



1610 S. Technology Blvd., Suite 101
Spokane, WA 99224

SpokaneCleanAir.org

SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

**September 2, 2021 9:30 a.m.
Spokane Clean Air Tele-Conference**

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
Lori Rodriguez, Compliance Section Manager
Mary Kataoka, Administrative Assistant

OTHERS PRESENT:

Michelle Fossum, Legal Counsel
Laura Black, Sayer, Sayer & Fossum
Ron Edgar, Advisory Council Member

WORK SESSION: 9:30 a.m.

- 1. Employee Service Acknowledgement** – Scott presented April Westby with a certificate signed by the board acknowledging April's 25 years of service to the Agency.
- 2. Recent 2021 Wildfire Smoke Related Exceedances in Spokane County** – Scott went over the wildfire smoke related exceedances for the past couple of months and the air monitoring sites and what they monitor. There were three ozone and seven PM_{2.5} exceedances.
- 3. Marijuana Program Costs Overview** – Scott gave an overview of financials for Categorical Emissions (MJ Program), their Tiers for that program, and revenues and expenses. Some discussion ensued between the Board and Scott on the program costs.

BOARD MEETING: 9:50 a.m.

- 1. Advisory Council Report** – Ron Edgar gave a brief overview. The meeting consisted of overviews on the wildfire smoke and prior years, and the Marijuana Program. Some discussion ensued.

2. Executive Director's Report – Phone service has been restored at the new office and all IT needs are now available and working. Re-opening of the office to the public has begun. Staff have been working in the office four days and remotely one day a week. This will be evaluated, as will other compressed work week schedules, to reduce staff's commuting trips. As of August 23, with new mandates in place, the management team re-evaluated our practices to align with the Governor's directives. Staff are now in the office three days a week and working remotely two day a week.

Staff participated in keeping the public and media informed during the smoke events. Along with regional partners, staff promoted increased awareness and actions to follow to reduce the health impact from wildfire smoke to our residents.

Volunteers of America has purchased the Augusta property. The sale closed on July 7th. The contract will be completed on October 5th. The agreed upon sales price is \$563,000. Funds to be allocated to General Fund, IT Fund and Building Maintenance Reserve Fund (see attachment). A one-year lease was entered into with the Volunteers of America to allow the Agency's monitoring equipment to be utilized at the Augusta site.

Staff are analyzing both the NOC and Marijuana programs for reduced reliance on Local Assessments. Scott participated in numerous National, Regional and Local meetings concerning air quality issues.

ACTION ITEMS/POTENTIAL ACTION ITEMS:

3. Consent Agenda – Action Item:

- a. Approval of the July 1, 2021 Board Minutes
- b. Approval of Vouchers for July 2021, numbered 12373 thru 12391, 12415 thru 12419 and 12422 thru 12437 with Claims totaling \$55,182.02 and Payroll numbered 12392, 12393 and 12421 and EFTs totaling \$190,828.37 – for a Grand Total of \$245,828.37
- c. Approval of Vouchers for August 2021, numbered 12438 thru 12442, 12445 thru 12459 and 12461 thru 12471 with Claims totaling \$52,370.74 and Payroll numbered 12443, 12444 and 12460 and EFTs totaling \$196,434.65 – for a Grand Total of \$248,805.39

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

4. Resolution No. 21-21 – Amending the Employee Handbook for the SRCAA – Michelle gave a summary of the changes made to the Employee Handbook which involve teleworking.

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

5. Executive Session(s) – The Board (5 members) and Legal Counsel (2 members) moved into the executive session at 10:04 a.m. for 15 minutes. The board meeting reconvened from the executive session at 10:17 a.m. With no action or decisions being taken or made.

- a. **Executive Director’s Performance Evaluation** – RCW 42.30.110(1)(g) – No action taken.
 - b. **Pending Litigation** – RCW 42.30.110(1)(i) – No action taken.
- 6. **Activity Reports:** June and July – Scott gave a short overview of the activity reports in the board packet.
- 7. **Public Forum** – There were no public forum speakers.
- 8. **Board Concerns** – There will be a quorum for the October 7, 2021, board meeting.
Next Board Meeting – 9:30 a.m., Thursday, October 7, 2021.
- 9. **Adjournment** – The board meeting was adjourned at 10:19 a.m.

COMMISSIONER AL FRENCH, CHAIR

SCOTT WINDSOR, EXECUTIVE DIRECTOR