

Wednesday  
March 9, 2022  
9:00 a.m.



1904 3rd Ave #105  
Seattle, WA 98101

206-343-8800

[pscleanair.gov](https://pscleanair.gov)

#### Board of Directors

**Bremerton**  
Greg Wheeler  
Mayor

**Everett**  
Cassie Franklin  
Mayor

Represented by  
Paul Roberts  
Board Chair

**King County**  
Dow Constantine  
Executive

**Kitsap County**  
Edward Wolfe  
Commissioner

**Pierce County**  
Bruce Dammeier  
Executive

**Public-at-Large**  
Stella Chao

**Seattle**  
Bruce Harrell  
Mayor

**Snohomish County**  
Megan Dunn  
Councilmember

**Tacoma**  
Joe Bushnell  
Councilmember

**Executive Director**  
Cynthia Wang

**Please join the meeting from your computer, tablet or smartphone using the following link:**  
<https://us06web.zoom.us/j/89022826076?pwd=d2VOUmZEK3VYYVNoaE5ybjRJZTZVUT09>

**Meeting ID: 890 2282 6076**  
**Passcode: 953019**  
**Call-in: 833 548 0276 US Toll-free**

### ADVISORY COUNCIL MEETING AGENDA

#### *Introduction of new Advisory Council members*

- |             |            |   |
|-------------|------------|---|
| 9:00-9:05   | <b>I</b>   | <b>Approval of Minutes –</b> <ul style="list-style-type: none"><li>• January 12, 2022, Regular Meeting</li></ul>  |
| 9:05-9:25   | <b>II</b>  | <b>Strategic Planning</b> <ul style="list-style-type: none"><li>• <i>Kathy Strange</i></li></ul>  |
| 9:25-9:40   | <b>III</b> | <b>Executive Recruitment Discussion</b> <ul style="list-style-type: none"><li>• <i>Heather Beckford</i></li></ul>   |
| 9:40-9:55   | <b>IV</b>  | <b>FY23 Budget Update</b> <ul style="list-style-type: none"><li>• <i>Karen Houser</i></li></ul>   |
| 9:55-10:10  | <b>V</b>   | <b>Equity Update</b> <ul style="list-style-type: none"><li>• <i>Joanna Gangi</i></li></ul>  |
| 10:10-10:15 |            | <b>Staff Reports</b> <ul style="list-style-type: none"><li>• Legislative Update – <i>Cynthia Wang</i></li><li>• February Director's Report to the Board</li></ul> |
| 10:15-10:30 | <b>VI</b>  | <b>Advisory Council Member Reports</b>  |

**PUGET SOUND CLEAN AIR AGENCY  
ADVISORY COUNCIL**

**REGULAR MEETING MINUTES**

January 12, 2022

1904 3rd Avenue, Suite 105  
Seattle, WA 98101

Note: This was an online meeting via the Zoom platform and all Advisory Council members and staff were present by computer or phone.

**Advisory Council Members Present:**

Charles Adkins, representing Tribal  
Joe Deets, representing Kitsap County Suburban Cities  
Bill Franz, representing Snohomish County Suburban Cities  
Tim Gould, representing King County Public-at-Large  
Satwinder Kaur, representing King County Suburban Cities  
Jenna Leonard, representing Environment  
Paulina Lopez, Environmental Justice - Local  
Kristin Lynett, representing Pierce County Public-at-Large  
Kristin Marshall, representing Large Industry  
Kelly McGourty, representing Transportation  
Bonnie Meyer, representing Pierce County Suburban Cities  
Esther Min, representing Environmental Justice – Regional and State  
Steve Nicholas, representing Ports  
Suzy Oversvee, representing Snohomish County Public-at-Large  
Kathy Ross, representing Education  
Greg Tisdell, representing Small Business  
Keith Weir, representing Labor

**Advisory Council Members Absent:**

Ronn Griffin, representing Kitsap County Public-at-Large  
Debbie Hannig, representing Area Sources  
Darrell Rodgers, representing Health  
Yorik Stevens-Wajda, representing Planning

Cynthia Wang called the meeting to order at 9:04 a.m.

Heather Beckford introduced Ms. Wang as the agency's new Interim Executive Director.

## **I. Approval of Minutes**

Ms. Wang asked if there were any Advisory Council comments regarding the minutes of the September 8, 2021, meeting. There were none.

Kelly McGourty made a motion that the minutes of the September 8, 2021, meeting be approved as presented to the Advisory Council. The motion was seconded and passed unanimously.

There was no Advisory Council discussion.

## **II. Strategic Planning**

Kathy Strange gave an update on the strategic planning process. She spoke about the opportunities and challenges identified at the November joint meeting between the Board and the Advisory Council.

Greg Tisdell asked whether health was included in the second bullet under opportunities (education on air quality and climate issues). He said the agency's health messaging was better understood by the public than air quality messaging.

Paulina Lopez said she agreed. She said people in a community may be willing to talk about their lived experience of asthma in their families but be less inclined to attend a meeting to talk about scientific air quality data. She said it goes with the agency's professed values of meeting communities where they are with respect to air quality.

Keith Weir said sometimes even people who have asthma don't understand the impact of wood burning on their health. He said with Covid people are even more health conscious now.

Ms. Lopez asked if there will be a measurable outcome for staff involvement in community engagement.

Ms. Strange said at the end of the process she expects to create an attachment or

appendix in the plan that answers who we reached, how we reached them, and what we learned.

Ms. Lopez said transparency with the screening criteria and centering equity is good, but what about adding accountability to the actions.

Ms. Strange said perhaps something like we are accountable to the process or to the communities or to both.

Esther Min recommended expanding the second bullet for transparency not just with screening criteria, but with all actions.

Bonnie Meyer said we should be resilient, ready to respond quickly to air quality issues whenever they occur.

Joe Deets asked if we give more emphasis to at risk areas with respect to air quality.

Ms. Strange said yes.

Bill Franz said in terms of relationship building we should include a lot of different ways to engage (online, in-person, Zoom, surveys, etc.)

Steve Nicholas said a key guiding principle should be something around collaboration, coordination, and integration. He said just recognizing how much is going on in this space in our region, for example, the Northwest Sea Port Alliance and clean air implementation plans, new climate action plans, the Duwamish Valley clean air program, etc., we really need to be mindful of coordinating and collaborating across all these various clean air and climate related strategies and plans and thinking about doing work together and not duplicating effort. He said that applies to everything from data gathering, to community engagement, to information sharing, to how we act.

Kristie Lynett said the guiding principle is that we will not make decisions until we've heard from the community. She said we just conducted an engagement process in Tacoma for our climate plan and we heard about values, priorities, and barriers from a lot of Tacomans. She said even though it is a lot more work for you and your consultants to piece together what the community tells us, and maybe the comments are not directly about the agency, all those comments from the Tacoma climate plan process and the northwest ports strategy are about the same topics,

values, and priorities that you are asking about with your strategic plan process. She cautioned about ignoring all of that, especially when the comments have been so recently shared. She said she also wanted to say a lot of equity implications really come down to the details. She asked is it centering equity when you only have a one sentence description of an action? She said you can't tell if you have centered equity until you really start developing an implementation plan for it.

Ms. Strange said the details will drive this and she understands it will be a challenge.

Greg Tisdell expressed concern that all parts of the community are engaged including the businesses.

Ms. Strange said community engagement is both for specific communities and also more broadly regulated communities (sources, small businesses), trade associations, chambers of commerce etc. when we say community, we mean everyone.

Ms. Lopez said when you talk about the benefits or impacts on the most burdened you need to clarify what they are the most burdened by, and what data you are using to quantify or determine that.

Ms. Strange said the metrics depend on the circumstances, for example, the tons of diesel or wood smoke reduced in a demographic.

Mr. Weir asked if impacted areas are based on the current census.

Ms. Strange said the CAT (community air tool) was used, which updates for the most recent census data.

Ms. Strange spoke about visioning for the next 5-7 years. She asked Advisory Council members on their thoughts about some of the strengths of the agency.

Mr. Weir mentioned current legislative support for green projects and Suzy Oversvee mentioned expertise of agency staff.

Ms. Strange asked about weaknesses.

Ms. Meyer said it can be difficult for the agency to differentiate itself from other government agencies and there is a perception that the government is not

trustworthy and can't help solve problems.

Mr. Franz said the region we cover is so broad we, must focus messages on pertinent issues targeted to the appropriate audience.

Ms. Oversvee said because the agency is physically located in Seattle the perception can be that the agency is not as invested in other counties and cities in its jurisdiction.

Ms. Strange asked about opportunities.

Mr. Weir said we could work with labor organizations, particularly at SeaTac, to promote inclusion of air quality considerations in ongoing and proposed projects.

Mr. Nicholas said by collaborating more closely with other local organizations we could improve efficiency and even capitalize on funding opportunities.

Mr. Deets said with the current health focus due to Covid we could include our health messaging.

Kathy Ross agreed and said we must continue to educate and engage communities and make that health connection.

Kristin Marshall said the agency's in-house expertise with environmental justice can help companies transition to low carbon or net zero economies. She said collaboration on voluntary actions could help companies see opportunities they might not otherwise notice.

Ms. Lynett said the agency could coordinate regional funding for smaller local air quality projects (e.g., filter fans for health departments and communities throughout the region).

Ms. Strange asked about challenges.

Mr. Deets said people have health fatigue right now, looking at air quality could become just one more thing to worry about.

Ms. Oversvee said turmoil at the federal level with election questions.

Mr. Weir said possible funding uncertainty with political turmoil.  
Jenna Leonard said with all the new health regulations, the last thing people want to hear about are environmental regulations. She said there is regulatory fatigue right now.

Ms. Strange said she will share what we heard at February community workshops at the March meeting.

There was no further Advisory Council discussion.

The agenda was revised to present the equity update next.

## **V. Equity Update**

Joanna Gangi gave an update on internal and external equity work. Heather Beckford announced that an offer has been made to a new Equity Manager. Amy Fowler gave an update on the racial equity toolkit.

Ms. Lynett said the City of Tacoma has a similar tool and it makes you slowdown and crates space for good conversations and look at the data in a new ways.

There was no further Advisory Council discussion.

## **III. Executive Recruitment Discussion**

Heather Beckford gave an update on the Executive Director Search process.

There was no Advisory Council discussion.

## **IV. Upcoming Fee Adjustments**

Steve Van Slyke gave a background on fee programs and an upcoming proposed fee increase.

There was no Advisory Council discussion.

## **VI. STAFF REPORTS**

Ms. Wang gave an update on the current legislative session.

Tim Gould asked if the agency will be making any comments on legislation refining the climate commitment act.

Ms. Wang said we are tracking all bills. She said each week we look at every bill and determine on a case-by-case basis where it is most important to become more involved.

Ms. Lopez said she would like to see more time devoted to this discussion because these bills impact our communities greatly and a good understanding of the position of the agency is important.

There was no further Advisory Council discussion.

## **VII. Advisory Council Member Reports**

There were no Advisory Council reports.

## **VI. ADJOURN**

With no further business, the Advisory Council adjourned at 11:13 a.m.

I hereby certify this to be a true and correct record of the Minutes of the January 12, 2022, meeting of the Advisory Council of the Puget Sound Clean Air Agency.

Attest:

Cynthia Wang  
Executive Director

jwc



PUGET SOUND  
Clean Air Agency

**DATE**                    **March 2, 2022**

**TO**                         **Advisory Council**  
                                 **Puget Sound Clean Air Agency**

**SUBJECT**                **Strategic Planning Update**

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Dear Advisory Council Members:

At the March meeting, we will provide a brief update on the strategic planning process.

We will update you on the outreach conducted to promote participation in our March community engagement workshops. We will also share a high-level overview, and some themes we observed at these meetings. In addition, we will give you an update on what is next on our strategic planning process for the months of March and April.

We look forward to discussing and answering questions you may have.

Thank you,

A handwritten signature in black ink, appearing to read 'Cynthia Wang', is written over a light blue horizontal line.

Cynthia Wang  
Executive Director

jwc



PUGET SOUND  
Clean Air Agency

**DATE**                    **March 2, 2022**

**TO**                        **Advisory Council**  
                                 **Puget Sound Clean Air Agency**

**SUBJECT**                **Executive Director Search Process Update**

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Dear Advisory Council Members:

At the March 9<sup>th</sup> Advisory Council meeting, I will provide an update on the Executive Director search process. This update will discuss our progress to-date and next steps in the recruitment process.

Thank you,

A handwritten signature in blue ink, appearing to read 'Heather S. Beckford', is written over a light blue horizontal line.

Heather S. Beckford  
Human Resources and Organizational Development Director

jwc



**DATE**                    **March 2, 2022**

**TO**                         **Advisory Council**  
**Puget Sound Clean Air Agency**

**SUBJECT**                **Briefing – FY23 Budget Priorities, Financial Policies**

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Dear Advisory Council Members:

In February, we briefed the Board on the following FY23 budget issues and priorities:

*FY23 Priorities*

**Strategic Plan** – The timing of the issuance of the Strategic Plan (late 2022) means that this plan will have minimal impact on the FY23 budget and, instead, will impact planning for the FY24 budget cycle.

**Impacts of Inflation** – We are working to ensure that the agency can absorb the impacts of recent high inflation on our largest cost, personnel costs (cost of living adjustments which are based on the CPI), and on general expenses. In late January, managers completed a review of their discretionary expenditures for the current fiscal year (FY22 ending in June 2022) and reduced discretionary spending by about \$400k. These savings will help us bridge some of the inflationary impacts in FY23; however, we will have to evaluate the long-term effect of these increased costs considering revenues in FY23 and the outyears.

In early February, managers presented high-level plans for FY23 – we are in the process of incorporating these into a first look at FY23. The next step will be to evaluate all discretionary spending and any new hires, considering funding from revenues and reserves, and to assess the impacts on financial stability in the outyears.

**Revenues** – The Compliance Division has been updating the Board and Advisory Council on fee increases for the Operating Permit (Title V) program that will take effect in FY23 – we will continue to monitor the expenses, revenues, and reserves of all four of the fee programs.

Managers are seeking grant opportunities to fund monitoring equipment, air toxic monitoring, and diesel emissions reductions projects. The federal and state core grants that we receive (biennially) from the Department of Ecology should not have any significant changes in FY23 (there is a remote possibility of increased federal funding for air monitoring). For our other recurring grants (woodstove, PM2.5), we will be using the second-year funding in FY23 that was awarded on a biennial basis for FY22 and FY23.

We are reviewing projections for FY23 – FY25 to determine the need for per capita rate increases and will be preparing data for the March Board meeting.

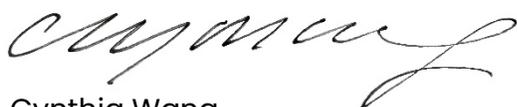
**Expenses** – Due to the cost increases highlighted above, the focus for the FY23 budget will be on maintaining our non-discretionary functions and carefully reviewing the use of funds for discretionary spending and new positions to ensure a balanced budget, not only for FY23, but also for outyears.

#### *Financial Policies*

In late March, we will be briefing the Board on likely changes to the Financial Policies – this is guidance, adopted annually by the Board, that lays out the uses of funds and reserve targets. As we work through the cost impacts on FY23 and beyond from inflation (cost-of-living), we will have a better idea of how we may use reserves. We will most likely use some of the discretionary reserves, such as the Interest Income Fund or the General Fund Reserve, to help us bridge the inflationary cost increases in FY23.

If you have any questions, please contact Karen Houser ([karenh@pscleanair.gov](mailto:karenh@pscleanair.gov)), or Cynthia Wang ([cynthiaw@pscleanair.gov](mailto:cynthiaw@pscleanair.gov)).

Thank you,



Cynthia Wang  
Executive Director

jwc



PUGET SOUND  
Clean Air Agency

**DATE**                    **March 2, 2022**

**TO**                         **Advisory Council**  
                                 **Puget Sound Clean Air Agency**

**SUBJECT**                **Equity Update**

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Dear Advisory Council Members:

At the March meeting, we will provide you an update on internal equity work including the Equity Workshop Series with Dr. Ben Danielson that we held on March 3, 2022. We will provide an update on the Agency's environmental justice initiatives including current efforts for community-centered actions to address air quality in our focus communities.

Thank you,

A handwritten signature in black ink, appearing to read 'Cynthia Wang'.

Cynthia Wang  
Executive Director

jwc



PUGET SOUND

Clean Air Agency

**DATE**

**March 2, 2022**

**TO**

**Advisory Council  
Puget Sound Clean Air Agency**

**SUBJECT**

**Legislative Update**

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Dear Advisory Council Members:

I will provide a legislative update at the March 9, 2022, Advisory Council Meeting.

Thank you,

A handwritten signature in black ink, appearing to read 'Cynthia Wang', is written over the printed name.

Cynthia Wang  
Executive Director

jwc



PUGET SOUND

Clean Air Agency

**DATE** February 17, 2022

**TO** Board of Directors  
Puget Sound Clean Air Agency

**SUBJECT** Executive Director's Report

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Honorable Members:

Here are some highlights from what we have been doing to clean the air and protect the climate.

**GOAL ONE – PROTECT PUBLIC HEALTH AND THE ENVIRONMENT FROM AIR POLLUTION**

*Objective 1.2 – Reduce transportation emissions, especially diesel particulate, in highly impacted locations*

The Agency is anticipating submitting an application for the 2022 solicitation from the Puget Sound Regional Council for US Department of Transportation Congestion Mitigation and Air Quality grant funding this spring. Our application will likely be to replace at least one diesel-fueled switchyard locomotive with an electric locomotive. We have two application “slots” for each funding cycle and will offer our second slot to a project that will achieve significant air quality improvements, with an emphasis on reducing emissions of diesel particulate matter in areas experiencing disproportionate impacts.

*Objective 1.3 – Reduce emissions and exposures from wood smoke and outdoor burning*

As of February 9<sup>th</sup>, our FY22–23 Ecology grant-funded Wood Stove Program has had 102 households follow through with removing their old wood stove or fireplace insert since our program got underway in mid-November.

Of the 354 households who have signed up for the Wood Stove Program since the beginning of the fiscal year, 214 have been pre-qualified for the program. Of these, 95 have completed their recycling projects (38 in King County, 10 in Kitsap County, 23 in

Pierce County, and 24 in Snohomish County) and we have issued their \$350 reward check for scrapping their old wood stove. And we have reserved funds for 16 households to undertake a Replacement project; 7 more have already redeemed for their \$1,500 or \$2,000 Replacement Discount project (offered only in Snohomish County) to upgrade to a cleaner heating appliance. We are still seeing delays in full completion of replacement projects due to supply chain issues and ready availability of heating equipment.

*Objective 1.5 – Characterize and communicate air quality throughout the region, with the active participation of the public*

The EPA has a grant opportunity open for community monitoring (RFA number: EPA-OAR-OAQS-22-01 on [Enhanced Air Quality Monitoring for Communities](#)). We are planning to be a lead applicant, in partnership with the University of Washington. The initial idea is to use an air monitoring trailer to deploy in communities to initiate engagement and support air quality tours in communities and listen to communities' stories and concerns. We are currently doing some limited outreach with community partners interested in piloting the air monitoring trailer.

*Objective 1.6 – Reduce inequities in air pollution exposure*

The Agency now has a contract underway with the Duwamish River Community Coalition (DRCC) to support implementation and community engagement around their community-centered actions to reduce pollution exposure and improve indoor and outdoor air quality in the Duwamish Valley. The Duwamish Valley Focus Community team continues to collaborate with the DRCC to identify the initiatives in DRCC's clean air action plan that align with Agency efforts.

Our focus community teams continue to reach out to existing and new community partners in the respective communities to engage community members and organizations in the Agency's Strategic Plan development process.

## **GOAL TWO – BECOME THE MOST CLIMATE-FRIENDLY REGION IN THE UNITED STATES**

*Objective 2.1 – Reduce emissions of greenhouse gases from transportation*

Our next Regional EV (REV) Collaboration meeting, developed in partnership with the Puget Sound Regional Council, will be held on February 17, 2022. At this meeting, we will hear from Jim Jensen at the Washington State University Green Transportation

Program about his efforts to solicit input prior to the State building an EV mapping and forecasting tool. We will also hear from Puget Sound Regional Council staff on best practices and models of regional collaboration that can help to inform future cooperation around electrification planning.

## **EXCELLENCE GOAL – EMPLOY THE BEST PEOPLE, POLICIES, AND PRACTICES TO ACHIEVE OUR WORK**

### *Objective 3.1 – Attract, retain and inspire exceptional staff*

After interviewing a very strong candidate pool, we are excited to announce a new hire to the Air Monitoring Team. Dr. James Laing brings lots of experience in gaseous sampling and analysis, and he will start in the role at the end of February.

### *Objective 3.2 – Develop a culture that integrates environmental justice and equity principles into our day-to-day work and decisions*

The Engineering Department continues to apply the new Racial Equity Toolkit (RE-Tool), using it on a project that will examine our list of exempt activities with an eye toward equity. The team is currently conducting research to identify stakeholders that are most impacted by these exemptions. We will brief you on the results of this effort in a future meeting.

As part of the Agency's internal equity workshop series, we are honored to welcome Dr. Ben Danielson to speak about health inequities, structural racism, and environmental injustice in our region. You can read about Dr. Ben Danielson's difficult decision to leave Odessa Brown Children's Clinic here:

<https://crosscut.com/equity/2020/12/revered-doctor-steps-down-accusing-seattle-childrens-hospital-racism>

and about his new position at the University of Washington here:

[https://www.dailyuw.com/news/article\\_461c6c0c-5ba0-11eb-83b8-238af68e512d.html](https://www.dailyuw.com/news/article_461c6c0c-5ba0-11eb-83b8-238af68e512d.html)

This workshop will take place on Wednesday, March 2<sup>nd</sup>.

Some staff have recently participated in external trainings relating to DEI (diversity, equity, and inclusion), anti-racism, and racial trauma healing. We continue to offer and encourage staff-wide equity trainings.

*Objective 3.4 – Build the agency’s long-term financial strength and ensure accountability*

We started the FY23 budget development process in January by setting a budget calendar and reviewing our financial policies. In February, managers reviewed their expenditures for the second half of FY22 as we anticipate reserve levels going into FY23.

**REMAINING 2022 BOARD MEETING DATES**

- March 24
- April 28
- May 26
- June 16 (budget passed)
- July 28
- August (no meeting)
- September 22
- October 27
- November 17 (joint meeting with Advisory Council)
- December 15

**GENERAL**

It is our understanding that the Agency will be able to update the Board on Labor Relations at the March 24, 2022, Board meeting.

I will be providing a verbal update at the February Board meeting on the Agency’s plan to submit a comment letter to the Puget Sound Regional Council (PSRC) regarding its Regional Transportation Plan, which is out for public comment through February 28, 2022.

Finally, as mentioned in the January 2022 Board meeting, I continue to work with everyone in the agency on aspects of our culture. Various staff recognition events, listening / Q&A sessions (“Clear the Air” all-staff calls) have been set up and started. I am also meeting with the managers and directors every other week to explore leadership concepts and practices.

Respectfully submitted,



Cynthia Wang  
Interim Executive Director

jwc