



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

**September 3, 2020 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)(Absent)  
Rod Higgins, City of Spokane Valley

**STAFF MEMBERS PRESENT:**

Julie Oliver, Executive Director  
Michelle Zernick, Finance & HR Section Mgr.  
Lori Rodriguez, Compliance Section Mgr.

**OTHERS PRESENT:**

Michelle Fossum, Legal Counsel

**WORK SESSION:** There was no work session.

**BOARD MEETING:** 9:34 a.m.

1. **Advisory Council Report** – August meeting was cancelled.
2. **Executive Director’s Report** – Julie gave an overview of Spokane Clean Air’s audit and that it would be similar at the exit audit.

**ACTION ITEMS/POTENTIAL ACTION ITEMS:**

3. **Consent Agenda**
  - a. Approval of the August 6, 2020 Board Minutes
  - b. Approval of the August 19, 2020 Special Board Minutes
  - c. Approval of the August 26, 2020 Special Board Minutes
  - d. Approval of Vouchers for August, 2020, numbered 11911 thru 11952 and 11954 thru 11958 with Claims totaling \$99,389.16 and Payroll numbered 11909, 11910 and 11953 and EFTs totaling \$186,921.49 – for a Grand Total of \$286,310.65

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

The Board approved Michelle Zernick to sign all the documents associated with the consent agenda and resolutions on behalf of all the Board Members.

**4. Resolution No. 20-11 – Modifying the Ozone Reserve Fund (Fund 011) and Authorizing Related Interfund Transfers Between the Projects Reserve Fund (Fund 005), Ozone Study Reserve Fund (Fund 011), and General Fund (Fund 001) – Julie gave a brief overview of the changes to the funds and the funding and paying for the move of the office.**

Rod Higgins moved to approve Resolution No. 20-11 as presented and Tom Brattebo seconded it. Motion passed unanimously.

**5. Executive Session(s)** (Purpose will be announced if needed.) Michelle Fossum, Legal Counsel, stated that the executive session will be to discuss enforcement actions and pending potential litigation for approximately ten (10) minutes as per RCW 42.30.110(1)(a)(i). Commissioner French moved the meeting into executive session at 9:43 a.m. with all the Board Members, Michelle Fossum, Julie Oliver and Lori Rodriguez present. The board meeting reconvened at 9:53 a.m. with no decisions made.

**6. Potential Board action regarding applicants for public employment – Kevin Freeman moved for the Board to offer a contract to Mr. Scott Windsor for the executive director position of the Spokane Regional Clean Air Agency per the contract provided by Ms. Fossum and Rod Higgins seconded it. There was no discussion. Motion passed unanimously.**

**7. PUBLIC HEARING ITEM(S):**

**a. Resolution No. 20-12 – Appropriating Additional Funds from The General Fund to the Building Maintenance Reserve Fund – Julie gave an overview of the resolution regarding the funding for the move of the office.**

There were no public comments. Rod Higgins moved to approve Resolution No. 20-12 as presented and Tom Brattebo seconded it. Motion passed unanimously.

**NON-ACTION ITEMS:**

**8. Activity Reports: July – The Board Members will read this document in their board packet. Tom asked where the odor complaints came from. Lori stated that there were several from the same marijuana source.**

**9. Public Forum – There were no public comments.**

**10. Board Concerns – Julie asked the Board if they were wanting her to overlap with the new executive director till the end of September and the Board stated yes.**

**Next Board Meeting – 9:30 a.m., Thursday October 1, 2020.**

**11. Adjournment – The board meeting was adjourned at 10:03 a.m.**

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COMMISSIONER AL FRENCH, CHAIR

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JULIE OLIVER, EXECUTIVE DIRECTOR