SPOKANE REGIONAL CLEAN AIR AGENCY
BOARD MEETING MINUTES

March 2, 2017   9:30 a.m.
Spokane Clean Air’s Conference Room
at 3104 E. Augusta Ave.

BOARD MEMBERS:  
Al French, Commissioner (Chair)  
Tom Brattebo, Member at Large (VC) (Absent)  
Kevin Freeman, Mayor of Millwood, Small Cities & Towns (Absent)  
Rod Higgins, Mayor, City of Spokane Valley  
Carmen Nezat, City of Spokane

STAFF MEMBERS PRESENT:  
Julie Oliver, Executive Director  
Lori Rodriguez, Compliance Section Manager  
Lisa Woodard, Public Information Officer  
April Westby, Supervisory Engineer (Absent)  
Mark Rowe, Supervisory Air Quality Technician  
Margee Chambers, Rule Writer/SIP Planner  
Michelle Fossum, Legal Counsel  
Mary Kataoka, Administrative Assistant

WORK SESSION:  The work session began at 9:35 a.m.

1. Proposed Updates to Article X and Consolidated Fee Schedule – Margee Chambers

   The proposed revisions to Article X: Fees and Charges and Consolidated Fee Schedule were gone over. The purposes of the proposed revisions are to improve clarity, readability and formatting consistency between Articles; update the fee calculation methodology for hourly fees and to round up to the nearest one dollar provision identified in the Agency strategic planning to eliminate coins from the billing; and update fees to accurately reflect program costs, as Spokane Clean Air works towards full cost recovery. Some discussion ensued on the rounding up, updating of the fees for program costs and the hourly rate increase portions of the proposed changes. The Board would like the fees to be looked at every two years so that the adjustments would not be so great. The Board would also like to have the public hearing at the June board meeting and the resolutions brought to the June board meeting for approval.
2. **Information on the Compliance Assistance Program – Lisa Woodard**

   An overview of the Compliance Assistance Program was given. SRCAA has many assistance materials and staff members available to help registered businesses and the public with any questions they may have. Some discussion ensued.

**BOARD MEETING:** The board meeting was called to order at 10:15 a.m.

1. **Advisory Council Report – Ron Edgar**

   The Advisory Council was given the same presentations as the Board received this morning. The only item of concern was the burning waiver fee needing some clarification.

2. **Executive Director’s Report – Julie Oliver**

   SRCAA staff presented information at the Board of County Commissioners’ informational workshop on the County’s interim zoning ordinance related to production of marijuana. A draft Request for Proposals (RFP) and contract for assistance with designing the new database system was prepared. Julie met with Spokane County Commissioner Josh Kerns and Ron Valencia to share information about SRCAA and to tour the building. Mary, Debbie and Julie attended the BIAS conference for financial accounting. Lisa and Compliance staff met with representatives from the Asbestos Disease Awareness Organization to discuss the asbestos outreach project funded by the Washington State Attorney General’s criminal case settlement agreement. The water damage in the executive director’s office has been sealed and is in the process of being repaired. Carmen Nezat would like a copy of the air quality successes presentation. Commissioner French added that the bill for masking marijuana odors did not get out of committee so it is dead for this year. Also, there is some new language being developed by the County as to what constitutes an outdoor grow for marijuana, the kind of structures allowed and increasing setbacks, etc. One of the industry representatives submitted some information about environmental buffering which is specific types of landscaping that can be planted around the outdoor marijuana grows to help mitigate some of the odors.

3. **Activity Reports:**

   **Public Information/Education Update – Lisa Woodard**

   Overviews were given on the following: Community events, school programs and presentations; print and online materials; compliance assistance; media (news, paid and social); ongoing and special projects consisted of the wood stove change-out program; and a list of upcoming outreach events. Some discussion ensued on the quality of life survey coming out from the Spokane Regional Health District.

   **Compliance Activity – Lori Rodriguez**

   Overviews of complaints, inspections, asbestos notifications and NOVs for the month were given. In January there was a lot of wood stove activity because there was a burn ban and compliance staff was out doing surveillance. There were 14 odor complaints and all of those were marijuana related from seven different facilities and nine of those complaints were from two individuals. One of the inspectors has been working with code enforcement about a repeat
complaint of outdoor burning that doesn’t smell very well. It appeared that there was someone living in an RV and Code Enforcement has been trying to get them to move on for a while. They were using a burn barrel and code enforcement staff was having trouble getting access. It turns out that we discovered it was a homeless family, a dad and his children, which apparently there are no shelters for men and their children, just women and their children. So staff let them know that they could burn wood to cook or heat, but no trash. The inspector had some resources about some services available to this family and shared them with the family. After hours, staff bought some food and provided it to the family.

Permitting Activity – Julie Oliver
A brief summary of new permit applications and approvals were given.

Air Monitoring Activity – Mark Rowe
A brief summary of the air monitoring activity and the air quality index was given. There was an AQI of two days that were unhealthy for sensitive groups on January 14th and 16th. Some discussion ensued on the sand left on the roadsides from the winter sanding and the effect it has on the air quality for PM.

Financial Status Report for Year-To-Date – Julie Oliver
In talking with BIAS and reviewing the yellow sheets and how they are created and how information is gathered and posted, there are a number of financial process improvements that they see that SRCAA can make and do. BIAS staff is going to give an update on SRCAA’s budget position at the board advance and talk about a new look to the financial information presented going forward; and also some tools SRCAA can modernize and use a little differently around the financial accounting. The second invoices for the registration program will go out next week. The first quarter local assessment billings went out this week and budget development has started.

4. Consent Agenda – Action Item

a. Approval of the February 2, 2017 Board Minutes.
b. Approval of Vouchers for February, 2017, numbered 1886 through 1910 and 1922 with claims totaling $24,503.32 and payroll warrants numbered 1878 through 1880, 1923 through 1924, 18323 and EFTs with payroll totaling $138,172.65 – for a Grand Total of $162,675.97.

Rod Higgins moved to approve the consent agenda and Carmen Nezat seconded it. Motion passed unanimously.

5. Draft Request for Proposals for Database Design – Julie Oliver

There are some aspects of the database work that SRCAA will need some assistance with, specifically a computer consultant for the purpose of working with Carl Gross on the design of the integrated database. A draft request for proposal and draft contract have been developed and SRCAA would like the Board’s approval to move forward on this subject and put the proposal out there for bids. The Board agreed unanimously for staff to move forward on this subject.
PUBLIC HEARING ITEMS NO. 6 & 7: 10:49 a.m. to 10:51 a.m.

6. Resolution No. 17-03 – Increasing the Budget for a State Funded Wood Smoke Reduction Grant for Remainder of FY-17 – Lisa Woodard

   There were no public comments. Rod Higgins moved to approve Resolution No. 17-03 as presented and Carmen Nezat seconded it. Motion passed unanimously.

7. Resolution No. 17-04 – Ratifying Separation Agreement, Authorizing Transfers of Funds from Retirement Reserve Fund for Annual Leave Payout, and Authorizing Sick Leave Payout from Retirement Reserve Fund – Julie Oliver

   There were no public comments. Rod Higgins moved to approve Resolution No. 17-04 as presented and Carmen Nezat seconded it. Motion passed unanimously.

8. Board Concerns – It was noted that the Board Advance is on March 31st. Julie went over the draft agenda for the board advance.

9. Public Forum – There were no public concerns.

   The board meeting was adjourned at 10:53 a.m.

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COMMISSIONER AL FRENCH, CHAIR

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JULIE OLIVER, EXECUTIVE DIRECTOR