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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, April 14, 2016, at 1600 S. 2<sup>nd</sup> St., Mount Vernon, Washington.

### **MEMBERS PRESENT:**

Island County	Jim Campbell Richard Hannold
Skagit County	Joe Lindquist Ron Wesen
Whatcom County	Brian Heinrich Carl Weimer
Member-at-Large	Terry Nyman

### **ALSO PRESENT:**

NWCAA staff members	Mark Asmundson, Mark Buford, Toby Mahar, Agata McIntyre, Julie O'Shaughnessy, and Laurie Caskey-Schreiber
Legal counsel	Loch Clark

### **CALL TO ORDER**

Board of Directors Chairman Richard Hannold called the meeting to order at 1:30 p.m.

### **APPROVAL OF PRIOR BOARD MEETING MINUTES**

On motion by Jim Campbell, seconded by Brian Heinrich, the minutes for the March 10, 2016, meeting were approved 6-0 (Terry Nyman abstained from the vote).

### **NEW BUSINESS**

#### **NWCAA Strategic Plan update**

The agency's strategic plan has been in use for the past three years. The plan was developed in 2012, and adopted in December 2013. Agency staff have noticed some areas that needed to be updated and language that needed to be clarified. NWCAA Deputy Director Mark Buford presented and reviewed modifications to the plan that have been developed with input from agency staff.

Buford asked Board members to review the draft version and, if possible, share any changes they might wish to see, prior to the May Board meeting. Buford added that the Advisory Council reviewed this document and its only suggestion was to incorporate a three-year review cycle.

A Resolution will be presented at the May Board meeting to adopt the proposed updates to the plan.

### **ACTION ITEMS**

#### **Bills and claims**

Joe Lindquist made a motion, seconded by Heinrich, to approve the March 2016 bills and claims totaling \$371,897.96. The Board approved the March bills and claims 7-0.

#### ***Resolution 529 – Authorizing the Executive Director to execute a contract with the Whatcom Council of Governments to implement the Smart Trips proposal.***

NWCAA Executive Director Mark Asmundson introduced Susan Horst, who works for the Whatcom Council of Governments as the Director of Mobility Programs. Horst gave a presentation about the Whatcom County Smart Trips program.

Horst explained that Smart Trips is a program that encourages and helps people to use these transportation options instead of driving alone:

- Walk
- Bicycle
- Share rides
- Ride the bus

Horst outlined some of the program's accomplishments:

- 55 million miles of Smart Trips
- 1.5 million hours of physical activity
- Reduced 22,400 tons of greenhouse gases
- 112 merchant partners
- 197 employer partners
- 35 school partners

Horst added that the program utilizes, among other strategies, rewards as incentives. The messaging is 100 percent positive, emphasizing the variety of positive trip choices that are available to participants.

She described the allocation of the requested \$95,000. These funds would be used for marketing, expansion of Smart Trips' community partnerships, and enhancing the incentive portion of the program. The funds requested would be used over a three-year period as follows:

- 2017           \$21,000
- 2018           \$47,400
- 2019           \$26,600

BP Environmental Superintendent Steve Mrazek commented on the cost effectiveness of the Smart Trips program. Mrazek initially did some research on potential greenhouse gas mitigation projects. The Smart Trips proposal is very cost effective. Some of the other options had per-ton carbon reductions that were more costly by orders of magnitude than the Smart Trips proposal.

Campbell questioned why the 2018 funding amount was greater than the other two years. Horst explained that the Smart Trips program has several different funding sources for different components of the program, and the amount of funding from other sources varies each year.

Heinrich asked if Horst had done anything to assess the activities of the non-participants such as some follow-up surveys. Horst explained that due to cost, it is infeasible to conduct a scientific survey of all current and historical participants. The assumptions used for trip reduction are intentionally very conservative in order to avoid overstating benefits derived from the Smart Trips program.

Board members expressed their support for the Smart Trips program, and many were interested in expanding this program to Skagit and Island counties.

Carl Weimer made a motion to approve Resolution 529, authorizing NWCAA to execute a contract with the Whatcom Council of Governments in the amount of \$95,000 to fund a portion of the Smart Trips program from the Supplemental Environmental Projects fund. The motion was seconded by Terry Nyman, and the Resolution was approved 7-0.

### **STAFF REPORTS**

#### **Executive Director's report – Mark Asmundson**

Asmundson reported to the Board on the following matters:

- In an appeal filed by Brooks Manufacturing with the Pollution Control Hearing Board (PCHB), the PCHB unanimously ruled in the agency's favor. However, Brooks has filed a further appeal of the PCHB decision to Thurston County Superior Court.

Brooks also filed a second new appeal to the PCHB over a portion of registration fees charged by NWCAA. The fee that Brooks is objecting to is the National Emissions Standards for Hazardous Air Pollutants (NESHAP) fee. Brooks also is appealing the NESHAP fee to the Whatcom County Superior Court.

Asmundson expects that addressing these legal matters will take a fair bit of time and resources.

- Asmundson has engaged the services of an employment law specialist to draft an employment agreement with Mark Buford. Asmundson hopes to have a draft of this agreement available for review soon. Further, to assist the employees in the transfer of leadership, Asmundson has signed a contract with a facilitator who specializes in workplace transitions.
- The Finance Committee met prior to the Board meeting and reviewed the fiscal year (FY) 2017 budget. The overall Air Operating Permit revenue (and expenses) will be less than in FY 2016. This cost difference is due to NWCAA incurring less expense for the monitoring program together with planned retirements during the fiscal year. The FY 2017 budget will be presented to the full Board at the May meeting, and comments and revisions are encouraged at that time so that any needed changes may be incorporated into the final draft. The draft FY 2017 budget will be ready for adoption at the June Board meeting.
- The new website will be launched on April 20, 2016. Agency staff have been working diligently on fine tuning the documents and information for this launch.

#### **New source review and air operating permit update – Agata McIntyre**

Agency Engineering Manager Agata McIntyre reported on the March 2016 construction permit (new source review) activity.

During March 2016, the agency received five applications for construction permits and issued four construction permits. One of the applications for construction was for the new Oak Harbor municipal water treatment facility. The application indicates that this facility will be using biological controls followed by activated carbon to limit odors and a membrane filtration system to clean wastewater.

**Enforcement update – Toby Mahar**

Compliance Manager Toby Mahar reported on enforcement issues that occurred in March.

Earlier this week, NWCAA issued a notice of violation for the February 20, 2015, incident at the Shell Puget Sound Refinery.

It was a lengthy process to get to this point, and a tremendous amount of preparation work was involved with issuing this violation. The basis of the violation was that Shell neglected to follow the procedures that were in place, and the result was a release of chemicals that should have been combusted through Shell’s flare system.

NWCAA staff had to coordinate this process with multiple other organizations and their attorneys, so it took longer than usual. The amount of the fine will be determined later. The goal of this process is to ensure that this event never happens again.

**ADJOURNMENT**

There being no further business to consider, the meeting adjourned at 2:30 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 April 14, 2016, in Mount Vernon, Washington.

ATTEST:   
Terry Myman, Secretary  
NWCAA Board of Directors

  
Richard Hannold, Chair  
NWCAA Board of Directors

DATED: May 12, 2016