

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

**January 3, 2019 9:30 a.m.
Spokane Clean Air's Conference Room
at 3104 E. Augusta Ave.**

BOARD MEMBERS:

Al French, Commissioner (Chair)
Ben Stuckart, City of Spokane (Absent)
Tom Brattebo, Member at Large (VC)
Kevin Freeman, Mayor of Millwood,
Small Cities & Towns
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
Joe Southwell, PE, Air Quality Engineer
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Michelle Fossum & Kristina Montanez, Legal Counsel
Ron Edgar, Advisory Council Member
Deborah Bisenius, Advisory Council Member

WORK SESSION: 9:32 a.m.

1. Air Dispersion Modeling and Odors – Joe Southwell

Topics covered in the overview consisted of the following: What is an air dispersion model; What air dispersion models are used for; Information needed to run a model; Considerations when using air dispersion models; Types of models commonly used; Emission standards and comparison with modeling results; Issues when trying to model odors; Review of modeling information submitted to SRCAA; Using a model for “one size fits all” approach; and Conclusions on odor modeling. Discussion ensued between the Board Members present, staff and legal counsel.

2. Marijuana Annual Registration Fees – Margee Chambers

An overview was given on the marijuana annual registration fees including where Spokane Clean Air started – key input from MAC process; industry evolution; transitioning from initial registration to annual registration; initial registration update; suspended annual registration fee schedule; annual registration fees estimated revenue using the suspended annual fee schedule; marijuana annual registration fees estimated expenses; other annual fee concepts [fees based on production/processing (rate-based fee structure)]; keep annual registration fee structure as adopted and adjust the fee amounts

in the fee schedule; and flat fee structure; annual registration fee timelines; and guidance from the Board.

Discussion ensued between the Board Members present, legal counsel and staff regarding the fee structures and registration. The Board would like to see SRCAA work toward something that brings the fee structure and the estimated revenues from the suspended fee structure more in line with the estimated costs. The Board added that this would give the Board the opportunity for experience with actual costs and then adjust fees again as needed. The Board directed staff to adjust the fees down proportionately in the existing structure so that the total comes to approximately \$175,000.00 and then open a public comment period on changing the consolidated fee schedule for the annual registration fees for marijuana producers and processors.

3. Regulatory and SIP Updates – Margee Chambers

An overview regarding Regulation and SIP updates was given. Regulation updates that are needed include New Source Review (NSR); Surface Coating; Startup, Shutdown and Malfunction; and Solid Fuel Burning Devices. The State Implementation Plan (SIP) updates needed include NSR, startup shutdown and malfunction and solid fuel device regulations. Some discussion ensued.

BOARD MEETING: 10:55 a.m.

1. Advisory Council Report – Deborah Bisenius – In December the Advisory Council had the same presentations. There was some general discussion with the Board.

2. Executive Director’s Report – Julie

Due to passes being closed, the Washington State Department of Labor & Industries had to cancel the public works contracting training that was scheduled for December 19th. We are working with L&I and Enduris to reschedule the training for this spring. We had an HVAC contractor in to get the heating system working again in the building.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the December, 2018 Board Minutes
- b. Approval of Vouchers for December, 2018, numbered 11043 thru 11075 with claims totaling \$43,341.30 and payroll numbered 11043, 11044 and 11076 and EFTs totaling \$159,280.88 – for a Grand Total of \$202,622.18

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

4. Selecting 2019 Board Chair and Vice Chair – A motion was made to appoint Commissioner French as Chair and Tom Brattebo as Vice Chair for 2019. Motion passed.

NON-ACTION ITEMS:

5. Executive Session (Purpose will be announced if session is needed.)

The Board went into Executive Session pursuant to RCW 42.30.110(1)(a)(i) at 11:15 a.m. for 10 minutes to review the performance of a public employee. There will be no decision made as a result of the executive session. In the executive session will be four Board Members; Julie Oliver, Executive

Director; and Michelle Fossum and Kristina Montanez, Legal Counsel attending. Kevin Freeman extended the session for another 5 minutes. Commissioner French reconvened the board meeting at 11:30 a.m. with no decision being made as a result of this executive session.

6. Activity Reports: November

a. Public Information/Education Update – Lisa Woodard – Overviews of the communications and education activity for December were given on the following: print/online materials/media; compliance assistance; special projects; and upcoming events.

b. Compliance Activity – Lori Rodriguez – In November a lot of the work was outdoor and woodstove burning complaints. There were 12 odor complaints and half of those were marijuana related.

c. Permitting Activity – April Westby – November and December slowed down for permitting. Engineering staff are catching up on permits received in September and October. Work is being done on the Annual Registration licensing.

d. Air Monitoring Activity – Mark Rowe – Air quality for November was, for the most part, good.

e. Financial Status Report – Michelle Zernick – The first five months are completed and November was the month that all of the grants were submitted to EAGL. The next big items are the annual registration invoicing and annual registration forms being sent out in January. Work is being done for the year end reports for payroll.

7. Public Forum – There were no comments.

8. Board Concerns – There will be a quorum for the February meeting. Mayor Freeman stated that this is the time of year that the City of Spokane makes their board appointments and would like to know if a letter to the Council be appropriate. Commissioner French stated that they should have made their appointments yesterday. Julie explained the process that under state law, for this Board, the person is appointed for four years or until you resign or are replaced and that individual would serve out the rest of that four year term. Commissioner French stated that we've got a board appointment, absent a change. The Board will have a conversation at a later date on excessive absenteeism.

9. Adjournment – The board meeting was adjourned at 11:36 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR