



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

**October 3, 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
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.
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Ron Edgar, Advisory Council
Debra Bisenius, Advisory Council

WORK SESSION: The work session was called to order at 9:31 a.m.

1. Staffing Analysis – Long-Term and Current

Julie gave an overview of the current and long-term staffing analysis. The analysis included staff turnover, database replacement, public records requests, strategic planning, public works contracting needs and requirements, level of construction in Spokane County and section or work area specific impacts. Section or work area specific issues include: Engineering and IT Sections: Air Operating Permits (AOPs), Database/IT systems, subject matter expert (SME), and emissions inventory; Monitoring Section: monitoring sites; Finance and HR Sections: administrative support, purchasing and procurement associated with building maintenance, staff recruitment, and update personnel handbook; Compliance Section: source inspections, asbestos workload, SME, and NOV's issued; Communications and Outreach Section: administrative support; Regulations, SIPs, and Fee Schedule: regulations, SIPs, and fee schedule; and Work Area Specific Pressures: registration program, records management and working managers. Discussion ensued between the Board and Julie.

BOARD MEETING: 10:03 a.m.

1. Advisory Council Report – Ron Edgar – The Advisory Council was updated by Julie on what was going on with the agency. Deirdre gave an overview of what the asbestos program involves.

2. Executive Director's Report – This month when staff were unable to fix a plumbing problem, we had to hire a plumber. When resetting the toilet (the two toilets here need reset periodically due to the floor being unlevel and the shims working their way out), the plumber discovered the flange was rusted. There was not enough left to insert a repair part and he had to drill into the concrete slab below the tile in order to bolt the toilet in place. According to the plumber the next time the toilet needs reset part of the tile floor and underlying concrete slab will need jackhammered out and soil dug out in order to cut out the rusted flange and replace it. The concrete will need replaced and flooring material patched/replaced. All of this is subject to public works contracting processes and prevailing wages.

The realtor and I looked at some available properties that may better meet the agency's current and future needs. The properties included unfinished office space, space needing extensive renovations, and nearly move-in ready for the agency. Before proceeding we will need direction from the Board.

On September 10, a person came in and used our phone to call 911 to report a bomb. The bomb was allegedly on a truck going down the road headed for downtown. The following day the person was back and vandalized an employee's vehicle. This occurred about 5:15 pm and two minutes before I walked out of the building. We have been working with SPD. Staff have been informed that they are not to interact or engage with the person and if the person is seen on or approaching the property to call 911, let the police know we have reported the person previously for vandalism, and will him trespassed. We have spoken with other businesses in the area and the community college and they, too, have been having issues with the person.

The nomination process for the Small Cities and Towns Representative for air pollution control authorities was completed and ballots mailed to the City Selection Committee. Ballots must be returned no later than October 31, 2019.

The IT Network and Security Assessment results were presented. Some issues were identified. We've addressed some and have a plan to address the remaining issues.

We are working with the records management software vendor to create new processes for the system to meet the users' needs and utilize the new functionality of the new and updated software.

At the September Board meeting I mentioned that the East Central Community Center was not going to work as the replacement for the Augusta monitoring site. Since then Mark and I have had additional conversations with EPA and Ecology regarding a suitable site. The three agencies are again looking at the Spokane County Regional Water Reclamation Facility as a replacement monitoring site.

We did have a possible exposure of employees to whooping cough, so we allowed employees to go get tested.

Also, we had a prowling incident where someone was going through the parking lot during the day prowling employee's vehicles.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

- 3. Consent Agenda**
 - a.** Approval of the September 5, 2019 Board Minutes

- b. Approval of Vouchers for September, 2019, numbered 11463 thru 11480 and 11482 thru 11502 with claims totaling \$21,088.92 and payroll numbered 11461, 11462 and 11481 and EFTs totaling \$170,394.64 – for a Grand Total of \$191,483.56

Rod Higgins moved to approve the consent agenda as presented and Kevin Freeman 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), Bill Butler and Ron White went into executive session for the purpose of discussion on real estate where items might affect the price, at 10:05 a.m. for 45 minutes (the session was extended three times for 15-, 10- and 5-minute intervals). The board meeting reconvened at 10:20 a.m. from the executive session and was brought to order at 10:24 a.m. by the Board Chair.

- a. **Executive Session – RCW 42.30.110(1)(b) & (c)** – Regarding Acquisition and/or Sale of Real Estate – No decisions were made as a result of the executive session. No decision was made in the executive session.

5. **PUBLIC HEARING ITEMS – 10:25 a.m.**

- a. **Resolution No. 19-15** – Appropriating Additional Building Reserve Funds for Investment Grade Audit and Property Condition Assessment

Kevin Freeman moved to defer Resolution No. 19-15 to the November 7, 2019 board meeting and Rod Higgins seconded it. Motion Passed unanimously.

- 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 No. 19-16 to the November 7, 2019 board meeting and Tom Brattebo seconded it. Motion Passed unanimously.

NON-ACTION ITEMS:

- 6. **Activity Reports:** All reports were deferred to the November 7, 2019 board meeting.
- 7. **Public Forum** – There were no public comments.
- 8. **Board Concerns** – There will be a quorum for the November meeting.
Next Board Meeting – 9:30 a.m., Thursday November 7, 2019.
- 9. **Adjournment** – The board meeting was adjourned at 11:27 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR