



SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

July 11, 2019 9:30 a.m.
Spokane Clean Air's Conference Room
at 3104 E. Augusta Ave.

BOARD MEMBERS:

Al French, Commissioner (Chair)
Kris Becker, City of Spokane
Tom Brattebo, Member at Large (VC)
Kevin Freeman, Mayor of Millwood,
Small Cities & Towns Representative
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
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

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

WORK SESSION: The work session was called to order at 9:30 a.m.

1. Public Records Disclosure Policy

Margee Chambers gave an overview of the public disclosure policy which provides information on submitting and fulfilling records requests. The Board agreed to take action today on this subject.

2. Public Hearing Policy

Margee gave an overview of the public hearing policy. The policy explains the difference between a public meeting and a public hearing, and the purpose of public hearings.

BOARD MEETING: 9:40 a.m.

1. Advisory Council Report – There was no report. The June meeting was cancelled.

2. Executive Director's Report – Julie Oliver – The Interagency Agreement between the DES Energy Program and SRCAA has been fully executed. Kirsten Wilson and I will begin working on the

paperwork for the Investment Grade Audit with full property condition assessment. Julie did on-boarding with the new Board Member earlier this week. SRCAA spearheaded the local “Smoke Ready Communities Day” for June 26, in coordination with Spokane Regional Health District and Greater Spokane Emergency Management to get messages out in the community about preparing for wildfire smoke. The day was patterned after a similar event in the Puget Sound area on June 19. A joint news release was distributed, and Smoke Ready Communities Day proclamations secured from Cities of Spokane and Spokane Valley, and Spokane County. A social media campaign toolkit including graphics and messages, was distributed to over 15 community partner agencies. SRCAA received a State Archives Technology Grant for just over \$25,500 to help SRCAA move from the current disaster recovery system to an electronic content management system that can also serve as disaster recovery.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the June, 2019 Board Minutes
- b. Approval of Vouchers for June, 2019, numbered 11323 thru 11365 and 11367 thru 11373 with claims totaling \$68,018.74 and payroll numbered 11321, 11322 and 11366 and EFTs totaling \$161,137.99 – for a Grand Total of \$229,156.73

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

4. Resolution No. 19-08 – Adopting a Public Records Disclosure Policy for the Agency

Kevin Freeman moved to approve Resolution No. 19-08 and Rod Higgins seconded it. Motion passed unanimously.

5. Resolution No. 19-09 – Adopting a Public Hearing Policy for the Agency

Kevin Freeman made a motion to make a change to the Policy on page three number 6 to read as “typically three minutes”. Rod Higgins moved to approve the change to Resolution 19-09 as amended and Kevin Freeman seconded it. There was no discussion. Motion passed unanimously.

Rod Higgins moved to approve Resolution No. 19-09 with the change to the Policy as stated by Mayor Freeman and Kevin Freeman seconded it. Motion passed unanimously.

6. Executive Session(s) (Purpose will be announced if additional sessions are needed.) - None

7. PUBLIC HEARING ITEMS –

- a. **Resolution No. 19-10 – Amending the FY-20 Budget to Appropriate Additional Funds for the VERP –** There was a minor amendment to the original Resolution and handed out to the Board Members. This program will sunset at the end of 2019 because the emission check program is ending. SNAP indicated that they needed an additional \$3,000 to finish the program at the end of December. The amendment reflects the carryover balance that would be remaining for the VERP and an additional \$3,000 to carry it through the end of the program which ends this calendar year.

There were no public comments. Rod Higgins moved to approve Resolution No. 19-10 as amended and Kevin Freeman seconded it. Motion passed unanimously.

- b. **Resolution No. 19-11** – Amending the FY-20 Budget to Appropriate Additional Funds for the Executive Director Salary – This amendment shows the change in what the additional appropriation needs to be to the original budget to cover the decision of the Board for the Executive Director salary increase and from 11 hours to 15 hours per month vacation.

There were no public comments. Kevin Freeman moved to approve Resolution No. 19-11 as presented and Rod Higgins seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

7. Activity Reports:

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

- b. **Compliance Activity – Lori Rodriguez** – Only one odor complaint was marijuana related which was for smoking and we don't address that. There has been a PCHB hearing pending, but we believe that has been dismissed. Staff is busy and there is a lot going on right now.

- c. **Permitting Activity – April Westby** – Three applications have been received in June. The permit for Goodrich Corporation (Collins Aerospace) is almost finished and will be going into public comment. There are a couple of emergency generator sets in comment. There is a liquid propane transloading operation that's opening on the old Kaiser Mead property and is in comment right now.

- d. **Air Monitoring Activity – Mark Rowe** – A brief overview of the air quality for May was given. There was one day of moderate for PM_{2.5} which was from wildfire smoke from fires in Alberta. Ozone had one day into the moderate at Greenbluff. Discussion ensued on wildfires.

- e. **Financial Status Report – Michelle Zernick** – Not much changed in May. The final due dates for marijuana invoices is Monday, July 15th and there are approximately 1/3 of the invoices still unpaid. We are busy working on closing out fiscal year 2019 and opening fiscal year 2020.

8. Public Forum – There were no public comments.

9. Board Concerns – There will be a quorum for the August meeting.
Next Board Meeting – 9:30 a.m., Thursday August 1, 2019.

10. Adjournment – The board meeting was adjourned at 10:08 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR