



SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

**January 14, 2021 9:30 a.m.
Spokane Clean Air Tele-Conference
at 3104 E. Augusta Ave.**

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

STAFF MEMBERS PRESENT:

Scott Windsor, Executive Director
Michelle Zernick, Finance & HR Section Mgr.

OTHERS PRESENT:

Michelle Fossum, Legal Counsel

WORK SESSION: There was no work session.

BOARD MEETING: 9:30 a.m.

- 1. Advisory Council Report** – Scott gave a brief overview of the Advisory Council report.
- 2. Executive Director’s Report** – Staff participated and completed cybersecurity training. The training is what the City of Spokane uses for their staff to improve security practices at work and when working from home. This will be an ongoing training. Staff participated in a workshop with Rhizome Collaborative for a preview of website improvements. The initial overall impression is that staff liked the proposed changes. Both standalone website and handheld website display shared a common design theme. Navigation appears to be simple and easy to use.

The new facility plans were approved by the City of Spokane. Bids for the work were opened on January 5th. Overall, the bids were less than anticipated.

The Advisory Council now has all positions filled the first meeting for all members will be January 28th. Initial presentation will concern surface coating rule writing.

The Executive Director has continued with modified conditions for working at the office and at home. While encouraging working from home, increased access for those employees needing access to files and materials not available online is being accommodated. Inspections continue to be done virtually at this time. All billing for Spokane County's registered sources (578) were calculated and billed for the first week of January. Marijuana registration takes place in March.

The Office of the State Auditor has completed the Findings Interview with staff and Mayor Freeman concerning audit of the agency's financials from 2018 and 2019. The State Auditor's finalized findings are included in your packet.

The Executive Director has met with representatives of the Volunteers of America concerning their need for a location for young adult sheltering. Our building has many desirable attributes that interest them. The timeline that they are operating on matches ours very well. Board support for potential sale would be of value for the community. Commissioner French added that he asked Volunteers of America to reach out to Scott and they are very excited about looking into the building. There was discussion between the Board Members, legal counsel, and Scott on the sale of the SRCAA building.

Rod Higgins made a motion for Scott to get pricing for an appraisal of the SRCAA building for the February board meeting and Kevin Freeman seconded it. Motion passed unanimously.

The EPA has brought criminal charges concerning an asbestos related remediation that occurred here in Spokane County. The EPA acknowledged the investigation and documentation provided by the agency which aided them greatly in this case. Staff is beginning to work on a wildfire Smoke Ready plan with the SRHD.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the December 3, 2020 Board Minutes
- b. Approval of Vouchers for December, 2020, numbered 12079 thru 12089, 12092 thru 12107, and 12109 thru 12125 with Claims totaling \$57,268.84 and Payroll numbered 12090, 12091 and 12108 and EFTs totaling \$203,711.71 – for a Grand Total of \$260,980.55

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

4. Resolution No. 21-01 – Appointing the Member at Large to SRCAA Board of Directors.

Tom Brattebo stated that in the Resolution it shows that Tom is the Vice Chair, and it should show Kevin Freeman as the Vice Chair. It also shows Jim Simon as the City of Spokane Council President, and it should read City of Spokane Representative.

Rod Higgins moved to approve Resolution No. 21-01 as presented with the corrections and Jim Simon seconded it. Motion passed unanimously.

Resolution No. 21-02 – Authorizing the Director to Delegate Certain Authority to Staff. Scott gave a brief overview of what this Resolution entails. Legal Counsel stated that in the Resolution it

shows Tom Brattebo as the Vice Chair, and Kevin Freeman is the Vice Chair. It also shows Jim Simon as the City of Spokane Council President, and it should read City of Spokane Representative.

Rod Higgins moved to approve Resolution No. 21-02 as presented with the corrections and Kevin Freeman seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

5. **Executive Session(s)** (Purpose will be announced if needed.) Per RCW 42.30.110(1)(a)(i). There was no executive session.
6. **Activity Reports: November** – Scott Windsor
7. **Public Forum** – There were no public comments.
8. **Board Concerns** – The Board stated that there will be a quorum for the February 4, 2021 board meeting.

Tom Brattebo nominated the Incumbents to serve the next year as Chair and Vice Chair and Rod Higgins seconded it. Motion passed unanimously.

Rod Higgins made a motion for Michelle Zernick to sign on behalf of the Board Members during the COVID restrictions and Kevin Freeman seconded it. Motion passed unanimously.

Scott had two questions and the first is that as we move forward on the new building at Enduris and the funds for that, he would like to know if he needs a motion to allocate those funds to Enduris to cover that; and second, there is a separate IT contract and that contract is for setting up from the communications coming into the building to go throughout our space and that is something that we are responsible for and we have a contract ready to go and it's just under \$25,000 and do we need a resolution for the Board to allocate those funds prior to engaging that contract or do you actually want me to pay those funds. Commissioner French stated that they had already identified that we were going to be taking this money out of reserves and there was a shifting of some of the funds in the reserve accounts to be able to cover for the remodeling and stuff. That was many months ago when we agreed to the lease, so I'm not aware of anything that has changed in that direction with regard to authorizing payments. We've not done that yet because we didn't know how much we were going to be looking at so now that we have a contract amount, we could take a motion to authorize the payment of contract amounts out of reserves. Mayor Freeman agreed that the Board had selected the funding source, but the Board never actually approved the contract or the actual allocation of the funds from the source. Michelle Fossum, legal counsel, stated that they can do that with a resolution at next month's board meeting. Michelle Zernick asked if SRCAA can have authorization to go forward with the contract on the IT cabling work so that they can start working with the general contractor, no payment is being exchanged right now. Discussion ensued with Michelle and the Board.

Kevin Freeman made a motion to authorize the Executive Director to enter into a contract with Cochran Inc. for cabling of the new Enduris space for an amount not to exceed \$25,000 and Rod Higgins seconded it. Motion passed unanimously.

Some discussion ensued between the Board and Staff. Commissioner French asked Michelle Zernick to provide the Board with a statement for the reserve accounts and that we need to shift funds to be able to make those available for this construction. Possibly set up separate contract accounting so that we can keep track of all of the costs associated with the occupying the building or not for the Board to review at next month's board meeting and Michelle Fossum for the appropriate resolutions as well, so that the Board can take action. Rod Higgins added that considering the City of Spokane Valley's experience, he would urge caution with the lowest responsible bidder. Some discussion ensued between the Board and Scott regarding the contractors. Commissioner French stated that maybe the April board meeting could be scheduled out at the Enduris building.

Next Board Meeting – 9:30 a.m., Thursday February 4, 2021.

9. Adjournment – The board meeting was adjourned at 10:15 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR