



MEETING AGENDA

Eugene Toxics Board April 12, 2016

3:30 p.m. – 5:00 p.m.
Fire Conference Room, 2nd Floor
Eugene Emergency Services Center
1705 W 2nd Avenue (2nd & Chambers)

Information

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| I. <u>Introductions/Approval of Agenda</u> | 5 Minutes |
| II. <u>Public Comment</u> | 10 Minutes |
| III. <u>Staff Report</u> | 30 Minutes |

Discussion and Decision

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| I. <u>December 16, 2015 Toxics Board Meeting Minutes</u> | 5 Minutes |
| - Toxics Board Vote Required | |
| o Reference Draft Meeting Minutes | |
| II. <u>Toxics Board Members and Meeting Webpage Update</u> | 5 Minutes |
| - Toxics Board Direction to Staff Required | |
| o Reference Members and Meeting Webpage | |
| III. <u>2015 Toxics Right-to-Know Program Reporting</u> | 10 Minutes |
| - Toxics Board Direction to Staff Required | |
| o Reference 04/04/16 Reporting Process Memorandum | |
| IV. <u>Improve Industry Reporting Requirement</u> | 5 Minutes |
| - Standing Item: Toxics Board Direction to Staff Required | |
| o Reference 01/05/16 Draft Prioritized List of Toxics Reporting Program Application Improvements and Enhancements | |
| o Reference 2014 Impact and Gap Analysis Report | |
| V. <u>Fiscal Year 2017 Program Work Plan</u> | 20 Minutes |
| - Toxics Board Vote Required | |

- Reference 01/18/16 Work Plan, Budget and Fee Email and Attachments
- Reference 08/28/15 Toxics Program Audits Eugene City Charter Email and Attachment
- Reference 07/27/15 Legal Opinion: Toxics Program Audits Email and Attachment
- Reference 10/07/02 Audit Procedures Established by the Toxics Board

VI. Public Comment and Communications

<TIME PERMITTING>

- **Toxics Board Vote Required**

- Reference City of Eugene Advisory Groups Member and Staff Manual
- Reference 01/27/16 Eugene Weekly Letter to the Editor Email
- Reference draft 01/26/16 Public Comment at Board Meetings, and Information/Request to Speak Form
- Discuss What Members Can Do/Discuss Outside of Board Meetings
- Toxics Board Meetings Quorum and Sub-Group Meetings
- Discuss how the public is guaranteed meeting notification and attendance, not participation
- Discuss Toxics Board Members Note Taking Responsibilities at Board Meetings

VII. Future Agenda Items

- 2016 List of Reportable Chemicals Update Recommendations
- Reference Documents for Program Website
- Process to Follow-Up with Potential Businesses Where There is Conflicting Information Regarding Hazardous Substance Use
- Exemption Process for Non-Reporting Businesses
- Solicit Additional Agenda Items from Toxics Board Members