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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 13, 2019, at 1600 S. 2nd St., Mount Vernon, Wash.

MEMBERS PRESENT:

Skagit County	Mary Hudson
Island County	Bob Severns Janet St. Clair
Whatcom County	Brian Heinrich
Member-At-Large	Terry Nyman

MEMBERS ABSENT:

Satpal Sidhu
Ron Wesen

ADVISORY COUNCIL:

John Wolpers

ALSO PRESENT:

NWCAA staff members	Mark Buford, Alicia Huschka, Toby Mahar, Agata McIntyre, Seth Preston, and Laurie Caskey-Schreiber
Legal counsel	Simi Jain

CALL TO ORDER

Board of Directors member Brian Heinrich called the meeting to order at 1:30 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Bob Severns, seconded by Janet St. Clair, the minutes for the May 9, 2019, meeting were approved 4-0 (*Mary Hudson arrived shortly after the vote*).

PRESENTATION

NWCAA Communications Program Manager Seth Preston updated Board members regarding the Agency's communication plan for responding to wildfire smoke events.

- During the summer of 2018, the Agency called its first summertime air quality burn ban. This type of burn ban prohibits all outdoor burning. An air quality burn ban is called by a clean air agency when air quality is poor. In contrast, a fire safety burn ban is called by the Fire Marshal due to the increased risk of fire. A fire safety burn ban can be less restrictive than an air quality burn ban.
- In August of 2018, NWCAA's jurisdiction experienced multiple days of unhealthy air quality.
- A Wildfire Smoke Impacts Advisory Group was formed. Its members consist of staff from health departments, fire marshals, Directors from Air Agencies, and other stakeholders interested in air quality. Together, the group has defined response roles in these type of exceptional wildfire smoke events. NWCAA is assuming the role of providing accurate air quality information for its jurisdiction.
- The Agency has increased its website capacity to better handle the traffic that is generated from the wildfire smoke events. The Agency has also located a portable monitor in the Ferndale area, and NWCAA is exploring adding some type of monitors to the Concrete and Sedro Woolley areas.
- The Agency will be dispensing air quality information via social media and traditional media outlets. There are also a few websites available that are helpful in forecasting smoke events.

NWCAA Executive Director Mark Buford hopes to further define the Agency's role in wildfire smoke events in coordination with the Board and Advisory Council.

ACTION ITEMS

Resolution 573 – Authorize supplemental (per capita) income for fiscal year 2020 of \$150,756 – Alicia Huschka

NWCAA Chief Financial Officer Huschka presented Resolution 573 for Board approval. This resolution authorizes the collection of supplemental income for calendar year 2020 in the amount of \$150,756 from cities, towns, and counties based on a \$0.35 per capita rate. Huschka noted that the rate has not changed since 1989. The small increase is due to small increases in population.

Motion to approve Resolution 573 was made by St. Clair, seconded by Hudson, and approved 5-0.

Resolution 574 – Approve Operating and Reserve Fund budgets for fiscal year 2020 – Alicia Huschka

Huschka presented Resolution 574 to approve the FY 2020 budgets for the Operating Fund and Reserve Funds.

FY 2020	Total Revenues	Total Expenses	Net Transfers In
Operating Fund	\$4,298,972	\$4,521,953	\$13,340

Hudson made a motion, seconded by Severns, to approve Resolution 574. The Board approved the resolution 5-0.

Resolution 575 – Establish the fiscal year 2020 budget for Supplemental Environmental Projects Fund – Alicia Huschka

Huschka presented Resolution 575 to establish the FY 2020 budget for greenhouse gas mitigation projects previously approved by the Board.

FY 2020	Revenues	Expenses and transfer-out
Supplemental Environmental Projects Fund	\$5,800	\$360,556

Severns made a motion, seconded by St. Clair, to approve Resolution 575. The Board approved the resolution 5-0.

Bills and claims

Board members discussed the bills and claims report for May 2019. Hudson made a motion to approve the May 2019 bills and claims totaling \$357,485.88. Terry Nyman seconded the motion, and the Board approved the bills and claims 5-0.

STAFF REPORTS

Director's report – Mark Buford

Buford reported to the Board on the following matters:

- On May 22, 2019, Buford attended a meeting of the Washington Air Quality Managers Group and staff from the Washington State Department of Natural Resources. Their discussion centered around the recent legislative bill that allows for limited burning in Urban Growth Areas.

The Air Directors are concerned about potential smoke problems that may arise with outdoor burning in these areas of high-density housing. Buford, while serving as chair of the Air Managers group, agreed to draft a letter to the Department of Natural Resources. The letter will list their recommendations to follow for more protective measures for air quality in these areas, which are designated for urban growth.

- Buford reminded Board members that the Board will not meet in July and therefore the next Board meeting will be on August 8.

New source review and air operating permit update – Agata McIntyre

NWCAA Engineering Manager Agata McIntyre reported on the May 2019 construction permit (new source review) activity.

During May 2019, the agency received two applications for construction permits and issued four construction permits.

One of the permits that was issued was for Pacific Rim Tonewoods. They have a process for drying wood that they use to make guitars, and they added a second kiln to their operation.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported that the Agency sent out 12 violations during the reporting period to facilities that have failed to report emission information. In general, these facilities are asked to provide the number of gallons of gasoline sold or amount of raw materials used, such as paints. The registered source annual fees are based on this information, so it is important that they comply. All of the non-reporting facilities were given a 30-day leniency period and multiple attempts to gather the information before the violations were sent.


The Agency issued two penalties during the reporting period. One penalty addressed reporting and testing compliance issues under federal regulations applicable to the two sewage sludge incinerators at the Post Point Wastewater Treatment Plant in Bellingham.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:39 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 13, 2019, in Mount Vernon, Washington.

ATTEST: 

Terry Nyman, Secretary
NWCAA Board of Directors



Ron Wesen, Chair
NWCAA Board of Directors

DATED: August 8, 2019