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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, November 9, 2017, at 1600 S. 2nd St., Mount Vernon, Wash.

MEMBERS PRESENT:

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

ALSO PRESENT:

NWCAA staff members	Mark Buford, Alicia Huschka, Toby Mahar, Agata McIntyre, and Laurie Caskey-Schreiber
Legal counsel	Loch Clark

CALL TO ORDER

Board of Directors Chairman Joe Lindquist 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 October 12, 2017, meeting were approved 6-0 (Terry Nyman abstained from the vote).

NEW BUSINESS

Fiscal year 2018 first quarter financial report (through Sept. 30, 2017) – Alicia Huschka

NWCAA Chief Financial Officer Alicia Huschka reviewed actual financial results compared to the annual budget for fiscal year 2018 for the Operating Fund for the three-month period ending September 30, 2017.

	Year-to-date	Annual Budget	% of Annual Budget
Revenues	\$2,974,270	\$4,273,615	70%
Expenses	\$970,282	\$4,323,262	22%

Huschka stated that the revenues collected include 99% of the Air Operating Permitted source fees. The remaining portion of the revenue, will be collected after the billing for the registered sources has been completed in February 2018.

Huschka reported on the Greenhouse Gas Reduction projects and funds that have been used inception to September 30, 2017:

Recipient	Award Amount	Spent at 9/30/17	Notes
Opportunity Council	\$ 2,700,000	\$2,436,625	Agreement term: June 2015-Dec. 2018
Sustainable Connections / Opportunity Council	\$ 150,000	\$141,331	Agreement term: October 2015-Sept. 2017
Whatcom Smart Trips	\$ 95,000	21,000	Funded for: July 2017- June 2019
City of Bellingham	\$ 760,000	0%	tbd
Washington State University (WSU)	\$ 241,681	\$241,681	Completed
Administration	\$ 676,726	\$499,171	Personnel administration & Legal
Totals	\$4,623,407	\$3,339,785	Budget balance: \$1,283,600

ACTION ITEMS

Resolution 557 – Authorize amending the fiscal year 2018 Operating Fund – Alicia Huschka

Huschka presented Resolution 557 for Board approval. This resolution authorizes the Agency to shift \$25,000 of from the Cumulative Reserve Fund into the Operating Fund to support the woodstove change out program in Columbia Valley. Buford added that it is necessary to supplement this program as the State and EPA grant funding, have been held up this year.

Motion to approve Resolution 557 was made by Carl Weimer, seconded by Ron Wesen, and approved 7-0.

Bills and claims

Board members discussed the bills and claims reports for October 2017. Rick Hannold made a motion to approve the October 2017 (\$270,061.94) bills and claims. Wesen seconded the motion, and the Board approved the bills and claims 7-0.

STAFF REPORTS

Director's Report – Mark Buford

- **Sensor progress**

The Agency has ordered seven PurpleAir monitors and these will be installed next to the existing Agency monitors. These field tests will assist the Agency in determining the performance reliability of the low cost sensors in our climate.

- **Landscaping project.**

The Agency will soon be requesting bids to re-do the landscaping in front of the building to improve visibility to the Agency. Buford hopes that this project will be completed by the end of February 2018.

- **NWCAA regulation rule revisions.**

The Advisory Council met last week, and reviewed the revisions that are being proposed to the NWCAA regulation rules. Buford sent a red-lined version of the changes to the Advisory Council, and asked them to share their comments with him.

- **Brooks Manufacturing appeals**

Buford reported that a judge in Thurston County Superior Court recently ruled in favor of upholding the Pollution Control Hearing's Board decision that Brooks Manufacturing needed to get a permit for their replacement baghouse.

However Brooks Manufacturing has now appealed this decision to the Washington Court of Appeals.

New source review and air operating permit update – Agata McIntyre

NWCAA Engineering Manager Agata McIntyre reported on the October 2017 construction permit (new source review) activity.

During October, the agency received six applications for a construction permits and issued two permits.

Among the construction permit applications received, was one for Bellingham's wastewater treatment plant, known as the Post Point plant. The plant submitted an administrative modification, so that they are able to adhere to required testing standards. They are actually having to reduce the sludge feed capacity limits for their incinerator, so that they can meet the 85% testing standard.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported to the Board about the progress being made to educate sources about the changes that are being proposed for the new registered source fee schedule. The following actions occurred or are in the process of being implemented to gain stakeholder input regarding the revisions to the fee schedule:

- ✓ Public notice has gone out.
- ✓ Public hearing will take place on Nov. 1st, 2017
- ✓ Letters to all registered sources were sent out on Oct. 13, 2017
- ✓ Phone calls have been made to those facilities most impacted
- ✓ Consideration of comments will take place.
- ✓ Proposal to the Board at the December 14, 2017 Board meeting.

Mahar stated that overall, the response has been positive. Most sources understand the changes, and most of the larger sources appreciate the Agency’s efforts to assist small businesses. Some of the sources have also been surprised by the amount of their own emissions.

Mahar reported that during the month of October, the compliance team issued five notice of violations, including one to Venoil LLC. The staff have been working with this source, for quite some time, to try and get them to adhere to the federal requirements.

A penalty was issued to Van Dyk’s Holsteins LLC, which operates a Digester facility in Whatcom County, for failure to perform required engine performance testing. Mahar will be meeting with them in the next few weeks to discuss this penalty.

Mahar also reported that the Agency received nine marijuana odor complaints in October, mainly from an outdoor growing operation on the south end of Whidbey Island, and a few complaints related to a processing operation in Whatcom County, located near the Guide Meridian.


Mahar reported that so far, the Agency has been successful in gaining voluntary compliance from the growers and processors in NWCAA’s jurisdiction. However this situation may change as the vendors and operations change or as the legal cases proceed through the Washington State court of Appeals.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:05 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 November 9, 2017, in Mount Vernon, Washington.

ATTEST: 
 Terry Nyman, Secretary
 NWCAA Board of Directors


 Joe Lindquist, Chair
 NWCAA Board of Directors

DATED: December 9, 2017