



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

**February 6, 2020 8:30 a.m.  
Spokane Clean Air's Conference Room  
at 3104 E. Augusta Ave.**

**BOARD MEMBERS:**

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

**STAFF MEMBERS PRESENT:**

Julie Oliver, Executive Director  
Lisa Woodard, Comm./Outreach Section Mgr.  
Lori Rodriguez, Compliance Section Mgr.  
Joe Southwell, PE, Air Quality Engineer  
Mark Rowe, Monitoring Section Mgr.  
Michelle Zernick, Finance & HR Sect. Mgr.  
Margee Chambers, Rule Writer/SIP Planner  
Lori Rodriguez, Compliance Section Mgr.  
Mary Kataoka, Administrative Assistant

**OTHERS PRESENT:**

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

**WORK SESSION: 8:34 a.m.**

1. Margee Chambers gave a presentation of the State Implementation Plan (SIP) and regulation updates. The presentation included a SIP overview; What is a SIP; What do we develop SIPs for; What is in a SIP; Local, State and Federal roles; Non-compliance; Local SIP work; What is a New Source Review (NSR); and the next steps include upcoming SIP work and a timeline. Discussion ensued on the SIP requirements between the Board, Margee, Joe and Julie.

**BOARD MEETING: 8:53 a.m.**

1. **Advisory Council Report** – Ron Edgar – The Council received a presentation of the SIP overview and Ray Byrne with the Health District was elected Vice Chair of the Advisory Council.

**2. Executive Director's Report** – The Docuware records have been migrated from the old server to the new server and the software has been upgraded. Training has been scheduled with the vendor of Docuware. The IT services proposal has been issued and put into the paper last Friday. Due to staff workloads Julie would like Board approval to proceed with recruitment of an administrative assistant position and then bring the budget adjustment to the Board in March for funding that position. Discussion ensued on the funding to pay for the position and the need for this position. The majority of the Board is supportive of Julie moving forward with the recruitment process and then have a conversation at the March meeting about funding.

**ACTION ITEMS/POTENTIAL ACTION ITEMS:**

**3. Consent Agenda**

- a. Approval of the January 9, 2020 Board Minutes
- b. Approval of Vouchers for January, 2020, numbered 11629 thru 11643, 11646 thru 11671 & 11673 thru 11687 with Claims totaling \$78,930.09 and Payroll numbered 11644, 11645 & 11672 and EFTs totaling \$192,237.90 – for a Grand Total of \$271,167.99

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

**4. Executive Session(s)** (Purpose will be announced if needed.) 9:03 – 9:48 a.m.

- a. RCW 42.30.110(1)(b) & (c) – Regarding Acquisition and/or Sale of Real Estate

Commissioner French moved the Board into the executive session for approximately 30 minutes with the Board Members, legal counsel, executive director by phone, Bill Butler and Ron White at 9:03 a.m. until 9:33 a.m. Kevin Freeman extended the executive session for 15 minutes. The Board reconvened at 9:48 a.m. No decision was made as a result of the executive session.

**NON-ACTION ITEMS:**

**5. Activity Reports: December & January** – The activity reports were moved to the March Board meeting due to time constraints.

**6. Public Forum** – There were no public comments.

**7. Board Concerns** – There will be a quorum for the March meeting.  
**Next Board Meeting** – 9:30 a.m., Thursday March 5, 2020.

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

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COMMISSIONER AL FRENCH, CHAIR

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JULIE OLIVER, EXECUTIVE DIRECTOR