



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

**December 5, 2019 9:30 a.m.
Spokane Clean Air's Conference Room
at 3104 E. Augusta Ave.**

BOARD MEMBERS:

Al French, Commissioner (Chair) (Absent)
Kris Becker, City of Spokane (Absent)
Tom Brattebo, Member at Large (VC)
Kevin Freeman, Mayor of Millwood, Small
Cities & Towns Representative (9:43 a.m.)
Rod Higgins, Mayor, City of Spokane Valley

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Lisa Woodard, Comm./Outreach Section Manager
Lori Rodriguez, Compliance Section Manager
April Westby, PE, Supervisory Engineer
Mark Rowe, Monitoring Section Manager
Michelle Zernick, Finance & HR Sect. Mgr.
Margee Chambers, Rule Writer/SIP Planner
Deirdre Fitzgerald, Compliance Inspector

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron Edgar, Advisory Council
Bill Butler, WEB Properties
Ron White, WEB Properties

WORK SESSION: 9:37 a.m.

1. Asbestos Program History – Deirdre Fitzgerald – Deferred to January 9, 2020 board meeting.

BOARD MEETING:

1. **Advisory Council Report** – Ron Edgar – There was no Advisory Council meeting.
2. **Executive Director's Report** – Julie attended the Northwest Air Directors meeting where all the air directors in Washington, Idaho, Oregon, and Alaska meet with EPA Region 10 personnel to discuss various air issues. She was selected to chair the Washington Air Quality Managers Group meetings for 2020. This group includes the air directors from Washington and Oregon's one local air agency. Julie attended the GSI's 22nd Annual Economic Forecast. Engineering and rule writing staff and Julie attended Navigating SEPA training.

The FY 2019 financial report was completed and submitted to the State Auditor's Office. AOP billing was completed. Mark and Julie met with the EPA air monitoring staff for a tour of SRCAA's existing and proposed air monitoring sites. Julie gave an "About SRCAA" presentation to the Deer Park City Council on December 4, 2019. Some discussion ensued between the Board and Julie.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the November 7, 2019 Board Minutes
- b. Approval of Vouchers for November, 2019, numbered 11549 thru 11574 & 11576 thru 11588 with Claims totaling \$59,353.13 and Payroll numbered 11547, 11548 & 11575 and EFTs totaling \$177,297.89 – for a Grand Total of \$236,651.02

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

4. The Board Members present, and staff set the 2020 SRCAA board meeting schedule. Kevin Freeman moved to approve the 2020 SRCAA board meeting schedule and Tom Brattebo seconded it. Motion passed unanimously.

5. Executive Session(s) (Purpose will be announced if additional sessions are needed.) – The Board Members, Julie Oliver, Michelle Fossum (Legal Counsel), and Bill Butler and Ron White went into executive session regarding acquisition and/or sale of real estate at 9:55 a.m. for 15 minutes. The enforcement actions and potential litigation were not addressed during this executive session. The board meeting reconvened at 10:10 a.m. from the executive session. No action was taken.

6. Resolution No. 19-17 – Julie gave an overview of the proposal for updating the Agency approved staffing positions to add an Engineering Technician position and revise the pay scale to include the Engineering Technician position.

Rod Higgins moved to approve Resolution 19-17 and Kevin Freeman seconded it. Motion passed unanimously.

7. Resolution No. 19-18 – Michelle gave an overview of the Purchasing and Procurement Policy changes needed to align with the new legislation that was passed in the 2019 legislative session.

Kevin Freeman moved to approve Resolution 19-18 and Rod Higgins seconded it. Motion passed unanimously.

8. PUBLIC HEARING ITEMS

- a. **Resolution No. 19-15** – Appropriating Additional Building Reserve Funds for Investment Grade Audit and Property Condition Assessment

There were no public comments. Kevin Freeman made a motion to postpone indefinitely Resolution 19-15 and Rod Higgins seconded it. Motion passed unanimously.

- b. **Resolution No. 19-16** – Appropriating Additional Building Reserve Funds for Crack Seal and Pavement Repairs – Some discussion ensued between Julie and the Board.

There were no public comments. Rod Higgins made a motion to postpone indefinitely Resolution 19-16 and Kevin Freeman seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

9. Activity Reports: August / September / October

a. Public Information/Education Update – Lisa Woodard – Overviews of the September, October and November communications and education activity were given on the following: Community events/school programs/presentations; print/online materials/media; ongoing/special projects; and upcoming events and programs.

b. Compliance Activity – Lori Rodriguez – The compliance staff have been busy. In October there were seven marijuana complaints. The dust complaints are mostly from construction sites. There are two appeals on the books right now from October. The new data system will be going live on Monday December 9, 2019. Some discussion ensued.

c. Permitting Activity – April Westby – September and October were busy for Notices of Construction (NOC). All the Zip Trips have been upgrading their equipment. The annual Air Operating Permit billing has gone out and staff is gearing up for the first week in January when the registration billing to the 600 calculated emission sources will be going out. It has also been busy for our IT because of the new database system and the new server coming.

d. Air Monitoring Activity – Mark Rowe – A brief overview of the air quality for August, September and October were given. Ozone monitoring stopped at the end of September. August had some wildfires, but air quality was pretty good. September was cool and wet and air quality was pretty good. October's PM_{2.5} came up a bit and we started getting into stagnant air and there was a burn ban called that lasted about a week. Some discussion ensued.

e. Financial Status Report – Michelle Zernick – We have extensively reviewed and adjusted where necessary the FY-19 financials. The FY-19 annual report has been completed and filed by the due date. SRCAA under spent on the building capital reserves because there was no A&E contract and the database development because staff time was distributed to different programs and activities as needed. The general fund expenses for the database this year were \$45,000. Asbestos expenses increased due to increased work in the program. NOC/NOI/SEPA expenses had increased this year due to an increase in the number of NOC applications received and funds from the general fund were used to cover those expenses of \$43,000. The Marijuana registration fee revenues were budget at \$145,000, the actual registration fee revenues received were \$167,000 and the expenses for the Marijuana program were \$261,000, of this, \$178,000 were cost recoverable and \$83,000 were non-recoverable costs that we had this year. The non-recoverable costs and any recoverable costs in excess of the registration fees can only be paid for by local assessment fees which are paid by counties and cities in our jurisdiction; the remaining costs of \$95,000 were covered by the local assessments. SRCAA received a total of \$186,472 in civil penalties in FY-19; per the budget the first \$70,000 was used for general fund expenses and consistent with Resolution 04-08, the remaining \$116,000 was transferred to project reserves; bringing that project reserve fund to \$191,000. The Auditor's Office has contacted SRCAA and they will be calling after January to setup an audit date. Mayor Kevin Freeman would be available for the audit kickoff and the audit closure. Some discussion ensued.

The FY-20 budget has been updated with the actual starting numbers which are the ending numbers for FY-19. The FY-20 budget information reflects the total amount of the grant received for the woodstove changeout and the new records management grant. First quarter cost allocations are

being completed this month and the second quarter allocations will be to the Board at the end of January and presented at the February board meeting.

10. **Public Forum** – There were no public comments.
11. **Board Concerns** – There will be a quorum for the January meeting. Mayor Higgins will not be there.
Next Board Meeting – 9:30 a.m., Thursday January 9, 2020.
12. **Adjournment** – The board meeting was adjourned at 10:50 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR