City and to ensure the Board is aware of LRAPA's engagement in this significant land use policy development and the practical implications for Agency operations.



Director's Report for November and December 2025

Meeting Date: January 8, 2026
Department: Director's Office
lrapa-or.gov

Agenda Item No. 11
Staff Contact: Travis Knudsen
541-736-1056 ext. 217

I. EXECUTIVE HIGHLIGHTS

Key accomplishments, challenges, and priorities from the past month.

EXECUTIVE SUMMARY

November and December LRAPA maintained air quality protection during the transition to winter operations. Air quality remained predominantly "Good" across all three monitoring sites, with minimal curtailment needed.

Two significant outdoor burning incidents required agency attention and enforcement response. On November 3rd, a large fire at Radius Recycling on Highway 99 North produced dense smoke visible across Eugene-Springfield, prompting road closures and multiple complaints. The fire involved stacked vehicles with tires and other prohibited materials reaching seven stories in height. LRAPA is considering enforcement action for commercial outdoor burning violations.

Additionally, an outdoor burn letter permit issued for Dillard Road initially proceeded according to permit conditions. However, subsequent unauthorized burning activity outside LRAPA's permit and ODF's oversight created smoke intrusions impacting Cottage Grove, demonstrating the importance of permit compliance and oversight.

Organizationally, LRAPA strengthened partnerships through IGA check-ins with the four partner cities and Lane County commissioners, discussing federal regulatory changes, the SEP Program, and stakeholder concerns.

Administrative capacity advanced with completion of four comprehensive standard operating procedures: (1) Telework Policy (revised), (2) Disability Accommodations, (3) Hours of Work & Overtime, and (4) Meal & Rest Periods. These policies strengthen compliance with federal and state employment laws while establishing consistent frameworks for critical personnel functions.

Progress resumed on LINFO database enhancements, with LCOG engaging on select user interface updates and bug fixes. LRAPA has identified a freelance developer with prior LRAPA experience who is beginning code base assessment, with next steps including contract establishment and prioritization of enhancement items, including development of an enforcement module.

At the Board's request, staff will conduct a competitive procurement process for audit services. The Board will need to determine whether to pursue an informal written quotes process (faster, 2-3 weeks) or a formal RFP process (longer, 6-8 weeks, with public advertisement and greater transparency). Both approaches comply with LRAPA's public contracting rules.

The agency maintains 17.0 FTE (89% operational capacity) and continues holding two positions vacant given federal funding uncertainty. Our permitting program maintains steady performance with a 5% backlog rate, and financial reserves support four months of operating budget as targeted. November and December demonstrated LRAPA's responsiveness to air quality incidents and continued progress on organizational capacity building while maintaining fiscal prudence.

II. PROTECTING PUBLIC HEALTH & SERVING OUR COMMUNITY

Aligns with Customer/Stakeholder Perspective of the Balanced Scorecard framework and LRAPA's current goals 1, 2, and 5 which focus on public health protection, community engagement, and stakeholder relationships.

II.A. Air Quality Status & Trends for November and December 2025

These metrics support **Goal 1 (Public Health Protection and Air Quality Education)** and **Goal 4 (Regional Air Monitoring and Analysis)**, tracking our performance against targets for "Good" and "Moderate" AQI days, data completeness, and timely reporting).

November

Site	Date	Max AQI	Pollutant
Eug/Spfld	13-Nov-25	75	PM
Oak	28-Nov-25	66	PM
CottGrv	21-Nov-25	80	PM

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	14	25	12	0-50	0-9	0-54
Moderate	16	5	18	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+

December

Site	Date	Max AQI	Pollutant
Eug/Spfld	13-Dec-25	67	PM
Oak	14-Dec-25	72	PM
CottGrv	1-Dec-25	64	PM

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	22	14	17	0-50	0-9	0-54
Moderate	9	17	14	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 2025)

Attachment No. 2: PM2.5 index charts for Lane County (November/December 2025)

II.B. Community Response & Complaint Resolution

This section supports **Goal 1 (Public Health Protection and Air Quality Education)** metrics for complaint response to demonstrates our commitment to addressing community concerns promptly and effectively.

The number of unique complainants is noted in “(#)”

November 1 – December 31, 2025		Category	2020	2021	2022	2023	2024	2025
Smoke complaints: 72		Dust	17	26	12	7	8	17
51 - Outdoor Burning (45) 19 - Home Wood Heating (15) 2 - Slash Burn (2)		Ag Burning / Spraying	2	7	2	3	3	22
Industry: 3		General Air Quality	4	8	1	25	32	30
1 - Autocraft 1 – 9 Wood, Inc. 1 - Seneca Sustainable Energy		Home Wood Heating	74	57	67	52	39	70
Asbestos: 1		Industry	100	336	198	97	75	108
		Outdoor Burning	423	243	292	254	253	266
Miscellaneous: 15		Slash Burning	12	10	6	12	9	3
9 - Unknown Odor (7) 2 - Diesel Generator Odor (1) 2 - Laundry/Dryer Sheet Odor (2) 1 - Fugitive Dust 1 - Gas Leaf Blower		Asbestos	15	9	22	10	12	21
Total: 91		Miscellaneous	44	31	80	62	91	95
		Unknown	74	71	45	65	79	136
		Total:	765	798	725	587	601	768

*Notes: LRAPA received 91 complaints November 1 through December 31, 2025. 72 smoke-related complaints, primarily from outdoor burning (51) and home wood heating (19). Unknown odor complaints increased from 4 to 9.

II.C. Smoke Management & Wildfire Resilience

This section aligns with **Goal 2 (Enhanced Wildfire Smoke Preparedness)**, tracking our smoke monitoring, advisory issuance, and coordination with state agencies, as well as smoke management activities for outdoor burning and home wood heating.

Outdoor Burning, 2025-2026 Season

LRAPA regulates outdoor burning in Lane County to protect air quality and public health. Under Title 47, LRAPA has authority to regulate open burning practices, including determining when burns can occur. LRAPA aims to allow burning whenever possible while preventing air quality deterioration. Outdoor burning is only curtailed when monitoring or forecasts show potential for unhealthy air quality impacts.

Periods of Curtailment				
Start	End	Areas	Curtailment	Reason
Nov. 1, 2025	Mar. 1, 2026	Eugene/Springfield UGB; Oakridge	Full Prohibition	By Rule, Title 47-015(2)
Dec. 30, 2025	Jan. 1, 2026	All Lane County	Full Prohibition	Air Stagnation

Home Wood Heating, 2025-2026 Season

LRAPA regulates home wood heating under Title 16 to reduce PM2.5 emissions during periods of poor air quality. An advisory system (Yellow/Red Days) indicates when curtailment is needed. Yellow Day advisory request voluntary curtailment of wood burning except for those who depend on it as their primary heat source. Red Day advisories prohibit visible smoke from chimneys, with exemptions for economic hardship. Like outdoor burning, LRAPA only issues wood burning curtailment when air quality monitoring or forecasts indicate potential health impacts.

Periods of Curtailment

Areas	Yellow Days	Red Days
Eugene/Springfield	2	0
Oakridge	2	0

The home wood heating season, which is closed during the summer months, officially reopened on October 1st. No curtailment days have been needed this season as air quality conditions remain favorable since October.

Outdoor Burning Letter Permits, 2025-2026 Season

LRAPA has authority to issue outdoor burning letter permits under Title 47. These permits allow specified burning that would otherwise be prohibited. This program also supports ecological benefits of prescribed fire while protecting public health through strict oversight and timing. LRAPA coordinates closely with land managers to ensure burns are conducted with minimal air quality impacts.

Permit No.	Issue Date	Permittee	Location	Material	Volume
20B25-06-01	June 30, 2025	River to Ridges Partnership	85 units in Lane County	Ecological Burning	1456 acres
20B25-11-01	November 17, 2025	Casey Jones	82578 Sprague Ln	Dexter	50 cubic yards
20B25-11-02	November 17, 2025	U.S. Fish & Wildlife	Hwy 36 & Alvadore Road	Ecological Burning	28 cubic yards
20B25-12-01	December 2, 2025	Scott Gielish	32960 Dillard Rd	Land-clearing	60 cubic yards
20B25-12-02	December 2, 2025	Scott Gielish	T18S R3W sec. 33 Next door to 32960 Dillard Rd	Forest type debris	500 cubic yards

Wildfire Smoke Intrusions & Air Quality Advisories

LRAPA participates in Oregon's Wildfire Response Protocol for Severe Smoke Episodes, a coordinated system that connects federal, state, and local agencies during significant smoke events. LRAPA's role includes issuing local air quality advisories, coordinating public health messaging, and representing Lane County's interests in state-level response planning.

Air Quality Advisories Issued

Start Date	End Date	Areas Affected	Primary Pollutant
08-22-2025	08-25-2025	Southern Willamette Valley	Ozone
09-02-2025	09-07-2025	Eastern Lane County	PM2.5/Wildfire
09-29-2025	09-30-2025	W. Lane County & Intermittent Eug/Spring	PM2.5/Wildfire

Oregon Wildfire Response Protocol for Severe Smoke Episodes Meetings

Date	Topic	Advisory Issued
07-11-2025	Prep for Coordination Calls	n/a
07-16-2025	Review Active Wildfires	No
08-22-2025	Ozone & Flat Fire	Yes
08-25-2025	Flat Fire, Emigrant Fire, & OR Fires	No
08-27-2025	Emigrant Fire, Flat Fire, & OR Fires	No
09-02-2025	Emigrant Fire & OR Fires	Yes

Oregon Wildfire Response Protocol for Severe Smoke Episodes Meetings

Date	Topic	Advisory Issued
09-04-2025	Emigrant Fire & OR Fires	Yes
09-05-2025	Emigrant Fire & OR Fires	Yes
09-29-2025	Moon Complex Fire & Emigrant Fire	Yes

II.D. Community Outreach, Education, & Building Partnerships

This section supports **Goal 5 (Partnerships and Interagency Coordination)** metrics for partner engagement and stakeholder communication, strengthening relationships with stakeholders and enhancing public understanding of air quality issues.

Media Log

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
4/03/2025	Washington Post	Joshua Partlow and Amudalat Ajasa	EPA cutting more than \$1 Billion in EJ grant funds and impact on Lane County and other areas
4/24/2025	Lookout Eugene-Springfield	Ashli Blow	American Lung Association rates Eug./Spring 4 th worst air quality in US.
6/02/2025	KMTR	News Staff	End backyard burning June 7 th due to fire concerns
6/03/2025	Lookout Eugene-Springfield	Ashli Blow	Burn Ban to begin early in Lane County
6/17/2025	KXCR- Radio	Larry Bloomfield	30-minute live interview for Florence public radio that featured LRAPA to discuss Homewood heating, asbestos, and prepping for wildfire
6/20/2025	KMTR	Gold Meadows	50-acre agricultural fire in Junction City on Wednesday 6/18 and impacts on Eugene area causing poor air quality. LINK
6/30/25	KEZI	News Staff	Supplemental Environmental Project Re-launch LINK
6/30/25	KVAL	News Staff	Supplemental Environmental Project Re-Launch LINK
6/30/25	KMTR	Gold Meadows	Supplemental Environmental Project Re-Launch LINK
7/1/25	KCST 106.9 FM, KCFM 1250 AM, 104.1 FM & 103.1 FM	George Henry	Supplemental Environmental Project Re-Launch LINK
7/2/25	KLCC	Karen Richards	Supplemental Environmental Project Re-Launch LINK
7/5/25	KLCC	Karen Richards	Air quality awareness during wildfire season LINK
7/8/25	Eugene Weekly	Christian Wihtol	E-Commerce shipping facility ISCP permit with LRAPA & possible Amazon site LINK
7/11/25	Register Guard	Alan Torres	E-Commerce shipping facility ISCP permit with LRAPA & possible Amazon site LINK
7/16/25	Lookout Eugene Springfield	Michael Zhang	E-commerce shipping facility ISCP w/ LRAPA LINK
7/16/25	KEZI	Israel La Rue	E-commerce shipping facility ISCP w/ LRAPA LINK
7/16/25	OR Dept. of Early Learning and Care	News Webpage	Outdoor AQ Guide from LCPH tool for use LINK
7/18/25	KLCC	News Brief	E-Commerce shipping facility ISCP w/ LRAPA LINK
8/4/25	Lookout Eugene Springfield	Michael Zhang	E-Commerce warehouse public comments on ISCP LINK

Media Log

Date	Media	Person	Topic
8/4/25	Lookout Eugene Springfield	Grace Chinowsky	Odors over the weekend smelling like dog feces LINK
8/5/25	KEZI	Israel La Rue	Odors of dog feces in Eug/Spring LINK
8/5/25	KMTR	Tiffany Lewis	Odors of dog feces in Eug/Spring LINK
8/5/2025	KPIC	Tiffany Lewis	Odors of dog feces in Eug/Spring LINK
8/19/25	KMTR	News Staff	Public Comments Open for Metro Wastewater Management Commission (MWMC) LINK
8/22/25	Lookout Eugene Springfield	Grace Chinowsky	Foul Smell ends w/o clear culprit LINK
8/22/25	Lookout Eugene Springfield	Ashli Blow	Heat wave Smog in Eugene Springfield LINK
8/22/25	KMTR	News Staff	Heat wave Smog in Eug/Spring LINK
8/22/25	KVAL	News Staff	Heat wave Smog in Eug/Spring LINK
8/22/25	KLCC	Gabriella Sgro	Heat wave Smog in Eug/Spring LINK
9/2/25	KEZI	News Staff	Emigrant Fire Smoke Advisory E. Lane County LINK
9/2/25	Lookout Eugene Springfield	Michael Zhang	Emigrant Fire Smoke Advisory E. Lane County LINK
9/3/25	Register Guard	Hannarose McGuinness	Emigrant Fire Smoke Advisory E. Lane County LINK
9/3/25	Lookout Eugene Springfield	Ashli Blow	Emigrant Fire Smoke Advisory E. Lane County LINK
9/11/25	Eugene Weekly	Christian Wihtol	Residents object to purported Amazon facility. ISCP comments to LRAPA LINK
9/15/25	KLCC	Rebecca Hansen-White	Short Mtn. Landfill first in Oregon to utilize drones for GHG inspection LINK
9/19/25	KLCC	Karen Richards	Hazy Air in Eug/Spring Area LINK
9/25/25	Eugene Weekly	Christian Wihtol	LRAPA evaluates purported Amazon parcel-delivery center LINK
9/25/25	Register Guard	Alan Torres	e-commerce facility scores key permit LINK
9/26/25	KVAL	Khenedi Wright	Tips for smoke during prescribed fire season LINK
9/26/25	Lookout Eug. Spring	Michael Zhang	Permit Approved for E-Commerce Facility LINK
9/29/25	KLCC	News Staff	Air Quality Advisory for W. Lane County and Intermittent Eug/Spring LINK
9/29/25	KVAL	News Staff	Wildfire Smoke Air Advisory and Delay Outdoor Burn Season to 10/15 LINK
9/29/25	KMTR	News Staff	Wildfire Smoke Advisory and Delay Outdoor Burn till 10/15 LINK
9/29/25	Cottage Grove Sentinel	News Staff	Wildfire Smoke Advisory and Delay Outdoor Burn till 10/15 LINK
10/6/25	Cottage Grove Sentinel	News Staff	Prescribed Burn at Native Oaks Ridge 10/7 LINK
10/10/25	KMTR	News Staff	Outdoor Burning opens for fall season LINK
10/10/25	KVAL	News Staff	Outdoor Burning Opens for Fall Season LINK
10/11/25	Register Guard	Alan Torres	Lane County residents ok for outdoor burning, marking the end of wildfire season LINK
10/16/25	Eugene Weekly	Christian Wihtol	PeaceHealth's Eugene hospital asbestos removal project. LINK
10/30/25	KEZI	News Staff	End of Outdoor Burning 10/31 for Eug/Spring/Oak & UGBs LINK
10/30/25	KMTR	News Staff	End of Outdoor Burning 10/31 for Eug/Spring/Oak & UGBs LINK
10/30/25	KVAL	News Staff	End of Outdoor Burning 10/31 for Eug/Spring/Oak & UGBs LINK
10/30/25	KLCC	News Staff	End of Outdoor Burning 10/31 for Eug/Spring/Oak & UGBs LINK
11/4/25	KMTR	Gabrielle Bowman	Radius Recycling Fire Investigation LINK

Media Log

Date	Media	Person	Topic
11/13/25	Eugene Weekly	Christian Wihtol	E-Commerce facility public neighborhood meeting background LINK
11/14/25	Lookout Eugene Springfield	Ashli Blow	Delta Landfill Modify Permit for PM LINK

IGA Partners and LRAPA Partnership Check-Ins and Updates (Nov. to Dec., Ongoing)

Travis Knudsen, Executive Director, and Matt Sorensen, Public Affairs Manager, attended meetings with partners from the four cities (Cottage Grove, Eugene, Oakridge and Springfield) and Lane County commissioners who comprise LRAPA's intergovernmental agreement (IGA) stakeholders. These meetings help bolster relationships, provide stakeholders updates since our last meeting, and share developments in air quality regulations from the Federal, State, and local level and to answer any questions or concerns from IGA partners. Meetings were held with County Commissioner Trieger, Oakridge City Administrator James Cleavenger and Mayor Bryan Cutchen, County Commissioner Ceniga, and County Commissioner Buch.

Meet with City of Eugene City Manager's Office Director of Communications Elle O'Casey (Nov. 14th, City of Eugene)

Matt Sorensen, Public Affairs Manager, met with the City Manager's Office Director of Communications Elle O'Casey at Eugene City Hall for introductions and to explore partnerships and effective communication practices with our shared stakeholders.

EPA Smoke Management in the Northwest Fall Workshop (Nov. 19th, Online)

Travis Knudsen, Executive Director, and Matt Sorensen, Public Affairs Manager, attended the follow-up virtual Smoke Management in the Northwest Workshop hosted by EPA Region 10. Building on the discussions from our previous workshop in April. This event brought together land managers, air quality professionals, tribal and state partners, and public health stakeholders to continue advancing collaborative approaches to smoke and wildfire management across the region.

Presentation on Smoke School to the Citizens Advisory Committee (Nov. 25th, LRAPA Office)

Matt Sorensen, Public Affairs Manager, provided an interactive presentation on Smoke School, the training that LRAPA inspectors and regulated facility staff must complete every six months to perform Method 9 smoke opacity readings. The presentation helped CAC members understand this vital part of LRAPA's permit enforcement efforts and how the agency has adapted to virtual certification options while maintaining accuracy in opacity readings from permitted operations.

Rivers to Ridges (R2R) Ecological Burn Group (Dec. 3rd and Jan 7th, LRAPA Office)

Matt Sorensen, Public Affairs Manager, hosted the Rivers to Ridges ecological burn group led by Sara Worl, Long Tom Watershed Council, and Bryce Izlar, Willamalane, to reflect on the 2025 prescribed burn season and prepare for the 2026 season. The meeting was held in LRAPA's boardroom as part of our community outreach efforts.

Smoke Ready Communities Meeting w/ Univ. of Oregon Smoke Resource Center (Dec. 4th, Online)

This partnership meeting organized by the Oregon Smoke Resource Center brings together multiple community agencies that support Lane County as well as greater Oregon residents in response to wildfire and wood smoke. At this meeting the group heard from Oregon Health Authority and learned about their Air Quality and Health Outcomes dashboard launched in 2025.

Springfield Chamber After Hours Hosted by Connected Lane County (Dec. 9th, Connected Lane County)

Matt Sorensen, Public Affairs Manager, attended the event where numerous Springfield Chamber members met to network and learn more about the youth service and educational opportunities provided by Connected Lane County at their new Springfield site.

III. MAINTAINING REGULATORY EXCELLENCE

Aligns with Internal Process Perspective of the Balanced Scorecard framework and LRAPA's current goals 3 and 4—ensuring compliance with air quality standards through effective monitoring, permitting, and enforcement.

III.A. Stationary Source Permitting Progress & Efficiency

This section supports **Goal 3 (Public Health Protection and Air Quality Education)** metrics for permit issuance timeliness, permit backlog rate, and area NAAQS compliance.

Permitted Sources

- Currently 15 sources hold a Title V operating permit in Lane County.
- Currently approximately 275 sources hold an ACDP.

Permits in Queue			
Category of Permit Activity	Title V	ACDP	Total In Queue
New	0	2	2
Renewals	1	15	16
Modifications	4	2	6
Constructions	-	1	1
Terminated Permits	-	-	-

Stationary Sources Permits Issued, Year-to-Date

- Title V Operating Permits: 4
- Air Contaminant Discharge Permits: 25

Permits on public notice from November 1 to December 31, 2025

Source Name	Reason for Public Notice	Type of Permit
203147, Junction City Clean Fuels, LLC	Renewal	Standard Air Contaminant Discharge Permit (ST ACDP) on public notice October 13 – November 18, 2025.
202144, Delta Sand & Gravel Co. – Delta Landfill	Simple Technical Permit Modification to increase the plant limits on particulate matter.	Standard Air Contaminant Discharge Permit (ST ACDP) on public notice October 13 – November 17, 2025.
205108, Stella-Jones Corporation	Renewal	Standard Air Contaminant Discharge Permit (ST ACDP) on public notice October 21 – November 25, 2025.
203129, Bakelite Chemicals, LLC	Replace the existing natural-gas fired boiler (EU: B-1) with two new identical 15.753 MMBtu/hr natural-gas fired boilers (EU: B-2 and B-3)	Construction Air Contaminant Discharge Permit (C-ACDP) on public notice November 12 – December 17, 2025.
General Permit No. AQGP-003	General ACDP renewal for fiberglass lay-up and/or reinforced plastics composites production.	General ACDP renewal on public notice from November 24 – December 29, 2025.
200517, Eagle Veneer, Inc.	Type B State NSR Simple Technical Permit Modification for a veneer dryer replacement.	Standard Air Contaminant Discharge Permit (ST ACDP) on public notice December 8 – January 12, 2025.
207050 Rosboro Company, LLC - Springfield	Construct an additional laminated beam manufacturing plant.	Construction Air Contaminant Discharge Permit (C-ACDP) on public notice December 10 – January 14, 2025.

Permit Backlog as of December 31, 2025			
Permit Type	Permits by Type	Permits Extended Administratively	Percentage of Total (%)
Title V	15	0	0%
Standard	24	3	13%
Simple	26	1	4%
Total	65	4	5%

III.B. Asbestos Program Oversight

This section supports **Goal 3 (Public Health Protection and Air Quality Education)** initiatives related to operating the asbestos program, including inspections and rule updates. LRAPA protects public health from asbestos hazards through effective oversight and education.

LRAPA administers the asbestos program in Lane County under title 43. This program regulates the handling, removal, and disposal of asbestos-containing materials to prevent public exposure to this hazardous substance. LRAPA reviews asbestos survey reports, processes abatement notifications, conducts inspections, and enforces compliance with asbestos regulations to protect workers and the public.

Asbestos Notices	Year-to-Date↓					
	2020	2021	2022	2023	2024	2025
Total Asbestos Abatement Notices	439	408	465	466	436	431

III.C. Enforcement

This section supports **Goal 3 (Public Health Protection and Air Quality Education)** metrics for enforcement action resolution and evaluations completed. The enforcement program ensures that regulations are followed, and violations are addressed.

LRAPA's compliance program ensures that air quality regulations are followed by stationary sources, asbestos contractors, and the general public. This section provides an overview of enforcement actions taken during the reporting period, including notices of non-compliance, civil penalties, and case resolutions.

Sep. 1, 2025 to Sep. 30, 2025					
Category of Violation	New	Follow-Up Action	Pending	Closed	Total
Asbestos	-	-	1	-	1
Industrial	1	-	1	-	2
Outdoor Burning	-	-	-	1	1
Fugitive Dust	-	-	-	-	-
Home Wood Heating	-	-	-	-	-
Totals	1	-	2	1	4

Attachment No. 3: November/December 2025, Enforcement Actions Detail Report.

	2020	2021	2022	2023	2024	2025
Notices of Non-compliance and Warnings	15	21	24	19	9	18
Notices of Violation with Civil Penalties	26	17	24	15	5	12

IV. STRENGTHENING ORGANIZATIONAL CAPACITY

Aligns with Learning & Growth Perspective of the Balanced Scorecard framework and LRAPA's current goal 6—developing staff capabilities and improving operational systems.

IV.A. Staff Development & Agency Growth

This section supports Goal 6 (Organizational Excellence and Operational Efficiency) metrics focused on staff retention, professional development, and employee satisfaction, essential for achieving operational excellence.

LRAPA maintains a skilled workforce to carry out our mission of protecting air quality in Lane County. This section provides an overview of our current staffing levels, vacancies, and professional development activities. Our commitment to staff development ensures we have the expertise needed to address complex air quality challenges effectively.

Department	FTE	Vacancies
Administration	5.0	0.0
Operations	9.0	1.0
Finance	3.0	1.0
Technical services	2.0	0.0
Total	19.0	2.0
<i>Agency at 89% of staffing capacity</i>		

LRAPA currently maintains 19.0 FTE across four departments. We presently have 17.0 FTE filled, representing 89% of our authorized staffing capacity.

The agency is pleased to welcome Skyler Dean, who joined LRAPA on November 3rd as an Environmental Specialist 1. Skyler brings valuable air quality experience from her previous role with the State of Alaska’s Air Quality Monitoring Division, where she focused on air monitoring, data analysis, technical report writing, and burn permit review. Her background in interpreting and implementing both state and federal air quality regulations, and her collaborative approach aligns well with LRAPA’s mission, and she has already proven to be a strong addition to our team.

The agency will continue to hold two vacant positions as we navigate ongoing federal budget uncertainty. The cautious approach maintains financial flexibility while ensuring LRAPA can continue delivering essential air quality protection services to Lane County. The temporary payroll specialist contract arrangement continues to effectively support our finance department transition.

LRAPA remains committed to thoughtful workforce planning and staff development strategies that balance operational needs with fiscal responsibility during this period of federal budget uncertainty.

Staff Professional Development, Year-to-Date

Training	Participation	Completion Date	Provider
Budget Law Training	2	February	Oregon Department of Revenue
Avoiding Communication Pitfalls	1	February	Express
Basic Inspector Training	3	March	WESTAR
Accounts Receivable: Common Routines	1	March	Caselle
Fred Pryor Customer Service Training	1	April	Pryor Learning
Intro to Environmental Enforcement training	2	April	Western States Project

Staff Professional Development, Year-to-Date

Training	Participation	Completion Date	Provider
Essential Skills Workshop	1	April	Springfield Chamber: Work ready
Community Connect Portal	1	April	Caselle
Workplace Safety: Active Violence Incident	17	May	City of Springfield, Police
New Source Review Process Steps	5	May	Department of Environmental Quality
Incinerators	3	May	WESTAR
Industrial Boilers	5	May	WESTAR
Electrostatic Precipitators	3	May	WESTAR
Ask Us Anything Air Quality	5	May	Department of Environmental Quality
Balancing Payroll Transmittals	1	May	Caselle
Complying with Grants	2	May	Environmental Protection Agency
ASAP Grant Payment Portal training	1	May	US Treasury
Payment Requests in ASAP	1	May	US Treasury
PERS Summer Webinar: Understanding your statement, voluntary contributions and Q&A	1	June	Employer Service Center (ESC)
Caselle: Payroll-Supplemental & Termination checks	1	June	Caselle
Caselle: New Online Payment Portal Management	3	June	Caselle
Ask Us Anything Air Quality	5	June	Department of Environmental Quality
WESTAR Effective Permit Writing course	2	July	WESTAR
EPA Annual Regional State & Local Air Dispersion Modeling Conference	1	July	Environmental Protection Agency
Oregon Annual Asbestos Retreat	2	August	Department of Environmental Quality
WESTAR TOXIC 231	1	September	WESTAR
EPA International Emissions Inventory Conference	2	September	Environmental Protection Agency
OSBEELS Symposium	1	September	Oregon State Board of Examiners for Engineering and Land Surveying
The Good, the Bad, and the [Redacted]: Navigating Oregon's Public Record's Law	1	September	Oregon Public Records Board & Lewis & Clark Law School
PERS: Reporting Resources & Top 10 Tips for Reporting Success	1	October	Oregon Public Employees Retirement System
Fall Air Quality Forum	6	October	Department of Environmental Quality
Engineering Licensure Trends, Legislative Challenges, and New Opportunities	1	December	American Academy of Environmental Engineers & Scientists

Staff Professional Development, Year-to-Date

Training	Participation	Completion Date	Provider
Elements of a Violation, Evidence of a Violation and Making Your Case	1	December	Western States Project
Permitting Practice & Principles	3	December	WESTAR Council
PERS: Reporting	2	December	Oregon Public Employees Retirement System
Caselle: AP Year-end 1099	3	December	Caselle
Caselle: Payroll Year-end W2	3	December	Caselle
Caselle: ACA 1095 Preparation	1	December	Caselle
NACAA AI Webcast	2	December	NACAA

Engineering Licensure Trends, Legislative Challenges, and New Opportunities (December 3rd, virtual)

This webinar explored key trends in engineering licensure in the United States, including recent changes to licensure exams and updates to requirements. It also addressed legislative challenges that impact engineering licensure and discussed opportunities for outreach to promote the value and importance of licensure in the engineering profession.

WESTAR Permitting Practice & Principles (December 9-11th, in-person/virtual)

Staff attended WESTAR Council's three-day online training on air quality permitting practice and procedures. This course provided staff with comprehensive training in methods and procedures for reviewing permit applications and preparing air quality permits.

Key topics covered included:

- **National Ambient Air Quality Standards (NAAQS) and attainment issues**
- **Permitting basics and potential to emit calculations**
- **Emission limitations and averaging times**
- **PSD and NNSR pre-construction permits**
- **Best available Control Technology (BACT)**
- **Title V operating permits**
- **Monitoring, recordkeeping, and reporting requirements**
- **New Source Performance Standards (NSPS)**
- **Compliance and enforcement considerations**

Elements of a Violation, Evidence of a Violation and Making Your Case (December 8th, Virtual)

Staff attended a 5.5-hour training focused on compliance determination and enforcement case development. The course covered three key areas: identifying all required elements of a violation before making noncompliance findings, including often-overlooked requirements such as statutes of limitation, intent, knowledge, and actual damages; gathering and managing evidence from multiple sources including site visits, agency files, government records, and internet resources, with guidance on identifying business organizations, property ownership, chain of custody procedures, and evidence handling for formal proceedings; and building enforcement cases from inspection preparation through documentation, detection avoidance strategies, information-gathering tools, enforcement options, and case presentation.

NACAA AI Webcast (December 9th, Virtual)

Staff attended a webcast to hear how the Bay area and New Mexico are using AI. The Bay area has created a template they use to do the initial review of permit applications (new/renewals/modifications). The information and documentation get uploaded into the template that then conducts a high-level review of the permit, determines which regulations apply, and associated fees. The permit writers review the documents and so far, have found them to be very accurate.

IV.B. Operational Improvements & Innovation

This section supports Goal 6 (Organizational Excellence and Operational Efficiency) metrics for technology adoption and systems modernization, enhancing our efficiency and effectiveness in serving Lane County.

LRAPA is working to improve our systems and processes to enhance efficiency and effectiveness. These improvements support our ability to fulfill our mission and provide better service to the public. Current initiatives focus on technology upgrades, document management, and standardized procedures.

Current activities underway:

- **LINFO Database Upgrade:** LRAPA successfully transitioned to our central database system (LINFO) version 3.0 in summer 2025, which enhances our permit tracking, complaint management, and reporting capabilities. The system has been fully operational, and staff are actively using it while documenting bugs and identifying needed user-interface and functionality improvements. Progress on system enhancements was paused from June through October 2025 due to the retirement of LCOG's internal developer who maintained LINFO under contract.

Recent progress includes LCOG engaging with select user interface updates and bug fixes. Additionally, LRAPA has identified a promising freelance developer candidate who is a former LRAPA employee with valuable institutional knowledge of our operational needs. This candidate is currently beginning to access the LINFO code base for assessment.

Next steps include establishing an hourly contract with the freelance developer, followed by prioritizing enhancement items. Priorities will include user interface improvement requests not being routed to LCOG, as well as beginning development of an enforcement module within LINFO to better support compliance and enforcement workflows.

- **Standard Operating Procedures (SOPs):** Development of SOPs across all departments continues to progress well. Building on the foundational "SOP for SOPs" framework established in September, the agency has completed and implemented several critical administrative policies during November and December.

The Administrative Manager finalized four comprehensive SOPs addressing key employment law compliance and operational areas:

Telework Policy (revised v2.0, November 21) – Establishes guidelines for remote work arrangements, including position eligibility, work schedule requirements, and compliance with federal and state wage and hour laws

Disability Accommodations (v1.0, November 12) – Formalizes LRAPA's commitment to ADA compliance through structured interactive processes and reasonable accommodation procedures

Hours of Work & Overtime (v1.0, November 17) – Clarifies timekeeping requirements, overtime authorization, and compensatory time policies for compliance with FLSA

Meal and Rest Periods (v1.0, October 22) – Ensures compliance with Oregon labor law regarding required breaks for non-exempt employees

V. ENSURING FISCAL RESPONSIBILITY

Aligns with Financial Stewardship Perspective of goal 7—managing financial resources effectively and transparently.

V.A. Budget Performance & Stability

*This section supports **Goal 7 (Financial Sustainability and Transparency)** metrics for budget variance and maintaining adequate reserves (4 months of operating budget), ensuring LRAPA can fulfill its mission consistently.*

Please refer to the November 2025 financial update (Agenda item number 7).

FY26 Line Items to Note: These line items are above 91% of the budgeted spending to date. (Target spending to date is 43% as if November 30, 2025).

- **General Fund** – nothing to note.
- **Special Revenue Fund (Title V)** – nothing to note.
- **Grant Fund** – nothing to note.

FY26 Summary of Expenditures: 43% of the year has elapsed **as of 11/30/25**, and spending is below that threshold in each of the LRAPA funds. These are the categories we must consider when asking the question “Were we below or over budget for the year?”:

- **General Fund** Total Actual Expenditures as a % of Budgeted Annual Expenditures: **27%**
- **Special Revenue Fund** Total Actual Expenditures as a % of Budgeted Annual Expenditures: **27%**
- **Grant Fund Total** Actual Expenditures as a % of Budgeted Annual Expenditures: **32%**
- **All Funds Consolidated** Actual Expenditures as a % of Budgeted Annual Expenditures: **29%**

Please Note: *At this time, no supplemental budget process is needed.*

Grant Fund Details as of 12/31/2025

- **Targeted Airshed Grant 1.0** (November 2019 – November 2025)
 - Total grant amount: \$4,938,190
 - Spent to date: \$4,938,190
 - Remaining grant balance: \$0
 - Awaiting federal reimbursement (as of 12/31/25): \$150,845.59
 - Percentage of grant awaiting reimbursement: 3%

- **Targeted Airshed Grant TAG 2.0** (January 2022 – August 2026)
 - Total grant amount: \$2,739,425
 - Spent to date: \$434,222.93
 - Remaining grant balance: \$2,305,202.07
 - Awaiting federal reimbursement (as of 10/3/25): \$26,537.64
 - Percentage of grant awaiting reimbursement: <1%

V.B. Financial Transparency & Reporting

This section supports **Goal 7 (Financial Sustainability and Transparency)** metrics for financial reports provided to the Board (target: monthly) and timely audit completion (target: before December 31). Transparency in financial matters builds trust with our stakeholders and ensures accountability.

Fiscal Year: 2025-2026	Status	Completion Date
Budget FY26	Adopted	May 2025
Prior Year Audit - FY25	In progress, Isler is wrapping up	Expected January 2026
Auditor's Presentation	Scheduled	February 2026 BOD Meeting

Auditor Selection Process: At the November 2025 Board meeting, the Board requested that LRAPA conduct a competitive procurement process for audit services. Under LRAPA's Public Contracting Rules (Title 1, Section 1-025), audit services are classified as "Personal Services" because they require specialized professional skills and licensure.

For a Personal Services contract of this value (~\$40k annually), LRAPA's minimum procurement requirements allow for either of the following options:

Procurement Method	Process	Level of Competition	Timeline
Informal Written Quotes	Obtain at least 3 written quotes based on a written scope of work; award to vendor that best serves LRAPA's interests	Competitive but streamlined	Written Quotes: Faster process (2-3 weeks), lower administrative burden, adequate competition through direct solicitation to qualified firms.
Formal Request for Proposals (RFP)	Public advertisement (at least 5 days before closing); formal RFP document with evaluation criteria; public notice of intent to award with protest period	Fully competitive and transparent public process	Formal RFP: Longer process (6-8 weeks), higher administrative effort, broader public competition through advertisement, greater transparency.

Staff will proceed with the method that best aligns with the Board's objectives for competition, transparency, and administrative efficiency. The procurement will be completed in time to allow the selected auditor to begin fieldwork for the FY26 audit as scheduled.

VI. BOARD CALENDAR

A tentative review of upcoming initiatives, events, and board business.

2026	2027
<p>January</p> <ul style="list-style-type: none"> - Preview upcoming appointments on board and committees. - City of Eugene Public Health Standards Code Amendments - Director’s Contract Approval <p>February</p> <ul style="list-style-type: none"> - Oakridge Air Update - FY’25 Audit Report & Presentation - Appoint new Budget Committee members, and appoint Budget Officer - Elect the Board Chair and Vice-Chair <p>March</p> <ul style="list-style-type: none"> - Budget Committee Meeting for FY’26-27 <p>April</p> <ul style="list-style-type: none"> - Budget Committee Meeting for FY’26-27; Approve Budget - Executive Director’s Performance Evaluation Process <p>May</p> <ul style="list-style-type: none"> - Public Hearing of FY’26-27 Approved Budget, Board Adoption - Oakridge Air Update <p>June</p> <ul style="list-style-type: none"> - Outdoor Burning Season Review <p>July</p> <ul style="list-style-type: none"> - Rulemaking Review - Review PERS UAL Liability & Investment Strategy <p>August</p> <ul style="list-style-type: none"> - No Meeting <p>September</p> <ul style="list-style-type: none"> - Review Legislative Short Session. - Review Local Partner Dues Calculation for FY’26-27 - Wildfire Smoke Management Season Update - Annual Review of Board Designated LGIP Account <p>October</p> <ul style="list-style-type: none"> - Approve Local Dues Calculation for FY’26-27. - Smoke Management Season Update/Review <p>November</p> <ul style="list-style-type: none"> - Audit Update, FY’26-27 - Home Wood Heating Season Update <p>December</p> <ul style="list-style-type: none"> - No Meeting 	<p>January</p> <ul style="list-style-type: none"> - Preview upcoming appointments on board and committees. - Oakridge Air update <p>February</p> <ul style="list-style-type: none"> - Appoint new Budget Committee members, and appoint Budget Officer - Elect the Board Chair and Vice-Chair <p>March</p> <ul style="list-style-type: none"> - Budget Committee Meeting for FY’27-28 <p>April</p> <ul style="list-style-type: none"> - Budget Committee Meeting for FY’27-28; Approve Budget - Executive Director’s Performance Evaluation Process <p>May</p> <ul style="list-style-type: none"> - Public Hearing of FY’27-28 Approved Budget, Board Adoption - Oakridge Air Update <p>June</p> <ul style="list-style-type: none"> - Outdoor Burning Season Review <p>July</p> <ul style="list-style-type: none"> - Rulemaking Review - Review PERS UAL Liability & Investment Strategy <p>August</p> <ul style="list-style-type: none"> - No Meeting <p>September</p> <ul style="list-style-type: none"> - Review Legislative Long Session. - Review Local Partner Dues Calculation for FY’27-28. - Wildfire Smoke Management Season Update - Annual Review of Board Designated LGIP Account <p>October</p> <ul style="list-style-type: none"> - Approve Local Dues Calculation for FY’27-28. - Smoke Management Season Update/Review <p>November</p> <ul style="list-style-type: none"> - Audit Update, FY’27-28 - Home Wood Heating Season Update <p>December</p> <ul style="list-style-type: none"> - No Meeting

VII. LRAPA STRATEGIC GOALS REFERENCE SHEET

These ongoing and sustained goals are designed to ensure comprehensive performance management across four key perspectives. This reference sheet provides an overview of each strategic goal and its associated performance metrics.

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.

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

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.

Lag Indicators

- % of days in "Good" or "Moderate" AQI categories by monitoring location (target: 95% annually)
- Number of days with PM2.5 or PM10 exceeding NAAQS 24-hour standards (target: 0)
- % of complaints responded to (target: 95%)

Lead Indicators

- Number of educational events/programs conducted quarterly (target: 2 per quarter)
- Number of wood heating advisories issued (target: prior to 150 AQI in metro)
- Email listserv growth (target: >3% increase annually)

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.

Lag Indicators

- Response time to publish smoke advisories during events (target: before 1pm on days needed)

Lead Indicators

- Maintain LRAPA supported commercial air sensors in Lane County (target: approximately 75)
- State smoke advisory engagement (target: 100% participation)

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.

Lag Indicators

- % of area in compliance with NAAQS standards (target: 100%)
- % of permits issued within target timeframes (target: 90%)
- Permit backlog rate (target: <20%)

Lead Indicators

- Number of annual Full Compliance Evaluations completed vs. EPA committed (target: 100%)
- % of enforcement actions resolved within 6 months (target: 80%)

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.

Lag Indicators

- % data completeness for monitoring network (target: >95%)
- Timeliness of data reporting to the public and EPA (target: 100% on schedule)

Lead Indicators

- % of monitors calibrated on schedule (target: 100%)
- % uptime for real-time data systems (target: 98%)
- Number of monitoring site quality assurance audits completed vs. EPA committed (target: 100%)

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.

Lag Indicators

- Number of industry outreach initiatives completed annually (target: 1 per year)
- Number of community outreach initiatives completed annually (target: 1 per year)
- Number of partner outreach engagements completed annually (target: 5 per year)

Lead Indicators

- Diversity of inter-agency meetings attended (target: prioritize local, then state, then federal engagements)
- Number of monitoring site quality assurance audits completed vs. EPA committed (target: 100%)
- Communication frequency with key stakeholders (target: Quarterly communication)
- Number of council presentations delivered (target: 1 per jurisdiction annually)

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.

Lag Indicators

- Employee satisfaction/engagement scores (target: 85% satisfaction)
- Staff retention rate (target: >85% annually)
- % completion of internal systems modernization (target: 100% of planned upgrades, e.g. LINFO)

Lead Indicators

- Number of staff professional development training completed (Target: 2 per staff per year)
- Number of staff utilizing advancing technologies in workflows (target: > 50%)

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.

Lag Indicators

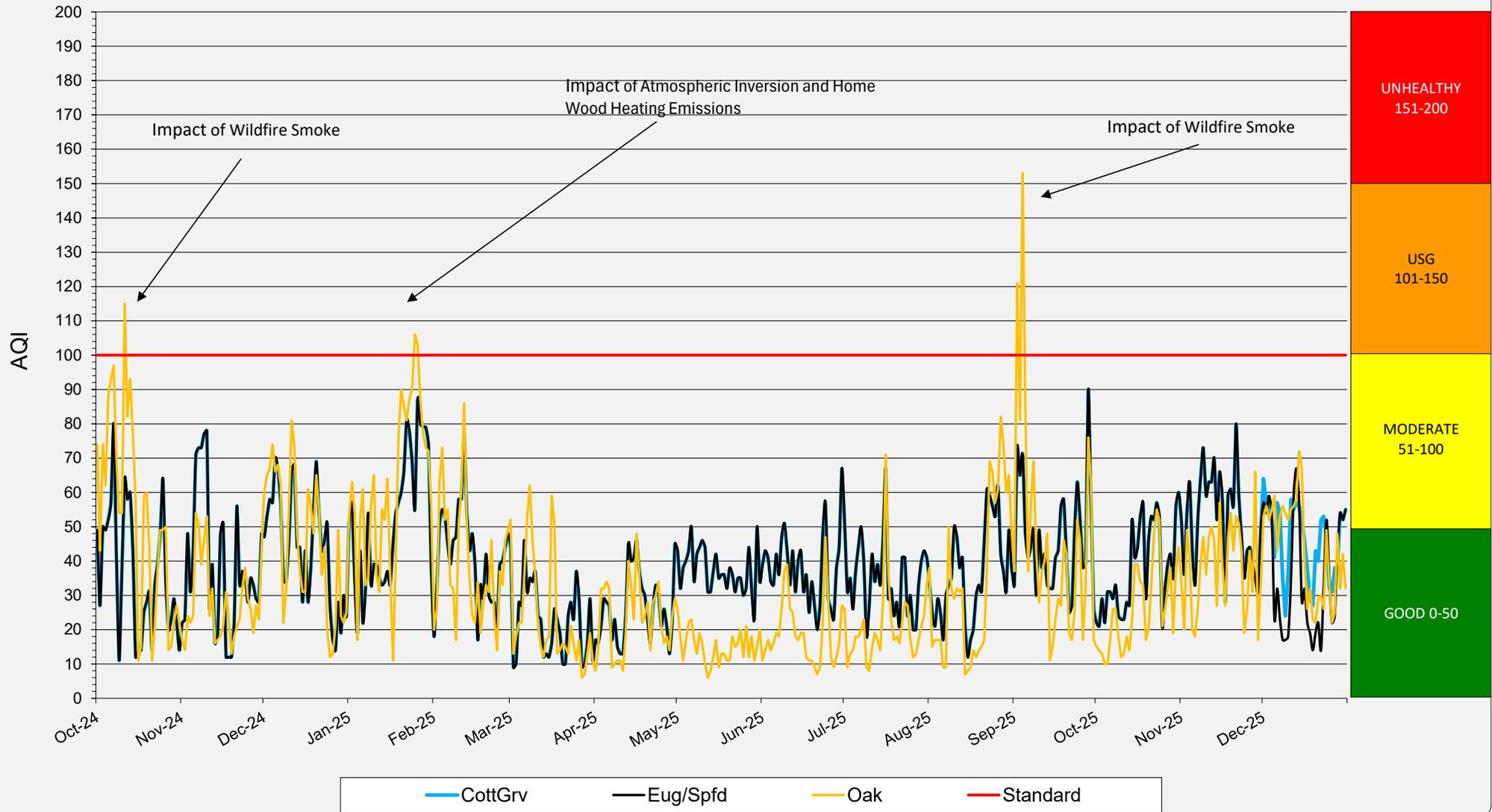
- Reserve fund supporting annual operating budget (target: 4 months)
- Budget variance (target: within 10% of planned)

Lead Indicators

- Number of financial reports provided to Board & public (target: monthly to Board)
- Audit completed before state deadline (target: Dec. 31)

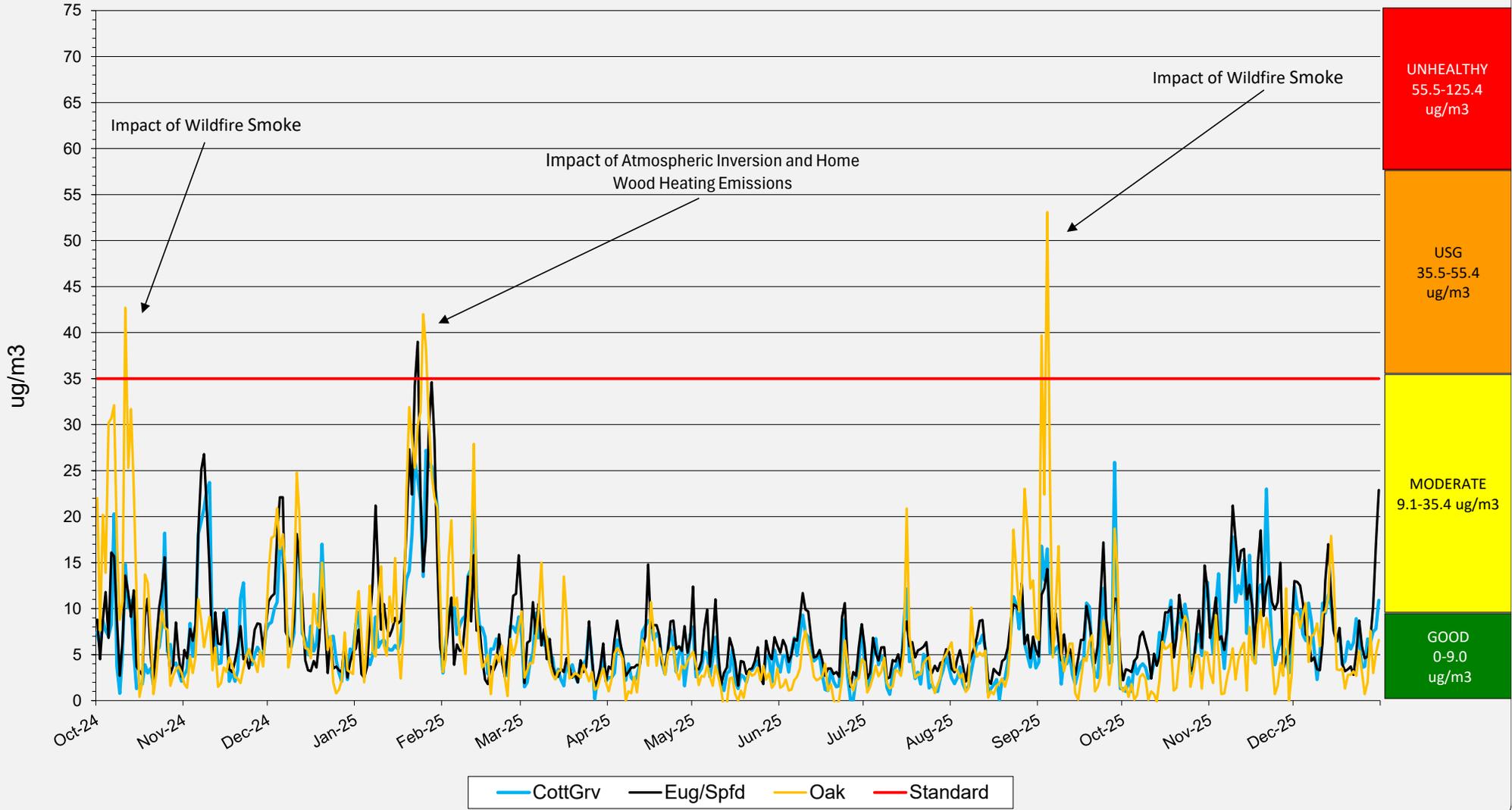
Daily Air Quality Index (AQI) Chart

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



Daily PM2.5 Levels

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



NEW/OPEN ENFORCEMENT ACTIONS DETAIL REPORT
11/1/2025 -- 12/31/2025
Report of open actions initiated since last report

NEW ENFORCEMENT ACTIONS:

1. AURORA INNOVATIONS, LLC / HYDROFARM (EUGENE)
 - A. Violation: Allowed for particulate matter (pearlite fines) to become airborne and cause visible depositions on neighboring properties. This is a violation of permit condition of their Air Contaminant Discharge Permit 200053 (ACDP 200053) permit condition G4.
 - B. Initial Action Taken: NON #3941 issued 10/02/2025
 - C. Subsequent Action: PENDING
 - D. Resolution: PENDING
 - E. Source Type: ACDP – Fugitive Emissions
 - F. Initiated By: COMPLAINT

PENDING (Enforcement actions issued prior to 11/1/2025 with no reporting action in the current reporting period):

1. 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 9/6/2024
 - C. Subsequent Action: NCP #2024-3908 (\$8,400) issued 9/6/2024; request for reduction approved and reduced to \$4,800 with a payment plan of \$100; payments are on schedule as of 12/31/2025.
 - D. Resolution: PENDING
 - E. Source Type: ASBESTOS
 - F. Initiated By: INSPECTION

2. REMEDIOS ROMERO (COTTAGE GROVE)
 - A. Violation: Respondent conducted the burning of prohibited materials, including painted wood, metal, tin cans, plastic bags, food waste, plastics fiberglass roofing and general household garbage in a burn barrel.
 - B. Initial Action Taken: NON #3930 issued 08/06/2025
 - C. Subsequent Action: NCP #2025-3930 (\$1,019) issued 08/06/2025; no response, default order and judgment (DOJ) in process
 - D. Resolution: PENDING
 - E. Source Type: OUTDOOR BURNING
 - F. Initiated By: COMPLAINT

CLOSED ENFORCEMENT CASES Enforcement closed in the current reporting period 11/1/2025 – 12/31/2025):

1. MICHAEL BJ CORDLE & ALEXANDRA LEVINE (SPRINGFIELD)
 - A. Violation: Conducted outdoor burning of prohibited materials as a recreation fire.
 - B. Initial Action Taken: NON #3942 issued 10/01/2025
 - C. Subsequent Action: NONE
 - D. Resolution: CASE CLOSED on 11/01/2025: Respondent was educated on recreational burning that includes manufactured logs for burning or clean dry firewood only.
 - E. Source Type: RECREATIONAL FIRE
 - F. Initiated By: COMPLAINT