

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

**June 7, 2018 9:30 a.m.  
Spokane Clean Air's Conference Room  
at 3104 E. Augusta Ave.**

**BOARD MEMBERS:**

Al French, Commissioner (Chair)  
Ben Stuckart, City of Spokane (Absent)  
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  
April Westby, PE, Supervisory Engineer  
Lisa Woodard, Communication/Outreach Sect. Mgr.  
Lori Rodriguez, Compliance Section Manager  
Margee Chambers, Rule Writer/SIP Planner  
Mark Rowe, Monitoring Section Manager  
Mary Kataoka, Administrative Assistant

**OTHERS PRESENT:**

Michelle Fossum, Legal Counsel

**WORK SESSION:** There was no work session.

**BOARD MEETING:** 9:35 a.m.

**1. Advisory Council Report – Julie**

The same presentation “Where We’ve Been and Where We’re Going: Moving Forward” that the Board received in April was given to the Advisory Council and information was shared on the draft budget.

**2. Executive Director’s Report – Julie**

The agency has been awarded a \$100,000 grant for the woodstove change-out program. There was a meeting on pre-wildfire season between the Health District, Ecology, State Health and L&I. First ever joint meeting between the Washington clean air agencies and executive team of state and local environmental public health directors focused on wildfire smoke and the different roles and coordination during the wildfire smoke. EPA announced they are proposing to retain without revision the NAAQS for sulfur oxides. Exterior building repairs and painting are complete. NACAA’s spring membership meeting was attended by Lori and NACAA was able to provide some historical information on Sections 105 and 103 grant funding.

**ACTION ITEMS:** 9:42 a.m.

**3. Consent Agenda**

- a. Approval of the May, 2018 Board Minutes
- b. Approval of Vouchers for May, 2018, numbered 10696 thru 10715 and 10717 thru 10742 with claims totaling \$47,192.92 and payroll warrants numbered 10695, 10716 and EFTs with payroll totaling \$148,544.79 – for a Grand Total of \$195,737.71

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

**4. Board Review – Letter to Congressional Officials Regarding Federal Funding – Julie**

There was no discussion or changes to the letter. Kevin Freeman moved to approve the letter as presented and Rod Higgins seconded it. Motion passed unanimously.

**5. Resolution No. 18-07 – Amending and Adopting SRCAA Purchasing & Procurement Policy – Julie**

The policy was drafted primarily from MRSC publications with recommended procurement thresholds and language. It is based on information and research conducted through MRSC by Amy. The significant changes is language that allows the executive director to make urgent or emergency purchases for unbudgeted items up to \$25,000 and this language is consistent with what is in the updated By-Laws to be presented later. There are more detailed procedures for purchasing of goods and services including public works projects and bid requirements; clearer definitions and procedures.

Rod Higgins moved to approve Resolution No. 18-07 as presented and Kevin Freeman seconded it. Motion passed unanimously.

**6. Resolution No. 18-08 – Amending SRCAA Board of Directors By-Laws – Julie**

The significant changes include information regarding purchasing items that are making emergency purchases and setting the annual meeting schedule each December and posting it to the website for the public.

Kevin Freeman moved to approve Resolution No. 18-08 as presented and Rod Higgins seconded it. Motion passed unanimously.

**7. PUBLIC HEARING: 9:46 a.m.**

- a. **Resolution No. 18-09 – Approving & Appropriating Funds for the FY18 Wood Smoke Reduction Grant – Lisa**

This is to accept the Ecology funding for the FY18 Woodsmoke Reduction Grant.

There were no public comments. Tom Brattebo moved to approve Resolution No. 18-09 as presented and Rod Higgins seconded it. Motion passed unanimously.

- b. **Resolution No. 18-10 – Adopting the Fiscal Year 2019 Budget for all Funds and Programs – Julie**

A presentation of the Fiscal Year 2019 Budget was given. The presentation consisted of the following: increase in staff by one additional full time position for AQS/Inspector I due to the Marijuana program adopted by the Board; compensation survey will be completed after the budget is

adopted and will be presented to the Board in late summer/early fall; Washington State Bill 5975 (Paid Family & Medical Leave) taking effect January 1, 2019 may impact the FY19 budget pending results of the compensation study and Board action; total estimated beginning fund balance (All Funds); total estimated revenue; total estimated appropriation (appropriation includes interfund transfers); and total estimated ending fund balance (All Funds). General fund revenue includes state and federal grants and local assessments. Cost recovery programs include the AOP Title V program, Asbestos program, registration program, NOC program and marijuana program. Expenditures consist of the general (medical benefits, COLA, current contracts, future contracts and strategic planning) and reserve accounts continue to fund all reserves at previous levels with a decrease in the Air Monitoring equipment contribution. Some discussion ensued on the reserves, the fund balance, items in the expense categories, the marijuana program and local assessments. The Board made mention of a letter to the State regarding “what about us” as far as the marijuana industry and the fees collected by the State.

There were no public comments. Kevin Freeman moved to approve Resolution No. 18-10 as presented and Rod Higgins seconded it. Motion passed unanimously.

### **NON-ACTION ITEMS:**

#### **8. Activity Reports:**

##### **a. Public Information/Education Update – Lisa Woodard**

An overview of the May activity was given. May’s update included community and school outreach events and presentations; print materials; asbestos; outdoor burning; compliance assistance program; summer air quality planning – Ozone and wildfire season; special projects; and upcoming community and school events. Some discussion ensued.

##### **b. Compliance Activity – Lori Rodriguez**

There has been a lot of outdoor burning in April and SRCAA has been doing outdoor burning surveillance and most of the fires were silvicultural. A fair number of solid fuel burning device complaints regarding the burning of garbage. Asbestos is very busy this time of the year.

##### **c. Permitting Activity – April Westby**

An overview of permits and applications received was given. There have been a lot of inquiries and meetings regarding permits and applications. Staff are also busy with the new database rebuild. Some discussion ensued.

##### **d. Air Monitoring Activity – Mark Rowe**

A brief summary of the April air quality was given. PM<sub>10</sub> and PM<sub>2.5</sub> had only one day that was above the good range. Some discussion ensued.

##### **e. SIP/Rule Making Activity – Margee Chambers**

The state motor vehicle emissions inspection program, referred to as the I/M program for inspection and maintenance (Chapter 173-422A WAC, updated in 2011), is scheduled to sunset at the end of 2019. The I/M program is a control measure for CO and O<sub>3</sub> to ensure the areas throughout WA are maintaining national health based air quality standards. The sun setting of the former non-attainment program impacts Spokane County’s CO Limited Maintenance Plan for 2015-2025, as well as several other maintenance plans in the state. In order to remove a control measure that is part of a federally approved maintenance plan, the plan must be revised; this is called a State Implementation Plan

revision, referred to as a SIP revision. Ecology's modeling shows that Spokane County's CO levels will continue to decrease, without an I/M program: The winter CO modeling shows that for Spokane County in 2019 with an I/M program will be at 75,956 kg/weekday; and the winter CO modeling shows that for Spokane County in 2040 without an I/M program will be at 29,413 kg/weekday (about a 60% decrease in CO emissions from 2019 to 2040). Also, while vehicle miles traveled continues to increase, the winter average daily vehicle miles traveled for Spokane County in 2019 is projected to be at 7,941,944. The winter average daily vehicle miles traveled for Spokane County in 2040 is projected to be at 9,533,482 (about a 45% increase over 21 years). Ecology is proposing to draft a SIP revision submittal to remove the I/M program from maintenance plan control measures and add it to the maintenance plan contingency measures, receive local air agency feedback, and then submit to EPA for a lean review. Pending EPA lean review feedback and if Ecology can move forward, Ecology will have a public comment period on the proposed SIP revision and possibly a hearing. After Ecology adopts the SIP revision they will submit the revision to EPA for the review. Then, EPA will provide a federal comment period. Barring any issues with the SIP revision, EPA will approve the SIP revision changing the I/M program from control measure to contingency measure for the Spokane County SIP.

Mark shared with the board last fall, that due to the severe 2017 wildfire season, we had multiple exceedances of the National Ambient Air Quality Standards, for PM2.5 and PM10. We are working with Ecology and EPA to exclude exceedance data because it was caused by a natural event, smoke from the wildfires. This should not count against us when determining if we are meeting the PM NAAQS.

**f. Financial Status Report – Julie Oliver**

A brief overview of the Treasurers Report and the 2018 Budget Position Totals were given. The two negative balances are related to the NOC/NOI/SEPA program are supplemented with local assessment dollars and will be adjusted accordingly at the end of the fiscal year and will zero out. The Marijuana program went into effect March 1<sup>st</sup> with costs prior to that covered by local assessment dollars and adjusted accordingly at the end of the fiscal year. As of the end of April, 85 percent of the budget year is past, 75 percent expended and when you look at expenses, revenue you are actually seeing a net operating gain in SRCAA's bottom line.

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

**10. Board Concerns** – Will there be a quorum for the July meeting? All Board Members present will be at the July meeting.

**11. Next Board Meeting** – 9:30 a.m., Thursday July 12, 2018, Spokane Regional Clean Air Agency Office at 3104 E. Augusta Ave.

**12. Adjournment** – The board meeting was adjourned at 10:45 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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JULIE OLIVER, EXECUTIVE DIRECTOR