The meeting of the Board of Directors of the Northwest Clean Air Agency was held at 1:30 p.m., Thursday, December 12, 2013, at 1600 South Second Street, Mount Vernon, Washington.

MEMBERS PRESENT:

- Skagit County
- Island County
- Whatcom County
- Member-At-Large
- Absent:

  - Ron Wesen
  - Keith Higman for Kelly Emerson
  - Brian Heinrich for Kelli Linville
  - Terry Nyman
  - Jim Campbell
  - Kelly Emerson
  - Joe Lindquist
  - Carl Weimer

ALSO PRESENT:

- NWCAA Staff Members
- Advisory Council
- Legal Counsel

  - Mark Asmundson, Mark Buford, Jason Bouwman, Therese Holm, Dan Mahar, Julie O'Shaughnessy and Laurie Caskey-Schreiber
  - No one present
  - Loch Clark

CALL TO ORDER

Ron Wesen, Board Vice-Chair, called the meeting to order at 1:38 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Terry Nyman, seconded by Brian Heinrich, the minutes of the November 14, 2013, Board meeting were approved.
PRESENTATIONS

NWCAA strategic plan – Mark Asmundson

NWCAA Executive Director Mark Asmundson discussed the background and key points of the proposed agency strategic plan. Asmundson briefly went over the five categories, or outcome areas, on which the plan is focused;

1) Clean air
2) A level playing field for business
3) Community awareness
4) Agency excellence
5) Financial stability

He mentioned that once the Board approves this version, agency staff will then develop an implementation plan and schedule, and have graphics designed to visually display success or failure in addressing each goal that has been identified in this plan.

Terry Nyman expressed his support for the plan. Ron Wesen questioned whether any modifications that are made in the future will then have to be approved by the Board, and Asmundson stated that indeed any significant changes to this plan would have to be met with Board approval. He mentioned that a formal review of the plan should occur every three years to assure that the agency is following the plan and that the goals are being achieved.

ACTION ITEMS

Resolution 492 – Adopting a strategic plan for the Northwest Clean Air Agency

Board members expressed their support for this plan, appreciating the high degree of public accountability that this plan affords.

Brian Heinrich made a motion to adopt Resolution 492, seconded by Terry Nyman, and the resolution was approved by all.

Resolution 493 – Amending the Operating Budget for FY 2014

Agency Finance Director Therese Holm explained the details of Resolution 493, which has two components to it.

The first adjustment increases grant revenues by $115,000 of the $230,000 Wood Smoke Reduction grant from the Washington Department of Ecology for estimated FY 2014 grant-funded expenses. This is a two-year grant – for 2014 and 2015. The remaining half of the grant will be included in NWCAA’s FY 2015 budget.

Holm explained that the second portion of this amendment relates to an increase of $93,000 for intergovernmental expenses to cover the costs associated with our participation in the ozone study. This money is available from the Operating Fund balance as a result of higher-than-expected revenues from penalties in FY 2013.
Brian Heinrich made a motion to approve Resolution 493, seconded by Keith Higman, and was approved by all.

**Bills and Claims**

Terry Nyman made a motion to approve the November 2013 bills and claims, seconded by Brian Heinrich, and it was unanimously approved.

**STAFF REPORTS**

**Director's report – Mark Asmundson**

Asmundson reported to the Board on the following matters:

- The agency continues to be very busy.
- NWCAA prevailed in the 9th U.S. Circuit Court of Appeals in our litigation with the Washington Environmental Council and Sierra Club.
- The agency had an all-day work retreat on December 6, 2013. The focus of the workshop was accountability and communication(s).
- Asmundson recently attended the Region 10 Air Directors meeting hosted by the U.S. Environmental Protection Agency. One important issue is that EPA has had to undergo major cuts to staffing.
- Asmundson reminded Board members that there will be no Board meeting in January.

**New source review and air operating permit (AOP) update – Mark Buford**

NWCAA Assistant Director Mark Buford reported that the agency received two new notice-of-construction (NOC) applications, and the agency issued two permits for November 2013. He said that these permits were delayed a bit due to our reduced staffing levels in October.

**Enforcement update – Julie O'Shaughnessy**

NWCAA Director of Compliance Julie O'Shaughnessy highlighted some of the enforcement activity for November 2013. The agency, via the Whatcom County Fire Marshal's Office, recently encountered two large illegal agricultural burns in the Lynden area. O'Shaughnessy noted that NWCAA has seen similar problems in the past in this area.

O'Shaughnessy also reported to the Board about a special community workshop in Columbia Valley that NWCAA participated in. The workshop focused on clean burning and air quality issues. The Opportunity Council had a representative there to encourage participation in the woodstove change-out program. The local fire district talked about fire and health safety. NWCAA talked about air quality issues, monitoring and the agency's participation in community efforts to improve air quality, and collected useful survey information from attendees in exchange for wood moisture meters. A clean-burning advocate was on hand to provide information and demonstrate how to correctly operate woodstoves. O'Shaughnessy added that they had great participation from area residents (approximately 55 people attended the event).
ADJOURNMENT

There being no further business to consider, the meeting adjourned at 2:25 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 12, 2013, in Mount Vernon, Washington.

ATTEST:  
Terry Nyman, Secretary  
NWCAA Board of Directors

DATED:  February 13, 2014

Ron Wesen, Chair  
NWCAA Board of Directors