

Spokane Regional Clean Air Agency

Advisory Council Minutes

September 24, 2020

Members Present:

Raymond Byrne, Public Health
Ron Edgar, Chemistry
Jana McDonald, Air Pollution Control
Bud Leber, Industry
Tony Masiello, Member at Large
Hal Ophus, Business Community
Doug Bleeker, Fire Protection

Staff Present:

Julie Oliver, Outgoing Executive Director
Scott Windsor,
Incoming Executive Director
Amber Ellis, Administrative Assistant

The meeting was called to order at 8:05 a.m.

1. Permission to sign Advisory Council Minutes

Julie requested permission for Amber to sign the July Advisory Council Minutes since the meeting was being held virtually. Permission granted by Advisory Council Chair Ray Byrne

2. Introductions

Advisory Council members and staff introduced themselves.

3. Approval of the July 23, 2020 Minutes

Ron motioned to accept the July 23, 2020 minutes and Jana seconded the motion. Minutes approved.

4. Follow-up to August and September SRCAA Board of Directors Meetings – Julie

Board had discussions on the move budget and office relocation funding and expenses. An electrical outlet went bad causing the sprinkler system to not work. The electrical outlet has been repaired and the lawn is recovering. Interviews for the additional Administrative Assistant were held July 23 and 24. The new Administrative Assistant, Calie Maki, started on August 17, 2020. We received an additional \$3,938 under our Clean Air Act Section 103 Grant for FY2020. Since the test fit with Enduris was completed, space planning for the new facility is underway with Enduris and their architect. Design layout was completed. The next step will involve design development which includes location of outlets, cabinetry, built-ins, and much more. Lease was approved and Julie was authorized to sign. We need to update the By-Laws on the

expiration dates for the Board members. The Board would like to keep the board schedule for the first Thursday of the month the same with exception to some of the months where there may be holidays, etc. There was a fire on the vacant lot across from the office. Fire department responded quickly, no one was injured and no property damage. The Board updated the credit card policy.

In September, The Board acted on the two resolutions that Julie had previously put forward, regarding shifting funds to help pay for the construction of, furniture for, and move to the new office location. The Board approved the contract of Scott Windsor for the Executive Director position. Julie gave an overview of Spokane Clean Air's audit. Auditor's will be issuing a finding, due to some coding issues for previous years.

5. Open discussion and Executive Director transition plan

Scott started on September 21, 2020 and Julie will be staying on until the end of October to help with the transition.

Scott gave the Advisory Council an overview of his education and work history.

Julie has transitioned the new build and relocation duties and decision making to Scott.

He was introduced to the Air Directors from across the state. They have been working together on the Board Agenda for October. Julie is updating Scott on the issues the Agency will be facing in the next five years and an overview of the tasks that need to be done at certain times of the year

6. Advisory Council Comments/Concerns and Next Month's Meeting

Ron had questions regarding inspections and permitting during Covid-19. Julie explained how the Inspectors had been using this time for outdoor visual inspections and projects that have been on the backburner for a while. With the weather turning colder we are looking for new ways to complete inspections, including possibly remote inspections. Discussion ensued.

Tony had questions regarding air monitoring numbers (AQI/WAQA) by SRCAA and Washington State Department of Ecology. Discussion ensued

The meeting adjourned at 8:41 a.m.

Motion to adjourn by Hal, seconded by Jana. Meeting adjourned.

The next Advisory Council Meeting is scheduled October 22, 2020 at Spokane Regional Clean Air Agency's office located at 3104 E Augusta Ave.

Advisory Council Member

Julie Oliver, Executive Director