



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

**June 4, 2020 8:00 a.m.
Spokane Clean Air Tele-Conference
at 3104 E. Augusta Ave.**

BOARD MEMBERS:

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

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Michelle Zernick, Finance & HR Sect. Mgr.

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Steve Worthington, Prothman
Ron White, WEB Properties

WORK SESSION: 8:00 a.m.

1. Steve Worthington gave an overview of the Executive Director recruitment. Discussion ensued between the Board, Steve and Julie. Commissioner French suggested a low end of \$115,000 and a high end of \$130,000 for the hiring pay scale range. The Board agreed on the pay scale range suggested.

BOARD MEETING: 8:34 a.m.

1. **Advisory Council Report** – There was no Advisory Council report; May meeting was cancelled.
2. **Executive Director's Report** –
 - The IT Support Services contract was fully executed and implementation has started.
 - The financial audit by the State Auditor's Office officially began in early May. It is being conducted remotely. The AOP portion of the financial audit has also started.
 - Installation of the necessary hardware and software to support new functionality to change from a disaster recovery system to a records management system is complete.

- The Local Records Grant Technology Tool grant reimbursement request for \$25,540 has been submitted and approved for payment.
- Fraudulent unemployment claims were filed in the names of 20% of SRCAA employees. Staff reported the fraudulent claims to ESD. Information was also provided to staff regarding filing a police report and notifying the three major credit bureaus, Federal Trade Commission, and the IRS.
- In case Spokane County is not in Phase 3 of the Safe Start Washington Plan on June 16, 2020, staff are preparing to hold the first public hearing on the proposed amendments for the New Source Review & General Regulation remotely. The second public hearing is scheduled during the July 9, 2020 board meeting. Written comments on the proposed amendments will continue to be accepted through the end of the second public hearing on July 9, 2020.
- The May 28, 2020, Advisory Council Meeting was cancelled due to the public health situation regarding the COVID-19 pandemic. In May, as in April, a memo was provided to the Advisory Council to keep them apprised of agency activities in lieu of a meeting.
- The lease agreement was finalized with Cheney Public Schools to move forward with reinstalling a monitor out on the West Plains at the Sunset Elementary School.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the May 7, 2020 Board Minutes
- b. Approval of Vouchers for May, 2020, numbered 11807 thru 11812 and 11815 thru 11830 with Claims totaling \$25,658.91 and Payroll numbered 11813, 11814 and 11831 and EFTs totaling \$166,288.66 – for a Grand Total of \$191,947.57

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

The Board Members present authorized Michelle Zernick to sign the consent agenda and any resolutions approved by them.

4. Resolution No. 20-05 – Adopting the Fiscal Year 2021 Budget for Spokane Regional Clean Air Agency for All Funds and Programs

Julie gave an overview of the differences in the Fiscal Year 2021 budget from previous years and the COLA per Commissioner French's request. Some discussion ensued between the Board on the impact of the Covid-19 virus.

There were no public comments. Kevin Freeman moved to approve Resolution No. 20-05 as presented and Rod Higgins seconded it. Motion passed unanimously.

5. Executive Session(s) (Purpose will be announced if needed.) 8:51 a.m. to 9:22 a.m.

- a. RCW 42.30.110(1)(b) & (c) – Regarding Acquisition and/or Sale of Real Estate

Al French moved the executive session to the end of the board meeting. The board went into the executive session for approximately 30 minutes at 8:51 a.m. with the Board Members, legal counsel, executive director, Bill Butler and Ron White present. The executive session was extended for 15 minutes. The Board reconvened at 9:38 a.m. No decisions were made as a result of the executive session.

NON-ACTION ITEMS:

6. **Activity Reports: May** – No report was given; the Board will review the report in the board packet. There was some discussion between the Board and Julie on asbestos inspections, complaints, etc. due to the Covid-19 virus.
7. **Public Forum** – There were no public comments.
8. **Board Concerns** – There will be a quorum for the July meeting.
Next Board Meeting – 9:30 a.m., Thursday July 9, 2020.
9. **Adjournment** – The board meeting was adjourned at 9:45 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR