



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

**November 7, 2019 9:30 a.m.  
Spokane Clean Air's Conference Room  
at 3104 E. Augusta Ave.**

**BOARD MEMBERS:**

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

**STAFF MEMBERS PRESENT:**

Julie Oliver, Executive Director  
Lisa Woodard, Comm./Outreach Section Manager  
Lori Rodriguez, Compliance Section Manager  
April Westby, PE, Supervisory Engineer  
Mark Rowe, Monitoring Section Manager  
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

**WORK SESSION:** There was no work session.

**BOARD MEETING:** 9:33 a.m.

- 1. Advisory Council Report** – Ron Edgar – The Advisory Council was brought up to date on the director's report and the main part of the meeting was discussing and going over the staffing analysis. There were no recommendations at this time from the Advisory Council. November and December's advisory council meetings will be combined and held on December 12, 2019. The Member at Large position is up for renewal.
- 2. Executive Director's Report** – Julie attended the fall National Association of Clean Air Agencies (NACAA) meeting; October 29<sup>th</sup> MRSC had a Purchasing and Contracting Essentials training in Spokane that Michelle Zernick and Julie attended; there was a post-wildfire smoke season meeting with partner agencies on October 7<sup>th</sup> and there were discussions on what worked well and what we want to continue to work on for the next season; Ecology's Air Quality Program Leadership Team has begun touring various facilities as part of their regular team meetings. In October, they met in Spokane and toured the Waste-to-Energy facility located in our jurisdiction. April Westby was invited to their meeting and discussed the air pollution control equipment and permitting history of the facility; we have completed the selection process that the small city selection committee has to follow per state law for selecting and appointing the small cities and towns representative for the next four year term. There were two nominations and the selection committee reappointed Kevin Freeman; December 4<sup>th</sup> Julie will meet with the Deer Park City Council to give a presentation on who SRCAA is and what SRCAA does;

EPA monitoring staff are coming over to tour SRCAA's air monitoring sites later this month and have discussions regarding funding, etc.; and SRCAA's website was down Wednesday because of the hosting service.

**ACTION ITEMS/POTENTIAL ACTION ITEMS:**

**3. Consent Agenda**

- a. Approval of the October 3, 2019 Board Minutes
- b. Approval of Vouchers for October, 2019, numbered 11505 thru 11524 & 11526 thru 11546 with claims totaling \$32,233.85 and payroll numbered 11503, 11504 & 11525 and EFTs totaling \$171,179.06 – for a Grand Total of \$203,412.91

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

**4. Executive Session(s)** (Purpose will be announced if additional sessions are needed.) – The Board Members, Julie Oliver, Michelle Fossum (Legal Counsel), and Bill Butler and Ron White (only in the executive session for the acquisition and/or sale of real estate portion) went into executive session regarding acquisition and/or sale of real estate; performance of a public employee and potential litigation; and enforcement actions and potential litigation at 9:40 a.m. for 35 minutes (the session was extended two times for 20- and 5-minute intervals). The board meeting reconvened at 10:40 a.m. from the executive session and was brought to order at 10:45 a.m. by the Board Chair. No action was taken.

**5. PUBLIC HEARING ITEMS – 10:45 a.m.**

- a. **Resolution No. 19-15** – Appropriating Additional Building Reserve Funds for Investment Grade Audit and Property Condition Assessment
- b. **Resolution No. 19-16** – Appropriating Additional Building Reserve Funds for Crack Seal and Pavement Repairs – Some discussion ensued between Julie and the Board.

Rod Higgins moved to defer Resolution Nos. 19-15 and 19-16 to the December 5, 2019 board meeting and Tom Brattebo seconded it. Motion passed unanimously.

**NON-ACTION ITEMS:**

**6. Activity Reports:** All reports were deferred to the December 5, 2019 board meeting.

**7. Public Forum** – There were no public comments.

**8. Board Concerns** – There will be a quorum for the December meeting. Board Members are to bring their 2020 schedules to the December 5, 2019 meeting.

**Next Board Meeting** – 9:30 a.m., Thursday December 5, 2019.

**9. Adjournment** – The board meeting was adjourned at 10:48 a.m.

---

COMMISSIONER AL FRENCH, CHAIR

---

JULIE OLIVER, EXECUTIVE DIRECTOR