

MINUTES

Eugene Toxics Board
Saul Conference Room—The Atrium Building—99 West 10th Avenue

March 6, 2001
3 p.m.

PRESENT: Cathy Verrét, Steve Johnson, Steve Morgan, Mary O'Brien, Madronna Holden, Brian Allen, members; Glen Potter, Fire & Emergency Medical Services Department; Kate Rowles, Mary Walston, City Manager's Office; Steve Chipman, City Information Services; Terry Connolly, Ken Luse, guests.

The meeting was called to order at 3 p.m..

I. APPROVAL OF AGENDA/NEW ITEMS

In view of the \$2,000 cap on fees that will take effect in July 2003 under 1999 House Bill 2431, Mr. Morgan requested that the Board hold a discussion on fee structures. It was decided that the discussion would occur at the next meeting. Ms. O'Brien requested data on the fee structure from Mr. Potter to be provided in the next meeting packet.

The agenda for the March 6, 2001 meeting remained unchanged.

II. PUBLIC COMMENT ON ITEMS NOT LISTED ON AGENDA

There was no public comment at this time.

III. APPROVAL OF MINUTES FROM JANUARY 11, 2001

Ms. Verret moved, with a second from Ms. O'Brien to approve the minutes as written. Motion carried unanimously.

IV. BOARD MEMBERSHIP RECRUITMENT PROCEDURES

Mr. Potter explained that the City Council has streamlined volunteer recruitment procedures so as to facilitate the process. The Council adopted a policy that terms of service on City boards and commissions should expire on October 31. He introduced Ms. Walston and Ms. Rowles.

Ms. Rowles, who coordinates the flow of information to and from the City Council, gave an overview of the changes. She stated that the process used to occur at various times of the year and now it has been altered to occur only once a year. She added that this will make it easier to meet the recruitment needs of the City's 40 to 43 boards, committees and commissions.

Ms. O'Brien requested clarification on whether such a procedural change would not conflict with the charter amendment. Ms. Walston emphasized that the intention was not to undermine the charter amendment, but rather to ease recruitment and orientation.

Ms. O'Brien pointed out that, according to the charter, the 7th member of the Toxics Board is nominated by the other six members. She added that, with the change in recruitment procedure, she was uncertain as to how that could be implemented. She also objected to the precedent that would be set if the City Council were allowed to change term expiration dates provided in the City Charter.

Mr. Potter suggested that perhaps the expiration dates of Toxics Board members' terms could remain unchanged, but that recruitment and selection procedures for membership on this Board could still be aligned with the streamlined process approved by the City Council. In the meantime, a separate Council action to appoint the seventh member might still be needed, or the sitting board members could nominate a seventh member during the regular recruitment process.

Ms. O'Brien moved, with a second from Mr. Morgan, that the board recommend that until the Charter itself is changed, the expiration dates remain the same, but the recruitment and appointment process can be aligned with the city process, with the exception of the appointment of the 7th member. Motion was tabled by group consensus.

Noting that the Board had expressed interest in getting information from applicants specific to service on this particular board -- that is, information not currently requested on the City's generic application materials -- Ms. Rowles requested that members agree on questions that could be asked of applicants for Toxics Board positions. It was acknowledged that two or three sets of questions would be needed, given the assigned positions on the board.

Ms. Rowles requested that the questions be submitted by May 18 for inclusion in the City's application materials for this year. The Board scheduled this item for the next meeting.

V.WEBSITE ENHANCEMENTS

Mr. Chipman gave a presentation on the latest Toxics Program website enhancements. These include the capability to view graphs according to various criteria. Board

members reacted very favorably.

Mr. Potter recommended that the legend of input and output types be displayed at the top of each page for better readability. Ms. O'Brien suggested that the total numbers also be listed at the top of each page. Mr. Morgan asked if the column titles could stay on the page as it is scrolled. Mr. Chipman offered to repeat the column titles at certain intervals so that a reader could track the columns more easily.

VI. STAFF REPORT

- **2001 Fees**

Mr. Potter said that he is in the process of determining this year's fees. This involves polling fee-paying businesses for their 2000 FTE levels and then dividing the FY02 program requirement by that total.

- **Legal Update**

Mr. Potter stated that the most recent forecast by the City Attorney's Office indicated that the current legal appeal would be resolved sometime this summer.

- **City Reporting - Memo from Chuck Solin**

Mr. Potter gave a short overview of the memo from Chuck Solin contained in agenda packets.

- **2001 Workplan**

Mr. Potter noted that an updated 2001 work plan was also included in the agenda packets.

- **Updated Roster**

Mr. Potter requested updates to the Board roster that had been provided. Members gave updates which Mr. Potter recorded.

- **Audits/Follow-up Deadlines**

Mr. Potter reported that he had requested legal advice concerning delinquent corrections required by audits, and had been advised that these instances could be considered violations subject to the penalties provided in the Charter Amendment.

Mr. Morgan raised the concern that the current City list of reportable chemicals may include certain chemicals that are not necessarily reportable. Mr. Potter replied that the Board had directed staff to add chemicals reported as characteristic to the list, but had also adopted a policy that, if a company can demonstrate that a chemical is not reportable in that company's circumstances, then it need not report that chemical.

Mr. Johnson pointed out that the board is not required to create a list -- that the list is an aid for reporting. He added that the intent of adding chemicals reported by companies was to inform other companies that those chemicals may be characteristic and perhaps should be reported.

The Board agreed to review the list of chemicals reported as characteristic in an effort to correct any obvious errors. The Board further agreed that, on future lists, such chemicals would have their presence explained as "Reported as Characteristic" rather

than by a numerical designator indicating a specific company.

VII. SCHEDULE NEXT MEETING

Members decided to meet again on April 17, 2001 at 3:00 p.m.

The meeting adjourned at 5:15 p.m.