



1600 South Second Street
Mount Vernon, WA 98273-5202
ph 360.428.1617
fax 360.428.1620
www.nwcleanair.org

BOARD MEETING MINUTES

The meeting of the Board of Directors of the Northwest Clean Air Agency was held at 1:30 p.m., Thursday, December 11, 2014, at 1600 South Second Street, Mount Vernon, Washington.

MEMBERS PRESENT:

Island County	Jim Campbell Keith Higman
Skagit County	Ron Wesen Dale Ragan for Joe Lindquist
Whatcom County	Rud Browne
Member-At-Large	Terry Nyman

MEMBERS ABSENT:

Whatcom County	Brian Heinrich
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ALSO PRESENT:

NWCAA staff members	Mark Asmundson, Mark Buford, Therese Holm, Toby Mahar, Agata McIntyre, Katie Skipper, Laurie Caskey-Schreiber
Legal counsel	Loch Clark

CALL TO ORDER

Board Chair Ron Wesen called the meeting to order at 1:30 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Jim Campbell, seconded by Keith Higman, the minutes for the November 13, 2014, Board meeting were approved 4-0, with Rud Browne and Dale Ragan abstaining from the vote.

ACTION ITEMS

Resolution 506- Amending the FY 2015 Operating Budget – Mark Asmundson

Agency Executive Director Mark Asmundson explained that Resolution 506 authorizes the agency to pay for sales tax and a portion of change order costs for the interior remodel project with \$25,000 in FY 2015 penalty revenue.

Browne moved to adopt Resolution 506, Jim Campbell seconded, and the Board approved the resolution 6-0.

Bills and claims

NWCAA Finance Director Therese Holm presented the November bills and claims report.

Keith Higman asked some clarifying questions about expenses related to employee reimbursements. Holm explained that often tuition or registration costs are included in these reimbursements. Agency Engineering Manager Agata McIntyre added that engineers also list their mileage for source site visits as part of their travel reimbursements.

Browne questioned whether the agency's insurance covered liability issues for employees using their own vehicles. Asmundson stated that state Labor and Industries insurance would cover any injury related work accidents, and the agency's insurance, along with an employee's personal insurance would cover accidents.

Browne moved to approve the November 2014 bills and claims of \$487,193.44, and Terry Nyman seconded. Bills and claims were approved by all.

STAFF REPORTS

Director's report – Mark Asmundson

Asmundson reported on the following items:

- The interior office remodel work is complete. Everyone is adjusting well to their new work space. Overall, the agency had a very good experience with the contractor, Faber Brothers Construction.
- Asmundson recently attended the annual meeting of the air managers from Washington, Oregon, Idaho, and Alaska. This group met with the U.S. Environmental Protection Agency (EPA) to discuss issues of mutual concern. This gathering provides a good opportunity for EPA to meet with those people directly involved with implementing the Federal Clean Air Act.
- The agency is making good progress addressing the Columbia Valley wood-smoke problem. Julie O'Shaughnessy is heading up these efforts. O'Shaughnessy and a committee representing range of local interests organized an upcoming Saturday woodstove workshop. She is expecting a good turnout. Agency staff met with the Opportunity Council to explore possible additional resources that might be focused on this program.
- Agency staff recently attended a training on preventing sexual harassment in the workplace, and the instructor, Jim Weber, was excellent. The agency's insurance provider, Enduris, shared the cost for this session, and it was very informative and well received by employees.
- The agency received a second letter from an individual, directed to the Board, complaining about an agency employee with whom the writer had a negative experience more than a decade ago. Asmundson recently replied to the first letter. If any Board members are interested in reading it, Asmundson will make the letter available to them.

- The agency successfully recruited a new permit writer, who will start with the agency in mid-February.
- The Washington State Auditor's staff have started the agency audit for fiscal years 2012, 2013, and 2014. This audit focuses on the financial reports and internal controls for the agency. Once the audit has been completed, the auditor's office will hold an exit conference to which all board members will be invited.

New source review and air operating permit update – Agata McIntyre

McIntyre reported that in November, the agency received three applications for construction permits. McIntyre noted that among these, two of the applications were for unpermitted operating gas stations that were found by NWCAA inspectors. NWCAA issued seven construction permits during November.

Enforcement update – Toby Mahar

Compliance Manager Toby Mahar reported on enforcement issues that occurred in November.

Mahar reported that Tesoro has paid its recent \$150,000 penalty settlement, bringing the refinery into compliance.

Mahar mentioned that a two-year comparison for the types of complaints the agency receives has been added to the monthly activity report. She noted that it's important to look at the trends versus the actual numbers, because the old database often counted complaints more than once. The numbers for this year's complaints should be more reflective of reality.

Browne requested that the colors match the years that they reflect on the report. Mahar supported Browne's recommendation.

MISCELLANEOUS

Asmundson invited board members to tour the renovated office space after the meeting.


ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:28 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 December 11, 2014, in Mount Vernon, Washington.

ATTEST:



Terry Nyman, Secretary
NWCAA Board of Directors



Ron Wesen, Chair
NWCAA Board of Directors

DATED: February 12, 2015