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[SpokaneCleanAir.org](http://SpokaneCleanAir.org)

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

**April 7, 2022 9:30 a.m.  
Spokane Clean Air Tele-Conference**

**BOARD MEMBERS:**

Al French, County Commissioner (Chair)  
Jim Simon, City of Spokane Representative  
Tom Brattebo, Member at Large  
Kevin Freeman, Mayor of Millwood, Small  
Cities & Towns Representative (VC)  
Rod Higgins, City of Spokane Valley

**STAFF MEMBERS PRESENT:**

Scott Windsor, Executive Director  
Michelle Zernick, Finance & HR Section Mgr.  
Lisa Woodard, Communication/Outreach Sec. Mgr.  
April Westby, Supervisory Engineer  
Margee Chambers, Rule Writer/SIP Planner  
Mark Rowe, Monitoring Section Manager  
Lori Rodriguez, Compliance Manager

**OTHERS PRESENT:**

Michelle Fossum, Legal Counsel  
Ron Edgar, Advisory Council Member

**WORK SESSION: 9:30 a.m.**

Scott acknowledged Mark Rowe for his 25 years of service and Margee Chambers for her 20 years of service to the Agency.

1. **FY23 Draft Budget Overview** – Michelle gave a presentation on the FY23 draft budget as follows: Budget deadline; Input needed from the Board on revenue, expenses, reserve accounts, project reserve account and the COLA; Revenue sources; Fee based programs; Reserve accounts for FY23; General fund; FY23 ending fund balance; General fund ending balance history; Increase in expenditures; What has the Agency done to lower costs?; What else can the Agency do to lower costs?; Cost of Living Allowance (COLA); Revenue shortfall options; and the Conclusion. Some discussion ensued. The Board would like Scott to segregate out the cost of getting the database transfer up and running at the May board meeting. The Board would like the Agency to look at what the revenues are and what we need to do, based on historic data, to get the Agency to a 50k balance in the general fund. The Board would like some of this information before the retreat so that they can digest it before the retreat. The Board would like the COLA shown as a 3 and 2.5 percent in the draft budget for them to look at.

**BOARD MEETING: 10:21 a.m.**

1. **Advisory Council Report** – Ron Edgar gave an overview of the March advisory meeting. Mark gave a presentation on the EPA Sensor Grant. There was a short session on the Washington State Climate Commitment Act and the requirements that were going to come out of that for carbon. There was a short preliminary budget discussion and discussion on items that would be talked about at the retreat. Some discussion ensued about the Marijuana Program.

2. **Executive Director's Report** – Staff is beginning to plan for a retreat following the May 5<sup>th</sup> Board meeting involving the Advisory Council and the Board. The Executive Director and Staff continue to operate in accordance with the Governor's and SRHD COVID-19 guidelines. On March 14<sup>th</sup>, employees were given the choice as to whether

they wanted to wear a mask or not while at work. Quarantine protocols are still in place for exposures and positive tests. Employees will begin working from home one day a week on April 4<sup>th</sup>. We are following and complying with the latest OPMA requirements. Management team went through in-person refresher training on leadership/communication skills. The agency has continued working on the budget for discussion in upcoming Board meetings. The budget must be passed by June 22<sup>nd</sup>. Agency staff is recommending the following subject matter for the upcoming May 5th retreat: 1) Budget; 2) State of the Air; 3) PNA grants; 4) Compliance overview; and 5) Long overdue round table with the Board and Advisory Council.

### **ACTION ITEMS/POTENTIAL ACTION ITEMS:**

#### **3. Consent Agenda – Action Item:**

- a. Approval of the March 3, 2022 Board Minutes
- b. Approval of Vouchers for March 2022, numbered 12676 thru 12682, 12685 thru 12705 and 12706 thru 12719 with Claims totaling \$76,806.90 and Payroll numbered 12683, 12684 and 12705 and EFTs totaling \$174,051.71 – for a Grand Total of \$250,858.61

Rod Higgins moved to approve the Consent Agenda as presented and Kevin Freeman seconded it. Motion passed unanimously.

### **Public Hearing Items 4 & 5:**

**4. Resolution 22-02** – Authorizing the Transfer of Unused Building Reserve Funds (009) Back to the General Fund (001) – Michelle gave an overview of the reason for the transfer of \$64,000.00 back to the General Fund.

There were no public comments. Kevin Freeman moved to approve Resolution 22-02 as presented and Tom Brattebo seconded it. Motion passed unanimously.

**5. Resolution 22-03** – Authorizing Transfer of a Portion of the Proceeds of the Sale of the Real Property at 3104 E. Augusta Ave. to the General Fund to be Used for Annual Building Lease Expense – This resolution is asking to move \$100,000.00 from the Capital Asset to the General Fund for FY22, leaving \$453,000.00 available for FY23 and the future in the Capital Asset.

There were no public comments. Tom Brattebo moved to approve Resolution 22-03 as presented and Rod Higgins seconded it. Motion passed unanimously.

Kevin Freeman was excused to leave the meeting early.

**6. Executive Session(s)** – There was no executive session.

Michelle Fossum, legal counsel, gave the Board a few updates regarding the following: The decision from the PCHB on the appeal regarding the Otis Hotel matters. The decision was received and the PCHB upheld all of the violations and almost all of the penalties that were assessed for a total of \$95,737.00 in penalties for asbestos violations at the Otis Hotel. The individual indicates that they will appeal, and they have a week to do that; and there has been a request for a direct review of the issue related to who makes the decision on the NOCs, whether it is staff or the Board. That is currently under review by the State Supreme Court as to whether they're going to accept direct review of that issue or not.

Al French asked Michelle Fossum if there is anything to the agenda that needs to be amended to be compliant with new regulations for OPMN. Michelle stated that she is working through all of that with what's suggested and what is mandatory and right, of also what's effective now, what's effective later in June; that can be included as a brief item at the retreat. Al added that a couple of other points to add to the meeting are

appropriating a public comment period at the beginning of the meeting that would allow anybody to provide testimony on anything and any other changes that the Board would like to make to the agenda and how we structure our meetings to be compliant June 22nd with the new regulations.

**Non-Action Items:**

7. **Activity Reports** – February – Nothing mentioned.
8. **Public Forum** – There were no public forum speakers.
9. **Board Concerns** – There will be a quorum for the May 5, 2022, board meeting.  
**Next Board Meeting** – 9:30 a.m., Thursday, May 5, 2022.
10. **Adjournment** – The board meeting was adjourned at approximately 10:42 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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SCOTT WINDSOR, EXECUTIVE DIRECTOR