

# Spokane Regional Clean Air Agency

## Advisory Council Minutes

August 22, 2019

### Members Present:

Doug Bleeker, Assistant Chief, Fire Protection  
Jana McDonald, Air Pollution Control  
Deborah Bisenius, Environmental  
Raymond Byrne, Public Health  
Brent Downey, Industry

### Staff Present

Julie Oliver, Executive Director  
Amber Ellis, Administrative Assistant  
Margee Chambers, Rule Writer/SIP Planner

The meeting was called to order at 8:01am.

1. **Approval of the July 25, 2019 Minutes**

Deborah motioned to accept the July 25, 2019 minutes and Brent seconded the motion.  
Minutes approved

2. **Follow-up to June, July, and August SRCAA Board of Directors Meetings – Julie**

Julie updated the Advisory Council on the board meeting as follows:

**June:** 1) Energy savings improvements to the building. 2) Realtor update for the building, no new news. 3) Julie's salary increase was approved.

**July:** 1) PRR, Public Records Request, policy was adopted. 2) Amended budget to add for VERP.

**August:** 1) Introduced new Board member, Kris Becker. 2) Tech grant awarded to SRCAA for \$25,600. Money will be used to update Docuware.

3. **Update on CO SIP Emission Check Program and VERP – Margee**

Presentation by Margee. Doug B. asked questions and discussion ensued. Presentation attached.

4. **Draft Records Management Policy – Margee**

Policy reviewed. Discussion ensued about Docuware and DNR software. Draft Records Management Policy attached

**5. Update on Augusta and West Plains Air Monitoring Sites – Julie**

East Central Community Center or Waste Water Treatment Plant were suggested as possible new locations for the Augusta air monitor. Jana had questions about how the rail yards would affect the readings. Sunset Elementary and Fairchild AFB offered as possible options for the West Plains site. Jana had questions regarding access to FAFB for monitoring and repair.

**6. Advisory Council Comments/Concerns and Next Month's Meeting**

Deb will advise the Board at the meeting on September 5, 2019

**The meeting adjourned at 8:45 a.m.**

Motion to adjourn by Ray, seconded by Doug B. Meeting adjourned

The next Advisory Council Meeting is scheduled for September 26, 2019, at Spokane Regional Clean Air Agency's office located at 3104 E Augusta Ave.

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Advisory Council Member

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Julie Oliver, Executive Director