



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

**March 4, 2021 9:30 a.m.  
Spokane Clean Air Tele-Conference  
at 3104 E. Augusta Ave.**

**BOARD MEMBERS:**

Al French, County Commissioner (Chair)  
Jim Simon, City of Spokane Representative  
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.  
April Westby, PE, Supervisory Engineer  
Lori Rodriguez, Compliance Section Mgr.  
Margee Chambers, Rule Writer/SIP Planner

**OTHERS PRESENT:**

Michelle Fossum, Legal Counsel  
Ron Edgar, Advisory Council Member

**WORK SESSION:** The work session began at 9:30 a.m.

**1. Surface Coating Updates Continued Discussion** – Margee Chambers gave a continued overview of the surface coating regulation updates and addressed Board Member questions from the February board meeting. There was some discussion between the Board, Margee and April. The Board Members directed staff to move forward with the rule making process.

**BOARD MEETING:** 9:51 a.m.

**1. Advisory Council Report** – Ron Edgar gave an overview of the advisory council meeting. Margee gave the surface coating update for the rule making and its process. The Advisory Council agreed to recommend the Board to move forward with the rule making process. There was a presentation on the cleanup that the EPA is doing at the Mead Kaiser site. There was also some discussion on a couple of the AOP permit sources and over the next few meetings, they will bring some of the new Advisory Council members up to speed on what is involved with the AOP program. Some discussion ensued between Ron and Board Members.

**2. Executive Director's Report** – The Executive Director and Staff participate in weekly project management meetings concerning the Enduris Building improvements. The project is moving along well, with minor delays due to materials. The contractor believes they are schedule to be done by Memorial Day.

Staff continues to work with Rhizome Collaborative for website improvements. The new website will be ADA compliant. Staff is beginning to migrate content to the new website design. They will provide a demonstration to the Board when available.

The Executive Director has ordered an appraisal of the office building on Augusta. Appraisal Group N.W. was the low bidder for the work at \$2,750.00 with a two-week completion target.

The Executive Director participated in an EPA Wildland Fire Research session for Western States and completed an online training course from the EPA Air Pollution Training Institute (APTI).

The Executive Director has continued with modified conditions for working at the office and at home. While encouraging working from home, increased access for those employees needing access to files and materials not available online is being accommodated. Inspections are proceeding slowly with virtual inspections.

The Executive Director participated with staff for the Indian Trail Neighborhood Council meeting for February. Staff presented an agency overview which was well received.

Discussions continue for potential sale of current offices on Augusta.

The Agency continues to experience a large increase in Public Records Requests (PRR). This has resulted in an increase of staff time to complete. Specifically email records.

Al French asked Scott about a tour of the new facility for the Board Members. All the Board Members would like a tour of the facility, but the tour can only consist of no more than two board members at a time. Discussion ensued between the Board, Scott, and legal counsel on options for a tour of the new office site.

### **ACTION ITEMS/POTENTIAL ACTION ITEMS:**

#### **3. Consent Agenda**

- a. Approval of the February 4, 2021 Board Minutes
- b. Approval of Vouchers for February, 2021, numbered 12159 thru 12167, 12170 thru 12188 and 12190 thru 12205 with Claims totaling \$38,316.46 and Payroll numbered 12168, 12169 and 12189 and EFTs totaling \$193,896.29 – for a Grand Total of \$232,212.75

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

### **PUBLIC HEARING ITEMS – 4 thru 6:**

4. **Resolution No. 21-03** – Reallocating Funds Designated in the FY-21 Budget for General Fund 001 Finance/HR Training to be used for the CTR Program – Michelle Zernick gave a brief overview of the reason for allocating these funds.

There were no public comments. Kevin Freeman moved to approve Resolution 21-03 as presented and Rod Higgins seconded it. Motion passed unanimously.

#### **5. MATTERS CONCERNING NEW FACILITY – a. thru e.:**

- a. **Resolution No. 21-04** – Appropriating Building Maintenance Reserve Funds (Fund 009) for Public Works Security Cabling Hardware and Installation for Tenant Improvement Costs at New Building

- b. **Resolution No. 21-05** – Appropriating Building Maintenance Reserve Funds (Fund 009) for Public Works IT and Workstation Cabling as Tenant Improvement Costs at New Building
- c. **Resolution No. 21-06** – Appropriating Building Maintenance Reserve Funds (Fund 009) for Public Works SCW Server Room Project and Tenant Improvement Cost at New Building
- d. **Resolution No. 21-07** – Appropriating Building Reserve Funds (Fund 009) for Public Works Tenant Improvement Costs at New Building
- e. **Resolution No. 21-08** – Appropriating Building Maintenance Reserve Account Funds (Fund 009) for Public Works Furniture Purchase for the New Building

The Board agreed to vote on all resolutions listed in a. through e. as one activity since they all have to do with matters concerning the construction of the new SRCAA facility.

There were no public comments on any of the five resolutions. Rod Higgins moved to approve Resolutions 21-04 through 21-08 as presented and Jim Simon seconded it. Motion passed unanimously.

- 6. **Resolution No. 21-09** – Authorizing a Temporary 5% Pay Increase for an Air Quality Specialist Lead from the General Fund – Scott gave an overview of the need for an Air Quality Specialist Lead position.

There were no public comments. Rod Higgins moved to approve Resolution 21-09 as presented and Tom Brattebo seconded it. Motion passed unanimously.

- 7. **Executive Session(s)** (Purpose will be announced if needed.) Per RCW 42.30.110(1)(a)(i). There was no executive session.
- 8. **Activity Reports:** January – Scott directed the Board to look over the report on their own.
- 9. **Public Forum** – There were no public comments.
- 10. **Board Concerns** – The Board stated that there will be a quorum for the April 1, 2021 board meeting.

**Next Board Meeting** – 9:30 a.m., Thursday April 1, 2021.

- 11. **Adjournment** – The board meeting was adjourned at 10:14 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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SCOTT WINDSOR, EXECUTIVE DIRECTOR