



1610 S. Technology Blvd., Suite 101
Spokane, WA 99224

SpokaneCleanAir.org

SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

July 1, 2021 9:30 a.m.
Spokane Clean Air Tele-Conference

BOARD MEMBERS:

Al French, County Commissioner (Chair)
Jim Simon, City of Spokane Representative (Absent)
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.
Lisa Woodard, Communication/Outreach Sect. Mgr.
Lori Rodriguez, Compliance Section Manager

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron Edgar, Advisory Council Member
Molly Hatfield, Sustainability Program Manager, Bonneville Power Administration
Sayed Hussaini, District Safety Officer, Community Colleges of Spokane
John Gillette, District Director of Facilities, Community Colleges of Spokane
Brian Ruchert, Facilities HSE Engineer, Galaxy Compound Semiconductors

WORK SESSION: 9:30 a.m.

1. Doing Our Share for Clean Air – Lisa gave an overview of the business recognition program. There were 23 businesses that received the gold level. Three of those businesses are in attendance at the board meeting today, the Community Colleges of Spokane, Bonneville Power Administration and Galaxy Compound Semiconductors.

Lisa went over the “Smoke Ready” program that Spokane Clean Air and other agencies from across the northwest are involved in to develop messaging and graphics to push out information about being smoke ready and how important it is for the public’s health.

BOARD MEETING: 10:05 a.m.

1. Advisory Council Report – Ron Edgar gave a brief overview. The meeting consisted of the presentation of the “Smoke Ready” campaign. Scott gave an update of what’s going on at the Agency and the sale of the building. Margee did a presentation on the Marijuana program history.

2. Executive Director's Report – We have overcome the hardship of not having phone service by notifying customers and on our website. A new phone system has been ordered and is in progress. The new website went live the first week in May. Metrics from site visits have been very good. We have begun planning for re-opening of the office to the public. Initially, we will begin with working in the office four days and allow one day of tele-working from home. This will be evaluated, as will other compressed work week schedules, to reduce staff's commuting trips, pending July 6th start date. The Volunteers of America have decided to purchase the Augusta property. Upon advice from Counsel, we have engaged an attorney for handling the sale. The agreed upon sales price is \$563,000. Funds to be allocated to reserve accounts and a dedicated lease account. Staff is analyzing both the NOC and Marijuana programs for reduced reliance on local assessments.

Discussion ensued between the Board, Michelle Fossum and Scott on the status for the Board and SRCAA to return to regular meetings in person. Scott stated that he is going on the last proclamation on the public meetings that the Governor did. The proclamation would stay in place until such time as he revokes the state of emergency. Michelle stated that as it sits right now when we moved into phase three throughout the state, you can allow in person meetings, but if you do in person meetings, there are some restrictions that have to be abided by: You can't have just the Board in person; if you have the Board in person, you have to have the public in person as well. It isn't mandatory yet, but if you decide to go that route, there are other things that you have to be sure and comply with. More discussion ensued. The Board would like Scott to price out what a camera system would cost and what kind of hardware would be needed to be able to facilitate ongoing video viewing of the board meetings for the next board meeting.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

- 3. Consent Agenda – Action Item:**
- a. Approval of the June 10, 2021 Board Minutes
 - b. Approval of Vouchers for June, 2021, numbered 12334 thru 12367 and 12369 thru 12372 with Claims totaling \$106,644.78 and Payroll numbered 12332, 12333 and 12368 and EFTs totaling \$195,847.23 – for a Grand Total of \$302,492.01

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

PUBLIC HEARING ITEM #4:

- 4. Resolution No. 21-20** – Appropriating Funds from the IT Reserve Account (Fund 010) to Replace the Agency's Phone System – Michelle gave a brief overview of the resolution.

There were no public comments. Kevin Freeman moved to approve Resolution 21-20 as presented and Rod Higgins seconded it. Motion passed unanimously.

- 5. Resolution No. 21-21** – Amending the Employee Handbook for the SRCAA – Michelle gave a summary of the changes made to the Employee Handbook which involve teleworking. This resolution was deferred to the September board meeting for action. Some discussion ensued about some of the language regarding work weeks and telecommuting schedules.

- 6. Activity Reports:** May – Scott gave an overview of the activity report.

7. **Public Forum** – There were no public forum speakers.
8. **Board Concerns** – There **will not** be a board meeting in August. There will be a quorum for the September 2nd board meeting.

Kevin Freeman moved to cancel the Spokane Clean Air August meeting due to the lack of a quorum and Rod Higgins seconded it. Motion passed unanimously.

Next Board Meeting – 9:30 a.m., Thursday, September 2, 2021.

9. **Adjournment** – The board meeting was adjourned at 10:30 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR