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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, October 12, 2023, at 1600 South Second Street, Mount Vernon, WA.

MEMBERS PRESENT:

Skagit County	Mary Hudson
Island County	Melanie Bacon
Whatcom County	Todd Donovan Eric Johnston
Member-At-Large	Terry Nyman

MEMBERS ABSENT:

Tara Hizon
Ron Wesen

ALSO PRESENT:

NWCAA staff members	Alicia Huschka, Toby Mahar, Agata McIntyre, Seth Preston, and Laurie Caskey-Schreiber
Legal counsel	Svend Brandt-Erichsen

CALL TO ORDER

Board of Directors Vice-Chair Todd Donovan called the meeting to order at 1:32 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Mary Hudson, seconded by Melanie Bacon, the minutes for the Sept. 14, 2023, meeting were approved 5-0.

PRESENTATION

Fiscal year 2024 1st quarter financial report (through Sept. 30, 2023) – Alicia Huschka

NWCAA Chief Financial Officer Alicia Huschka reviewed actual financial results compared to the annual budget for fiscal year 2024 for the Operating Fund for the three-month period ended September 30, 2023.

	Year-to-date	Annual Budget	% of Annual Budget
Revenues	\$3,759,638	\$5,346,191	70%
Expenses	\$1,269,932	\$5,507,911	23%

Huschka stated that the revenues are tracking as anticipated, noting the cyclical nature of when certain revenues are billed during the year. Registered source billing is done during the month of February, and the billing for NWCAA large sources is done during the beginning of the fiscal year during the month of July.

Huschka reported that there are no surprises with the budget so far, and the Agency funds are in good shape.

ACTION ITEMS

Resolution 611 - Amending FY 2024 Budget – Alicia Huschka

NWCAA Chief Financial Officer Alicia Huschka presented Resolution 611 for Board approval. This resolution authorizes the Agency to make the following changes to the fiscal year (FY) 2024 budget:

Increase grant revenues and related expense in the amount of \$350,900 for the recently approved woodsmoke reduction grant with the Washington State Department of Ecology; increase the capital outlay, building improvements budget by \$550,000 for the solar panel installation and electric vehicle charging station project, with funding from the Supplemental Environmental Project fund and the Cumulative Reserve fund, \$272,000 and \$278,000 respectively; increase the monitoring equipment budget by \$18,255 for increased cost of the originally budgeted ceilometer monitoring equipment funded by a transfer in from the Cumulative Reserve fund.

Summary of the Operating Fund budget increase:

Woodstove/woodsmoke program expense	\$350,900
Capital outlay – building improvements	\$550,000
Monitoring equipment	<u>\$ 18,255</u>
Total increase to the Operating Fund	\$919,155.

Eric Johnston made a motion to approve Resolution 611, Terry Nyman seconded the motion, and Board members voted 5-0 to approve Resolution 611.

Bills and claims

Board members discussed the bills and claims reports for September 2023. Hudson made a motion to approve the October (\$393,457.82) 2023 bills and claims. Bacon seconded the motion, and the Board approved the bills and claims 5-0.

STAFF REPORTS

Director's report – Alicia Huschka for Mark Buford

Huschka reported to the Board on the following matters:

- The replacement and installation of an intrusion alarm system at the NWCAA office building has been completed and is now operational. The replacement of the fire alarm system and installation of the new system is currently underway and should be completed in the next week or two.
- Agency staff recently noticed a water leak near the men's restroom. A plumbing contractor is investigating the problem. The water leak may be more than minor, but we will not know until the plumbers complete their investigation and determine the repairs needed. This unanticipated expense may result in a future budget amendment depending on the cost of the repair.
- It was recently determined that the NWCAA office solar project can move forward without a pre-application meeting with the City of Mount Vernon. One of the steps needed is for Puget Sound Energy to install three-phase power to the building.
- Executive Director Mark Buford will be meeting with San Juan County staff soon to further discuss details of San Juan County re-joining the NWCAA's jurisdiction. Buford will update the Board at the next board meeting on progress and next steps.
- The Advisory Council has been diving into the process for developing some recommendations for projects that might be worthy of Board consideration for future funding to combat climate change or address climate resiliency issues. The group has been meeting monthly, adding extra meetings to their schedule to work on this project.

New source review, air operating permit, and rule change update –Agata McIntyre

NWCAA Engineering Manager Agata McIntyre reported on the September 2023 construction permit (New Source Review) and Air Operating Permit activity.

The Agency received one application for a construction permit and issued one permit decision.

McIntyre noted that the application received was from Lindell Yachts, which is currently located on Camano Island. The company is building a new facility at Skagit Regional Airport to build five to six yachts per year. McIntyre commented that this facility needs an air permit because of the styrene-containing fiberglass materials that they work with.

McIntyre also reported that Agency staff will be working on updating our rules, specifically the sections that pertain to public records regulation and the definition sections. They will also update NWCAA regulation Section 104, adoption-by-reference of state and federal rules. More information to come on this at the next Board meeting.

Enforcement update – Toby Mahar

NWCAA Compliance Manager Toby Mahar reported that NWCAA issued 10 notices of violation (NOV) in September. Six of these NOV's pertained to illegal outdoor burning during fire safety burn bans. Two addressed selling illegal burning devices:

- Case No. 4683 – was a NOV issued to Sebo's Do-it Center for the offer for sale of an illegal outdoor burning device.
- Case No. 4684 – NWCAA has issued a NOV to Meridian Equipment Company for advertising and offering for sale non-compliant woodstoves.

Mahar also reported that Agency staff conducted a joint investigation with Environmental Protection Agency staff at the Phillips 66 Refinery. The group was focused on detecting leaks from refinery equipment.

Complaint volumes were average for September. Nineteen of the 21 odor-related complaints named the BP refinery. Agency staff detected odors in the neighborhood of the complaints on one day during the period and is following up with BP to determine the cause.

EXECUTIVE SESSION

Donovan announced that the Board and Agency staff were going into executive session at 2:10 p.m. to discuss with legal counsel about current or potential litigation. The discussion was estimated to last 15 minutes.

The executive session concluded at 2:25 p.m. Donovan called the meeting back to order at 2:25 p.m. Donovan announced that no action was taken while in executive session.

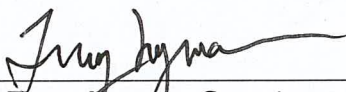
ADJOURNMENT

There being no further business to consider, the meeting was adjourned at 2:26 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 October 12, 2023, in Mount Vernon, Washington.

ATTEST:


Terry Nyman, Secretary
NWCAA Board of Directors


Ron Wesen, Chair
NWCAA Board of Directors

DATED: November 9, 2023