

MEMORANDUM

TO: Asheville-Buncombe Air Quality Agency Board of Directors

FROM: Ashley Featherstone, Director

RE: Minutes for May 24, 2022

DATE: July 5, 2022

Enclosed, please find the Minutes for the **Tuesday, May 24, 2022** Asheville Buncombe Air Quality Agency (AB Air Quality) board meeting. The next meeting of the AB Air Quality Board is scheduled for **Tuesday, July 12, 2022 at 4:00 pm** in the meeting room located at the Buncombe County Permit Office at 30 Valley Street, Asheville, NC 28801.

The Asheville-Buncombe Air Quality Agency Board of Directors met on Tuesday, May 24, 2022, in the meeting room at the Buncombe County Permit Office located at 30 Valley Street, Asheville, N.C.

The attendance of the Board members was as follows:

Members Present:

Karl Koon

Vonna Cloninger (Teams)

Joel Storrow

Evan Couzo

Garry Whisnant

Members Absent:

None

Staff Present: *Ashley Featherstone, Director; Kevin Lance, Field Services Program Manager; James Raiford, Permitting Program Manager; Mike Matthews, Senior Air Quality Specialist; Betsy Brown, Air Quality Coordinator; Alex Latta, Senior Air Quality Specialist*

Others Present: *Michael Frue, County Attorney; Melissa Reichmann, Human Resources (Teams), Sybil Tate, Assistant County Manager*

Mr. Storrow called the meeting of the Asheville-Buncombe Air Quality Agency Board of Directors to order on May 24, 2022, at 4:00 pm.

The order of business was as follows:

I. Public Comment Protocol Announcement

Mr. Storrow started the meeting by reading the announcement about the public comment protocol.

It was noted that the Board would take public comment at the end of the meeting.

II. Adjustment and approval of agenda

Mr. Koon made the motion to move the IX. Closed Session for the Director's performance review up in the agenda to before the IV. Consent Agenda.

Mr. Whisnant seconded the motion.

Voting was conducted by roll call.

Mr. Koon-yes

Mr. Whisnant-yes

Dr. Couzo-yes

Ms. Cloninger-yes

Mr. Storrow-yes

The motion passed 5-0.

III. Special Presentations

A. Buncombe County Human Resources Update, Melissa Reichmann

Mr. Storrow introduced Ms. Reichmann who works in Human Resources (HR). He also asked her to remain for the closed session following her presentation.

Ms. Reichmann said that the Compensation Study has been a long-term process which took place from 2019 through 2022. She provided a slide presentation. Phase 1 involved job analysis and job descriptions. Phase 2 included job evaluation and a peer market study. Phase 3 included an internal equity analysis. Phase 4 established a compensation grading system and finalizing pay calculations considering the information from the first three phases.

HR focused on midpoint data with good peer matches of salaries at other government and comparable employers and alignment of the market. They normalized data by applying the Regional Price Parity reported by the US Bureau of Economic Analysis which takes housing and other area specific data into consideration. HR looked at five compensable factors for each job and used those scores to assign a new salary grade for each classification. Those factors included the complexity of the work, the scope of knowledge necessary, problem solving required, contact with others and leadership. Then they looked at what employees were getting paid. HR developed a different salary quadrant system. They separated the exempt from the non-exempt employees, as well as reviewing IT staff separately. Salaries were adjusted so that employees' salaries fell in the appropriate quadrant based on the requirements of the position and the employee's years of experience, both with the County and appropriate job experience outside of the County's employment. The minimum wage for full time and part-time workers was raised to \$17 per hour which is more in line with the cost of living in our area. Overall, 1,199 full and parttime regular employees were reviewed. 649 were identified for salary changes and 550 were identified that did not need a salary adjustment.

The Compensation Study was taken to the County Commissioners last week. They approved the new classification and compensation plan, and the proposed salary increases to be effective May 21, 2022.

This was not a merit-based compensation study. Longevity, the CPI increase, and merit pay were not considered in this study.

Ms. Featherstone noted that the salary increase does affect the current budget. This was discussed with Budget, and we plan to move unspent funds to cover the increase in salary. We do not need to make a budget amendment.

IV. Closed Session for Director's Annual Performance Review

Mr. Frue noted that a motion was needed to go to Closed Session to discuss a personnel issue pursuant to N.C. General Statute 143-318.11(a)(5) to discuss the amount of compensation and other material terms of an employment contract; Mr. Koon so moved. Mr. Whisnant seconded the motion.

Voting was conducted by roll call.

Mr. Koon-yes

Dr. Couzo-yes

Mr. Whisnant-yes

Ms. Cloninger-yes

Mr. Storrow-yes

The motion passed 5-0.

Mr. Storrow requested that Ms. Reichmann remain for the Closed Session. The closed session began at 4:17 pm. Ms. Tate joined the closed session. A discussion of the annual performance review and the amount of compensation of an employment contract occurred.

Mr. Koon moved to adjourn closed session and return to open session. Ms. Cloninger seconded the motion. The motion passed unanimously by roll call vote. The open session resumed at 4:32 pm.

Mr. Storrow said that he would consolidate the Board's findings and discuss with Ms. Sybil Tate, Assistant County Manager. Then he would conduct a formal review with Ms. Featherstone.

V. Consent Agenda:

A. Approval of minutes from March 8, 2022

Mr. Koon made the motion to table the approval of the March 8, 2022 minutes until the Board has the opportunity to review those minutes. Ms. Cloninger seconded the motion. The minutes were not attached to the Board meeting packet for Board review. They will be considered during the July meeting.

Voting was conducted by roll call.

Dr. Couzo-yes

Mr. Koon-yes

Ms. Cloninger-yes

Mr. Whisnant-yes

Mr. Storrow-yes

The motion passed 5-0.

VI. Unfinished Business:

A. Consideration of FY 2023 Budget

Ms. Cloninger made the motion to approve the budget that was presented at the Board retreat. Mr. Koon seconded the motion.

Voting was conducted by roll call.

Dr. Couzo-yes

Mr. Koon-yes

Ms. Cloninger-yes

Mr. Whisnant-yes

Mr. Storrow-yes

The motion passed 5-0.

Mr. Storrow said he would sign the adopted Budget Ordinance. A copy is included on the last page of these minutes.

VII. Director's Report:

A. Board Vacancies Update

Mr. Storrow's and Ms. Cloninger's terms are expiring in July. The Agency has notified the City and the County. Those positions are being advertised. Ms. Cloninger has served three terms as a county appointee. Ms. Featherstone expressed the Agency's appreciation. Mr. Storrow has served one term as a city appointee and is willing to serve another term. We asked that he be reappointed. A term is six years. The County is accepting applications through May 31 and the City through June 1. We may receive an update in June depending on applicants and Commissioners and Council schedules.

B. COVID-19 Update

The County is allowing us to do hybrid teleworking. Staff really like this arrangement. Mike Matthews is in the office every day. Two additional staff members are scheduled to work in the office each day. Other staff work in the office two days a week and from home three days a week. We do not have quite enough space for times when there are more staff here, such as today when all the staff are here. The County is planning to give us some extra space at 30 Valley Street with docking stations so we will have some hoteling space.

Betsy Brown has been assisting the County, along with other County employees, in reviewing Covid 19 Grant fund applications for the second round of funding. This involves scoring the applications to help the Commissioners evaluate the projects.

We are back to having meetings in person and more back to normal activities.

Mr. Frue noted that the Governors State of Emergency has expired. The only boards in the County that must meet in person are the County Commissioners and the City Council. It is okay for other boards to run meetings with a virtual component. He advises that the Board always have a quorum present in person. The Board can still meet virtually, but Mr. Frue noted that the Board should not do anything important unless a quorum is physically present.

C. Monitoring Update

Mr. Kevin Lance reported that so far this year data completeness for PM 2.5 is 94.7%, and data completeness for ozone is PM 92.8%.

Last week the Agency submitted our American Rescue Plan EPA Section 103 direct award grant application. The amount to be rewarded is \$75,700. When we made our request to the EPA, we prioritized our needs. The EPA awarded part of the funds requested but did not follow our priorities. The Agency will be required to run a PM 10 monitor since the population will be over 500,000 in the area soon. We will be able to purchase the PM monitor and had requested periphery PM equipment to go along with that monitor. Instead, we were awarded funding for two ozone monitors. This will still be helpful as we would have needed to purchase those within a couple of years. They would replace the existing ozone equipment at Bent Creek. We have worked with the State for access to a spare PM monitor. We also worked out retrofitting a shelter housing. The PM monitor will be located at the Board of Education.

Mr. Lance is meeting Clark Wyatt, the facility coordinator for the Board of Education, this week to discuss moving the monitor from the roof top to the ground. We hope to move quickly on this.

We have not had any unhealthy days so far this monitoring year. Last week there was an unhealthy orange day forecasted for the ridgetops, but the valleys were good. Rain has helped the air quality this week as Saharan dust would have impacted us.

The ozone monitors will not be replaced for a year or more. Currently there are no Standard Operating Procedures for this equipment. There are three pieces of equipment at Bent Creek: the ozone monitor, the analyzer, and the calibrator. The new equipment would not be adding capacity.

The State has meteorologists on staff that generate the Air Quality Forecasts based on our monitoring data and that from other monitors in the state. The distinction was made several years ago to split the forecast between the valley and ridgetops since sometimes the conditions are very different. This distinction meant that one day we had a no burning day above 4,000 feet due to a Code Orange forecast for the ridgetops but burning was still allowed in the valleys for which there was a Code Yellow forecast.

D. Presentation to Commissioners Subcommittee on Energy and Environment- June 10

Ms. Featherstone has been asked to give a presentation to the Commissioners Subcommittee on Energy and the Environment in June. They meet monthly. There are three County Commissioners on the committee. They look at different topics like preserving open space, renewable energy, solid waste, and air quality. She will be giving an air quality update. She has also been asked to talk about the Greenhouse Gas Emission Inventory that the State issued recently. Staff will send the time and date of the meeting in a follow-up email. A reminder to the Board with a meeting link will be sent closer to the meeting date.

E. Clean Air Excellence Awards

The Agency will accept applications through June. The County has applied for the award. This will be discussed at the next advisory committee meeting.

F. Clean Air Compliance Awards

The Agency presents these awards each year to facilities that comply with all aspects of their air quality permits. For 2021, 48 permitted facilities will receive the certificate. The Agency receives positive feedback for giving this recognition. The list of the facilities who will be receiving the certificate was included with the board packet.

G. Facility Permit Renewals

Facility Name	Type of Facility	Facility Classification	Location	Changes from Existing Permit
APAC – Atlantic, Inc., Black Mountain Facility	Asphalt Manufacturing Facility	Synthetic Minor	Old U.S. 70, Black Mountain	Adding clarifying language to testing requirement
APAC – Atlantic, Inc., Weaverville Facility	Asphalt Manufacturing Facility	Synthetic Minor	Goldview Road, Weaverville	Adding clarifying language to testing requirement
Riverside Stump Dump, Inc.	Wood Grinding Facility	Synthetic Minor	Riverside Drive, Asheville	Update insignificant activity equipment list

Mr. Koon made the motion to renew the APAC permits and the permit for Riverside Stump Dump. Ms. Cloninger seconded the motion.

Voting was conducted by roll call.

Dr. Couzo-yes

Mr. Koon-yes

Ms. Cloninger-yes

Mr. Whisnant-yes

Mr. Storrow-yes

The motion passed 5-0.

H. Facility Permit Modification

Facility Name	Type of Facility	Facility Classification	Location	Changes from Existing Permit
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ABB Motor and Mechanical Inc.	Mechanical Power Transmission Equipment Mfg. Facility	Small	Reems Creek Road, Weaverville	Ownership and name change to Dodge Mechanical Power Transmission Company Inc. Updating Equipment list and general conditions.
Jacob Holm Industries (America)	Non-woven fiber manufacturing facility	Synthetic Minor	Sand Hill Road, Enka	Ownership and name change to Glatfelter Industries Asheville, Inc. Updating general conditions.

Our administrative rules allow the Agency to update the general conditions while we have the permits open for the requested ownership and name changes.

Mr. Koon made the motion to approve facility permit modifications and updates for ABB Motor and Jacob Holm dealing with ownership and name change. Ms. Cloninger seconded the motion.

Voting was conducted by roll call.
 Mr. Whisnant-yes
 Ms. Cloninger-yes
 Mr. Koon-yes
 Dr. Couzo-yes
 Mr. Storrow-yes
 The motion passed 5-0.

VIII. New Business:

None

IX. Other Business:

A. Legal Counsel Report

Mr. Frue had nothing additional to report.

B. Advisory Committee Report

1. Committee met April 5, 2022

Dr. Couzo said the committee last met in April. The minutes were included in the board packet. It was a good meeting. Ideas for project and initiatives were discussed.

The next meeting will be the middle of June.

The draft minutes are informal and do not require action. They are provided to the Board for information. They are draft as the committee has not met since the last meeting.

C. Calendar

- Next meeting is July 12, 2022, 4 pm

D. Announcements

No announcements.

X. Public Comment

No public comment.

XI. Adjournment

Ms. Cloninger made the motion to adjourn. Mr. Koon seconded the motion.

Voting was conducted by roll call.

Dr. Couzo-yes

Mr. Koon-yes

Ms. Cloninger-yes

Mr. Whisnant-yes

Mr. Storrow-yes

The motion passed 5-0.

The meeting was adjourned at 4:51 pm.

(A scanned copy of the signed BCFY 2023 Budget Ordinance follows on the next page.)

ASHEVILLE-BUNCOMBE AIR QUALITY AGENCY
FY 2023 BUDGET

BE IT ORDAINED by the Asheville-Buncombe Air Quality Agency that, pursuant to Section 159-13 of the General Statutes of North Carolina, the FY 2023 Budget Ordinance of the Asheville-Buncombe Air Quality Agency is hereby set forth as follows:

Section 1. The following amounts are hereby appropriated for the operation of the Asheville-Buncombe Air Quality Agency for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the following schedules:

EXPENDITURES:

Salaries & Benefits	\$795,493
Service & Supplies	\$219,079
Special Projects	\$ 75,700
Capital Outlay	<u> \$ 0</u>
Expenditure Totals	\$1,090,272

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

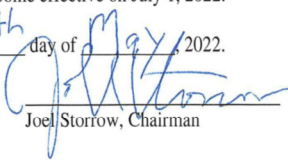
REVENUES:

NC Gasoline Tax Allocation	\$144,000
Permits & Inspection Fees	\$317,650
Title V Fees	\$165,000
Federal 105 Grant Funds	\$217,000
Miscellaneous Funds	\$950
Federal PM 2.5 Grant Funds	\$135,700
Air Quality General Fund Balance Draw	<u>\$109,972</u>
Revenue Total	\$ 1,090,272

Section 3. This Budget Ordinance shall be entered in the minutes of the Asheville-Buncombe Air Quality Agency and within five (5) days after its adoption copies shall be filed with the Finance Officer and the Administrative Assistant to Asheville-Buncombe Air Quality Agency who, for the purposes of this ordinance, is designated as the Clerk to the Agency as described in G.S. 159-13.

Section 4. This ordinance shall become effective on July 1, 2022.

Adopted this 24th day of May, 2022.


Joel Storrow, Chairman

Attested By:



May 20, 2022