



SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

August 6, 2020 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)(Absent)
Rod Higgins, City of Spokane Valley

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Michelle Zernick, Finance & HR Section Mgr.

OTHERS PRESENT:

Michelle Fossum and Erik Birnel, Legal Counsel

WORK SESSION: 9:33 a.m.

1. Move Budget – Julie Oliver gave a brief overview of the office relocation funding and expenses for the office move to the Enduris building including two recommendations. The first recommendation involved interfund transfers among the building maintenance, ozone study, and projects reserve funds. The second recommendation was to bid the secure parking as an add-on. Some discussion ensued on the recommendations and current office property. The Board Members present would like Julie to move forward with the bringing resolutions to the Board regarding the interfund transfers. The Board also supported the second recommendation.

BOARD MEETING: 10:00 a.m.

1. Advisory Council Report – July Meeting – Julie Oliver, gave a brief overview of the Advisory Council meeting which included updating the Advisory Council on on the Board's decision to move forward with the move to the Enduris building; the measures taken to address the COVID-19 situation; and the status of the Executive Director recruitment.

2. Executive Director's Report – A member of the Advisory Council passed away, so that position will need to be filled. An electrical outlet went bad causing the sprinkler system to not work.

The electrical outlet has been repaired and the lawn is recovering. We received an additional \$3,938 under our Clean Air Act Section 103 Grant for FY2020. Interviews for the additional Administrative Assistant were held July 23 and 24. The new Administrative Assistant will be starting on August 17, 2020. Since the test fit with Enduris was completed, space planning for the new facility is underway with Enduris and their architect. Design layout should be completed shortly after the lease is signed. The next step will involve design development which includes location of outlets, cabinetry, built-ins, and much more. We need to update the By-Laws on the expiration dates for the Board members. The Board would like to keep the board schedule for the first Thursday of the month the same with exception to some of the months where there may be holidays, etc.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the July 9, 2020 Board Minutes
- b. Approval of the July 27, 2020 Special Board Minutes
- c. Approval of Vouchers for July, 2020, numbered 11834 thru 11860 and 11862 thru 11907 with Claims totaling \$90,978.56 and Payroll numbered 11832, 11833 and 11861 and EFTs totaling \$170,817.11 – for a Grand Total of \$261,795.67

Jim Simon would like to do the consent agenda separately because the last meeting was his first meeting and he did not get all of his votes recorded as abstained and would like to have those reflected in the July 9th meeting minutes.

Jim Simon made a motion to have the votes for Board Member Jim Simon be reflected as abstained from votes on the July 9th meeting and Rod Higgins seconded it. Motion passed unanimously.

Rod Higgins moved to approve the July 9, 2020 minutes as amended and Tom Brattebo seconded it. Motion passed unanimously.

Tom Brattebo moved to approve the consent agenda items 3.b. and c. and Jim Simon seconded it. Motion passed unanimously.

4. Resolution No. 20-09 – Adopting a SRCAA Credit Card use Policy – Michelle Zernick gave a brief overview of the changes made to the credit card use policy. There were no questions from the Board Members.

Tom Brattebo moved to approve Resolution No. 20-09 as presented and Jim Simon seconded it. Motion passed unanimously.

5. Executive Session(s) (Purpose will be announced if needed.) There was a brief discussion of the need for an executive session relating to upcoming interviews for the Executive Director position. There was no executive session.

6. PUBLIC HEARING ITEM(S):

- a. **Resolution No. 20-10** – Approving the Lease Agreement Between Enduris Washington and Spokane Regional Clean Air Agency and Authorizing SRCAA’S Executive Director to Sign the Lease Agreement with Enduris Washington – Michelle Fossum gave a brief overview of the lease agreement and that the rentable square feet of space is 9,922 square feet, which

comes to a monthly rent of \$14,056. SRCAA will prepay the first month's rent after the Public Works Contract is awarded. It was initially worded that we would pay it on the signing of the lease, but that seemed to be giving them the use of SRCAA's money for quite a long time, so we pushed that back a little bit. It's a 20-year lease, as you can see, with an anticipated start date of May 1, 2021, assuming everything goes according to plan construction wise. We did build in the 2.5 percent accelerator that was agreed too. We did have to specifically identify some hazardous materials that the Agency uses regularly that would be on site, so they have approved that as well. They were happy to know that we were not going to bring the Mercury Barometer. We also dealt in indemnification for both sides; the Force Majeure includes a pandemic and also should the Clean Air Agency be deactivated, that that would be a basis for the entity to end the lease, so long as we didn't continue on in some other format.

There was one adjustment to what was sent out. If you look at Exhibit A, you will see two drawings (page 21 of 23): the site plan, which identifies where the secure parking would be, and the floor plan. There was a slight change to the floor plan which that originally had a long narrow corridor for Enduris for storage, and it didn't really work for Enduris so that shape had to be changed. We did not know what shape that would be, but it does not change the rentable area for SRCAA's square footage. We have changed Exhibit A to reflect that new floor plan and that would be what is included in the final lease that Julie signs as opposed to the one that is in the Board's packet.

Some discussion ensued with the Board regarding hazardous materials stored at the new office site and staff being involved in the floor plan.

There were no public comments. Rod Higgins moved to approve Resolution No. 20-10 as presented and Tom Brattebo seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

7. **Activity Reports: July** – No oral reports given; the Board will review the written report in the board packet.
8. **Public Forum** – There were no public comments.
9. **Board Concerns** – The Board approved Michelle Zernick to sign all of the documents associated with the consent agenda and resolutions on behalf of all the Board Members.

Next Board Meeting – 9:30 a.m., Thursday September 3, 2020.

10. **Adjournment** – The board meeting was adjourned at 10:15 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR