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BOARD MEETING MINUTES

The meeting of the Board of Directors of the Northwest Clean Air Agency was held at 1:30 p.m., Thursday, August 14, 2014, at 1600 South Second Street, Mount Vernon, Washington.

MEMBERS PRESENT:

Island County	Jill Wood for Keith Higman
Skagit County	Ron Wesen Joe Lindquist
Whatcom County	Brian Heinrich
Member-At-Large	Terry Nyman

MEMBERS ABSENT:

Island County	Jim Campbell
Whatcom County	Rud Browne

ALSO PRESENT:

NWCAA staff members	Mark Asmundson, Therese Holm, Toby Mahar, Agata McIntyre, Julie O'Shaughnessy, Katie Skipper, Laurie Caskey-Schreiber
Legal counsel	Loch Clark

CALL TO ORDER

Board Chair Ron Wesen called the meeting to order at 1:30 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Terry Nyman, seconded by Brian Heinrich, the minutes for the June 12, 2014, Board meeting were approved (Joe Lindquist was absent from the vote. He arrived at 1:35 p.m.)

NEW BUSINESS

Proposed changes to NWCAA fees – Mark Asmundson

Agency Executive Director Mark Asmundson reviewed the proposed fee schedule changes for Asbestos, Outdoor Burning, and Agricultural Burn programs with the Board. Earlier in the year, the Advisory Council recommended that the Asbestos program fees be modified to align with the cost of operating this program.

The agency mailed a notice to stakeholders advertising the proposed changes, and provided instructions for submitting comments. This information also is posted on the NWCAA website. The agency will allow a 30-day comment period ending with a public hearing, which will be held on Thursday, September 11, during the Board of Directors meeting.

Program	Revision
<i>Asbestos</i>	<ul style="list-style-type: none"> • Fees will adjust automatically • Fee revisions will be related to changes in the Seattle/Tacoma/Bremerton Consumer Price Index (CPI) • Fee increases will align with staff workload • Agency will charge for processing demolition notifications and for second amendments • Residential/owner-occupied notifications will increase from \$25 to \$30 • Additional increases will be based on the volume of asbestos containing material that is being removed.
<i>Outdoor Burning</i>	<ul style="list-style-type: none"> • Fees will adjust automatically • Fee revisions will be related to changes in the CPI • Fees will be charged for: rare and endangered plant regeneration fires, ceremonial fires, recreational fires greater than three feet in diameter, and other outdoor burning if specifically authorized by NWCAA. The cost for each of these events will be \$25.
<i>Agricultural Burns</i>	<ul style="list-style-type: none"> • Fee schedule will not change, however, agency regulations will be consistent with state law.

Asmundson explained that no action was needed today, however, once the public hearing is held at the September Board meeting, the resolutions will be ready for adoption.

ACTION ITEMS

Resolution 498 – Amending the FY2015 Operating Fund – Mark Asmundson

Asmundson presented Resolution 498 for Board approval. This resolution increases the FY 2015 budget by \$120,000, utilizing excess penalty revenue collected in FY 2014. Budget line items will be amended as follows:

- Capital building improvements – increase \$100,000 for building renovation
- Professional services – increase \$20,000 for estimated audit expense
- Operating Fund balance – decrease \$120,000

Motion to approve Resolution 498 was made by Heinrich, seconded by Joe Lindquist, and approved unanimously.

Bills and claims

Asmundson presented the June and July bills and claims reports. Lindquist made a motion to approve the June (\$387,183.47) and the July (\$240,454.34) 2014 bills and claims, seconded by Heinrich. Both were unanimously approved.

STAFF REPORTS**Director's report – Mark Asmundson**

Asmundson reported to the Board on the following matters:

- The agency has been providing information to the Joint Legislative Audit Review Committee (JLARC), which has been analyzing the fees for gas stations and bulk facilities. JLARC will be putting its findings into a report that will be released in December. Following that report, the Legislature will consider whether to change gasoline station registration fees.
- The agency recently had its property surveyed, and found it owns 11 more feet behind the office building. This will allow NWCAA to install cooling modules as part of the building remodel. Agency attorney Loch Clark will formalize an agreement with the adjacent property owners, which will allow the neighbors to continue to use this space.
- There have been some recent internal changes to work assignments. Julie O'Shaughnessy will now serve as the lead for NWCAA's Wood Smoke Reduction Program, and Toby Mahar will be the new Compliance Manager.
- Finance Director Therese Holm will facilitate the FY 2012 and FY 2013 audit with the State Auditor's Office. NWCAA's Board Chair will be invited to attend the opening meeting for the audit, and Board members will be invited to meet with the auditors at the closing meeting.
- Asmundson noted that agency has recently posted signs advertising NWCAA's 2014 Well City Award. As a result, in 2015, the agency qualifies for a 2 percent discount on medical premiums. Asmundson thanked Holm for her diligent work with this program.
- The Advisory Council will meet in Bellingham on Thursday, September 4, 2014 (Brian Heinrich volunteered to serve as Chair for Ron Wesen, who is unable to attend this meeting).

New source review and air operating permit update – Agata McIntyre

Engineering Manager Agata McIntyre reported that in June the agency received six applications for construction permits and five were issued. Among the permits issued was one for Tesoro's new gasoline truck loading rack. McIntyre reported that Tesoro will implement new vapor controls for this process, which will be cleaner than what's been used in the past. With this new control measure in place, the gasoline vapors displaced by loading activities will be recycled back into the refining process instead of being burned in a thermal oxidizer.

For the month of July the agency received five applications and issued construction permits for three projects.

Enforcement update - Toby Mahar

Compliance Manager Toby Mahar reported on enforcement issues that occurred in June and July.

Mahar noted that NWCAA negotiated a settlement for \$110,000 with Sierra Pacific, resolving a recent notice of violation. The settlement amount reflects both the duration of the violation and the facility's willingness to address and fix the problem.

The violation stemmed from a damaged control device for the Sierra Pacific wood-fired boiler. A stack test detected the excess particulate matter emissions and, after repair, another stack test demonstrated compliance. The time between stack tests was 202 days. The facility maintained compliance with all other pollutant limits as demonstrated by continuous monitors.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:33 p.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the NWCAA Board of Directors held on August 14, 2014, in Mount Vernon, Washington.

ATTEST: 

Terry Nyman, Secretary
NWCAA Board of Directors



Ron Wesen, Chair
NWCAA Board of Directors

DATED: September 11, 2014