



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

**January 9, 2020 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.)
Vacant, City of Spokane Valley
Karen Corkins, Alternate for Commissioner French

STAFF MEMBERS PRESENT:

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

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Kristina Montanez, Legal Counsel
Ron Edgar, Advisory Council

WORK SESSION: 9:31 a.m.

1. Asbestos Program History – Deirdre Fitzgerald gave an overview of the asbestos program history. The overview included: What is asbestos?; suspect asbestos containing materials (ACM); asbestos exposure; asbestos & health; history of federal asbestos regulations; history of local asbestos regulations; current SRCAA regulatory program; asbestos inspections; annual asbestos program review; and education & outreach. Discussion ensued.

BOARD MEETING: 10:09 a.m.

1. **Advisory Council Report** – Ron Edgar – The Council received a presentation from Lisa on the wood stove changeout program and an update from Stephanie on the Enviro Kids program.
2. **Executive Director's Report** – Julie presented Mary with a plaque for 20 years of service to SRCAA.

The integrated database system, SCADS, went live December 9, 2019. This system replaces four independent databases built on the Delphi platform that used the Pascal programming language. Inspectors can access SCADS from the field and input data from the field. Reports still need to be built and source data needs to be input as that data didn't migrate. As with all new software there are bugs to fix. The migration from the old to the new server was completed over the weekend of December 20, 2019. In addition, a new server file backup solution went online with the new server. We are working out some issues that were identified as a result of the migration.

Staff have been working with the vendor on a new records structure for the new Docuware software. The Docuware records are being migrated from the old Docuware server to the new server. Once the new Docuware software is installed on the new server and the new structure fully implemented, we will be able to utilize new functionality and change from Docuware serving as a disaster recovery system to a records management system. Currently source files are the only records in Docuware. Over time, we will populate Docuware with additional records as we start to move towards being as paperless as possible. The Information Technology Services Request for Proposals is nearly ready to issue. The company that hosts our website is closing and we need to find a new vendor to host our website.

The first phase of registration billing and annual registration forms went out January 8, 2020. The State Auditor's Office has assigned the Spokane Team to conduct our next financial audit. The audit kick-off will be in March or April. The Way to Go Awards is the same date as the February board meeting so we would like to keep the meeting short and possibly start the meeting earlier.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Kevin Freeman nominated Al French for the Board Chair and Karen Corkins seconded it. Motion passed unanimously.

Karen Corkins nominated Kevin Freeman as the Board Vice Chair and Kris Becker seconded it. Motion passed unanimously.

4. Consent Agenda

- a. Approval of the December 5, 2019 Board Minutes
- b. Approval of Vouchers for December, 2019, numbered 11589 thru 11599 and 11602 thru 11627 with Claims totaling \$46,256.58 and Payroll numbered 11600, 11601 and 11628 and EFTs totaling \$168,982.89 – for a Grand Total of \$215,239.47

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

5. **Resolution No. 20-01** – Appointing Members to the SRCAA Advisory Council. Some discussion ensued.

Kevin Freeman moved to approve Resolution No. 20-01 as presented and Kris Becker seconded it. Motion passed unanimously.

6. **Executive Session(s)** (Purpose will be announced if needed.) There was no executive session.

NON-ACTION ITEMS:

7. Activity Reports: November

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

b. Compliance Activity – Lori Rodriguez – November was when we had our burn ban for a few days. Half of the NOVs were for outdoor burning during the burn ban. Two active appeals were pending and one of them was dismissed yesterday. Another appeal was received but we haven't received notice from the PCHB. IT staff has kept staff busy with the new system. Some discussion ensued.

c. Permitting Activity – April Westby – This time of year there is less activity, but staff is getting caught up on work that has been submitted in the last couple of months. The permit for Goodrich/UTC/Collins Aerospace is being issued this week. There are still crushing operations going on during the winter to have it ready for when the snow leaves. Registration billing was worked on to QA/QC all the invoices and ARFs.

d. Air Monitoring Activity – Mark Rowe – A brief overview of the air quality for November was given. There were many days in the moderate category during the month for PM₁₀. November's air quality was worse than October and December because of inversions.

e. Financial Status Report – Michelle Zernick – The cost allocations for the first quarter didn't get finished but it will be ready at the next meeting. We've spent 60 percent of the general fund budget; that number will change once those cost allocations are spread between the programs. The local assessments went out this week for fiscal year 2020. Grant reporting and reimbursements will be complete for the last quarter by the end of January. We are still in the process of updating all the asset inventory to be current. We are busy doing yearend which is Department of Revenue, W-2, 1099 and everything that goes with the employee side of things for yearend.

8. Public Forum – There were no public comments.

9. Board Concerns – There will be a quorum for the February meeting. Kris made a motion to change the start time of the February meeting to 8:30 a.m. and Kevin seconded it. Motion passed unanimously.

Next Board Meeting – 8:30 a.m., Thursday February 6, 2020.

10. Adjournment – The board meeting was adjourned at 10:45 a.m. by Karen and seconded by Kris.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR