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

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

**December 1, 2022 9:30 a.m.**  
**Spokane Clean Air in Person and Remotely**

### **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

### **OTHERS PRESENT:**

Michelle Fossum, Legal Counsel

### **STAFF MEMBERS:**

Scott Windsor, Executive Director  
April Westby, PE, Supervisory Engineer  
Lori Rodriguez, Compliance Section Manager  
Mark Rowe, Monitoring Section Manager  
Michelle Zernick, Finance & HR Section Manager  
Lisa Woodard, Communication/Outreach Sect. Mgr.

### **PUBLIC PRESENT:**

**WORK SESSION:** There was no work session.

**BOARD MEETING:** 9:30 a.m.

- 1. Advisory Council Report** – There was no November meeting.
- 2. Executive Director's Report** – All staff completed First Aid and CPR refresher training. Participated in the Northwest Air Directors meeting with the EPA in Seattle Nov 14<sup>th</sup> and 15<sup>th</sup>. NAAQS updates, wildfire events, Inflation Reduction Act (IRA) updates, environmental justice and diesel vehicle emission concerns were addressed. The November Advisory Council meeting has been postponed and combined with their December meeting and will now meet on December 8<sup>th</sup> at 8:00am to avoid holiday conflicts. The Board position representing Spokane County expires at the end of this year. Two positions on the Advisory Council have their terms end this year. One representing Air Pollution Control, one representing Fire Agencies. We advertised the positions and have recommendations based on applications received. At the November WAQMG meeting, the local agencies all expressed interest in developing registered source interaction surveys for quality assurance purposes. Ecology was able to show what they have in place. The Department of Transportation also provided potential grant funding for reducing commuter trips. This would fit nicely with Spokane County's CTR program. The Agency continues to provide materials for our biennial audit with the State of Washington. As of January 1<sup>st</sup>, SRCAA's proposed changes to the Marijuana Registration Program will be open for public comment until February 1<sup>st</sup>. Some discussion ensued.
- 3. Public Comment** – There were no public comments.

**ACTION ITEMS/POTENTIAL ACTION ITEMS:**

**4. Consent Agenda – Action Item:**

- a. Approval of the November 3, 2022 Board Minutes
- b. Approval of Vouchers for November, 2022, numbered 12957 thru 12965, 12968 thru 12978 and 12980 thru 13000 with Claims totaling \$36,848.59 and Payroll numbered 12966, 12967 and 12979 and EFTs totaling \$192,313.72 – for a Grand Total of \$229,162.31

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

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

**6. Resolution No. 22-11 – Amending the SRCAA Board of Directors By-Laws – Scott (5 mins.)**  
Scott gave a brief overview of the updated changes made to the By-Laws and changes made per the Board’s request at the November board meeting.

Rod Higgins moved to approve Resolution No. 22-11 as presented and Tom Brattebo seconded it. Motion passed unanimously.

**7. Resolution No. 22-13 – Appointing Members to the SRCAA Advisory Council – Scott (5 mins.)**  
Scott gave a brief overview of the two applicants for the positions.

Tom Brattebo moved to approve Resolution No. 22-13 as presented and Rod Higgins seconded it. Motion passed unanimously.

**NON-ACTION ITEMS:**

**8. Activity Reports – October**

- a. Lisa gave an overview of the following activities: Community outreach, youth outreach, print and online items, asbestos, compliance assistance and business recognition, wood heating season, wood stove changeout grant, prevent nonattainment (PNA) grant, and rulemaking outreach. Some discussion ensued.
- b. Lori gave a brief overview of the inspections being done to get back on track since Covid. An appeal was successfully mediated last week.
- c. April gave a brief overview of the permitting activities. There were four NOC applications in November and one temporary source. The engineers are working on the annual registration billing that will go out the first of January for the 2023 registration for about 600 facilities. Another AOP, Fiber Tech Industries, is going through comment right now on our website and this will be the third one issued this year.
- d. Mark gave a brief overview of the air monitoring activities. There was one day in the unhealthy for sensitive groups on the 9<sup>th</sup> of October.
- e. Michelle stated that a big part of the PNA grant for dust mitigation was completed this year and were able to bill the grant about \$135,000 for that work done. The aethalometer has been ordered so that Mark can get that project up and running as soon as it comes in. There haven’t been any abnormal or large expenses in October and November that would affect the

budget. Most of the expenses are cost allocations, salaries, and general expenses. This month the invoices for the registration program are being prepared and we have been keeping a tight watch on that budget because we are trying to turn that program around. We will also be doing a presentation for everybody that is a budget to actual update in January so that we can have a mid-year view of what we are looking like and how things are going as we try to turn the registration program around.

9. **Board Concerns** – There will be a quorum for the January 5, 2023, board meeting.  
**Next Board Meeting** – 9:30 a.m., Thursday, January 5, 2023.
10. **Adjournment** – Rod Higgins moved for adjournment and Tom Brattebo seconded it. The board meeting was adjourned at 10:00 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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SCOTT WINDSOR, EXECUTIVE DIRECTOR