



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

**September 5, 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.
Margee Chambers, Rule Writer/SIP Planner
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Kristina Montanez, Legal Counsel
Boone Birdsell, McKinstry

WORK SESSION: The work session was called to order at 9:33 a.m.

1. Draft Records Management Policy

Margee Chambers gave an overview of the draft records management policy and the benefits of having a policy. Discussion ensued between the Board of Directors, Margee and Julie.

2. Investment Grade Audit/Property Condition Assessment Update

Julie Oliver gave an overview of the investment grade audit/property condition assessment. The overview included focus and outcome of study, scope of work, requested information, timeline and milestones, cost effectiveness criteria, and fee billing. Discussion ensued between the Board of Directors, Boone and Julie regarding the Facility Condition Assessment, the Energy Services Proposal, and the costs involved.

BOARD MEETING: 10:03 a.m.

- 1. Advisory Council Report** – The Advisory Council was given an update on the CO SIP emission check and VERP programs; an overview of the draft records management policy; and an overview of the Augusta and West Plains monitoring sites.

2. Executive Director's Report – The new vehicle in the 2020 budget has been purchased and put in use. A 2005 Escape with over 100,000 miles was sold and proceeds from the sale were be deposited into the Vehicle Reserve account. The vehicle was sold via sealed bid and the sale price was \$3,523.10.

Commissioner French and I met to discuss identifying a real estate agency with the applicable commercial real estate experience to assist with providing an estimate of market value of our property, look at opportunities to fix issues and stay where we are at, and look for other properties on the market that may better meet the agency's current and future needs. Bill Butler and Ron White with WEB Properties has agreed to work with the agency.

On July 15 we hosted a one-hour informational session about air quality monitoring for City Councilman Breean Beggs. Two representatives from the Spokane Regional Health District also attended --Dr Lutz, Health Officer and Julie Awbrey, Program Manager.

A guest op-ed piece titled "Take steps to protect yourself from wildfire smoke" appeared in the Spokesman Review on Sunday, July 14. The piece was submitted by Dr. Lutz, and included attributions to Julie Oliver and Dr. Sam Joseph, a retired pulmonologist and critical care physician. The second wildfire smoke season local coordination meeting was held at Spokane Clean Air's office. We discussed a mechanism and key participants, for a "group call" to be initiated should wildfire smoke reach or be forecasted to reach very unhealthy/hazardous levels.

Several staff participated in MRSC's webinar "Building Trust in Government through Plain Language."

Ecology's Air Quality Program is awarding the agency \$190,000 in grant funds to help Spokane County residents replace older, high polluting, uncertified woodstoves with cleaner burning woodstoves, pellet stoves, gas stoves, or mini-split, ductless heat pumps.

Local health jurisdictions in Washington State have expressed interest in using low-cost air quality sensors to help inform public health actions during wildfire events. The Washington State Department of Health (DOH) received a grant to purchase a small number of low-cost sensors to evaluate their usefulness in providing on-site measurement of particulate matter for this purpose. The goal is to evaluate the use of the equipment in school settings to learn more about what it takes to operate such a system. Lessons learned will be incorporated into a guidance document on communities using low-cost air sensors being prepared by DOH's Air Sensor Work Group, which is a part of a Wildfire Smoke Impacts Advisory Group being led by DOH. DOH, Spokane Regional Health District, and NorthEast Washington Education Service District 101 are partnering to participate in the project. SRCAA's involvement in the approximately one-week project includes: Siting (and un-siting) the outdoor sensors at two schools; monitoring indoor and outdoor sensors daily to ensure they are operating (via website); and troubleshooting if the indoor or outdoor sensors are down.

In 2017, the Legislature changed the appointment process for the Small Cities and Towns Representative for air pollution control authorities. Previously the county auditor conducted the appointment process via an election by the City Selection Committee consisting of the mayors of each incorporated cities and towns, except for the two largest cities which have already designated appointees. RCW 70.94.120 now specifies that the appointment process be conducted by the air pollution control authority. I have already begun the process to fill the four-year term which starts January 1, 2020 and ends December 31, 2023.

Last winter was particularly hard on the crack sealing in our parking lot. I put some funds in the FY2020 budget to repair the crack seals and some pavement needing additional repairs. The bids came in above the estimated cost and an additional appropriation will be needed to do the work.

We commissioned local artist, Chis Bovey, to design a vintage poster commemorating our 50th year. To research his design concept, he toured the air quality monitoring site at Turnbull.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda

- a. Approval of the July 11, 2019 Board Minutes
- b. Approval of Vouchers for July, 2019, numbered 11393 thru 11400, 11403 and 11408 thru 11413 with claims totaling \$22,416.78 and payroll numbered 11374, 11375, 11405 and EFTs totaling \$167,879.51 – for a Grand Total of \$190,296.29
- c. Approval of Vouchers for August, 2019, numbered 11414 thru 11424, 11427 thru 11434 and 11436 thru 11460 with claims totaling \$59,354.92 and payroll numbered 11425, 11426, 11435 and EFTs totaling \$174,579.03 – for a Grand Total of \$233,933.95

Tom Brattebo moved to approve the consent agenda with the amendment made to the correct spelling of his last name and Rod Higgins seconded it. Motion passed unanimously.

4. Resolution No. 19-12 – Adopting a Records Management Policy for the Agency

Rod Higgins moved to approve Resolution No. 19-12 as presented and Kevin Freeman seconded it. Motion passed unanimously.

5. Executive Session(s) (Purpose will be announced if additional sessions are needed.) – The Board Members, Julie Oliver and Kristina Montanez, Legal Counsel went into executive session at 10:18 a.m. for five minutes (the session was extended four times in five-minute intervals). The board meeting reconvened at 10:43 a.m. from the executive session

- 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.

6. PUBLIC HEARING ITEMS – 10:43 a.m.

- a. **Resolution No. 19-13** – Approving the Budget for a State Funded Woodsmoke Reduction Grant for FY2020 and FY2021 and Amending the FY2020 Budget – Lisa gave an over view of the grant of which 5 percent will be spent on publicity, 15 percent on administration and 80 percent will be spent on replacing old stoves.

There were no public comments. Kevin Freeman moved to approve Resolution No. 19-13 as presented and Rod Higgins seconded it. Motion passed unanimously.

- b. **Resolution No. 19-14** – Approving the Budget for a State Funded Local Records Grant Program for FY2020 and Amending the FY2020 Budget – This is a grant to allow for purchase and installation of necessary hardware and software to support new functionality to move from the disaster recovery system to a management records system and this will also serve as disaster recovery.

There were no public comments. Rod Higgins moved to approve Resolution No. 19-14 as presented and Tom Brattebo seconded it. Motion passed unanimously.

c. 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 October 3, 2019 board meeting and Rod Higgins seconded it. Motion Passed unanimously.

d. Resolution No. 19-16 – Appropriating Additional Building Reserve Funds for Crack Seal and Pavement Repairs

Kevin Freeman moved to defer Resolution No. 19-16 to the October 3, 2019 board meeting and Rod Higgins seconded it. Motion Passed unanimously.

NON-ACTION ITEMS:

7. Activity Reports:

a. Public Information/Education Update – Lisa Woodard – Overviews of the July and August communications and education activity were given on the following: Community events/school programs/presentations; print/online materials/media; ongoing/special projects; and upcoming events. Some discussion ensued.

b. Compliance Activity – Lori Rodriguez – July was a dust and outdoor burning month. Dust complaints were up a bit and there were 15 odor complaints with four of those being marijuana related from the same facility and many other complaints of odor from a solid waste hauler in the valley. One appeal was filed and settled and there are a couple of other appeals that have come and gone. We have run into our first and possibly our second cannabis facility operating without an exemption.

c. Permitting Activity – April Westby – There weren't many new applications received lately, but it is towards the end of construction season and staff is still catching up from April and May. The Goodrich/Collins Aerospace permit is almost finished. The new database is being delivered next week and we will be switching over soon. We did contract and have a network assessment done by an outside firm. It is kind of a network audit and security assessment which was recommended so that when we switch over to our new server with this grant and there are any other things that need done at the same time, we can make sure to make those changes. We will know those results next week also.

d. Air Monitoring Activity – Mark Rowe – A brief overview of the air quality for June and July were given. The first smoke was from Canada and the fire in Grant County this year which showed on June 4th for three hours and then the smoke was gone. PM_{2.5} for the individual monitoring stations were up a little bit and the Colbert station registered the highest. Ozone was highest at the Greenbluff station and was the predominant pollutant in July.

e. Financial Status Report – Michelle Zernick – On the budget position totals, we will have a few adjustments to the beginning balances; a bit of a learning curve entering the new budget and one or two items were entered in one area but didn't get entered into the second area, and the balance will be affected. The Treasurer's report for July shows the purchase of the new car. September was coming to the end of the source registrations due date and approximately 35 are unpaid. We will be working with Lori to start enforcement on some of the unpaid registrations. The Board stated that if you look at the revenue budgeted for 2019 and 2020, there is about a \$500,000 differential between the two reports. Julie replied that some of the difference is the contract for the Gravis Tech build, it is no longer in there, it has been spent out. The Board added that this is on the revenue budget not the expense budget. Julie stated that we are still building and further decreasing the grant revenues. Michelle replied that we budgeted for a reduction in some of the grant funding coming in, but exactly what that \$500,000 is, she would have to pull the notes from the prior budget. The Board is interested in seeing that for next month to be able to track where, this report is about a quarter of a million out of the general

fund in terms of differential and stuff and they are assuming the other quarter of a million has got to be scattered amongst other line items. They would like to know which line items those are that were impacted the most and the source registration has got movement in it, is that fewer registrants, and why would there be a differential in the revenue there. Check a couple of those line items and let the Board know where the difference is. Michelle stated she would get the answers for the Board and give them some more detail on what those differences are. Looking at the 2019 budget totals, the general fund is a little over spent and part of that is the wood stove and education enforcement did not get broken out, it is still in the general fund and that was happening during the change of Michelle's transition when prior HR staff left, so somewhere in there, it didn't get pulled out of the general fund and that was about \$10,000. The building capital reserve is underspent due to the A&E contract for the interior work not being completed. Source registration and line item 135 are down due to staffing time allocations. There was 37 percent for marijuana that was non-recoverable, which came to about \$63,000.

8. **Public Forum** – There were no public comments.
9. **Board Concerns** – There will be a quorum for the October meeting.
Next Board Meeting – 9:30 a.m., Thursday October 3, 2019.
10. **Adjournment** – The board meeting was adjourned at 11:11 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR