A G E N D A

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING

THURSDAY MAY 14, 2026
12:15 P.M.

Virtual Participation
Microsoft Teams
Join the meeting now
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. April 9, 2026 Meeting 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 Report** *(12:40 p.m.)* *Action*

   A. Travis Knudsen
   B. March 2026 Financial Report
   C. Board Discussion

8. **Appoint Budget Hearing Officer FY 26-27 Budget** *(12:50 p.m.)* *Action*

   A. Travis Knudsen
   B. Board Discussion

9. **Public Hearing Proposed FY 26-27 Budget Adoption** *(12:55 p.m.)* *Information*

   A. Travis Knudsen
   B. Board Discussion

10. **Resolution 26-03 Adopting FY 26-27 Budget** *(1:15 p.m.)* *Action*

    A. Travis Knudsen
    B. Resolution
    C. Board Discussion

11. **Caselle Update (Resolution 26-01)** *(1:20 p.m.)* *Information*

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

12. **Air Toxics & Cleaner Air Oregon** *(1:30 p.m.)* *Information*

    A. Travis Knudsen
    B. Presentation
    C. Board Discussion

13. **Directors Report** *(1:50 p.m.)* *Information*

    A. Travis Knudsen
    B. Directors Report
    C. Board Discussion

14. **Future Board Agenda Items** *(1:55 p.m.)* *Information*

    A. Director Keating
    B. Staff Report
    C. Board Discussion

15. **Adjournment** *(2:00 p.m.)*

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LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@lrapa-or.gov or by calling the LRAPA office at 541-736-1056.

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BOARD OF DIRECTORS
MEETING MINUTES
MAY 14, 2026
MEETING VIA TEAMS / LRAPA OFFICE, SPRINGFIELD OREGON

ATTENDANCE	
BOARD PRESENT:	**STAFF PRESENT:**
Matt Keating, Chair	Travis Knudsen, Executive Director
Jim Settelmeyer	Chris Coulter, Permit Writer
Bryan Cutchen	Ashley Dearden, Permit Writer
Jared Hensley	Lance Giles, Technical Services Manager
Michael Johnston	Max Hueftle, Operations Manager
Dylan Plummer	Morgan Kelley, Field Inspector/Compliance Officer
Howard Saxion	Marcia Miller, Permit Writer
	Rachelle Nicholas, Administrative Manager
	Mandy Ramirez, Field Inspector/Compliance Officer
	Robbye Robinson, Finance Specialist
	Matt Sorensen, Public Affairs and Project Manager
	Colleen Wagstaff, Enforcement Manager
BOARD ABSENT/EXCUSED:	**OTHERS PRESENT:**
David Loveall, Vice-Chair	Kelly Wood, Citizens Advisory Committee (CAC) Chair
Alan Stout	Ron Shaheen
Jared Hensley	

AGENDA	ACTION
REGULAR MEETING	
1. Call to Order	**Chair Matt Keating** 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. **Ron Shaheen** addressed the Board regarding 2-cycle gas-powered leaf blowers. Mr. Shaheen was unable to unmute via Microsoft Teams; Chair Keating called him directly and he addressed the Board over speakerphone.

B. Comments on a Topic Not Included on Today's Agenda	**Mr. Shaheen** expressed appreciation for LRAPA's mission. He advocated for a countywide ban on 2-cycle gas-powered leaf blowers due to the hazardous air pollutants they emit. He noted that these emissions occur in residential neighborhoods with direct health consequences. He noted that Portland and California have similar restrictions in place, and highlighted the use of battery-powered alternatives.
4. Comments from Board Members	**Director Plummer** expressed full agreement with the public testimony. He stated his interest in exploring LRAPA's authority versus municipal authority. He invited a future agency discussion on the matter. Director Plummer also requested that an executive session be added to the June board meeting agenda to discuss personnel issues, a different topic. The Board agreed to schedule an executive session on personnel matters at the June meeting. **Director Saxion** noted the considerable pollution produced by 2-cycle engines. He recalled the Citizens Advisory Committee had reviewed the issue of public education on alternatives to 2-cycle equipment and suggested it may be time to revisit that work. He stated his view that LRAPA likely does not hold regulatory authority over 2-cycle engines as mobile sources and that cities in Oregon and elsewhere that have banned them for lawn care have done so under nuisance and noise. He suggested the path forward rests with municipalities such as Eugene and Springfield. **Mr. Knudsen** agreed that 2-cycle engine emissions exceed those of other combustion types. He noted the importance of considering diverse perspectives across the county regarding any hypothetical countywide restriction. **Chair Keating** shared his perspective, noting that a broad restriction might not fit every community in the county and suggested LRAPA could play a role in helping communities reach outcomes being achieved in Portland, Seattle, and elsewhere through education, incentive guidance, and technical assistance. He asked that the issue be brought forward as a future agenda item. **Director Cutchen** noted that from a rural perspective, 2-stroke equipment encompasses a broader range of uses beyond leaf blowers, including chainsaws used for Firewise mitigation and fuels reduction work. He stated he would not support a broad countywide approach, and suggested any effort be narrowed to leaf blowers and weed whackers as primarily an urban issue. He supported directing recommendations to municipalities. **Chair Keating** noted the Board's clear direction and asked staff to bring the item forward for future agenda discussion covering regulatory authority, education opportunities, and incentive strategies. He encouraged Board members to invite community members to participate and provide additional perspective.

5. Approval of Meeting Minutes	**MOTION:** Director Johnston moved, and Director Saxion seconded to approve the April 9, 2026 Meeting Minutes. The motion passed unanimously.
6. Citizens Advisory Committee	**Kelly Wood**, Chair of the Citizens Advisory Committee (CAC), provided the Board with an overview of the most recent CAC meeting. The CAC extended the meeting to two hours, enabling more in-depth discussion of the proposed Title 43 asbestos rule revisions. Several members of the public participated and offered substantive comments. Title 43 refinement will continue at the next meeting.
7. Approval of Financial Report	**Travis Knudsen,** Executive Director, presented the financial report for the period ending March 31, 2026. With 75% of the fiscal year elapsed, the General Fund Personnel Services line item is at 69% of budget (92% of the year-to-date target), and the Special Revenue (Title V) Personnel Services line item is at approximately 90% of the year-to-date target. Both are expected to remain within annual budget. The April reconciliation is underway and will be reported to the Board at the next meeting. **MOTION:** Director Johnston moved, and Director Saxion seconded to approve the March 2026 Financial Report. The motion passed unanimously.
8. Appointment of Budget Hearing Officer, FY 2026-27	**Mr. Knudsen** informed the Board that Christina Ward, Finance Manager, had been appointed Budget Officer for the FY 2026-27 budget process at the February meeting, and updated the Board that Ms. Ward departed the organization at the end of April. He recommended the Board appoint himself as Budget Hearing Officer for the current cycle, noting his close involvement in developing and presenting the budget. **Chair Keating** asked who would serve in the role in the event of the Executive Director's incapacity. Mr. Knudsen identified Administrative Manager Rachelle Nicholas as the first point of succession, with collective support from Operations Manager Max Hueftle, Technical Services Manager Lance Giles, Enforcement & Asbestos Manager Colleen Wagstaff, and Public Affairs Manager Matt Sorensen. **MOTION:** Director Saxion moved, and Director Plummer seconded to appoint Travis Knudsen as Budget Hearing Officer for FY 2026-27. The motion passed unanimously.
9. Public Hearing and Adoption of FY 2026-27 Budget	**Mr. Knudsen** provided a brief overview of the FY 2026-27 budget as approved by the Budget Committee. Key highlights: Total approved expenditures of $6,008,036; Financial reserves meeting the Board's four-months-of-operating-budget policy; 19 FTE proposed; 3% cost-of-living adjustment; Capital purchase of one fleet vehicle.

	Mr. Knudsen entered into the hearing record the affidavit of publication confirming required public notice was published in the Eugene Register-Guard on May 4, 2026. **Chair Keating** opened the public hearing. No public testimony was received. **Chair Keating** closed the public hearing at 12:45 p.m. No substantive changes to the budget were required. Discussion followed on the budget outlook. **Director Cutchen** asked about financial challenges ahead. **Mr. Knudsen** noted the reserves policy is being met, but that a growing tension between revenue growth and increasing costs will require attention. **Director Saxion** noted the Budget Committee discussion had reached consensus that staff and the Board undertake a broader evaluation of revenue sources and project the reserve fund trajectory over three to four years. **MOTION:** Director Saxion moved, and Director Johnston seconded to adopt Resolution 26-03, adopting the FY 2026-27 budget and making appropriations. The motion passed unanimously.
10. Caselle Update / Resolution 26-01 Corrective Action Plan	**Mr. Knudsen** provided an update on the corrective action plan established under Resolution 26-01, adopted in February 2026 in response to audit finding 2025-001, a material weakness in internal controls over financial reporting and a repeat finding from 2024. **Background:** LRAPA transitioned to the Caselle accounting software on July 1, 2024. During and following that conversion, an error was identified in the mapping of accounts receivable and accounts payable subsidiary ledgers to the general ledger. Resolution 26-01 commits to two corrective actions: resolving the Caselle subsidiary ledger mis-mapping and bringing monthly bank reconciliations current. **Update:** The April 30 deadline passed without full resolution. Monthly bank reconciliations are caught up through March; April reconciliation is still pending but expected to be completed before the June board meeting. The Caselle backend mapping correction has not been achieved. With the Finance Manager position now vacant, full resolution of the mapping issue before fiscal year-end on June 30 is not anticipated. Resolving the mapping requires a Finance Manager in place who can maintain ongoing reconciliations while engaging Caselle's software engineers to identify and correct the mis-mapping. In the interim, LRAPA has connected with external partners to explore financial oversight support on journal entries and reconciliation decisions. Administrative Manager Rachelle Nicholas and Executive Director Knudsen are sharing Finance Manager responsibilities. The agency has contracted

	and external, CPA, for interim pre-audit data preparation as LRAPA transitions to Pauly Rogers & Co. as its new auditor. **Director Johnston** asked whether the reconciliation issue involved accounts payable and receivable or cash accounts. **Mr. Knudsen** clarified that cash flow analysis and monthly transaction reconciliations continue on schedule; the issue is specifically the coding of AP and AR transactions when posted from subsidiary ledgers to the general ledger, which affects year-end reporting and the audit. **Director Cutchen** noted that Oakridge experienced the same Caselle mapping challenges during a parallel transition, expressed confidence that the issue can be resolved, and endorsed Eric Kytola's involvement. He asked the Board to bear with staff through the process.
11. Air Toxics and Cleaner Air Oregon	**Mr. Knudsen** presented on air toxics monitoring and the Cleaner Air Oregon program in response to interest expressed at a prior Board meeting. **Air Toxics Overview.** Air toxics (hazardous air pollutants at the federal level; toxic air contaminants under Oregon law) are distinct from the six criteria pollutants regulated under the Clean Air Act. They are assessed using Toxicity Reference Values (TRVs) that evaluate both acute and chronic health risks, including potential cancer risk from long-term daily exposure over a 70-year period. LRAPA operates one air toxics monitoring site in West Eugene at the Highway 99 location. A second sampling site was retired when DEQ's lab capacity could not support two sites. Sampling occurs once every six days. Notable pollutants detected in Lane County include formaldehyde, benzene, and acetaldehyde, associated with vehicle exhaust, wildfires, and wood stoves. Springfield data was collected in 2024 from a temporary site at the youth farm near the Gateway neighborhood. **Chair Keating** asked about LRAPA's authority to regulate vehicle emissions. Mr. Knudsen explained that mobile source regulation is a federal function under the Clean Air Act. Vehicle inspection programs in Oregon exist in Portland and Medford in response to ozone non-attainment or potential non-attainment, not in response to air toxics. Discussion of the West Eugene naphthalene data showed a notable increase and subsequent decline at the monitoring site corresponding to the operational timeline of the JH Baxter wood treatment facility, which ceased operations in 2022. **Chair Keating** asked about the cancer types associated with these pollutants, noting their mother's lymphoma diagnosis following a period of elevated readings visible in the West Eugene data. **Mr. Knudsen** explained that TRVs are established through expert review processes

	examining peer-reviewed studies, considering a range of cancer and non-cancer health outcomes depending on the specific pollutant. **Director Plummer** asked whether staff would be interested in restoring a second air toxics sampling site. Mr. Knudsen noted that additional sampling costs made that difficult. **Cleaner Air Oregon.** (CAO), adopted in 2018-2019. The Oregon CAO program includes 600 toxic air contaminants compared to 188 at the federal level. LRAPA administers CAO for Lane County sources. Under CAO, facilities provide a complete emissions inventory, which is modeled to assess potential health risk to nearby communities. Risk thresholds determine regulatory response, ranging from permit conditions at the lowest threshold to a prohibition on permit issuance at the highest. New facilities face more stringent thresholds than existing facilities. **CAO Implementation Status**: Lane County sources in the emissions inventory and source testing phase are International Paper (Springfield) and Pacific Recycling (Eugene). Hexion (Springfield) and A&K Metal Fabrication (near Junction City) are in the risk assessment phase. Seneca SSE, Willamette Valley Co., Seneca Sawmill, and Emerald Forest Products #1 have completed CAO and fully permitted. Arcimoto and JH Baxter are no longer operating but had completed CAO.
12. Directors Report	**Mr. Knudsen** provided highlights from the April 2026 Director's Report. **LRAPA Office**. Asbestos abatement was completed on north side. Siding replacement is underway. South-East windows are also being replaced. Dry rot was identified and repaired as needed. **Air Quality.** April was an exceptional month, with all monitoring sites recording Good AQI values. Ozone season began May 1 and runs through September. **American Lung Association State of the Air Report.** The ALA released its annual report in April. Lane County historically receives poor grades under the ALA's methodology, which counts days of unhealthy air quality countywide. The 2022 Cedar Creek Fire significantly impacted Oakridge's data and drove the county's placement. **Community Engagement**. Staff met with EWEB Board Member Tim Morris to explore opportunities for ductless heat pump programs as a wood stove emission reduction strategy. LRAPA connected with the Oregon Health Authority, which expressed interest in scaling LRAPA's youth air quality index guidance statewide.

	Finance Manager Vacancy. The Finance Manager position went vacant at the end of April. The posting opened April 27 with applications closing May 15. More than 40 applications have been received. **Director Keating** asked if air quality advisories are opt-in and how they reach residents. **Mr. Knudsen** confirmed advisories are issued by press release and shared via social media and the Emma email platform. Oakridge has a targeted text alert program. **Director Keating** acknowledged the growth opportunity in subscription levels and requested a future agenda item on engagement goals, growth strategy, and barriers. **Director Keating** asked if federal cuts to the National Weather Service have affected LRAPA's operations. **Mr. Sorensen** acknowledged NWS has been scaled back, and some equipment upgrades deferred, but the NWS staff indicated they will meet its operational marks and are committed to participating in state-level smoke coordination calls hosted by DEQ. **Director Plumme**r thanked staff for the meeting with EWEB Board Member Morris on heat pump programs. He expressed interest in continuing to explore how LRAPA's Oakridge program expertise could be extended to other communities, particularly for homes in West Eugene still using delivered fuels. The following items were identified for future board agenda consideration with Chair and Vice-Chair: - 2-cycle lawn equipment: regulatory authority, education, and incentive strategies - Executive session on personnel matters (June 2026) - LRAPA email notification engagement growth goals and wildfire notification strategy - LRAPA artificial intelligence adoption update.
12. Adjournment of LRAPA Board Meeting	**Chair Keating** adjourned the LRAPA Board meeting at 2:00 p.m.

(Minutes recorded by Matt Sorensen)

LRAPA
Lane Regional Air Protection Agency

Prepared on 5/5/2026

Financial Update FY 2025-26 as of March 31, 2026

General Fund	FY 24-25 YTD Actuals as of Feb 2025	FY 25-26 YTD Actuals as of Mar 2026	FY 25-26 Adopted Budget	FY 25-26 Annual Budget Variance	*FY 25-26 % of year elapsed (target %)*	FY 25-26 YTD Budget Variance	*Foot-notes*
Revenues							
Federal Revenues (EPA)	477,985	300,000	720,000	(420,000)			
State Revenues (DEQ)	300,369	200,461	443,514	(243,053)			
Local Dues	203,500	211,807	211,807	0			
Permit Fees	1,342,212	1,414,880	1,399,447	15,434			
Other Revenues (Interest & Misc.)	139,319	95,483	106,500	(11,017)			
Transfers from Title V & Grant Fund	11,964	0	140,000	(140,000)			
Total Revenue Received	**2,475,349**	**2,222,631**	**4,184,782**	**(1,962,151)**			
Expenditures ^							
Personnel Services	1,188,708	1,439,964	2,073,925	**69%**	*75%*	**92.6%**	*1*
Materials & Services	600,886	464,905	1,048,891	**44%**	*75%*	**59.1%**	
Capital Outlay	990,137	25,071	280,000	**9%**	*75%*	**11.9%**	
Contingency	0	0	100,000	**0%**	*75%*	**0.0%**	
Total Expenditures	**2,779,731**	**1,929,941**	**3,502,816**	**55%**	*75%*	**73.5%**	
General Fund Net	**(304,383)**	**292,690**	**681,966**				
Special Revenue (Title V)							
Revenues							
Permit Fees - Title V	797,563	860,228	859,911	320			
Miscellaneous Revenue	0	0	0	0			
Total Revenue Received	**797,563**	**860,228**	**859,911**	**320**			
Expenditures ^							
Personnel Services	326,232	353,290	523,525	**67%**	*75%*	**90.0%**	*2*
Materials & Services	9,641	936	16,942	**6%**	*75%*	**7.4%**	
Capital Outlay	0	0	0	**0%**	*75%*	**0.0%**	
Transfers to Gen Fund	0	0	115,000	**0%**	*75%*	**0.0%**	
Contingency	0	0	22,000	**0%**	*75%*	**0.0%**	
Total Expenditures	**335,873**	**354,226**	**677,467**	**52%**	*75%*	**69.7%**	
Special Revenue Net	**461,690**	**506,002**	**182,444**				
Grant Fund							
Revenues							
EPA TAG 1&2, and EJG2G	732,638	1,124,785	2,784,449	(1,659,700)			
Miscellaneous Revenue	0	0	0	0			
Total Revenue Received	**732,638**	**1,124,785**	**2,784,449**	**(1,659,700)**			
Expenditures ^							
Personnel Services - All Grants	60,977	65,434	136,948	**48%**	*75%*	**63.7%**	
Materials & Services - All Grants	699,205	1,101,521	2,642,244	**42%**	*75%*	**55.6%**	
Transfers to Gen Fund - All Grants	11,964	0	25,000	**0%**	*75%*	**0.0%**	
Contingency - All Grants	0	0	0	**0%**	*75%*	**0.0%**	
Total Expenditures	**772,146**	**1,166,956**	**2,804,192**	**42%**	*75%*	**55.5%**	
Grant Fund Net	**(39,508)**	**(42,171)**	**(19,743)**				
Grand Total - ALL FUNDS Consolidated	**3,887,750**	**3,451,122**	**6,984,475**	**49%**	*75%*	**65.9%**	
ALL FUNDS Net	**117,800**	**756,521**	**844,667**				

Footnotes: * % Spent is YTD Actuals divided by YTD FY Budget.: Red: 91% & above / Yellow: 81%-90% / Green: up to 80%

1. The General Fund Personnel Services line item is at 92.6% of our targeted amount of 75% for March. 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 90.0% of our targeted amount of 75% for March. It is expected that this line item will remain under budget for the year.

LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Matt Keating and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: May 14, 2026

Subject: Appoint Budget Hearing Officer, FY2026-27 Budget

STAFF REPORT

ISSUE STATEMENT

The Board appointed Christina Ward, Finance Manager, as Budget Officer for the FY2026-27 budget process at its February 12, 2026 meeting. Ms. Ward has since departed the agency, creating a vacancy in the Budget Officer role. Board action is required to appoint a replacement before today's budget public hearing proceeds.

BACKGROUND INFORMATION

Under Oregon Budget Law (ORS 294.900-930), the Budget Officer is responsible for preparing the annual budget document and presenting it to the Budget Committee. The Board elects the Budget Officer annually. Christina Ward was elected to this role in February 2026 as part of the annual Budget Committee appointments. Ms. Ward departed LRAPA in April 2026, leaving the position vacant. The Board will receive a full update on the Finance Manager vacancy and its operational implications under Agenda Item 11.

GOING FORWARD

Staff recommend the Board appoint Travis Knudsen, Executive Director, as Budget Officer for the FY2026-27 budget process. The Executive Director has been the primary lead on budget preparation for this cycle and is prepared to present the proposed budget and conduct today's public hearing.

STAFF RECOMMENDATION

Staff recommend the Board appoint Travis Knudsen, Executive Director, as Budget Officer for the FY2026-27 budget process.

MOTION OPTIONS

1. Move to appoint Travis Knudsen, Executive Director, as Budget Officer for the FY2026-27 budget process, effective immediately.
2. Take no action and direct staff to return with an alternative recommendation.

RESOLUTION 26-03

A RESOLUTION ADOPTING THE 2026-27 BUDGET AND MAKING APPROPRIATIONS

BE IT RESOLVED that the Board of Directors of Lane Regional Air Protection Agency (LRAPA) hereby adopts the budget approved by the LRAPA Budget committee for fiscal year 2026-2027 in the total sum of **$6,018,653**, which includes contingencies of **$57,000**, and is now on file at the Lane Regional Air Protection Agency office at 1010 Main Street, Springfield, Oregon 97477, or at www.lrapa-or.gov.

BE IT FURTHER RESOLVED that the above total amount for fiscal year beginning on July 1, 2026, and ending on June 30, 2027, are hereby appropriated as follows:

General Fund:	
Administration	$3,232,148
Not Allocated to Org. Unit:	
Capital Outlay	$80,000
Contingency	$50,000
Total	**$3,362,148**
Title V Fund:	
Title V Administration	$656,862
Not Allocated to Org. Unit:	
Transfers to Gen Fund	$130,000
Contingency	$7,000
Total	**$793,862**
Grant Fund:	
Administration of Grants	$1,808,423
Not Allocated to Org. Unit:	
Transfers to Gen Fund	$54,220
Total	**$1,862,643**
Enterprise Fund (AirMetrics):	
AirMetrics	-
Total	-
Total Appropriations, All Funds:	**$6,018,653**

Approved by the Lane Regional Air Protection Agency Board this 14th day of May 2026

_____ _____

Matt Keating, Chair Date

_____ _____

Travis Knudsen, Executive Director Date

LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM

To: Chair Matt Keating and LRAPA Board Members

From: Travis Knudsen, Executive Director

Date: May 14, 2026

Subject: Caselle Update (Resolution 26-01)

STAFF REPORT

ISSUE STATEMENT

The Board adopted Resolution 26-01 in February 2026, establishing a Corrective Action Plan (CAP) for audit Finding 2025-001, a repeat of Finding 2024-001, both classified as a material weakness in internal control over financial reporting. This report updates the Board on the status of those commitments and the steps management is taking to move toward resolution.

BACKGROUND INFORMATION

The finding originated with LRAPA's conversion to the Caselle accounting system on July 1, 2024. Following the conversion, subsidiary ledgers for accounts receivable and accounts payable were not reconciled to the general ledger, and the back-end database structure was not correctly configured to ensure they would post accurately. The FY2024 audit required $191,057 in adjustments to correctly state reported balances. The FY2025 audit required $89,726 in adjustments for the same underlying cause, reflecting partial improvement but not resolution. The CAP adopted under Resolution 26-01 committed to two actions. First, engaging the Caselle software developer to correct the back-end database configuration so that subsidiary ledgers post correctly to the general ledger. Second, having the Finance Manager reconcile subsidiary ledgers to the general ledger each month end. The projected completion date was April 30, 2026.

GOING FORWARD

The April 30 completion date passed without full resolution. The Board should expect a likely third repeat of this finding in the FY2026 audit considering the Finance Manager's departure. The root cause is known and the Caselle developer is available; resolution depends on having a Finance Manager in place who can execute the month-end reconciliation process consistently and see the developer engagement through to completion. Management is taking the following steps to maintain stable operations in the interim:

- Bank reconciliations are current through March 2026. April has closed and that reconciliation is pending.
- In April 2026, a support ticket was opened with Caselle to work through the subsidiary ledger mapping issues. The Caselle developer was actively attempting to connect with staff, and was unsuccessful. Then the Finance Manager's departure interrupted that engagement. The developer remains available, and staff will reactivate the ticket once a new Finance Manager is in place.
- Administrative Manager Rachelle Nicholas and Executive Director Travis Knudsen are sharing Finance Manager responsibilities during the vacancy, with Finance Specialist Robbye Robinson maintaining day-to-day finance operations.

- A member of Eric Kytola's team, an external contractor with prior LRAPA finance experience, is engaged and assisting with interim audit preparation as the agency transitions to its new audit firm, Pauly Rogers.
- Staff are exploring options for interim finance support, including potential coverage for bank reconciliation during the vacancy period.
- The Finance Manager position was posted April 27, 2026, with applications closing May 15. Staff expect to begin interviews shortly thereafter and are targeting a hire as quickly as the selection process allows.

STAFF RECOMMENDATION

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

LRAPA BOARD OF DIRECTORS AGENDA ITEM SUMMARY

LRAPA
Lane Regional Air Protection Agency

Director's Report for April 2026

Meeting Date: May 14, 2026
Department: Director's Office
lrapa-or.gov

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

I. EXECUTIVE HIGHLIGHTS

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

EXECUTIVE SUMMARY

April brought exceptional air quality across Lane County. All three monitoring stations recorded "Good" days for the entire month, with no Moderate or worse readings at any site. The outdoor burning season continued without curtailment and no wood heating advisories were needed.

The American Lung Association's State of the Air report, released April 22, drew significant media attention when it ranked Eugene-Springfield among the nation's worst areas for air quality. LRAPA responded through multiple outlets, citing wildfire smoke intrusions as the primary driver. The coverage generated six stories across four outlets over four days and reflects the growing public attention to regional air quality.

Wildfire pre-season preparations accelerated through April and into early May. Staff joined the statewide Wildfire Smoke Pre-Season Call on May 7 alongside DEQ, the National Weather Service, Oregon Health Authority, Lane County Public Health, local tribes, and other partners. These meetings confirm coordination protocols and align public messaging ahead of the season.

Community engagement continued at a strong pace. Travis Knudsen and Matt Sorensen met with EWEB Board member Tim Morris on April 24 to explore overlap in interest to support ductless heat pump installations as a strategy to reduce winter PM2.5 and improve smoke resilience during wildfire events. Additional stakeholder outreach is needed before any formal commitment. Staff also met with the Oregon Health Authority on updated youth AQI guidance, connected with the Center for Green Schools on indoor air quality programs for school districts, and joined the DEQ and Oregon Department of Forestry for a smoke management coordination discussion for Lane County.

The Finance Manager position was posted in April following a mutually agreed separation with the previous Finance Manager on April 23. Finance Specialist staff, with support from the Administrative Manager and Executive Director, can maintain core operations independently, and interim documentation support is in place. Recruiting is the near-term organizational priority. Three additional SOPs were published this spring, and an updated AI Use and Management Policy is in draft following a staff feedback session in April.

Financial performance through March remains strong. All-funds spending stands at 49% of budgeted annual expenditures against a 75% year-elapsed target. Pauly Rogers has been engaged for the FY26 audit, with an interim preparation phase now underway supported by contractor Eric Kytola.

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 April 2026

*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).*

April

Site	Date	Max AQI	Pollutant
Eug/Spfld	25-Apr-26	44	O3
Oak	8-Apr-26	32	PM
CottGrv	29-Apr-26	45	O3

AQI	Eug/Spfld	Oak	CottGrv	AQI Range	PM2.5 Range, ug/m3	Ozone Range, ppb
Good	30	30	30	0-50	0-9	0-54
Moderate	0	0	0	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 (April 2026)
Attachment No. 2: PM2.5 index charts for Lane County (April 2026)

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 "(#)"

April 30, 2026
Smoke complaints: 46
42 - Outdoor Burning (39) 2 - Home Wood Heating (2) 2 - Recreational Fire (2)
Industry: 3
1 – International Paper 1 – A&M Autobody Collision Repair Center 1 - Marathon Coach
Asbestos: 2
Miscellaneous: 9
5 - Unknown Odor (4) 3 – Fugitive Dust (3) 1 – Paint Fumes
Total: 60

Category	2021	2022	2023	2024	2025	2026
Dust	26	12	7	8	17	8
Ag Burning/spraying	7	2	3	3	22	2
General Air Quality	8	1	25	32	30	15
Home Wood Heating	57	67	52	39	70	17
Industry	336	198	97	75	108	21
Outdoor Burning	243	292	254	253	266	127
Slash Burning	10	6	12	9	3	0
Asbestos	9	22	10	12	21	12
Miscellaneous	31	80	62	91	95	16
Unknown	71	45	65	79	136	26
Total:	**798**	**725**	**587**	**601**	**768**	**244**

*Notes: LRAPA received 60 complaints in April 2026. Outdoor burning complaints increased slightly from 41 in March to 42 in April. Industry complaints decreased from 4 to 3.

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	17	0
Oakridge	11	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
20B25-12-03	January 5, 2026	Willamalane Park & Rec District	205 Dorris Street, Springfield	Land-clearing	30 cubic yards
20B25-12-04	January 5, 2026	Port of Siuslaw	Map & Taxlot # 18-11-19-00-0011-00 (Rose Hill Rd), Florence	Land-clearing & demolition debris	69 cubic yards
20B26-01-02	January 26, 2026	Robbie Garcia	85393 Glenada Road	Land-clearing	60 cubic yards
20B26-03-01	March 24, 2026	Friends of Buford Park & Mt. Pisgah	Howard Buford Rec area - North Bottomlands, Meadowlark East	Forest slash debris	49 cubic yards
20B26-04-01	April 16, 2026	Chip Linn	82554 Siltcoos Station Road, Florence	Land-clearing debris	100 cubic yards
20B26-04-02	April 16, 2026	Clarence Dishner	T17S R12W Sec 25 TL 2604 on Ben Bunch Road, Florence	Land-clearing debris	70 cubic yards
20B26-04-03	April 27, 2026	Emerald Coalition	18707 Pataha Rd., Walton	Clean dimensional wood for a ceremonial burn	7 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
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
03-31-2026	Wildfire Pre-Season Core Team Meeting	n/a
05-07-2026	Wildfire Smoke Pre-Season Call	n/a

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*	*Reporter*	*Topic*
1-5-2026	Register Guard	Alan Torres	Amazon purchases $2M lot for e-commerce **LINK**
1-6-2026	Lookout	Michael Zhang	Deed shows land owned by Amazon **LINK**
1-7-2026	DJC Oregon	Alan Torres	Amazon purchases $2M lot **LINK**
1-9-2026	KEZI	News Staff	Air stagnation & Yellow HWH **LINK**
1-9-2026	KLCC	News Staff	Air stagnation & Yellow HWH **LINK**
1-13-2026	Prism News	Elena Rodriguez	Air stagnation & Yellow HWH **LINK**
1-16-2026	Register Guard	Alan Torres	Freezing Temps and AQ **LINK**
2-4-2026	Lookout	Ashli Blow	Tear-gas effects on Air Quality **LINK**
2-20-2026	Register Guard	Alan Torres	Eugene weighs 2 versions of industrial health standards **LINK**
3-19-2026	KEZI	News Staff	Mohak Valley Fire Chief Urges Good Outdoor Burn Practices **LINK**
3-20-2026	Daily Dispatch	News Staff	Mohak Valley Fire Chief Urges Good Outdoor Burn Practices **LINK**
4-22-2026	Lookout Eug-Spring	Ashli Blow	J.H. Baxter's pollution lingers near thousands in Bethel **LINK**

Media Log

Date	Media	Reporter	Topic
4-22-2026	Lookout Eug-Spring	Ashli Blow	Eugene-Springfield ranks No. 2 for worst air in U.S., lung association says **LINK**
4-22-2026	KEZI	Tayten Torgrimson	Eugene-Springfield area ranks among worst U.S. cities for air pollution **LINK**
4-23.-2026	KMTR	Tiffany Lewis	Air agency cites wildfire smoke as key factor in Lung Association F grade **LINK**
4-23-2026	KVAL	Tiffany Lewis	Air agency cites wildfire smoke as key factor in Lung Association F grade **LINK**
4-28-26	KLCC	Brian Bull	Air Quality for Eug. Spring. Listed among worst in US **LINK**

Cross Agency Open Burn Coordination Meeting (Apr. 21st, Online)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, met with partners across Oregon which include Oregon Dept. of Forestry, Oregon Dept. of Environmental Quality, Oregon Dept. of Agriculture, Oregon State Fire Marshals, and local fire boards to discuss activity in open burning and coordinate efforts in minimizing fire hazards and smoke impact across the state.

Oregon Health Authority and LRAPA AQI Materials Meeting (Apr. 23rd, Online)
Matt Sorensen, Public Affairs Manager, met with Jaime Bash, Crisis and Community Health Analyst and Beth Haley, the new Senior Climate and Health Team Manager at the Oregon Health Authority (OHA) to discuss OHA's upcoming release of updated air quality guidance for youth based on AQI. The group also discussed health impacts of smoke on community members, specifically youth, and shared resources for community members.

Eugene Water and Electric Board (EWEB) Partnership Meeting (Apr. 24th, Lovely, Springfield)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, met with Tim Morris (EWEB Board) to discuss a potential program to reduce residential wood stove use in the southern Willamette Valley. The conversation explored partnership opportunities with EWEB to offer financial incentives for ductless heat pump (DHP) installations, which would reduce winter particulate matter and provide summer cooling, including during wildfire smoke events when windows must stay closed. Additional outreach to community partners and stakeholders is needed before advancing any formal partnership. The effort could eventually lead to a grant application to fund a larger program, though no funding opportunity has been identified yet.

Center for Green Schools Meeting (Apr. 27th, Online)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, met with Gretchen Pflueger, Regional Program Manager from the Center for Green Schools to discuss their program that focuses on improving the indoor air quality in schools by increasing staff capacity at school districts. LRAPA agreed to share this program with our local school districts to help raise their awareness of the opportunity.

Lane Pollution Prevention Coalition Home Show Wrap Up Meeting (Apr. 30th, Atrium Building, Eugene)
Matt Sorensen, Public Affairs Manager, joined partners from the Lane Pollution Prevention Coalition (Lane P2C) to debrief on the success and areas for improvement from the shared booth at the Lane County Home Show in March. The group was very pleased with event participation and booth visits, swag items, and staffing the booth. Group agreed to update questions for the wheel spin and to consider having a multi-media presentation with QR codes instead of hard copies of information.

DEQ & ODF Smoke Management Rule Discussion (Apr. 30th, Online)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, met with Jennifer Horton, DEQ Air Quality Coordinator, Stacy McCarter, ODF Mitigation Program Manager, and Levi Hopkins, ODF Interim Deputy Chief to discuss the coordination of smoke management in Lane County, specifically as it relates to forested land.



South Willamette Solutions Tree Seedling Prep (May 1st, SWS offices, Oakridge)
Matt Sorensen, Public Affairs Manager, joined the team at South Willamette Solutions (aka Oakridge Air) in Oakridge to help prepare over 500 pine and conifer tree seedlings to be handed out during the two-day Oakridge-Westfir Tree Planting Festival held on Saturday 5/2.

Air Quality Awareness Week (May 4th to 8th)
Matt Sorensen, Public Affairs Manager, joined members from the EPA, Northwest Air Quality Communicators (NWAQC), and other local northwest air agencies to promote Air Quality Awareness Week (May 4th to 8th). The theme of the week is breaking down the air quality index (AQI) and providing clear guidance for action based on the AQI. Thanks to NWAQC, LRAPA had very high quality social media assets for the campaign that were customized for LRAPA and shared in coordination with hundreds of other air quality groups this week.

Smoke Ready Week Preparation Meeting (May 4th, Online)
Matt Sorensen, Public Affairs Manager, met members from EPA, DEQ, Northwest Air Quality Communicators (NWAQC) to discuss plans and approaches to maximizing public engagement for the upcoming wildfire smoke preparation materials developed by the NWAQC group. There was discussion of trying to get a larger media pickup by having local groups by state look to have a proclamation made at a state level to help bring awareness.

Wildfire Smoke Pre-Season Meeting (May 7th, Online)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, joined others from Oregon DEQ, National Weather Service (NWS), Oregon Health Authority (OHA), Lane County Public Health (LCPH), local tribes, and various other stakeholders to learn more about the forecast for the 2026 wildfire season and confirm plans for coordinating work across the state to keep residents informed and educated about smoke intrusions due to wildfire.

Rivers to Ridges (R2R) Ecological Burn Group (May 6th, LRAPA Office)
Matt Sorensen, Public Affairs Manager, hosted the Rivers to Ridges ecological burn group comprised of over 12 organizations in the lower Willamette valley and led by Ian Appow, Upper Willamette Soil & Water Conservation District. R2R is preparing for the 2026 prescribed burn season and held in LRAPA's boardroom as part of our community outreach efforts.

Engaging Local Government Leaders (ELGL) Mixer (May 7th, Charred Pizza, Springfield)
Travis Knudsen, Executive Director and Matt Sorensen, Public Affairs Manager, joined the first ELGL Supper Club meeting after being invited by Elyse Ditzel, City of Springfield Public Information Officer. This is a casual opportunity to connect, celebrate public service, and get to know other passionate public servants.

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	-	4	4
Renewals	1	5	6
Modifications	1	7	8
Constructions	-	-	-
Terminated Permits	-	-	-

Stationary Sources Permits Issued, *Year-to-Date*

- Title V Operating Permits: 2
- Air Contaminant Discharge Permits: 16

Permits on public notice from April 1 to April 30, 2026		
Source Number and Name	**Reason for Public Notice**	**Type of Permit**
207092 Rexius Forest By-Products, Inc.	Permit renewal.	Simple Air Contaminant Discharge Permit (Simple ACDP) on public notice February 26 – April 2, 2026. Issued April 14, 2026.

Permit Backlog as of May 1, 2026			
Permit Type	**Permits by Type**	**Permits Extended Administratively**	**Percentage of Total (%)**
Title V	15	1	7%
Standard	24	3	13%
Simple	25	1	4%
Total	**64**	5	**8%**

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 Apr. 1, 2026 to Apr. 30, 2026							*Year-to-Date* ↓
Year	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Total Asbestos Abatement Notices	439	408	465	466	436	431	113

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.

Enforcement Apr. 1, 2026 to Apr. 28, 2026					
Category of Violation	**New**	**Follow-Up Action**	**Pending**	**Closed**	**Total**
Asbestos	-	-	1	-	**1**
Industrial	1	1	1	-	**3**
Outdoor Burning	-	-	3	-	**3**
Fugitive Dust	-	-	-	-	**-**
Home Wood Heating	-	-	-	-	**-**
Totals	**1**	**1**	**5**	**-**	**7**

Attachment No. 3: February 2026, Enforcement Actions Detail Report.

	2020	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Notices of Non-compliance and Warnings	15	21	24	19	7	18	12
Notices of Violation with Civil Penalties	26	17	24	15	5	12	2

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	10.0	2.0
Finance	2.0	1.0
Technical services	2.0	0.0
Total	**19.0**	**3.0**
Agency at 84% of staffing capacity		

LRAPA currently maintains 19.0 FTE across four departments. We presently have 16.0 FTE filled, representing 84% of our authorized staffing capacity.

The agency is actively recruiting for a Finance Manager position to restore full operational capacity in our finance department. This position was posted in April, and we are working to fill it as expeditiously as possible while ensuring we identify the best candidate for this critical role.

Two additional positions continue to be held vacant as we navigate federal budget uncertainty and assess operational priorities. The cautious approach maintains financial flexibility while ensuring LRAPA can continue delivering essential air quality protection services to Lane County.

Staff Professional Development, *Year-to-Date*

Training	Participation	Completion Date	Provider
Introduction to Continuous Monitoring Systems	3	January	Air Knowledge
Observing Source Tests	1	January	Air Knowledge
Regulation of Hazardous Air Pollutants (HAPs) from Stationary Sources	3	January	Air Knowledge
Compliance Assurance Monitoring	4	February	WESTAR
Aggregate, Asphalt, & Concrete Batching Plants	2	February	WESTAR
Function of Common Air Pollution Control Devices	1	February	WESTAR
Wage & Service Record Submission	1	February	PERS
What's New in ASAP	1	February	US Department of Treasury

Staff Professional Development, *Year-to-Date*

Training	Participation	Completion Date	Provider
CIS Annual Conference	1	February	CIS
Effective Permit Writing	2	March	WESTAR
Particulate Matter Control Devices	5	March	WESTAR
Unused Sick Leave Reporting	1	March	PERS
CPR/AED/First Aid	8	April	
Air Toxics & Regulating Hazardous Air	2	April	WESTAR
Nox Control & Regulation	2	April	WESTAR
Northwest Communicators Conference: The High Ground- Reaching the Summit of PR Leadership	1	April	PRSA Oregon

PERS Meet & Greet (April 2nd, 9th, and 30th, virtual)
Finance staff attended PERS Employer Service Center Meet and Greet sessions, which provide introductory orientation for employer reporters. These sessions covered the employer reporter role, fundamentals of PERS reporting, an overview of EDX (the online reporting system), key reporting concepts and timelines, and available resources and support from the Employer Service Center. This training establishes foundational knowledge for accurate PERS reporting and ensures Finance staff can effectively manage LRAPA's PERS employer reporting responsibilities.

CPR/AED/First Aid (April 8th, in person)
Eight staff members completed CPR, AED, and First Aid certification training. This training ensures LRAPA maintains workplace safety capacity and emergency response readiness. Certified staff are equipped to provide immediate assistance in medical emergencies, supporting employee safety and LRAPA's commitment to maintaining a safe work environment.

Air Toxics & Regulating Hazardous Air Pollutants (April 14th-16th, virtual)
Staff attended this three-day WESTAR course providing comprehensive overview of air toxics emission sources regulated under the Clean Air Act. The training covered the history and types of air toxics, federal air toxic laws and programs including National Emission Standards for Hazardous Air Pollutants (NESHAPs), state air toxics programs, exposure and toxicity assessments, risk characterization, and compliance assessment for both federal and state programs. This training strengthens staff capacity to address air toxics permitting, compliance, and regulatory implementation.

Northwest Communications Conference: The High Ground – Reaching the Summit of PR Leadership (April 16th – 17th, in person)
Staff attended this two-day professional development conference for communications professionals at the University of Oregon Portland Campus. The conference focused on elevating strategic communications practice and leadership, covering topics including advancing from tactical execution to strategic influence, positioning communications as essential to organizational leadership, professional growth and career development pathways, and building professional networks across the Pacific Northwest communications community. Sessions provided practical skills, real-world insights, and actionable strategies to strengthen organizational communications effectiveness. This training supports LRAPA's public outreach and stakeholder engagement

capacity while fostering professional development in strategic communications.

Nox Control & Regulation (April 21st-23rd, virtual)
Staff completed this three-day WESTAR course focused on nitrogen oxide emissions from combustion sources such as industrial and utility boilers. The training covered mechanisms by which NOx is formed in the combustion process, sources of NOx emissions and regulatory history, and the types, applicability, capability, and limitations of available control techniques to suppress or minimize NOx emissions. Topics included low-NOx burners, selective catalytic reduction (SCR), selective non-catalytic reduction (SNCR), flue gas recirculation, and other control technologies. This training enhances staff ability to conduct regulatory reviews for NOx permitting, compliance assessment, and State Implementation Plan (SIP) planning activities.

Cascade Health Leadership Development Series (March 31 – May 12, Wednesdays, Springfield City Hall)
Travis Knudsen, Executive Director, and Matt Sorensen, Public Affairs & Project Manager, are completing the Cascade Health Leadership Development Series, a seven-session course held weekly at Springfield City Hall. Sessions run from March 31 through May 12 and cover emotional intelligence, recognizing stress and burnout, adapting leadership style, navigating conflict, coaching and correcting, building belonging in the workplace, and leading through change and transition. The series strengthens supervisory skills across the organization and supports the development of engaged, accountable teams.

PERS Office Hours (April 22nd, virtual)
Finance staff attended the PERS Employer Service Center Office Hours webinar, an open forum for employer reporters to receive updates and ask questions. The session addressed current changes to PERS reporting requirements, updated thresholds and reporting standards, job code clarifications, and provided question-and-answer opportunities with PERS staff. This training keeps Finance staff informed about evolving PERS requirements and provides direct access to technical support for employer reporting challenges.

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
The developer engagement arranged through Robert Half did not produce the outcomes needed. LRAPA ended that contract. Staff continue to document known bugs and user-interface improvements for future resolution. A longer-term approach to developer capacity, potentially including a direct hire, is the preferred direction. Given current bandwidth with the Finance Manager transition, this work is on hold while higher-priority hiring is underway.

Standard Operating Procedures (SOPs)
Three SOPs were updated or published this spring. The Cash and Check Handling SOP was revised to version 1.2, refining internal controls for receiving, logging, and processing payments. Two permitting-side protocols were published: the GHG Report Processing Protocol (v1.1), documenting the workflow for processing annual greenhouse gas reports from regulated sources, and the Late ACDP Annual Fee Protocol (v3.0), establishing the sequence for following up on unpaid permit fees from the December 1 due date through formal enforcement referral.

An updated AI Use and Management policy (v2.0) is in draft. In April, staff gathered for a Claude Club session to share how AI use has evolved across their work and offer direct input on the policy. That feedback is shaping the update, which builds out the policy's treatment of skills. Both how AI accelerates staff learning and where human practice needs to be intentionally maintained. The updated policy will be published this spring.

Finance Operations Documentation

During the Finance Manager transition, staff used AI tools to develop a Finance Operations and Transition Guide documenting the internal operational finance folder structure. Documentation includes key processes, and institutional knowledge across all major finance functions. The guide covers payroll, grants, bank reconciliation, audit preparation, financial reporting, and key contacts. It is intended to reduce operational risk during the vacancy and support a new Finance Manager in coming up to speed more quickly.

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 March 2026 financial update (Agenda item number 7).

FY26 Line Items to Note: The following line items are above 75% of the YTD budget target as of March 31, 2026.

- **General Fund** – The Personnel Services line item is at 92.6% of our targeted amount of 75% for March. It is expected that this line item will remain under budget for the year.
- **Special Revenue Fund (Title V)** – nothing to note.
- **Grant Fund** – nothing to note.

FY26 Summary of Expenditures: 75% of the year has elapsed as of 3/31/26, and spending is below that threshold in each of the LRAPA funds:

- **General Fund** Total Actual Expenditures as a % of Budgeted Annual Expenditures: **55%**
- **Special Revenue Fund** Total Actual Expenditures as a % of Budgeted Annual Expenditures: **52%**
- **Grant Fund Total** Actual Expenditures as a % of Budgeted Annual Expenditures: **42%**
- **All Funds Consolidated** Actual Expenditures as a % of Budgeted Annual Expenditures: **49%**

Grant Fund Details as of 3/31/2026

- **Targeted Airshed Grant 1.0** (November 2019 – November 2025)
  - Grant period has ended. Closeout is in progress.

- **Targeted Airshed Grant TAG 2.0** (January 2022 – August 2027)
  - Total grant amount: $2,739,425
  - Spent to date: $693,342.81
  - Remaining grant balance: $2,046,082.19
  - Awaiting federal reimbursement: $431,927.61
  - Percentage of grant awaiting reimbursement: 15.8%

Please Note: *LRAPA's practice is to keep the percentage of grant awaiting reimbursement below 25%.*

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.*

	Status	Completion Date
Budget FY26	Adopted	May 2025
Current Year Audit FY26	Scheduled to begin August 2026	Projected December 2026
Budget FY27	Proposed – revised	Projected to be adopted May 2026

Auditor Selection Process

Engagement with Pauly Rogers is underway. As an audit-specific firm, Pauly Rogers is available for earlier spring and summer engagement than a general-practice firm typically allows, which supports a more compressed and manageable timeline. The formal FY26 audit is scheduled to launch August 1, 2026, with a

target completion by December 31, 2026.

An interim audit phase is currently underway. Eric Kytola, a contractor with prior LRAPA finance experience, has been engaged to assist staff in gathering, organizing, and preparing documentation ahead of that work. This support is particularly important given the current Finance Manager vacancy.

VI. 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	Lead 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%)	- 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	Lead Indicators
- Response time to publish smoke advisories during events (target: before 1pm on days needed)	- 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	Lead Indicators
- % of area in compliance with NAAQS standards (target: 100%) - % of permits issued within target timeframes (target: 90%) - Permit backlog rate (target: <20%)	- 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	Lead Indicators
- % data completeness for monitoring network (target: >95%) - Timeliness of data reporting to the public and EPA (target: 100% on schedule)	- % 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	Lead 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)	- 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

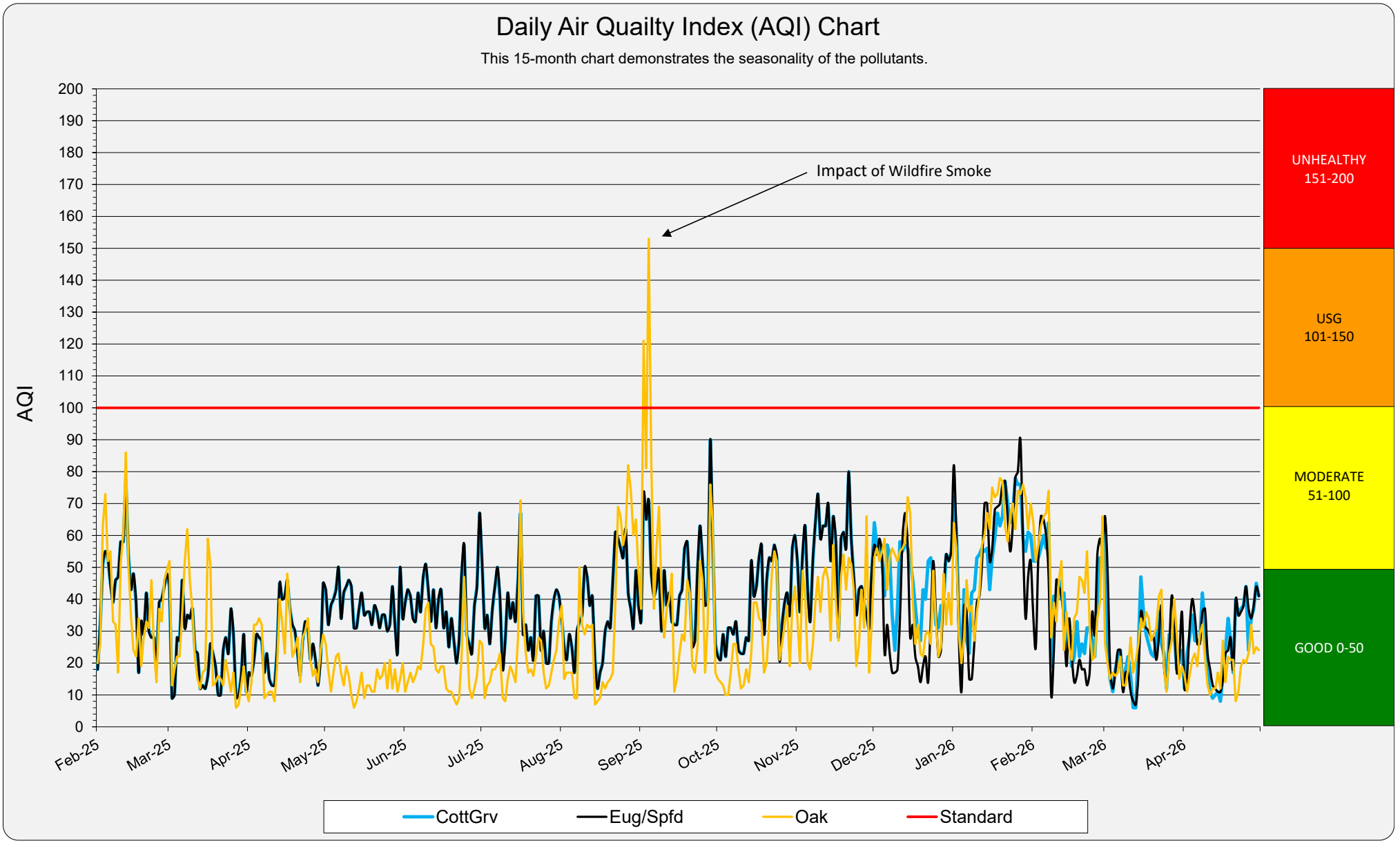
Strengthen LRAPA's internal systems, workflows, and operational capacity through technology integration, process improvement, and staff development to enhance organizational effectiveness and service delivery.

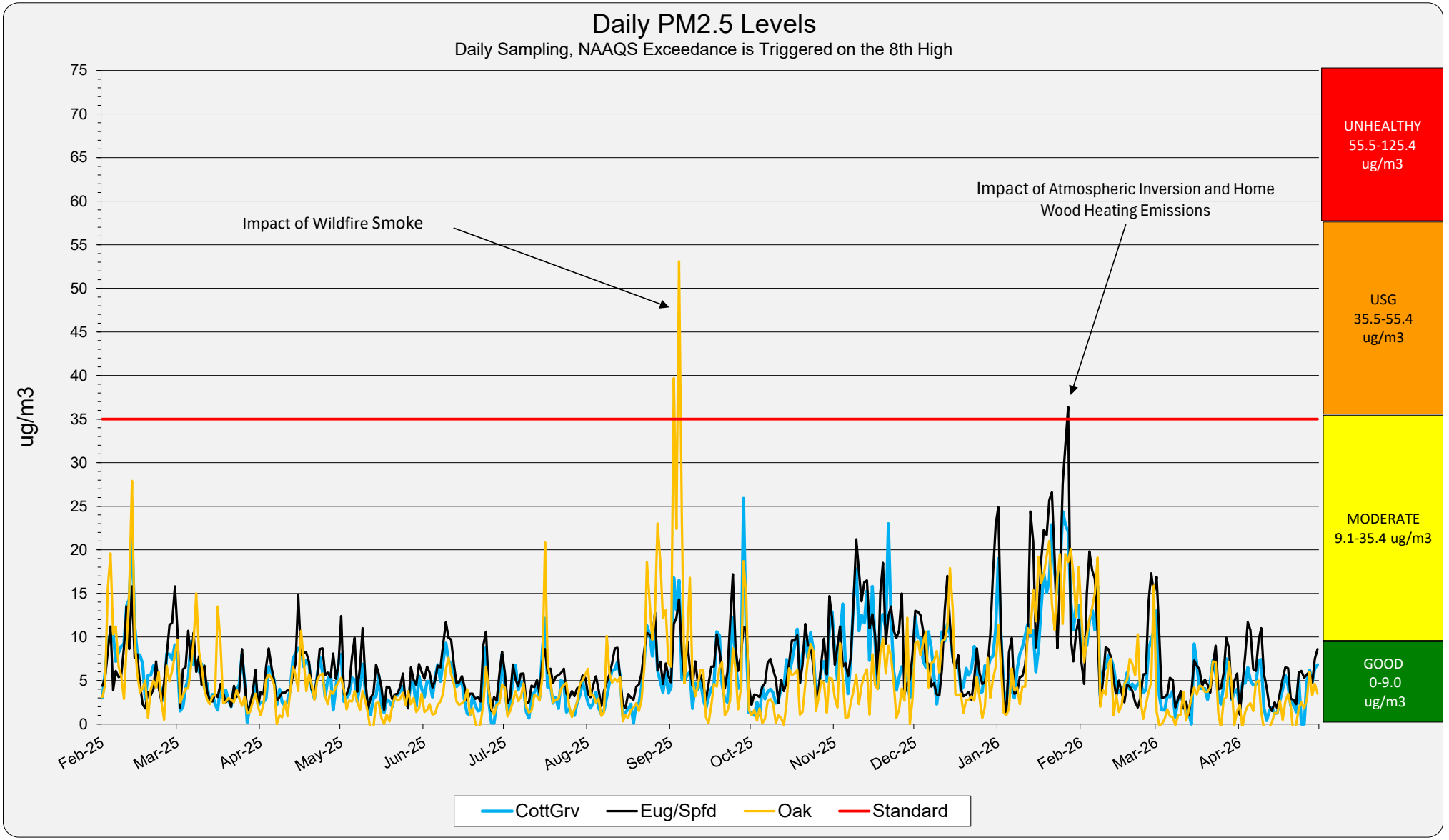
Lag Indicators	Lead Indicators
- Employee satisfaction/engagement scores (target: 85% satisfaction) - Staff retention rate (target: >85% annually) - % completion of internal systems modernization (target: 100% of planned upgrades, e.g. LINFO)	- Number of staff professional development training completed (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	Lead Indicators
- Reserve fund supporting annual operating budget (target: 4 months) - Budget variance (target: within 10% of planned)	- Number of financial reports provided to Board & public (target: monthly to Board) - Audit completed before state deadline (target: Dec. 31)


Daily Air Quailty Index (AQI) Chart
This 15-month chart demonstrates the seasonality of the pollutants.
AQI
200
190
180
170
160
150
140
130
120
110
100
90
80
70
60
50
40
30
20
10
0
Impact of Wildfire Smoke
UNHEALTHY
151-200
USG
101-150
MODERATE
51-100
GOOD 0-50
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
CottGrv
Eug/Spfd
Oak
Standard



Attachment 2

NEW/OPEN ENFORCEMENT ACTIONS DETAIL REPORT
04/1/2026 – 04/30/2026
Report of open actions initiated since last report

NEW (Enforcement actions issued in the current reporting period:

1. LANE FOREST PRODUCTS (EUGENE)

   A. Violation: Lane Forest Products has not been conducting the required monthly fugitive emission surveys as outlined in ACDP 204741 Permit Condition 12 of their current permit (issue date 6/4/2024) which is the required monitoring component of preventing excess emissions of particulate matter.

   B. Initial Action Taken: NON #3950 issued 04/13/2026

   C. Subsequent Action: PENDING

   D. Resolution: PENDING

   E. Source Type: ACDP

   F. Initiated By: INSPECTION

PENDING (Enforcement actions issued prior to 04/01/2026 with reporting action in the current reporting period):

1. AURORA INNOVATIONS, LLC / HYDROFARM (EUGENE)

   A. Violation: Aurora Innovations LLC (Aurora) has allegedly allowed perlite fines processed at the facility to become fugitive and cause visible deposition on neighboring properties and is a violation of ACDP permit #200053 Permit Condition G4. It is also alleged that Aurora failed to monitor baghouse pressure drop or conduct fugitive surveys in 2024. The failure to monitor baghouse pressure drop and to conduct fugitive emission surveys are in violation of ACDP permit #200053 Permit Conditions 27 & 13.

   B. Initial Action Taken: NON #3949 issued 1/22/2026

   C. Subsequent Action: SFO #2026-3949 ($8,800) issued 4/13/2026 with a reduced amount of ($6,600) with an agreed compliance schedule by 4/30/2026, and was accomplished; and the reduced civil penalty amount of $6,600 is due 5/10/2026.

   D. Resolution: PENDING

   E. Source Type: ACDP

   F. Initiated By: COMPLAINT

PENDING (Enforcement actions issued prior to 04/01/2026 with no reporting action in the current reporting period):

1. JEFFREY HEITZMAN & JANICE CASTLE (EUGENE)

   A. Violation: Outdoor burning of prohibited materials including construction/ demolition debris.

   B. Initial Action Taken: NON #3948 issued 1/15/2026

   C. Subsequent Action: NCP #2025-3948 ($3,388) issued 1/15/2026; no response, default order and judgment (DOJ) in process.

   D. Resolution: PENDING

   E. Source Type: OUTDOOR BURNING

   F. Initiated By: COMPLAINT

2. RADIUS RECYCLING (EUGENE)

   A. Violation: Outdoor burning where prohibited and outdoor burning of prohibited materials.

   B. Initial Action Taken: NON #3951 issued 1/14/2026

   C. Subsequent Action: PENDING – reviewing additional information submitted 3/13/2026.

   D. Resolution: PENDING

   E. Source Type: OUTDOOR BURNING

   F. Initiated By: COMPLAINT

3. GREENSIDE CONSTRUCTION INC. (HAPPY VALLEY)

   A. Violation: During an inspection, no signage identifying an air curtain incinerator activities and information was present at Buford Park in Eugene which is in violation of their Permit No. 206131 condition 6.1.c. ii.

   B. Initial Action Taken: NON #3953 issued 1/27/2026

   C. Subsequent Action: PENDING – waiting for additional information due 3/15/2026; no additional information received.

   D. Resolution: PENDING

E. Source Type: ACI

F. Initiated By: INSPECTION

4. 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 4/30/2026.

D. Resolution: PENDING

E. Source Type: ASBESTOS

F. Initiated By: INSPECTION

5. 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 04/01/2026 – 04/30/2026):

None.

LANE REGIONAL AIR PROTECTION AGENCY

FUTURE BOARD AGENDA ITEMS

2026

January
- ~~Preview upcoming appointments on board and committees.~~
- ~~City of Eugene Public Health Standards Code Amendments~~
- ~~Director's Contract Approval~~

February
- ~~Oakridge Air Update~~
- ~~FY'25 Audit Report & Presentation~~
- ~~Appoint new Budget Committee members, and appoint Budget Officer~~

March
- ~~Potential Supplemental Budget~~
- ~~Budget Committee Meeting for FY'26-27~~
- ~~Elect the Board Chair and Vice-Chair~~

April
- ~~Budget Committee Meeting for FY'26-27~~
- ~~Budget Approval~~
- ~~Legislative Short Session Review~~
- ~~Auditor Engagement Update~~
- ~~Special Revenue Fund Name Change~~

May
- Public Hearing of FY'26-27 Approved Budget, Board Adoption
- Caselle Update on Resolution #26-01
- Air Toxics & Cleaner Air Oregon Presentation

June
- Rivers 2 Ridges Rx Burning Presentation
- Asbestos Rules, Hearing Request
- General Fund Revenue Strategy Discussion

July
- Rulemaking Review
- Review PERS UAL Liability & Investment Strategy

August
- No Meeting

September
- Review Local Partner Dues Calculation for FY'26-27
- Asbestos Rules, Public Hearing and Possible Adoption
- Annual Review of Board Designated LGIP Account

October
- Approve Local Dues Calculation for FY'26-27.
- Asbestos Rules, Board Adoption (if needed)
- Air Quality Rules Update, Hearing Request

November
- Audit Update, FY'26-27
- Air Quality Rules, Public Hearing and Possible Adoption
- Artificial Intelligence at LRAPA
- Home Wood Heating Season Update

December
- No Meeting

2027

January
- Preview upcoming appointments on board and committees.
- Air Quality Rules, Board Adoption (if needed)
- Oakridge Air update

February
- Appoint new Budget Committee members, and appoint Budget Officer
- Elect the Board Chair and Vice-Chair

March
- Potential Supplemental Budget
- Budget Committee Meeting for FY'27-28

April
- Budget Committee Meeting for FY'27-28; Approve Budget
- Executive Director's Performance Evaluation Process

May
- Public Hearing of FY'27-28 Approved Budget, Board Adoption
- Oakridge Air Update

June
- Outdoor Burning Season Review

July
- Rulemaking Review
- Review PERS UAL Liability & Investment Strategy

August
- No Meeting

September
- 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

October
- Approve Local Dues Calculation for FY'27-28.
- Smoke Management Season Update/Review

November
- Audit Update, FY'27-28
- Home Wood Heating Season Update

December
- No Meeting