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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, August 8, 2024, 1600 South Second Street, Mount Vernon, WA.

### **MEMBERS PRESENT:**

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

### **GUESTS:**

Rose Lathrop and Nick Cusick with Sustainable Connections, Mark Schofield with Opportunity Council, Lauren Clemens with Whatcom County, and Seth Vidana with the City of Bellingham

### **MEMBERS ABSENT:**

Janet St. Clair (Island County)  
City of Bellingham Board Member

### **ALSO PRESENT:**

NWCAA staff members	Mark Buford, Alicia Huschka, Chadd Tripp, Seth Preston, Agata McIntyre, Tanya Asmundson, Lyn Tober
Legal counsel	Svend Brandt-Erichsen

### **CALL TO ORDER**

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

### **PETITION FROM THE PUBLIC**

No comments were received.

**APPROVAL OF PRIOR BOARD MEETING MINUTES**

On motion by Mary Hudson, seconded by Tara Hizon, the June 13, 2024, meeting minutes were approved 5-0.

**OLD BUSINESS****San Juan County update on the process to join the NWCAA jurisdiction**

Director Buford suggested postponing the discussion on the process of San Juan County joining the NWCAA jurisdiction as the Island County and City of Bellingham representatives are absent. The discussion will be added to a future agenda.

**PRESENTATION****Sustainable Connections presentation on an electrification campaign**

Rose Lathrop, Director of Sustainable Connections, introduced Mark Schofield, the Community Energy Challenge manager from the Opportunity Council, to discuss an Electrification Campaign in Island, Skagit, and Whatcom counties. The campaign promotes energy efficiency and sustainability by connecting residents in the three counties with possible funding resources and more. The topics covered included the digital platform, marketing and communication, education and outreach, technical assistance, partnership, and monitoring and evaluation of the campaign.

Lathrop and Schofield also discussed the key outcomes, timeline, and budget for the electrification campaign and asked the Board to consider a \$90,000 funding request. This is a 3-year campaign in partnership with Sustainable Connections and the Opportunity Council. The City of Bellingham and Whatcom County are providing funding to support Whatcom County. The request before the Board is to bring this project to Island and Skagit County. The Board reached a consensus in favor of funding the Electrification Campaign. An action item for project approval and funding will be presented at the September board meeting.

**ACTION ITEMS****Bills and Claims**

Board members discussed the Bills and Claims reports for June and July 2024. Tara Hizon motioned to approve the June 2024 Bills and Claims, totaling \$554,763.91, and July Bills and Claims totaling \$477,771.20. Ron Wesen seconded the motion, and the Board approved the Bills and Claims for June and July 2024, 5-0.

**Appointment of Advisory Council member**

Buford requested the Board's approval to appoint Brian Heinrich to NWCAA's Advisory Council. Heinrich is the local government affairs and public policy manager for Puget Sound Energy. Heinrich has previously served on the NWCAA Board for many years as the City of Bellingham representative and has extensive knowledge about the mission and operations of NWCAA.

Mary Hudson motioned to approve the appointment of Brian Heinrich to the NWCAA Advisory Council. Todd Donovan seconded the motion, and the Board approved the appointment 5-0.

**Resolution 615 – Discussion and action on revisions to NWCAA Business Rules conflict of interest section**

Buford and Svend Brandt-Erichsen, legal counsel, continued their discussion with the Board from the June 2024 meeting, explaining the revisions to the Conflict of Interest section 9 in the NWCAA Business Rules. Buford stated that two additional changes are needed. In paragraph four, the word “physically” should be removed in two places in reference to a “physically absent” Board member. As Board members may attend meetings virtually, “physically” should be struck from the language.

Mary Hudson motioned to approve Resolution 615 with the noted edits. Ron Wesen seconded the motion, and Resolution 615 was approved 5-0.

**Resolution 616 – Administrative Rule change – Mark Buford**

Buford and the Board members discussed Resolution 616, which proposes an update of the RCW citations for the Washington State Clean Air Act in the NWCAA Regulation to reflect the RCW recodification by the State Legislature under 2020 Substitute House Bill 2246.

Tara Hizon made a motion to approve Resolution 616, seconded by Ron Wesen, and Resolution 616 was approved 5-0.

**STAFF REPORTS**

**Executive Director’s report – Mark Buford**

Buford reported to the Board on the following matters:

- Wildfire and smoke season has begun, with large fires in Eastern Oregon and Idaho. We are providing daily forecasts, Monday through Friday, on social media.
- The hiring process for an Air Quality Inspector, a new position approved in the budget, is underway.
- We are making progress on the relocation of the Oak Harbor monitor. We are working with the City of Oak Harbor Public Works Department for placement on their property.
- Bellingham Public Works is performing work on the building that houses NWCAA’s monitor on its roof. Initially, we believed the monitor may need to be relocated to accommodate this work. However, based on current discussions with Public Works staff, we may be able to simply move the monitor to a different spot on the roof. This is a preferred option as it doesn’t disrupt data collection.
- The "Curb it, Don't Burn it" project in Eastern Skagit County is underway with approximately 80 single family homes signed up to receive curbside garbage services through Waste Management. Sign-ups will continue through August 31. The program provides 6-months of free curbside garbage service, in the hopes that homeowners

will continue the service after the pilot program has ended. The program is funded by NWCAA.

- As mentioned at the June board meeting, NWCAA applied for a \$600,000 Department of Commerce grant for the solar array and charging stations project at the NWCAA office; however, the agency was not awarded a grant. The project scope and project cost will be presented to the Board at a future board meeting.

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

NWCAA Engineering Manager Agata McIntyre reported on the June and July 2024 construction permit (new source review) and air operating permit (AOP) activities.

In June 2024, the agency received an application from Hempler Foods Group LLC for a construction permit to build 17 meat smokehouses that burn wood to produce smoke. Additionally, the agency received an application from TKC Automotive for an automotive paint spray booth. A construction permit was issued to Truckvault Inc. for CNC cutting machines controlled by dust collectors.

In July 2024, the agency received two construction permit applications. An application from Starvin Sam’s 2 for the removal of stage II vapor control equipment and an application from Puget Sound Energy-Fredonia Generating to replace fuel nozzles and the integrated water injection system on existing natural gas turbine Unit 2. The agency issued a construction permit for Starvin Sam’s 2 for the removal of stage II vapor control equipment and for TKC Automotive for an automotive paint spray booth.

**Enforcement update – Chadd Tripp for Toby Mahar**

NWCAA Air Quality Specialist Chadd Tripp reported that the agency issued five notices of violation and one penalty in June. The agency issued ten notices of violation and no penalties in July.

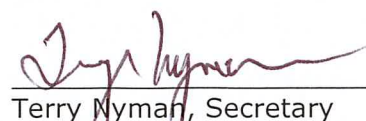
**ADJOURNMENT**

There being no further business to consider, the meeting adjourned at 3:07 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 August 8, 2024, in Mount Vernon, Washington.

ATTEST:   
 Todd Donovan, Chair  
 NWCAA Board of Directors

  
 Terry Nyma, Secretary  
 NWCAA Board of Directors

DATED: September 12, 2024