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## **BOARD MEETING MINUTES**

The Board of Directors of the Northwest Clean Air Agency met at 1:30 p.m. Thursday, April 14, 2022, via video conference.

### **MEMBERS PRESENT:**

Skagit County	Mary Hudson Ron Wesen
Island County	Tara Hizon Janet St. Clair
Whatcom County	Todd Donovan
Member-At-Large	Terry Nyman

**ABSENT:** Brian Heinrich

### **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 Chair Mary Hudson called the meeting to order at 1:30 p.m.

### **APPROVAL OF PRIOR BOARD MEETING MINUTES**

On a motion by Ron Wesen, seconded by Tara Hizon, the minutes for the March 10, 2022, meeting were approved 6-0.

## **NEW BUSINESS**

### **Revisions to NWCAA's Personnel Manual:**

NWCAA Chief Financial Officer Alicia Huschka presented three proposed revisions to the NWCAA Personnel Manual.

1. **Office Hours:** The Personnel Manual states that the regular NWCAA office hours begin at 8:00 a.m. and end at 4:30 p.m. Monday through Friday. We propose changing our official office hours to begin at 8:30 a.m., ending at 4:30 p.m.

A seven-hour workday, with a one-hour lunch better aligns with a 35-hour work week and the change would result in very minimal impact to the public (if any).

2. **Holidays:** Juneteenth, June 19<sup>th</sup>, became a recognized U.S. Federal holiday for the first time in 2021. It is now known as Juneteenth National Independence Day. The federal government, State of Washington, banks, and many local government agencies and companies have added Juneteenth as a recognized holiday for their agencies. NWCAA proposes to add this holiday for our agency.
3. **Leave, Annual Leave, bonus day for minimum sick leave used:** Employees who use three or fewer sick days in a calendar year receive one additional vacation day added in the next calendar year. We propose eliminating this additional leave day as it could be viewed as encouraging staff to come to work even when they are sick, and/or it could incentivize employees to not use sick leave when they otherwise may need to. This proposed change originated from and is supported by staff.

Huschka explained that no action is needed at today's meeting, but these changes will be brought forth in May via a resolution.

## **ACTION ITEMS**

### **Bills and claims**

Board members discussed the bills and claims report for March 2022 (\$369,167.52). Todd Donovan made a motion to approve the March 2022 bills and claims. Janet St. Clair seconded the motion, and the Board approved the bills and claims 6-0.

## **STAFF REPORTS**

### **Director's report – Mark Buford**

Buford reported to the Board on the following matters:

- Agency staff are back in the office, and prior to this the Agency held an all-employee workshop / retreat with facilitators who focused on three areas.

- ✓ Who we are now and what is our new potential?
- ✓ How can we best work together (physically and remotely).
- ✓ Improving our communication, collaboration, and well-being.

Buford felt that the retreat was a very worthwhile experience for the Agency. Taking this time to come together really helped employees transition back to directly working with coworkers.

- At the Federal level, the Environmental Protection Agency (EPA) is revisiting its 2020 decision to not change the 2050 standard for ozone. Buford reported that ozone is not a problem in NWCAA's three-county jurisdiction. Typically, areas downwind of large metropolitan areas such as Seattle can be impacted by ozone. We do not have that large source of concentrated emissions from the transportation sector.
- The EPA is also proposing a Ban on Ongoing Uses of Asbestos. The proposed rule would prohibit the manufacture (including import), processing, distributing in commerce, and commercial use of chrysotile asbestos for all ongoing uses (e.g., brake blocks, gaskets, automotive brakes and linings, etc.).

### **New source review and air operating permit update – Agata McIntyre**

NWCAA Engineering Manager Agata McIntyre reported on the March 2022 construction permit (new source review) activity.

During March, the Agency received eight applications for construction permits and issued seven construction permits.

Among the applications received was one for West Coast Reduction USA. This company will be located in Skagit County, and they will be storing tanks of animal tallow. They are adding three gas-fired boilers to heat the tallow so that it can be transferred by trucks to the BP refinery for use in making biodiesel.

### **Enforcement update – Toby Mahar**

NWCAA Compliance Manager Toby Mahar reported on 4 violations alleged during the March 2022 reporting period.

One entity appears in 3 of the 4 actions: Two odor-based Notice of Violations were issued to Hannegan Properties LLC. The company has been cited previously along with Fat-Cat Fish, who appealed the prior violation to the Pollution Control Hearings Board (PCHB). Agency staff will meet with this company to try to negotiate a settlement before the actual hearing. While at their facility, Agency staff found evidence of illegal outdoor burning, so they are listed on the NOV with American-Canadian Fisheries.

The remaining NOV cites an agricultural business for burning prohibited materials discovered by an agency inspector investigating a smoke plume.

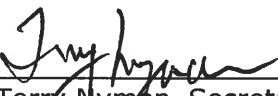
Bornstein Seafood has continued to generate several odor complaints after they installed an industrial fryer in February 2021. Based on current information they were required to obtain a NWCAA permit that requires best available control technology. Agency staff are working with them to get a resolution to this situation.

**ADJOURNMENT**

There being no further business to consider, the meeting adjourned at 2:02 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 April 14, 2022, in Mount Vernon, Washington.

ATTEST:   
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Terry Nyman, Secretary  
NWCAA Board of Directors

  
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Mary Hudson, Chair  
NWCAA Board of Directors

DATED: May 12, 2022