



MEETING AGENDA

Eugene Toxics Board July 13, 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> | 10 Minutes |

Discussion and Decision

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| IV. <u>Annual Toxics Board Member Role Overview</u> | 20 Minutes |
| - Toxics Board Review | |
| o Reference Annual Toxics Board Member Role Overview Materials | |
| V. <u>Public Comment and Communications</u> | 15 Minutes |
| - Toxics Board Informational Discussion | |
| o Reference City of Eugene Advisory Groups Member and Staff Manual | |
| o Reference 01/27/16 Eugene Weekly Letter to the Editor Email | |
| o Reference draft 01/26/16 Public Comment at Board Meetings, and Information/Request to Speak Form | |
| o Discuss What Members Can Do/Discuss Outside of Board Meetings | |
| o Toxics Board Meetings Quorum and Sub-Group Meetings | |
| o Discuss how the public is guaranteed meeting notification and attendance, not participation | |
| o Discuss Toxics Board Members Note Taking Responsibilities at Board Meetings | |
| VI. <u>Updated Citizen Guide and Quick Guide</u> | 10 Minutes |
| - Toxics Board Direction to Staff Required | |
| o Reference updated Citizen Guide and Quick Guide dated 04/18/16 | |

- VII. Recommendation to Appoint Camila Alvarez to Advocacy Position 4 5 Minutes
- **Toxics Board Vote Required**
 - o Reference Toxics Board Candidate Application
- VIII. Direct Staff to Draft Reporting Exemption Request Form 5 Minutes
- **Toxics Board Vote Required**
 - o Reference draft Reporting Exemption Request Form
- IX. Process to Follow-Up with Potential Businesses Where There is Conflicting Information Regarding Hazardous Substance Use 10 Minutes
- **Appoint Subcommittee to Write a Draft Process**
- X. Future Agenda Items
- Reference Documents for Program Website
 - Exemption Process and Form for Non-Reporting Businesses
 - Review of Hazardous Substance Report Audits, including Demonstration of Staff Process
 - o Add How to Respond to an Audit to Hazardous Substance Tracking Instructions
 - Create an Online Version or Forum
 - o Change Audit Procedure So Staff Can Authorize More Than One Week Extensions for Businesses Responding to Audits
 - Host Annual Forum for Toxics Program Businesses
 - Overlap Departing and Incoming Toxics Board Member Terms
 - Solicit Additional Agenda Items from Toxics Board Members