

## MINUTES

Eugene Toxics Board  
Fire Conference Room, Second Floor  
Eugene Emergency Services Center  
1705 West Second Avenue, Eugene

October 19, 2011  
3:30 p.m.

**PRESENT:** Randall Prince, Chair; Tom Carmichael, Stephen Flanagan, Sheena Gardner, Alison Guzman, Christine Zeller-Powell, members; Joann Eppli, Fire and Emergency Medical Services staff; Ryan Rivest, Central Services staff; Ken Luse, visitor.

**ABSENT:** Diana Bollenbaugh.

Mr. Prince called the meeting of the Toxics Board to order at 3:32 p.m.

### **I. INTRODUCTIONS/APPROVAL OF AGENDA**

Those present introduced themselves. Mr. Prince reviewed the agenda and deemed it approved.

### **II. PUBLIC COMMENT**

There was no one who wished to offer public comment.

### **III. APPROVAL OF MEETING MINUTES—August 2, 2011**

Noting a scrivener's error, Mr. Prince corrected the date in the footer from June 2, 2011 to August 2, 2011. The Chair then declared the minutes approved as corrected.

### **IV. STAFF REPORT**

Ms. Eppli provided the staff report, noting she had sent several emails and memoranda to board members. She reviewed the topics addressed in that correspondence, including the 2010 Annual Report, the recommended Hazardous User Fees for FY12, the Agenda Item Summary for the City Council public hearing and Council action on Hazardous User Fees for FY12, and the, and the new videotaping requirement. She added she had sent information to board members related to J.H. Baxter that provided information on presentations from the Oregon Toxics Alliance and related Toxics Board discussions.

Ms. Zeller-Powell suggested including information in the Annual Report related to the number of facilities that participated in the program.

There were no other suggestions for the Annual Report from board members.

Ms. Eppli announced today was the first videotaped Toxics Board meeting. She introduced Ken Warren from MetroTV. The video would be posted on the Toxics Program website and the City of Eugene's Boards and Commissions website for public viewing.

Ms. Eppli observed some board members had attended the City orientation for board and commission members.

Ms. Eppli said the Toxics Program had begun a new audit cycle, and the audits were continuing without any issues.

## **V. PRESENTATION OF NEW INTERNET-BASED REPORTING PROGRAM**

Mr. Rivest offered a PowerPoint presentation on the new Internet-based reporting program. He and Ms. Eppli reviewed the program and responded to questions from board members.

Ms. Eppli explained the system would be unlocked at the beginning of the reporting cycle. After submitting their reports, reporting companies would be locked out until the next reporting cycle. If companies needed to correct their data, they would submit those corrections to Ms. Eppli for editing. In response to a question from Mr. Prince, she said there was a 70-plus page instruction manual for users. She noted the reports were generally completed for the businesses by their environmental coordinators or environmental consultants.

Ms. Gardner stated the hardest part of preparing the reports was each site tracked its data differently making the reporting challenging. The instructions provided preparing the reports were clear.

Ms. Eppli added the program was designed to be as easy as possible for companies to understand and use, while providing information to the public related to hazardous substances used by those companies.

In response to Mr. Luse, Ms. Eppli stated the charter called for completion of reports by midnight on April 1<sup>st</sup>. She agreed to research extending the deadline if April 1<sup>st</sup> did not fall on a business day.

Ms. Eppli asked the business representatives on the board to conduct a test of the new Internet-based reporting program after the program was updated.

## **VI. TOXICS PROGRAM REPORTING TO THE PUBLIC**

Board members reviewed the website statistics information included in the information provided in the staff memorandum in the agenda packet. Mr. Rivest provided a website demonstration.

Board members provided feedback for improving the website and making it easier for the public to use. Following a discussion, Mr. Prince thought the website needed more work.

Mr. Flanagan proposed board members review the current website and bring their suggestions for changes to the next meeting.

Ms. Eppli suggested board members review the website and forward specific suggestions to her for distribution to all board members prior to the next meeting.

Mr. Prince suggested board members submit written suggestions to staff and participate in online discussions.

Ms. Eppli cautioned about online discussions not complying with public meeting laws.

Mr. Flanagan added participants at the Board and Commission orientation had been cautioned to avoid email discussions as violations of the public meeting law.

Ms. Eppli distributed a handout entitled CIVICPLUS which provided guidelines for staff to consider as the City's new website is being built. She asked board members to also review and consider these guidelines as they make suggestions for improvement to the Toxics Program's website.

## **VII. SCHEDULE NEXT MEETING/FUTURE FOCUS DISCUSSIONS**

The board considered various topics for the next meeting and determined the following as tentative topics:

- Budget.
- Continuation of Toxics Program Reporting to the Public.

The next meeting was scheduled for December 1, 2011 at 3:30 p.m.

The meeting adjourned at 4:53 p.m.

*(Recorded by Linda Henry)*