



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

**June 6, 2019 9:30 a.m.**

**Spokane Clean Air's Conference Room  
at 3104 E. Augusta Ave.**

### **BOARD MEMBERS:**

Al French, Commissioner (Chair)  
Kate Burke, City of Spokane  
Tom Brattebo, Member at Large (VC)  
Kevin Freeman, Mayor of Millwood,  
Small Cities & Towns  
Rod Higgins, Mayor, City of Spokane Valley

### **STAFF MEMBERS PRESENT:**

Julie Oliver, Executive Director  
Lisa Woodard, Comm./Outreach Section Manager  
Russ Neumiller, Inspector II  
April Westby, PE, Supervisory Engineer  
Mark Rowe, Monitoring Section Manager  
Michelle Zernick, Finance & HR Sect. Mgr.  
Margee Chambers, Rule Writer/SIP Planner

### **OTHERS PRESENT:**

Michelle Fossum, Legal Counsel  
Ron Edgar, Advisory Council Member

**WORK SESSION:** The work session was called to order at 9:34 a.m.

#### **1. Doing Our Share for Clean Air: Business Recognition**

Lisa Woodard gave a brief history of the business recognition program. The following three companies were introduced and what attributed to their gold level status was given: AlSCO Inc. general manager, Joey Kink; Community Colleges of Spokane acting supervisor of District Safety Office, Brandon Livingston, safety officer Sayed Hussaini and facilities director John Gillette; and Northeast Washington Educational Services District #101 director of facilities Terry Groh. Commissioner French then handed out their certificates and pictures were taken.

#### **2. Discussions on Energy Savings Improvements to the Office Building**

Julie gave an overview of recently identified problems with the office building (electrical and plumbing). Information was shared with the Board Members on an alternative public works contracting process.

Kirsten Wilson of Washington State Department of Enterprise Services gave a PowerPoint presentation of what ESPC (Energy Service Performance Contracting) can do. The overview included the contracting methodology and the process. The preliminary audit is no cost to the Agency. If the agency wants an electrical system assessment, the agency would have to pay for it, but would have a report that says these are the things that have to be addressed from an electrical standpoint.

Discussion ensued that included:

- Paying for Kirsten Wilson’s services (if a project is identified that meets your idea of a successful project, there’s a fee for her services that is incorporated into the total project cost)
- Use of this process at Spokane County
- This alternative public works contracting process and the traditional public works contracting process
- The different phases under this alternative contracting process and how, when one phase ends before we go into the next, the agency can walk away from the process and only pay for costs incurred to that point
- Moving forward on this path will not limit other discussions or options
- Ability to add a full property condition assessment, including an electrical evaluation, to the Investment Grade Audit
- Ability of the building to meet current and future agency needs
- Identifying a real estate agent to come on board to help in terms of identifying what the value of the building is in its current state and then add the cost of remodeling to that and see if the value of the building sustains the improvements and then also identify some other options available

Boone Birdsell of McKinstry Energy gave a PowerPoint presentation with overviews of the SRCAA facility, its needs/concerns and the next steps with a tentative timeline. Discussion ensued.

The Board believes it is worth taking the next step to quantify what the opportunity is and what the cost associated with the opportunity is and so they would like to move forward with this and then also talk about what will be done from a real estate standpoint to see what else is available in the market. Julie will work with Kirsten on an Interagency Agreement and the Investment Grade Audit which will include a full property condition assessment. Commissioner French and Julie will meet and discuss identifying somebody in the real estate community.

**BOARD MEETING:** 10:22 a.m.

**1. Advisory Council Report** – Ron Edgar – Margee gave an overview of the draft public hearing and public records policy. Comments supported the changes and encouraged the Agency to reference the RCW as much as possible so that if the RCW changes, the policy won’t need updated every time and the same advice was given for other documents that were referenced. Julie discussed the results of the compensation study and the purpose of conducting it. There was brief discussion on whether or not merit factored into the steps or if employees were guaranteed the step raise after each year of service. The Advisory Council supported the changes. The draft budget was presented and there were no questions. Some discussion ensued.

**2. Executive Director’s Report** – Julie Oliver – One Advisory Council Members asked about a retreat because they found it useful, interesting and a chance for them to interact with Board Members and to hear other things. There was a comment to have at least one every two of years. Russ Neumiller provided technical assistance to the Extreme Team for the renovation of Green Bluff Grange #300. SNAP presented SRCAA with SNAP’s Value Award for Community. The State has submitted the SIP amendment for the I&M plan to move the I&M program from the control measure that it is now to the contingency measure and has been submitted to EPA. That program officially sunsets at the end of 2019. Several staff attended L&I’s Awarding Agency training on public works projects. The

supervisors completed another Strategic Planning Session with Eva Marquette, FreshVue. EPA Region 10 held their annual Exceptional Event teleconference with State and Local Clean Air Agencies. The purpose was to discuss the status of Region 10's current demonstrations, plan for the upcoming demonstrations, share any new information and discuss any policy and/or technical issues. We have had additional discussions with Ecology regarding the demonstration packages for our area. There will more discussions with EPA and Ecology regarding exceptional event demonstrations.

**ACTION ITEMS/POTENTIAL ACTION ITEMS:**

**3. Consent Agenda**

- a. Approval of the May, 2019 Board Minutes
- b. Approval of Vouchers for May, 2019, numbered 11272 thru 11311 and 11313 thru 11320 with claims totaling \$40,615.96 and payroll numbered 11270, 11271, 11312 and EFTs totaling \$159,968.31 – for a Grand Total of \$200,584.27

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

**4. Executive Session (Purpose will be announced if additional sessions are needed.)**

- a. Executive Session – RCW 42.30.110(1)(g) – Executive Director's Performance Evaluation – The executive session began at 10:33 a.m. for ten minutes – legal counsel extended the executive session for five more minutes at 10:43 a.m. – the Board and legal counsel came out of the executive session at 10:48 a.m.

**5. Executive Director Compensation Package** – Mayor Freeman moved to increase the executive director's salary to \$120,000 per year and add an additional seven days of vacation bringing the total to five weeks with an effective date of June 15, 2019 and Mayor Higgins seconded it. Motion passed unanimously.

**PUBLIC HEARING ITEMS**

**6. Resolution No. 19-07 – Adopting the Fiscal Year 2020 Budget for all Funds and Programs**

The Board had requested to see the cash flow days and that added to the presentation. Slide 18, there were questions on the local assessments and there was an error in the Spokane Valley line item and that changed their local assessment for the calendar year to \$140,000.

There were no public comments. Rod Higgins moved to approve Resolution No. 19-07 and Kate Burke seconded it. Motion passed unanimously.

Board Members Kevin Freeman and Kate Burke left the board meeting at approximately 10:55 a.m.

**NON-ACTION ITEMS:**

**7. Activity Reports:**

- a. **Public Information/Education Update – Lisa Woodard** – Overviews of the May communications and education activity were given on the following: Staff attended an EPA Region 10 Smoke Management meeting that was held in Seattle and an event at Fire District 9; community events/school programs/presentations; and upcoming events.

**b. Compliance Activity – Russ Neumiller** – Outdoor burning activity/complaints have increased. There were four odor complaints and none of those were marijuana related. There has been weekend surveillance for outdoor burning.

**c. Permitting Activity – April Westby** – There is a big project still being worked on at Goodrich/Collins Aerospace, emergency generators, portable crushers, gas station and improvements at the Airway Heights Corrections Center.

**d. Air Monitoring Activity – Mark Rowe** – A brief overview was given of the peak one-hour average PM<sub>2.5</sub> concentrations going over 100 micrograms for an hour and then going back down into good air quality the next morning. An overview of the PM<sub>10</sub> and ozone was given for May.

**e. Financial Status Report – Michelle Zernick** – Work on the budget has been going on. One thing that is being worked on now is the Marijuana second notices and closing out this budget to role into the next budget. Some discussion ensued.

**8. Public Forum** – There were no public comments.

**9. Board Concerns** – There will be a quorum for the July meeting.  
**Next Board Meeting** – 9:30 a.m., Thursday July 11, 2019.

**10. Adjournment** – The board meeting was adjourned at 11:12 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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JULIE OLIVER, EXECUTIVE DIRECTOR