

# MINUTES

Eugene Toxics Board  
Sunstone Room—Third Floor—Eugene Public Library

November 15, 2005  
3 p.m.

PRESENT: Douglas Brooke, Chair; Jennifer Gleason, David Doll, Marylee Bowman, Steve Johnson, RueAnn Thomas, John Jordan-Cascade, members; Glen Potter, staff; Terry Connolly, Eugene Chamber of Commerce; Ken Luse, consultant.

Mr. Brooke called the meeting to order.

## **I. Introductions**

Those present introduced themselves.

## **II. Approval of Agenda/New Items**

Mr. Potter added two reports to item IV, Staff Report: “Meeting Rotation” and “Progress of Audits.”

## **III. Public Comment**

There was no public comment.

## **IV. Approval of Minutes**

Mr. Luse noted that his name was misspelled in the meeting minutes.

Ms. Gleason, seconded by Mr. Doll, moved to approve the minutes as amended.  
The motion passed unanimously.

## **V. EPA Brownfields—Assessment Grant**

Mr. Potter called the board’s attention to information provided by staff of the Planning and Development Department regarding a grant the City proposed to seek from the United States Environmental Protection Agency to conduct a brownfields assessment of industrial and

commercial property in the west Eugene industrial area. The information provided also included a letter inviting participation in a public input opportunity scheduled for November 17, 2005. Mr. Potter indicated it was likely that the PDD staff would ask to make a presentation on the proposal to the board.

Responding to a question from Mr. Brooke, Mr. Potter said the board had never been asked to take a position on such an issue, but he did not think it would be outside the board's purview to do so. The board indicated interest in hearing a presentation on the assessment from PDD staff if the grant money was secured.

## **VI. Staff Report**

### **A. Draft Roster**

Mr. Potter called attention to an updated board roster and noted corrections offered by board members.

### **B. Meeting Rotation**

Mr. Potter determined that members were satisfied with the current meeting location rotation.

### **C. Progress of Audits**

Mr. Potter updated the board on the progress of audits, noting that there had been a delay in completing the second cycle but that it should be done soon, and audits should be back on schedule by the end of the current fiscal year. Outside of the delay, he had nothing in particular to report in regard to the audit process.

For the benefit of new board members, Mr. Potter reviewed the audit process.

### **D. Tracking Instructions**

Mr. Potter determined that the board did not object to continued use of the 2004 handbook for purposes of 2006 tracking.

## **VII. Further Response to City Council Direction**

Mr. Potter called the board's attention to a draft memorandum to the mayor and City Council entitled "Toxics Right-to-Know Program." The memorandum responded to the council's request that the board return to it with a refined list of businesses that might be added to the program.

Referring to the council's direction that the board explore opportunities for coordinating the City's reporting program with other toxics reporting done for other State and federal programs,

Mr. Potter said that, since the board's last review of the topic, he had spoken to representatives of the Department of Environmental Quality and State Fire Marshal's Office and had found no opportunities in those areas.

Responding to a concern raised by Ms. Gleason regarding the inclusion of gasoline distributors in the list of possible businesses that might fall under the program threshold, the board agreed that the memorandum should be revised to include more information about the research the board did in regard to gasoline distributors.

The board reviewed and discussed the memorandum, and Mr. Potter recorded the board's revisions. He indicated he would revise the memorandum accordingly and submit the document to board members for final approval prior to forwarding it to the City Council.

### **VIII. Schedule Next Meeting/Agenda Items**

The board agreed it was not necessary to meet in December. Mr. Potter agreed to poll members for a January meeting time. The meeting would take place at the 2<sup>nd</sup> and Chambers location. Mr. Potter indicated the agenda would include the board's annual report.

Mr. Brooke adjourned the meeting at 4:35 p.m.

(Recorded by Kimberly Young)