



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

**April 1, 2021 9:30 a.m.
Spokane Clean Air Tele-Conference
at 3104 E. Augusta Ave.**

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.
Lori Rodriguez, Compliance Section Mgr.

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Tony Masiello, Advisory Council Member

WORK SESSION: The was no work session.

BOARD MEETING: 9:30 a.m.

1. Advisory Council Report – Tony Masiello, of the Advisory Council, gave a brief overview of the Advisory Council meeting. Margee Chambers gave a follow up session to the Surface Coating rule making. Scott discussed what went on at the board of director’s meeting and mainly the timeline for moving, his office staff work and the increase in public records requests. Lisa Woodard discussed the wildfire plan update and passed air quality from wildfires. April Westby discussed AOP permits.

2. Executive Director’s Report – The Executive Director and Staff continue to work with weekly meetings at the new facility the contractors are on their projected timelines. They are projected to be done by the Memorial Day weekend. Website improvements are continuing and will be demonstrated to the Board when it is available. The appraisal of the office building has come in at \$575,000. An RFP has been issued for moving services. Staff are still working from home and one of the things that we are looking at is when we move to the new facility, how we go about bringing staff back to the worksite. The Executive Director participated in the Washington Air Quality Managers Group meeting via Zoom. Discussions continue for the potential sale of the current offices on Augusta. The Agency continues to receive many Public Records Requests. The Agency has supported the Puget Sound Clean Air Agency in a Amicus brief that grants authority to an air agencies control officer and staff to authorize NOCs. Discussion ensued between Board Members and Scott regarding Public Records Requests, language for contracts, and looking at the cost structure of the Marijuana registration program. Scott will look at that structure cost alignment and bring that information back to the Board for their consideration.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the March 4, 2021 Board Minutes
- b. Approval of Vouchers for March, 2021, numbered 12206 thru 12220, 12223 thru 12252 and 12254 thru 12259 with Claims totaling \$98,763.03 and Payroll numbered 12221, 12222 and 12253 and EFTs totaling \$188,917.45 – for a Grand Total of \$287,680.48

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

- 4. Resolution No. 21-10** – Reallocating Funds Designated in the FY-21 Budget for Asbestos Fund 132 Asbestos Training to be used for the Asbestos Program Supplies – Michelle Zernick stated that the reason for allocating these funds is to purchase an air purifying respirator for the asbestos group.

Kevin Freeman moved to approve Resolution 21-10 as presented and Rod Higgins seconded it. Motion passed unanimously.

- 5. Resolution No. 21-11** – Authorizing the Executive Director of SRCAA to Delegate – Scott Windsor pointed out that the changes in this delegation document have to do with correction of staff titles.

Rod Higgins moved to approve Resolutions 21-11 as presented and Tom Brattebo seconded it. Motion passed unanimously.

- 6. Resolution No. 21-12** – Appropriating Building Reserve Funds (Fund 009) for Public Works Secure Storage Roof Cost at New Building – Michelle Zernick gave a brief overview of this resolution.

Kevin Freeman moved to approve Resolution 21-12 as presented and Rod Higgins seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

- 7. Executive Session(s)** (Purpose will be announced if needed.) Per RCW 42.30.110(1)(a)(i). There was no executive session.

- 8. Activity Reports:** February – Scott gave a brief overview of the activity report.

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

- 10. Board Concerns** – There will be a quorum for the May 6, 2021 board meeting.

Next Board Meeting – 9:30 a.m., Thursday May 6, 2021.

- 11. Adjournment** – The board meeting was adjourned at 9:49 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR