



1600 South Second Street
Mount Vernon, WA 98273-5202
ph 360-428-1617
fax 360-428-1620
info@nwcleanairwa.gov
www.nwcleanairwa.gov

BOARD MEETING MINUTES

The meeting of the Board of Directors of the Northwest Clean Air Agency was held at 1:30 p.m. Thursday, September 10, 2020, via video conference.

MEMBERS PRESENT:

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

ADVISORY COUNCIL: Mary Hess

ALSO PRESENT:

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

CALL TO ORDER

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

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Todd Donovan, seconded by Mary Hudson, the minutes for the Aug. 13, 2020, meeting were approved 6-0 (Janet St. Clair abstained from the vote).

PRESENTATION**Fiscal Year 2020 Year-end financial report – Alicia Huschka**

Agency Chief Financial Officer Alicia Huschka presented a summary report for the close of fiscal year 2020.

	Actual as of June 30, 2020	Budget	% of Annual Budget
Revenues	\$4,641,272	\$4,628,972	100%
Expenses	\$4,842,720	\$5,119,670	95%

	Operating Fund	Cumulative Reserve Fund	Capital Replacement Fund	Supplemental Environmental Fund	Personnel Costs Reserve Fund	Legal Reserve Fund	Total
Assets	\$1,480,402	\$789,917	\$192,014	\$516,672	\$278,292	\$154,374	\$3,411,671
Liabilities	268,185	0	0	0	0	0	268,185
Fund Balance	1,212,217	789,917	192,014	516,672	278,292	154,374	3,143,486
Liabilities and Fund Balance	\$1,480,402	\$789,917	\$192,014	\$516,672	\$278,292	\$154,374	\$3,411,671

Huschka gave a brief update on the Supplemental Environmental Fund:

Resources & Commitments	FY 2013-FY2020 completed	FY 2021 & Future Years	Total Resources & Commitments
TOTAL RESOURCES	4,770,694	4,500	4,775,194
Fund Commitments (All Projects)			
Opportunity Council – Community Energy Challenge	2,708,669	200,000	2,908,669
Island County – GHG Emissions Inventory		25,000	25,000
City of Bellingham	511,862		511,862
Whatcom Council of Governments	95,000		95,000
Sustainable Connections – Energy, GHG, Nat'l. Leadership	141,331		141,331
WSU Energy Program	241,681		241,681
Administration	564,148	20,000	584,148
Total Project Commitments	4,262,691	245,000	4,507,691
Remaining Uncommitted Funds at 7/1/20			\$267,503

PRESENTATION

NWCAA Compliance Manager Toby Mahar presented an overview of how NWCAA's role implementing the Clean Air Act fits with the Department of Ecology and the US EPA.

The agency was formed by, and implements rules and regulations that are promulgated under, legislative actions – the Federal and State Clean Air Acts.

Both the Federal Clean Air Act and the State Clean Air Act recognize that air pollution must be addressed at the most local level possible to solve local problems. The State Clean Air Act defaulted to create county-level air pollution control authorities. Department of Ecology was assigned to those counties that did not activate the authorities. As a result, in WA there are seven local clean air agency jurisdictions where ninety percent of Washington State's population resides.

A notable exception to local jurisdiction is where Ecology has assumed jurisdiction by rule – in our area that is why the Intalco aluminum smelter is not regulated by NWCAA (WAC 173-400-020).

NWCAA is the lead agency with respect to Title 5 and minor source permitting, compliance assessment and enforcement (including permits, federal, state, and local rules), ambient monitoring, outdoor burning, asbestos, and nuisance issues in our 3 counties (with the exception of the Intalco facility). Ecology leads the major permitting, major source emissions inventory collection, as well as additional monitoring and planning. Whereas, EPA is largely in an oversight role and retains data repositories. There are collaborative efforts as well, such as woodstove program implementation, between all three agencies.

PRESENTATION

NWCAA Executive Director Mark Buford shared an update regarding the Agency's Strategic Plan.

Buford gave a brief history of NWCAA's Strategic Plan:

- December 2013 - Board of Directors adopted Strategic Plan
- May 2016 - Board updated Plan
- November 2019 - Working retreat with Board, Advisory Council and staff, occurred to discuss Plan.
- A small work group consisting of Advisory Council members (John Wolpers, Carl Weimer, Sandy Paris), and NWCAA staff (Mark Buford, Alicia Huschka, and Toby Mahar) has been meeting during the past six months.
- August 2020 – Present Plan to Advisory council
- September 2020 – Present Plan to Board
- October 2020 – Board considers formal adoption of plan.

After a couple of suggested changes, the Advisory Council recommended moving the Strategic Plan forward to the Board of Directors for their approval and adoption.

Board members expressed their support for the plan moving forward, with no suggested changes. Buford will bring forward a resolution for approval of the plan at the October Board meeting.

ACTION ITEMS

Bills and claims

Board members discussed the bills and claims reports for August 2020. Donovan made a motion to approve the August (\$427,313.46) 2020 bills and claims. Janet St. Clair seconded the motion, and the Board approved the bills and claims 7-0.

STAFF REPORTS

Director's report – Mark Buford

Buford reported to the Board on the following matters:

- Buford explained that the Northwest will soon be impacted by an offshore large smoke plume that is flowing into our region. The offshore smoke is moving northeast from the wildfires occurring in California and Oregon. Buford intends to continue communicating via emails with Board and Advisory Council members regarding the air quality status for our area.

The Agency has instituted an Air Quality burn ban, and this will remain in place until the weather patterns change and rain arrives for our area.

New source review and air operating permit update – Agata McIntyre

NWCAA Engineering Manager Agata McIntyre reported on the August 2020 construction permit (new source review) activity.

The Agency received one application for a construction permit and issued four construction permits.

One of the permits issued during August was for the Tesoro refinery to replace the existing maintenance shop paint spray booth with a new spray booth with exhaust filters to control air emissions.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported that NWCAA issued six notices of violations in August, related to facility operational issues and illegal outdoor burning.

The Agency also issued one penalty to the Phillips 66 refinery addressing an excess emissions event last winter from their Fluid Catalytic Cracking Unit.

NWCAA staff have also been working with the Skagit County Fire Marshals to address multiple outdoor burning investigations. Mahar stated that she greatly values this partnership and she is working on updating the inter-agency agreements.

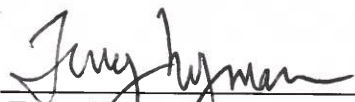
ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:42 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 September 10, 2020, in Mount Vernon, Washington.

ATTEST:



Terry Nyman, Secretary
NWCAA Board of Directors



Bob Severns, Chair
NWCAA Board of Directors

DATED: October 8, 2020