



Spokane Regional Clean Air Agency

Advisory Council Minutes

January 23, 2020

Members Present:

Deborah Bisenius, Environmental
Ron Edgar, Chemistry
Bud Leber, Industry
Jana McDonald, Air Pollution Control
Chet Jahns Jr., Agriculture
Raymond Byrne, Public Health
Hal Ophus, Business Community
Tony Masiello, Member at Large

Staff Present:

Julie Oliver, Executive Director
Amber Ellis, Administrative Assistant
Margee Chambers, Rule Writer/SIP Planner

The meeting was called to order at 8:00 a.m.

1. **Introductions**

Advisory Council members and staff introduced themselves to the new Advisory Council member.

2. **Selection of 2020 Advisory Council Vice-Chair**

Jana nominated Ray to be Vice-Chair and Hal seconded. The Advisory Council voted; Raymond Byrne will be the 2020 Advisory Council Vice-Chair.

3. **Approval of the December 12, 2019 Minutes**

Ray moved to accept the December 12, 2019 minutes and Chet seconded the motion. Minutes approved.

4. **Follow-up to January SRCAA Board of Directors Meetings – Julie**

Julie updated the Advisory Council on the board meeting as follows:

- The integrated database system, Spokane Clean Air Database System or SCADS, went live Monday, 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. Migration to the new server.

- 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.
- Creating a services request for proposals to outsource general IT for the office.
- The vendor who hosts our website will no longer be hosting any websites as of the end of February. We are looking at other vendors.
- Staffing needs of the Agency. Board approved the creation of an Engineering Technician position and revised pay scale. Portion of IT work will be contracted out.
- Registration billing has been completed and mailed.
- State Auditor's Office has scheduled our next Fiscal audit to start in March or April

5. State Implementation Plan and Regulation Updates

Presentation by Margee about State Implementation Plan (SIP) and Regulation Updates. Discussion ensued.

6. Advisory Council Comments/Concerns and Next Month's Meeting

Ron will present to the Board at the meeting on February 6, 2020.

The meeting adjourned at 8:50 a.m.

Motion to adjourn by Hal, seconded by Ray. Meeting adjourned.

The next Advisory Council Meeting is scheduled for February 27, 2020 at Spokane Regional Clean Air Agency's office located at 3104 E Augusta Ave.

Advisory Council Member

Julie Oliver, Executive Director