



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

**February 4, 2021 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.
April Westby, PE, Supervisory Engineer
Lisa Woodard, Comm./Outreach Section Mgr.
Joe Southwell, PE, Air Quality Engineer
Margee Chambers, Rule Writer/SIP Planner

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Lloyd Campbell
Ron Edgar, Advisory Council Member

WORK SESSION: The work session began at 9:30 a.m.

- 1. 2021 Clean Air Award** – Scott Windsor gave an overview of the clean air award to Aslin Finch.
- 2. Surface Coating Regulation Updates** – Scott Windsor and Margee Chambers gave a brief overview of the surface coating regulation updates. The intent of the surface coating regulation update is to improve the 25-year old regulation to reflect technological and regulatory developments, to clarify requirements, to continue the process of separating this large source category into two smaller categories (motor vehicle/motor vehicle component and general), and to add de minimis levels that provide regulatory relief for smaller operation by exempting from registration, permitting, and enclosure requirements, depending on the type of surface coating operation and the potential to emit (PTE). Discussion ensued between the Board, Margee and April. The Board would like staff to move forward with a draft and bring it back to the March board meeting for approval to move forward with the rule making process.

BOARD MEETING: 10:04 a.m.

1. Advisory Council Report – Ron Edgar gave a brief overview of the Advisory Council report. The Advisory Council was given the same presentation on the surface coating regulation updates. There was no direction given for the regulation updates, but the Advisory Council was happy with the way the rules were being changed. The three new members of the Advisory Council were present.

2. Executive Director's Report – Scott Windsor

The Executive Director and Staff participated in the kick-off for the Enduris Building improvements. The selected contractor needs to be finished by July 1st. The contractor believes they will be done by Memorial Day.

The Executive Director had to decide on a security system last weekend because it was crucial to keep the project moving forward. The cost for that was just under \$15,000 and that should have come before the Board, but this was done to keep the timeline. Commissioner French was contacted, and he told Scott to go ahead because the delays on the wiring would have added to the cost of the project. Rod Higgins moved to approve the action as taken and Kevin Freeman seconded it. Motion passed unanimously.

Staff continues to work with Rhizome Collaborative for website improvements. The new website will be ADA compliant. Staff is beginning to migrate content to the new website design.

The Executive Director has obtained three bids for the appraisal of the current office building as directed. Tom Brattebo moved to accept the low bid and move forward with the appraisal and Kevin Freeman seconded it. Motion passed unanimously.

The Executive Director does have a contract with SCW, they handle the IT services currently, and he needs approval to get them working on developing the security, cabling for the IT; the actual hookup for all the wiring that is being installed now. That contract comes to \$13,239. Rod Higgins moved to approve the contract and Jim Simon seconded it. Some discussion ensued. Motion passed unanimously.

The Advisory Council met on January 28th. They were presented with the same workshop item (Surface Coatings) that you just were. We will incorporate suggestions and comments. The Advisory Council is now fully populated.

The Executive Director has continued with modified conditions for working at the office and at home. While encouraging working from home, increased access for those employees needing access to files and materials not available online is being accommodated. Inspections are proceeding slowly with virtual inspections.

All billing for Spokane County's registered sources were calculated and billed for. Revenue is coming in slowly with some returned billings. The Executive Director is beginning to obtain input from staff concerning development of the annual budget.

The Agency has experienced a rather large increase in Public Records Requests (PRR). This has resulted in an increase of staff time to complete. Specifically email records. Some discussion ensued.

The Executive Director wanted to suggest creating an inspector lead position out of one of the existing six inspector positions and bring it to the next board meeting for discussion.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the January 14, 2021 Board Minutes
- b. Approval of Vouchers for January, 2021, numbered 12128 thru 12145 & 12147 thru 12158 with Claims totaling \$57,541.61 and Payroll numbered 12126, 12127 and 12146 and EFTs totaling \$202,953.57 – for a Grand Total of \$260,495.18

Kevin Freeman moved to approve the Consent Agenda as presented and Jim Simon 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:** December – Scott Windsor directed the board to look over the budget and he gave a brief overview of the budget position.
- 6. **Public Forum** – There were no public comments.
- 7. **Board Concerns** – The Board stated that there will be a quorum for the March 4, 2021 board meeting.

Next Board Meeting – 9:30 a.m., Thursday March 4, 2021.

- 8. **Adjournment** – The board meeting was adjourned at 10:19 a.m.

Michelle Zernick for Al French
Phone Authorization 3-4-21
COMMISSIONER AL FRENCH, CHAIR

Scott K. Windsor 3/9/2021
SCOTT WINDSOR, EXECUTIVE DIRECTOR