



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

**October 1, 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
Julie Oliver, Current Executive Director
Michelle Zernick, Finance & HR Section Mgr.

OTHERS PRESENT:

Michelle Fossum, Legal Counsel

WORK SESSION: 9:31 a.m.

1. Annual Open Public Meetings Act and Public Records Act Training

Michelle Fossum, legal counsel, gave an updated overview of the Open Public Meetings Act and the Public Records Act with slides for viewing by the Board and Staff present. Some discussion ensued.

BOARD MEETING: 10:03 a.m.

1. Advisory Council Report – September – Scott Windsor stated he gave his work history and background to the Advisory Council and that was the extent of the meeting.

2. Executive Director's Report – Julie stated that during the recent wildfire smoke impacts, SRCAA staff participated in multiple Wildfire Coordination Group meetings with SRHD, Spokane County Emergency Management, National Weather Service and other partner organizations. Twenty companies submitted proposals for the agency RFP website re-design and staff are still reviewing the proposals. During the ongoing audit, coding errors were identified for the past several years when we had frequent staff turnover in the Finance and HR position. The errors were consistent during those years and corrections have been made. The Auditor's Office has decided to issue a formal finding at the conclusion of the audit because it went on for multiple years, it has been corrected and documented. They are hoping to wrap up the audit by the end of October.

Scott stated he is excited to be at SRCAA. He attended the Washington Air Quality Managers and September Advisory Council meetings. Design layout of the new facility was completed, and design

development is underway including specifying power and data requirements, updating cost estimates, etc. He visited the site with staff to meet the architect and property owner.

Commissioner French thanked the Agency for all the work they did during the wildfire smoke impact.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the September 3, 2020 Board Minutes
- b. Approval of Vouchers for September, 2020, numbered 11959 thru 11968, 11971 thru 11987 and 11989 thru 11997 with Claims totaling \$43,174.72 and Payroll numbered 11969, 11970 and 11988 and EFTs totaling \$193,227.99 – for a Grand Total of \$236,402.71

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

4. Resolution No. 20-13 – Amending SRCAA Board of Director’s By-Laws

Julie Oliver and Scott Windsor gave an overview of the proposed amendments to the Board By-Laws. Julie gave an update on a bill that was passed by the Legislature this past legislative session. The Legislature passed a bill to reorganize all the laws related to environmental health without making any policy changes; this recodified all of Title 70. The rule updates we just passed that internally reference the state Clean Air Act will need updated along with all other documents that reference the Clean Air Act statutes. When the Legislature passed the bill, they encouraged state agencies, local air authorities, local boards of health, other governments, etc. to update their rules by 2025. Scott and Julie have been working with staff on a plan to tackle the updates to documents, website, rules, etc. in groups. Julie recommended that the references to the statutes within the By-Laws be updated as part of the next set of updates since these updates were already drafted and the agency has time to update these references.

There was no discussion from the Board.

Rod Higgins moved to approve Resolution No. 20-13 as presented and Tom Brattebo seconded it. Motion passed unanimously.

The Board approved Michelle Zernick to sign all the documents associated with the consent agenda and resolutions on behalf of all the Board Members.

NON-ACTION ITEM(S):

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

6. Activity Reports: August – The Board Members will read this document in their board packet. Julie wanted to note that before the wildfire season and before the wildfire smoke really kicked in and hit us hard, our Communication and Education Outreach folks developed some videos including some that were not necessarily branded so that other agencies can use those. They are out on social media and added to our wildfire smoke web page. The Forest Service also posted the videos to their online Smoke Ready materials. We also co-produced some interview format videos with SHRD and State Health on current wildfire smoke health and indoor air quality that were used during the smoke event. The woodstove changeout grant consisted of more woodstove change outs completed and invoiced. There are another 33 vouchers still out and once those vouchers have been redeemed, we will know if or how many more there are to issue. Staff started a list of people that are interested if or when more funds become available.

Mark pulled a few air quality numbers together for September and there were seven exceedances of the health-based standard. All the exceedances that we have had to date this year occurred in September. There were two days in the unhealthy category, one day in the very unhealthy and four in the hazardous for the AQI.

On the financial, Michelle Zernick added some notes at the bottom of the financial report for the Board to read. It looks as if SRCAA spent 47 percent of the budget in the first two months, and some of those expenses that make it look so large are the interfund transfers to the reserve accounts, the annual insurance premium, audit fees, some large expenses that get paid early in the year. When you look at the Treasurer's Report, it looks as if general fund is negative and that has to do with the timing of the grant reimbursements and other revenues received and the interfund transfers that were completed. The local assessment billings will be mailed out next week, annual AOP billing starts in with a negative balance because of the timing of invoices. Registration revenue will start coming in after the first of the year. Some of that is a timing thing and Michelle has some notes at the end to help explain these things. Some discussion ensued between the Board and Julie regarding accounting adjustments that were made to reflect the move of the office and the transfer of funds into reserve accounts that happens at the beginning of every fiscal year.

Commissioner French asked if in terms of workflow, is the volume of applications and stuff this year commensurate with what we did see last year; are we on pace for the same kind of volume of construction and permit applications and things like that? Julie stated that we're not seeing any drop offs. On page four of the activity report, in August we received three NOCs, approved two NOCs, received paving waiver requests, there are still a lot of NOIs for asbestos, and the AOP staff are still trying to get those handled.

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

8. **Board Concerns** – There were no concerns.

Next Board Meeting – 9:30 a.m., Thursday November 5, 2020.

9. **Adjournment** – The board meeting was adjourned at 10:27 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR