



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

**November 5, 2020 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.
Derek Aubrey, Compliance Inspector

OTHERS PRESENT:

Michelle Fossum, Legal Counsel

WORK SESSION: There was no work session.

BOARD MEETING: 9:30 a.m.

1. Advisory Council Report – October – Scott Windsor did not have an advisory council report but gave a brief overview of the topics discussed. The Spokane Regional Health District is back to doing some inspections, but they are doing inspections based on getting all the information at the same time and then doing a 15-minute actual inspection on site. This is something that Scott will be looking into for Spokane Clean Air's own purposes of conducting inspections in house, using the stay safe protocols. Department of Ecology has gone to strictly virtual inspections right now; Ecology gives a heads up as far as what they need to provide for the virtual inspection.

2. Executive Director's Report – After the recent wildfire smoke event, SRCAA staff participated in an after-action Wildfire Coordination Group meeting with multiple agencies. Agency efforts this season have been supplied in the board packet.

Twenty companies submitted proposals for the agency website re-design. Fifteen were determined to be responsive. Staff selection committee reviewed and selected the Rhizome Collaborative as the winning proposal. The contract was issued and was within budget, work will begin soon.

Design and planning for the new facility has been completed. The architect has submitted the design for permitting purposes.

Scott has had a chance to meet all staff in person one-on-one and has a good understanding of the structure and roles established in the Agency. The Staff has a vast experience and expertise and have assisted the transition greatly. Julie's assistance and organization needs to be noted. She has done an exceptional job during her time here that should be acknowledged.

We did revoke an exemption permit for a marijuana production facility, and they had an exemption for a certain sized operation, they have extended on that size so we have gone ahead and revoked that permit.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the October 1, 2020 Board Minutes
- b. Approval of Vouchers for October, 2020, numbered 12000 thru 12028, 12030 thru 12042 with Claims totaling \$35,694.65 and Payroll numbered 11998, 11999 and 12029 and EFTs totaling \$205,104.97 – for a Grand Total of \$240,799.62

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

NON-ACTION ITEMS:

4. Executive Session(s) (Purpose will be announced if needed.) Per RCW 42.30.110(1)(a)(i). There was no executive session.

5. Activity Reports: September – Scott Windsor stated that Spokane Clean Air has three openings for the Advisory Council, and we will be advertising for those positions. Tom's term expires December 31, 2020, he has expressed the willingness to continue, but that is up to the Board of Commissioners to make that decision.

6. Public Forum – There were no public comments.

7. Board Concerns – The Board stated that it is okay for Michelle to sign on behalf of the Board Members.

Next Board Meeting – 9:30 a.m., Thursday December 3, 2020.

8. Adjournment – The board meeting was adjourned at 9:40 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR