

**SPOKANE REGIONAL CLEAN AIR AGENCY
BOARD MEETING MINUTES**

**April 5, 2018 9:30 a.m.
Spokane Clean Air's Conference Room
at 3104 E. Augusta Ave.**

BOARD MEMBERS:

Al French, Commissioner (Chair)
Ben Stuckart, City of Spokane (Absent)
Tom Brattebo, Member at Large (VC)(Absent)
Kevin Freeman, Mayor of Millwood,
Small Cities & Towns
Rod Higgins, Mayor, City of Spokane Valley

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Amy Fanning, Finance & Human Resources Sect. Mgr.
Lisa Woodard, Communication/Outreach Sect. Mgr.
Lori Rodriguez, Compliance Section Manager
Joe Southwell, PE, Air Quality Engineer
Mark Rowe, Monitoring Section Manager
Margee Chambers, Rule Writer/SIP Planner
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron Edgar, Advisory Council Member
Deborah Bisenius, Advisory Council Member

WORK SESSION: 9:32 a.m.

1. Julie Oliver gave a presentation on "Where We've Been and Where We're Going: Moving Forward". Some discussion ensued. The Board would like staff to put together a plan with some bullet points on what the process will be for finding a new air monitoring location. Also to check with WSDOT for some funding to offset the costs of moving the air monitoring site and particularly if Spokane Clean Air has to run two sites. Spokane Clean Air should also consider Joint Communications Facility for the region, which is on the other side of SCC's campus, when looking for a new air monitoring site. More discussion ensued.

Amy Fanning gave an overview of Washington State Bill 5975. Some discussion ensued.

2. Julie Oliver gave a presentation on “Contracting Needs: FY-2018 and FY-2019”.

BOARD MEETING: 10:06 a.m.

1. **Advisory Council Report** – Meeting cancelled, no report

2. **Executive Director’s Report – Julie Oliver**

March 14th Julie met with the East Spokane Business Association (ESBA). Their questions were focused on the impacts to businesses and residents in the area from having marijuana odors. They talked about the information in the response that was sent to them.

The financial audit was moved up to March 14, 2018 and the Auditors have completed their onsite work at our office and will return for an exit interview once the audit is finalized.

3. **Activity Reports:**

Public Information/Education Update – Lisa Woodard

An overview of the March activity was given. March’s update included community and school outreach events and presentations; print materials; wood heating season wrapping up; asbestos; outdoor burning; ongoing/special projects; and upcoming community and school events. Some discussion ensued. Mayor Freeman would like Lisa to contact Millwood about their sewer billing so inserts can go into their billing also.

Compliance Activity – Lori Rodriguez

There were a lot of woodstove complaints. There were 15 odor complaints and 12 of those were marijuana complaints from six different locations and seven were from one location; there has been a NOV issued to that location and it is still in the process. Outdoor burning complaints are on the rise. An overview of asbestos projects was given.

Permitting Activity – Joe Southwell

An overview of permits/applications received was given. Work on registration and invoicing for SRCAA programs was mentioned. Permitting has picked up for the Spokane County area.

Air Monitoring Activity – Mark Rowe

A brief summary of the February air quality was given. Spokane remained in the Air Quality Index (AQI) good category for the month and the highest value was on the 15th and the AQI was 50 for PM_{2.5}. PM_{2.5} daily mass concentrations broken down by monitoring stations was highest at 12 mg, at the Spokane Valley East Broadway station.

SIP/Rule Making Activity – Margee Chambers – There were no updates.

Financial Status Report – Amy Fanning

The treasurer’s report shows the ending balances and a description or definition of some of the negative fund balances and why. For the month of February SRCAA received \$333,000 in

revenue and it is mainly due to the source registration invoices that were sent out in January and the majority of them paid in February. As of this week all but 47 invoices out of 600 have paid and follow-up calls have begun for those. The budget position report gives a breakdown of how much has been spent per fund and SRCAA is in line with what the appropriation is for the year.

4. Consent Agenda – Action Item

- a. Approval of the March 1, 2018 Board Minutes
- b. Approval of Vouchers for March, 2018, numbered 10606 thru 10643 and 10646 thru 10652 with claims totaling \$28,649.88 and payroll warrants numbered 10605, 10644 thru 10645 and EFTs with payroll totaling \$149,272.84 – for a Grand Total of \$177,922.72

Rod Higgins moved to approve the consent agenda and Kevin Freeman seconded it. Motion passed unanimously.

5. Future Board meeting schedule

An overview of the board meetings scheduling issues was given along with meeting notification requirements of the Open Public Meetings Act. Does the Board want to move the board meetings from the first week of the month and does the Board want to continue including this information in the By-Laws or establish a different practice? Discussion ensued and the Board indicated they are interested in setting the annual meeting schedule each December. The Board also discussed changing the Order of Business to: 1. Advisory Council Report; 2. Executive Director Report; 3. Consent Agenda; 4. Action Items (may or may not be public hearing items); 5. Executive Session; 6. Activity Reports; 7. Public Forum; 8. Board Member Concerns; 9. Date of Next Board Meeting; and 10. Adjournment.

6. Rescheduling of the Board Advance

Staff asked the Board if they would like to reschedule the cancelled March Advance for September. Discussion ensued and the Board agreed to forgo the Board Advance meeting for this year. Since March has been difficult for scheduling the Advance, Staff would also like the Board to think about a different month other than March for the Advance.

Public Hearing:

7. Resolution No. 18-05 – Appropriating Additional Building Reserve Funds for Exterior Building Repairs and Painting

This resolution would appropriate an additional \$15,000 to allow SRCAA to have the building painted and exterior repairs made.

The public hearing was opened at 10:44 a.m. and closed at 10:45 a.m. There were no public comments. Kevin Freeman moved to approve Resolution No. 18-05 as presented and Rod Higgins seconded it. Motion passed unanimously.

7. Board Concerns – Will there be a quorum for the May meeting? All Board Members present will be at the May meeting.

- 8. Public Forum** – There were no public comments.

The board meeting was adjourned at 10:47 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR