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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 10, 2021, 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

ALSO PRESENT:

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

CALL TO ORDER

Board of Directors Chairman Brian Heinrich called the meeting to order at 1:31 p.m.

PUBLIC COMMENT

Mr. Mark Ambler, who works in the cannabis growing industry, offered his assistance when considering measures to control odors associated with cannabis growing operations.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Mary Hudson, seconded by Janet St. Clair, the minutes for the May 13, 2021, meeting were approved 5-0 (*Bob Severns and Todd Donovan arrived later in the meeting*).

PRESENTATION

NWCAA Registered Source Program Manager Matt Holmquist discussed some proposed rules that he is developing for Crushing Operations and for Portable Source Notifications. Holmquist outlined the current rule structure and the changes that he is proposing.

The new set of rules will create a more uniform process, with clearer guidelines for permit applicability pertaining to the operation of crushers in NWCAA's jurisdiction.

The projected timeline for these rules will be:

- June 2021 – Introduction of proposal to Board
- July 2021 – Informal Stakeholder input
- August 2021 – Redraft based on informal comments
- September 2021 – EPA review
- October 2021- Update Board
- November 2021 – File proposal with WA Code reviser
- December 2021 – Public Hearing
- February 2022 – To Board for adoption
- March 2022 – New rules goes into effect

ACTION ITEMS

Resolution 589 – Adopting amended rules by NWCAA

NWCAA Engineering Manager Agata McIntyre explained that this resolution is both a routine and necessary housekeeping measure. The Agency enforces the federal clean air rules by reference, so when their rules change, we need to reflect a date change to encompass their revisions. This allows NWCAA to implement the latest version of State and Federal rules on Ecology and EPA's behalf within our three-county jurisdiction. This is typically done on an annual basis.

The Agency held a public hearing on May 27, 2021. No public comments were received.

Motion to approve Resolution 589 was made by St. Clair, seconded by Bob Severns, and approved 6-0 (*Todd Donovan arrived shortly after the vote*).

Resolution 590 – Authorize supplemental (per capita) income for fiscal year 2022 in the amount of \$155,393 – Alicia Huschka

NWCAA Chief Financial Officer Huschka presented Resolution 590 for Board approval. This resolution authorizes the collection of supplemental income for calendar year 2022 in the amount of \$155,393 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 590 was made by Severns, seconded by Ron Wesen, and approved 6-0.

Resolution 591 – Approve Operating and Reserve Fund budgets for fiscal year 2022 – Alicia Huschka

Huschka presented Resolution 591 to approve the FY 2022 budgets for the Operating Fund and Reserve Funds.

Fund	Total Revenues	Total Expenses	Net Transfers In (Out)
Operating Fund	\$4,639,632	\$4,851,104	\$180,137
Capital Replacement	\$385	\$0	\$0
Personnel Costs Reserve	\$550	\$0	\$0
Cumulative Reserve	\$1,460	\$0	\$(170,661)
Legal Expense Reserve	\$300	\$0	\$0

St. Clair made a motion, seconded by Wesen, to approve Resolution 591. The Board approved the resolution 6-0.

Resolution 592 – Establish the fiscal year 2022 budget for Supplemental Environmental Projects Fund – Alicia Huschka

Huschka presented Resolution 592 to establish the FY 2022 budget for greenhouse gas mitigation projects previously approved by the Board.

Fund	Total Revenues	Total Expenses	Net Transfers In (Out)
Supplemental Environmental Projects	\$860	\$218,640	\$(9,476)

Severns made a motion, seconded by Hudson, to approve Resolution 592. The Board approved the resolution 6-0.

Bills and claims

Board members discussed the bills and claims report for May 2021. Terry Nyman made a motion to approve the May 2021 bills and claims totaling \$355,955.28. Wesen 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:

- The Agency recently underwent a financial audit by the State Auditor's Office. The audit exit interview will take place on June 16, 2021, at 2 p.m., and all Board

members are welcome to attend. This was a clean audit – there were no findings or a management letter, but the auditors might make some recommendations. Buford thanked Chief Financial Officer Alicia Huschka and NWCAA Accounting Technician Margie Garrigues for their excellent work on behalf of the Agency.

- Buford also noted the good work in the Skagit Community by Skagit County Communicable Disease and Environmental Health Manager, and NWCAA Advisory Council member, Polly Dubbel. Buford stated that Dubbel recently received a leadership award from the Skagit school districts for her community-wide COVID work.
- Buford recently attended a video meeting with the Georgia Basin/Puget Sound International Airshed group. Among the stakeholders who participated in this meeting were people from Washington State, U.S. Environmental Protection Agency (EPA), Metro Vancouver, the B.C. Ministry of Environment, Environment and Climate Change Canada, Health Canada, and other official responsible for the region's air quality.

Among the various topics that were discussed was the likelihood of experiencing more wildfire smoke as the season starts back up again. Unfortunately, the two different measures for indicating air quality, the EPA's Air Quality Index (AQI) and the Washington Air Quality Advisory (WAQA), have not been reconciled yet. Buford and others hope this issue is resolved by the next wildfire season.

- Board member and past NWCAA Director Terry Nyman recently participated in an Agency staff meeting. Buford felt it was very useful to share some of the Agency's history with the newer employees.
- On the Federal level, there is a proposed one-time increase in grant funding to the States and locals. EPA staff are working on reversing a variety of policies from the previous administration that prohibited California and some other states from having stricter vehicle efficiency standards than other states.
- Buford plans to have some staff return to the Agency office in July. This generally tracks what the other local clean air agencies in Washington are doing. The September Board meeting may take place in-person if people are comfortable with that plan.
- Buford reminded Board members that the Board will not meet in July. The next Board meeting will be on August 12.

New source review and air operating permit update – Agata McIntyre

NWCAA Engineering Manager Agata McIntyre reported on the May 2021 construction permit (new source review) activity and air operating permit activity.

During May 2021, the agency received five applications for construction permits and issued three construction permits. One of the applications was from the Phillips 66 refinery. They are proposing to modify their catalytic cracking process to allow more bottoms from the existing vacuum distillation tower to be converted to lighter products like diesel and gasoline. This does not change the quantity of crude oil the refinery can process.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported that the Agency issued two violations during the reporting period, one was for asbestos violation and the other was a recordkeeping issue with a local feed processor company.

The Agency issued no penalties during the reporting period.

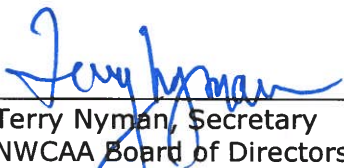
Mahar did respond to concerns about container ships harboring in Holmes Harbor, which is off of Whidbey Island. Due to an increase and back log of west coast shipping terminals, there is a lot of ship activity in our area. The Agency has no jurisdiction over these types of vessels.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:55 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 10, 2021, in Mount Vernon, Washington.

ATTEST: 

Terry Nyman, Secretary
NWCAA Board of Directors



Brian Heinrich, Chair
NWCAA Board of Directors

DATED: August 12, 2021