

# MINUTES

Toxics Board  
Eugene Emergency Services Center—2<sup>nd</sup> and Chambers  
Eugene, Oregon

May 15, 2008  
3 p.m.

PRESENT: Steve Johnson, Chair; Cynthia Kokis, David Doll, John Jordan-Cascade, members; Glen Potter, Fire & Emergency Medical Services Department; Ken Luse, Terry Connelly, guests.

Mr. Johnson convened the meeting of the Toxics Board.

## I. INTRODUCTIONS

Those present introduced themselves.

## II. APPROVAL OF AGENDA/NEW ITEMS

Mr. Johnson called for changes to the agenda.

Ms. Kokis suggested discussing the possibility of offering awards or other types of incentives to encourage businesses to reduce emissions.

Mr. Potter requested that TechnaPrint's non-compliance be added to the agenda.

## III. PUBLIC COMMENT

There was no public comment.

## IV. APPROVAL OF MINUTES

Mr. Johnson asked if there were any amendments to the minutes. Hearing none, he deemed them approved.

## **V. STAFF REPORT**

Mr. Potter reported that all but one of the 2007 Hazardous Substance Reports were submitted on time and that for the first time, no extensions had been requested.

Due to the time spent automating the billing process, however, invoices were not sent out until mid-April.

Of the invoices 70 mailed out, ten remain unpaid. Mr. Potter said that although this was a bigger number than he would like to see, he was inclined to allow additional time in view of the late billing by the City. The City will send reminder notices in June as necessary.

Mr. Potter reported that TechnaPrint was one day late in reporting due to a misunderstanding regarding the reporting deadline. As a first offender, the company cannot be fined; however, the requisite advertisement indicating non-compliance will nevertheless be published in the local paper.

Ms. Kokis asked if the ad would indicate the nature of the non-compliance, and after discussion, members of the board agreed that the advertisement might also state that the company has since complied.

Mr. Connolly expressed his appreciation of the fact that the ad would not cause speculation as to the type of non-compliance.

## **VI. PUBLIC ACCESS TO DATA**

Mr. Potter stated the City's interest in learning how often the Toxics Program website was accessed and by whom. He suggested an optional survey on the program's home page.

The board discussed the information they hoped to gain from the questionnaire and the validity of the answers if only a small percentage of users took the survey.

Mr. Johnson presented the following questions for inclusion in the survey:

- What is your primary reason for visiting the website?
- Do you live in Eugene?
- Is this your first visit to this website?
- Do you have any suggestions on how to improve the site?

He opined that questions about age, occupation or gender could be considered invasive. Mr. Potter agreed, adding that it would also make the survey longer.

The board considered including questions regarding possible affiliations with business, education, government, or none of the above.

Mr. Johnson said that the survey should include a statement that the survey was anonymous. Mr. Potter recommended that the page also offer the users of the option of skipping the questionnaire and going straight to the information pages.

Mr. Jordan-Cascade opined that, through WebTrends, the City should be able to collect a good deal of information about visitors to its website without having a survey, but admitted that to a large extent, the degree of data available depended on the skill of the IT operator and the subscription level. Mr. Jordan-Cascade asked staff to check with IT on the type of information collected.

Mr. Potter said he would arrange for a demonstration at a future meeting that would allow members to view the content and operation of a draft survey page.

## **VII. RECRUITMENT OF SEVENTH MEMBER**

Mr. Potter said that nomination to the board's vacant seat would require votes from four of the six sitting members. An interview might or might not be conducted by the City Council. As acting Chairperson in Mr. Johnson's absence, Mr. Doll had suggested that applications be reviewed at this meeting; thus the board could decide whom they wanted to interview.

Mr. Johnson disclosed an acquaintanceship with Stephen Flanagan, but noted that he didn't think Mr. Flanagan was aware of his (Mr. Johnson's) involvement with the Toxics Board.

After discussing the applications, the board decided to interview Steven Flanagan, James Robertson, and William "Rex" Stevens.

Mr. Potter said he would set up a time when all board members and applicants could be present.

## **VIII. TOXICS USE REDUCTION INCENTIVES**

The board discussed ways they might recognize businesses that had most greatly reduced their toxic substance use.

Mr. Potter suggested that the board consider whether that type of program would be viewed as desirable. A similar initiative in New Jersey was not well received because business owners seemed to feel that recognition that they had reduced their toxic emissions was also an indication that they had polluted in the past. He noted that the Toxics Program's purpose was public information rather than pollution reduction.

Mr. Johnson emphasized that the proposal was meant to provide incentive rather than to penalize and suggested that the item be discussed further at a subsequent meeting.

## **VIII. SCHEDULE NEXT MEETING/AGENDA ITEMS**

Ms. Kokis asked that meeting minutes be e-mailed to members when they are available in order to keep absent members informed, and that hard copies continue to be provided in the mailed agenda packets. Mr. Potter agreed to begin this practice.

The time and date of the next meeting is pending. Mr. Potter will check on the availability of members and applicants to ensure that all can attend.

The meeting adjourned at 4:58 p.m.

*(Recorded by Carolanne Sudderth)*