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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, June 9, 2016, at 1600 S. 2nd St., Mount Vernon, Wash.

MEMBERS PRESENT:

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

MEMBERS ABSENT: Joe Lindquist

ALSO PRESENT:

NWCAA staff members	Michele Armstrong, Mark Asmundson, David Blake, Mark Buford, Therese Holm, Toby Mahar, Agata McIntyre, Katie Skipper, Bob Uhrich, and Laurie Caskey-Schreiber
Legal counsel	Loch Clark

CALL TO ORDER

Board of Directors Chairman Rick Hannold called the meeting to order at 1:32 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Jim Campbell, seconded by Brian Heinrich, the minutes for the May 12, 2016, meeting were approved 6-0.

PRESENTATIONS

Agency Chief Financial Officer Therese Holm announced that the AWC Employee Benefit Trust recently awarded NWCAA a 2016 Well City Award. As a result, in 2017, the agency qualifies for a two percent discount on medical premiums. Holm acknowledged the work of the 2015-2016 agency wellness committee members; Michele Armstrong, Therese Holm, Toby Mahar, and Bob Uhrich.

ACTION ITEMS

Resolution 532 – Authorize supplemental (per capita) income for fiscal year 2017 of \$143,854 – Mark Asmundson

Asmundson presented Resolution 532 for Board approval. This resolution authorizes the collection of supplemental income for calendar year 2017 in the amount of \$143,854 from cities, towns, and counties based on a \$0.35 per capita rate. Asmundson noted that the rate has not changed since 1989. The small increase is due to small increases in population.

Motion to approve Resolution 532 was made by Heinrich, seconded by Campbell, and was approved 6-0.

Resolution 533 – Approve Operating and Reserve Fund budgets for fiscal year 2017 – Mark Asmundson

Asmundson presented Resolution 533 to approve the FY 2017 budgets for the Operating Fund and Reserve Funds.

FY 2017	<i>Revenues and transfers-in</i>	<i>Expenses and transfers-out</i>	<i>Estimated ending balance</i>
Operating Fund	\$4,198,658	\$4,252,675	\$845,983
Reserve Funds	\$1,875	0	\$846,150

Heinrich made a motion, seconded by Carl Weimer, to approve Resolution 533. The Board approved the resolution 6-0.

Resolution 534 – Establish the fiscal year 2017 budget for Supplemental Environmental Projects Fund – Mark Asmundson

Asmundson presented Resolution 534 to establish a FY 2017 budget for greenhouse gas mitigation projects, which were previously approved by the Board.

FY 2017	<i>Revenues</i>	<i>Expenses and transfer-out</i>	<i>Estimated ending balance</i>
Supplemental Environmental Projects Fund	\$5,000	\$1,152,213	\$1,152,787

Weimer made a motion, seconded by Ron Wesen, to approve Resolution 534. The Board approved the resolution 6-0.

Resolution 535 – Honoring David Blake – Mark Asmundson

Asmundson presented Resolution 535 for adoption. David Blake, whose last day in the office will be at the end of June, was recognized for serving the NWCAA for the past 28 years. Blake gained national recognition for the indoor air program that he managed out of NWCAA.

Terry Nyman made a motion, seconded by Heinrich, to approve Resolution 535, and the resolution was approved by all.

Bills and claims

Board members discussed the bills and claims report for May 2016. Ron Wesen made a motion to approve the May 2016 bills and claims totaling \$502,349.77. Heinrich seconded the motion, and the Board approved the bills and claims 6-0.

STAFF REPORTS

Director's report – Mark Asmundson

Asmundson reported to the Board on the following matters:

- The agency recently completed the transition training to prepare for the upcoming change in Executive leadership. The training went very well.
- Asmundson and agency Deputy Director Mark Buford recently attended the International Airshed meeting, held in Vancouver, British Columbia (BC). While there, they met with air quality stakeholders from Washington State, U.S. Environmental Protection Agency, staff members from Metro Vancouver and Environment Canada, and Provincial officials responsible for the region's air quality. Among the various topics that were discussed, was the likelihood of seeing an increase, over the next decade, in the number and size of forest fires in BC. The smoke impacts from these fires could be consequential to the air quality in Whatcom County.

At this same conference, Nick Roach, from the Washington State Department of Ecology gave a presentation about the State's newly proposed carbon rules. The rules are complex, and seem to mainly impact the refineries in Washington State.

- NWCAA Communications Program Manager, Katie Skipper, has accepted a new position with Ragan Communications. Asmundson noted that Skipper has made huge accomplishments at NWCAA during the three years that she has worked here. Skipper will end her employment at NWCAA in early July.
- Asmundson reminded board members that the Board will not meet in July.

New source review and air operating permit update – Agata McIntyre

NWCAA Engineering Manager Agata McIntyre, reported on the May 2016 construction permit (new source review) activity.

During May 2016, the agency received six applications for construction permits and issued three construction permits.

One of the applications received was for equipment at an existing business, Nichols Brothers Boat Builders. During a routine compliance inspection, NWCAA inspectors discovered equipment which had been installed without a permit. As part of the ongoing effort to provide a level playing field for business, NWCAA required Nichols Brothers Boat Builders to file a permit application. Providing a level playing field is one of the outcome areas in the Agency’s Strategic Plan.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported on May enforcement issues.

Mahar stated that agency enforcement team issued one notice of violation (NOV) to Camp Brotherhood in May for the mishandling of asbestos abatement and waste disposal prior to a fire training event. This event highlights the complexity and reach of the asbestos program, which extends to multiple jurisdictions, including fire district officials.

Executive session

Weimer made a motion, seconded by Campbell and approved 6-0 to enter into Executive Session at 2:15 p.m. to discuss the qualifications of a public employee, and the session was expected to last 10-15 minutes.

Board of Directors reconvened the meeting at 2:24 p.m. No action was taken during or following the executive session.

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 June 9, 2016, in Mount Vernon, Washington.

ATTEST: 

Terry Nyman, Secretary
NWCAA Board of Directors



Richard Hannold, Chair
NWCAA Board of Directors

DATED: August 11, 2016