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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, Sept. 14, 2023, 1600 South Second Street, Mount Vernon, WA.

MEMBERS PRESENT:

Skagit County	Mary Hudson Ron Wesen
Island County	Melanie Bacon via ZOOM Tara Hizon
Whatcom County	Todd Donovan via ZOOM Eric Johnston
Member-At-Large	Terry Nyman

ALSO PRESENT:

NWCAA staff members	Mark Buford, Alicia Huschka, Toby Mahar, Seth Preston, Crystal Rau, and Laurie Caskey-Schreiber
Legal counsel	Svend Brandt-Erichsen via ZOOM

CALL TO ORDER

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

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Tara Hizon, seconded by Todd Donovan, the minutes for the August 10, 2023, meeting were approved 7-0.

PRESENTATION

NWCAA Solar Panel & Electrical Vehicle Charging project update – HKP Architects

NWCAA Executive Director Mark Buford gave some background information for the solar panel project at the NWCAA office in Mount Vernon. In prior months, the Advisory Council recommended and the Board approved using the balance in the Supplemental Environment Project fund (SEP) (approximate balance of \$293,000) for a solar panel project for the NWCAA office building.

The Agency contracted with HKP Architects to develop a design and cost estimate for the project including an assessment of the building's structural integrity and electrical system for the project. HKP also developed a cost estimate for the installation of electrical vehicle (EV) charging stations in the Agency's parking lot, as the Agency hopes to transition the vehicle fleet to electric.

HKP Partner, Julie Blazek, and HKP Project Manager, Austin Miles, presented the results of HKP's in-depth analysis for the project. HKP identified the following cost estimates for the new solar panel photovoltaic array (PV) project and the addition of six EV charging stations.

The major areas of work and associated cost estimates included:

1. Structural improvements to the building to support the added weight of the solar panels.
2. Electrical system upgrades by PSE to three-phase power would be required as part of the project.
3. Solar Panel PV array system: a total of 77 panels was determined to be achievable, while maintaining adequate maintenance and access paths on the roof. The new PV system is projected to cover 83% of the building's power usage.
4. Electrical Vehicle Charging: EV Charging was studied as a Bid Alternate. The installation of three Level-2 dual-head chargers was proposed, which would provide charging at six parking stalls.
5. Soft costs were included in the overall project cost estimate. Soft costs include the contract with HKP Architects, and engineering, building permits and site survey allowances, etc. The overall project cost estimate also include contingencies for design and construction.

The total recommended project budget for the:

- Solar Panel PV and EV charging stations: \$570,794.76
- Solar Panel PV project (PV only) \$451,038.46

During their August meeting, the Advisory Council voted to recommend that the Board allocate additional funds from the Cumulative Reserve Fund to be used for the Solar Panel PV and EV charging station project. The Council unanimously supported the solar project and EV charging station alternate.

Board members discussed the project and proposed moving forward with a budget amendment. This project will be funded by \$293,000 from the SEP fund and \$278,000 from the Cumulative Reserve fund. The budget amendment resolution will be presented to the Board at the October board meeting for their consideration and approval to move forward with the project.

PRESENTATION

San Juan County re-joining NWCAA's jurisdiction – update- Mark Buford

Buford reported that discussions have taken place with San Juan County and the State Department of Ecology about San Juan re-joining under NWCAA's jurisdiction.

Ecology supports this change, as they are limited in staff to serve this remote area. NWCAA staff have been working with San Juan County to assess the true cost of servicing this area.

Ecology has offered to install and pay for a particulate ambient air monitoring station on San Juan Island. This station would normally cost at least \$25,000. Ecology will also support some of the costs involved with maintaining this station- they would cover the annual expense to audit this station, which would be around \$10,000 per year.

Buford anticipates that in the early years of starting up this program in San Juan County, NWCAA will experience a \$20,000–25,000 shortfall, due to the startup expenses such as getting businesses identified and registered, establishing an asbestos program, training expenses, communication, etc. The per capita for San Juan County will be about \$9,000 per year, but NWCAA anticipates allocating \$4,000 of those funds back into their outdoor burning program, consistent with the support given to the current Counties for these programs. In later years, Buford predicted a smaller annual shortfall of \$10,000–\$15,000. This is largely related to monitoring expenses as the fee-based programs are anticipated to achieve cost recovery.

Buford envisions a hybrid model of county staff assisting in the work with NWCAA staff of monitoring and generally serving the population for this area – particularly in complaint response where it may be some time before agency staff can arrive.

Board members expressed their support for moving forward with San Juan County rejoining the NWCAA jurisdiction with the understanding that any shortfall can be addressed without using existing funds allocated to the other Counties. The next step, Buford said, is to share the estimates with San Juan County staff and work with them on a strategy to address the shortfall.

ACTION ITEMS

Appointment of Advisory Council members – Mark Buford

Buford asked the Board to approve the appointments of Samya Lutz, who works for the City of Bellingham Planning Department, and Michael Powell, who works for the Island County Health Department, to the Advisory Council. Lutz would hold a new position on the Council, as the Board had previously identified a person affiliated with community planning as a desirable candidate, and Powell would be replacing the position held by Cris Matochi.

Donovan made a motion to approve the addition of Samya Lutz and Michael Powell to the NWCAA Advisory Council. Motion was seconded by Eric Johnston, and the Board approved 7-0.

Resolution 610 – Authorizes amending fiscal year 2024 Operating Fund Budget – Alicia Huschka

NWCAA Chief Financial Officer Alicia Huschka presented Resolution 610 for Board approval. This resolution authorizes the Agency to carry forward unspent special legal services funds in the amount of \$22,664 to fiscal year (FY) 2024 that were previously committed to the legal services program in FY 2023.

Motion to approve Resolution 610 was made by Johnston, seconded by Hizon, and approved 7-0.

Bills and claims

Board members discussed the bills and claims reports for August 2023. Mary Hudson made a motion to approve the August (\$488,907.36) 2023 bills and claims. Hizon 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:

- Ecology is still regulating the Intalco site at Cherry Point. They have yet to officially announce the change of owners. Once that occurs NWCAA will have oversight over the new business. There are some concerns about the clean-up of the existing site, and who is providing oversight to the removal of possible asbestos contamination that likely exists there.
- There seems to be some concern from the public about the start-up and installation of a metal shredder in Bellingham. So far, the Agency has not received any application for this type of operation and is aware of community concern.
- Buford mentioned that there have been some impacts from wildfire smoke. It is difficult to forecast wildfire smoke, and they are only able to accurately forecast smoke impacts three days in advance of the event. The agency has been providing daily (3-day) forecasts via social media and will continue until the wildfire smoke risk has lessened.
- Buford met with the Advisory Council in late August. The group was very engaged and excited to put forth some recommendations for use of the Petrogas settlement funds. They agreed to meet again in September to continue that work.

New source review and air operating permit update – Crystal Rau for Agata McIntyre

NWCAA Air Quality Scientist Crystal Rau reported on the August 2023 construction permit (new source review) and air operating permit (AOP) activity.

During August 2023, the Agency received one application for construction permit and issued one construction permit.

In addition to construction permits, permit writers are also working on AOP renewals, which are required every 5 years. Two of our larger AOPs, Marathon Refinery and Whidbey Naval Air Station, will soon be out for public comment. Producing draft permit renewals for these facilities is a complicated process as they have multiple sources of emissions and there are significant updates that must be made during each renewal.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported that Agency staff and inspectors from the U.S. Environmental Protection Agency (EPA) conducted a joint inspection of the Marathon Refinery recently. The inspection focused on the wastewater treatment plant and tank potential leak sources. These joint inspections are valuable opportunities to share information between the agencies.

During August, the Agency issued six notices of violation. Five of the violations addressed illegal outdoor burning, 4 of which occurred during the fire safety burn ban and were referrals from the Fire Marshal’s offices (Skagit and Whatcom Counties). One violation addressed the offering for sale of an illegal woodstove.

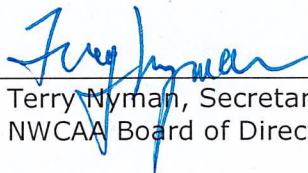
ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:48 p.m.

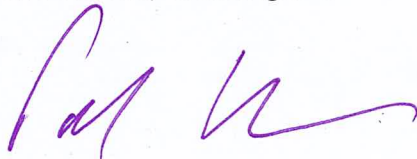
CERTIFICATION

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 14, 2023, in Mount Vernon, Washington.

ATTEST:



Terry Nyman, Secretary
NWCAA Board of Directors



Todd Donovan for Ron Wesen, Chair
NWCAA Board of Directors

DATED: October 12, 2023