



SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

**May 7, 2020 9:30 a.m.
Spokane Clean Air Tele-Conference
at 3104 E. Augusta Ave.**

BOARD MEMBERS:

Al French, County Commissioner (Chair)
Kris Becker, 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

STAFF MEMBERS PRESENT:

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

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron White, WEB Properties
Bill Butler, WEB Properties

WORK SESSION: 9:30 a.m.

1. Julie Oliver gave an overview of the draft budget for FY-2021. The overview consisted of the budget deadline, general fund revenue, cost recovery programs, general expenditures, reserve accounts; FY-2021 ending fund balance, ending fund balance history, general fund, general fund ending balance history, civil penalties, cost allocation, indirect costs, FY-2021 indirect cost per program, and local assessments. Some discussion ensued.

BOARD MEETING:

1. **Advisory Council Report** – There was no Advisory Council report; March and April meetings were cancelled.
2. **Executive Director's Report** – Staff filed the CR102 form with proposed amendments for the New Source Review & General Regulation updates with the Code Reviser's Office. Written comments on the proposed amendments will be accepted May 1 through the end of the second public hearing on July 9, 2020. Two public hearings are scheduled. One is Tuesday, June 16 and Thursday, July 9. A

summary of the testimony provided at the Tuesday, June 16, 2020 hearing will be shared with the Board of Directors and Executive Director. Thursday, July 9, 2020, at the end of the hearing, the Board of Directors may decide whether or not to adopt the proposed amendments.

Due to the COVID-19 situation, the following occurred:

- Interviews for the additional Administrative Assistant position were postponed until further notice
- Negotiations on the IT Support Services Contract were delayed
- Financial audit by the State Auditor's Office set to begin March 26, was postponed
- March 26, 2020 and April 23, 2020 Advisory Council Meetings were cancelled
- Friday, March 20, SRCAA's daily operations were modified in response to the coronavirus pandemic
- The agency has remained operational, but the office was closed to walk-in customers
- Employees were encouraged to telework
- To support teleworking, some new IT tools including additional software and smartphones had to be acquired and deployed quickly
- Friday, March 27, remaining staff were directed to begin teleworking to the maximum extent possible and their time in the office was limited to specific activities including those that facilitate employees being able to continue to work remotely. We will continue to operate this way while the Stay Home-Stay Healthy order is in effect or the situation warrants other operational modifications.

After learning of the risk of losing the SCRWF air monitoring site after ten years, Ecology and EPA were willing to enlarge the search area for a new regulatory air monitoring site that could accommodate a longer time period. Ecology, EPA, and SRCAA agreed that Broadway may be a suitable alternative and that we should pursue expanding operations there instead of establishing a new site altogether. Central Valley School District has given tentative approval for expanding the Broadway station. Details still need to be worked out between the school and the agencies involved.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the March 5, 2020 Board Minutes
- b. Approval of Vouchers for March, 2020, numbered 11732 thru 11763 and 11765 thru 11772 with Claims totaling \$40,285.58 and Payroll numbered 11730, 11731 and 11764 and EFTs totaling \$156,879.09 – for a Grand Total of \$197,164.67
- c. Approval of Vouchers for April, 2020, numbered 11773 thru 11783, 11786 thru 11798 and 11800 thru 11806 with Claims totaling \$23,148.23 and Payroll numbered 11784, 11785 and 11799 and EFTs totaling \$172,127.77 – for a Grand Total of \$195,276.00

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 for them.

4. Resolution No. 20-03 –Authorizing Execution of an Information Technology Support Services Contract Based on Review of the Proposals Received and Re-Directing Funds from the General Fund to Pay for the Contract Services

There was no discussion. Rod Higgins moved to approve Resolution No. 20-03 and Tom Brattebo seconded it. Motion passed unanimously.

5. **Resolution No. 20-04** – Authorizing Execution of a Contract with an Employment Agency to Assist with the Recruitment of an Executive Director and Re-Directing Funds from the General Fund to Pay for the Employment Agency

There was no discussion. Kevin Freeman moved to approve Resolution No. 20-04 and Rod Higgins seconded it. Motion passed unanimously.

6. **Executive Session(s)** (Purpose will be announced if needed.) 10:18 – 11:03 a.m.
 - a. RCW 42.30.110(1)(b) & (c) – Regarding Acquisition and/or Sale of Real Estate

Al French moved the Board into the executive session for approximately 30 minutes with the Board Members, legal counsel, executive director, Bill Butler and Ron White present. Commissioner French had to leave so Kevin Freeman ran the Executive Session and remainder of the meeting. There was a 5-minute break. The session was extended 10 minutes. The Board reconvened at 11:03 a.m. No decisions were made as a result of the executive session.

NON-ACTION ITEMS:

7. **Activity Reports: February/March/April** – No reports were given; the Board will review the reports in the board packet.
8. **Public Forum** – There were no public comments.
9. **Board Concerns** – There will be a quorum for the June meeting.
Next Board Meeting – 9:30 a.m., Thursday June 4, 2020.
10. **Adjournment** – The board meeting was adjourned at 11:05 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR