



SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

March 5, 2020 8:30 a.m.
Spokane Clean Air's Conference Room
at 3104 E. Augusta Ave.

BOARD MEMBERS:

Al French, Commissioner (Chair) (Absent)
City of Spokane (Absent)
Tom Brattebo, Member at Large (VC)
Kevin Freeman, Mayor of Millwood, Small
Cities & Towns Representative
Rod Higgins, City of Spokane Valley
Karen Corkins, Alternate for Commissioner French

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Lisa Woodard, Comm./Outreach Section Mgr.
Lori Rodriguez, Compliance Section Mgr.
April Westby, PE, Air Quality Engineer
Mark Rowe, Monitoring Section Mgr.
Michelle Zernick, Finance & HR Sect. Mgr.
Margee Chambers, Rule Writer/SIP Planner
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron Edgar, Advisory Council
Ron White, WEB Properties

WORK SESSION: 9:32 a.m.

1. Margee Chambers gave a presentation of the new source review and general regulation updates. The presentation included SRCAA Regulation I and Consolidated Fee Schedule; New Source Review (NSR) / general regulation updates; Proposed Amendments; Affected Public; Article I, II, IV, V, VI and X; Consolidated Fee Schedule; and the next steps. Discussion ensued between the Board, Margee, Julie and Ron Edgar on the updates.

Karen Corkins made a motion to authorize staff to begin the comment period in May with an extended comment period with the hearing on July 9, 2020 and Rod Higgins seconded it. Motion passed unanimously.

BOARD MEETING: 10:06 a.m. – Mayor Freeman noted that item number four is an executive session per RCW 42.30.110(1)(b) & (c) – Regarding Acquisition and/or Sale of Real Estate for 15 minutes; a

second portion will be added to the executive session per RCW 42.30.110(1)(g) – Regarding Qualifications and Review of Performance of a Public Employee for 10 minutes; and so the executive session will be for approximately 25 minutes.

1. **Advisory Council Report** – Ron Edgar – The Council received a presentation on the new source review and general regulation updates. The Council Members present agreed that staff should move forward on this.
2. **Executive Director’s Report** – The agency disposed of old cell phones. The recruitment for the additional Administrative Assistant position is out and 97 applications were received. We received four proposals for the Information Technology Support Services Request for Proposals. Staff will be reviewing the proposals and discussing them with the top three selected vendors March 4-11. A new vendor was selected to host the agency website since the vendor we were using no longer offered this service as of February 28, 2020; the move to the new vendor was completed February 27, 2020. On February 11, 2020, the supervisors had a strategic planning session led by Eva Marquette at FreshVue. Our Agency received kudos from our Local Records Technology Tools grant officer for our progress on the records management grant project, the thoughtful questions we ask and our ability to focus on the important details while maintaining a big picture perspective. The bathroom fans are getting replaced and two cubicles are being rewired.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. **Consent Agenda**
 - a. Approval of the February 6, 2020 Board Minutes
 - b. Approval of Vouchers for February, 2020, numbered 11690 thru 11716 & 11718 thru 11729 with Claims totaling \$45,194.96 and Payroll numbered 11688, 11689 & 11717 and EFTs totaling \$174,827.56 – for a Grand Total of \$220,022.52

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

4. **Executive Session(s)** (Purpose will be announced if needed.) 10:08 – 10:53 a.m.
 - a. RCW 42.30.110(1)(b) & (c) – Regarding Acquisition and/or Sale of Real Estate; and
 - b. RCW 42.30.110(1)(g) – Regarding Qualifications and Review of Performance of a Public Employee

Kevin Freeman moved the Board into the executive session for approximately 25 minutes with the Board Members, legal counsel, executive director and Ron White (Ron was only present for the real estate executive session) at 10:08 a.m. until 10:33 a.m. The session was extended 5 minutes and then for another 15 minutes. The Board reconvened at 10:53 a.m. No decisions were made as a result of the executive session.

5. **PUBLIC HEARING ITEM(S):**
 - a. **Resolution No. 20-03** – Authorizing the Addition of an Administrative Assistant Position to the Agency Approved Staffing Positions and Appropriating Funds from the General Fund-Fund Balance to Fund the Position Through the End of Fiscal Year 2020.

There were no public comments. Tom Brattebo moved to approve Resolution No. 20-02 as presented and Rod Higgins seconded it. Motion passed unanimously.

NON-ACTION ITEMS:

6. Activity Reports: December, January & February

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

b. Compliance Activity – Lori Rodriguez – An overview of January compliance was given. Outdoor burning has gotten busier and weekend surveillance will begin soon. The number of complaints that were resolved in January were 15. On the NOV's that were issued, 24 were for not complying with other requirements.

c. Permitting Activity – April Westby – The last few months were lighter than in the past because in the winter the permitting activity slows. The big project at Collins Aerospace was approved in February. Keeping up to date with all the applications received and starting to see portable crushing equipment permits coming in. Staff is also busy with registration and IT items.

d. Air Monitoring Activity – Mark Rowe – A brief overview of the air quality for December and January was given. December air quality had 11 moderate and 20 good days. January air quality remained good all month.

e. Financial Status Report – Michelle Zernick – Revenues are up and part of that is attributed to the interest earned. The first and second quarter cost allocations were completed. The calculated source registration second notices went out and we are at approximately 85 percent of the registration money received. We will be asking for reimbursement soon for the records management grant. The categorical invoicing and registration will be going out next week.

7. Public Forum – There were no public comments.

8. Board Concerns – There will be a quorum for the April meeting. Kevin Freeman will be absent. A special meeting will be set for Thursday, March 12, 2020 from 10:30 to 11:30 at the offices of Sayre, Sayre and Fossum at 201 W. Northriver Dr., Suite 460.

Next Board Meeting – 9:30 a.m., Thursday April 2, 2020.

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

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR