



3104 E. Augusta Avenue, Spokane, WA 99207 • (509) 477-4727 • Fax (509) 477-6828 • www.spokanecleanair.org

SPOKANE REGIONAL CLEAN AIR AGENCY BOARD MEETING MINUTES

**January 7, 2016 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)
Kevin Freeman, Mayor of Millwood, Small Cities & Towns
Rod Higgins, Mayor, City of Spokane Valley
Carmen Nezat, City of Spokane (Absent)

STAFF MEMBERS PRESENT:

Julie Oliver, Executive Director
Barbara Nelson, Finance/Personnel Admin.
Lisa Woodard, Public Information Officer
April Westby, Engineer II
Lori Rodriguez, Compliance Section Manager
Mark Rowe, Air Quality Technician
Margee Chambers, Rule Writer/AQ SIP Planner
Joe Southwell, Engineer II
Michelle Fossum, Legal Counsel

WORK SESSION: The work session began at 9:31 a.m.

1. Cannabis Regulatory Options – April Westby and Joe Southwell

A presentation of two cannabis regulatory options was given. Option 1 would be to develop a SRCAA Marijuana Regulation which would require marijuana growing and processing facilities to annually register with SRCAA and follow Best Management Practices (BMP). Option 2 would be to require an air quality permit for each marijuana growing and processing facility and require marijuana growing and processing facilities to annually register with SRCAA. Discussion ensued and the Board agreed for staff to continue moving forward with research and the stakeholder committee.

2. Air Monitoring Network Assessment Update – Julie Oliver and Mark Rowe

A network review, assessment and funding presentation of Ambient Air Monitoring in Spokane County was given. Discussion ensued. The Board would like staff to bring breakdowns for different fees and look at options for funding and bring it back to the board meeting in the next one to three months if possible.

BOARD MEETING: Commissioner French called the board meeting to order at 10:32 a.m.

1. Advisory Council Report – Three was no meeting in December 2015

2. Executive Director's Report for December – Julie Oliver

Stephanie May has been hired to fill the Public Information Specialist position. Next week are the interviews for the vacant Engineering position. Trainings coming up for staff are the Interactive Leadership Training from Bill Sweigert (April, Mark and Julie will attend) and Communications training for all staff.

Some issues in the neighborhood involve a car being stolen midday from the street behind the SRCAA office. Our security video captured the theft and a copy was provided to Crime Check. Over the Christmas weekend the building was tagged with graffiti. A report was filed with Crime Check and the graffiti painted over.

EPA Region 10 hosts an Annual Smoke Management meeting to bring together burners, regulators, researchers and others; the next meeting will be in Airway Heights in March.

We have been working with several other local air agencies executive directors for potential changes to the RCW that defines the process for filling the small cities and town's representative. John Scott Blonien, Executive Director with Washington Association of County Officials is working on a bill to remove the County Auditor from this process. Commissioner French stated that once there is a sponsor for that bill, let him know and he can put it on their priority list and have their lobbyist work on it as well.

In June, Staff said the project reserve account would be reviewed for possible funding of the yard and garden debris collection events. Julie gave a brief history of the events and available funding. Discussion ensued between the Board and staff on the yard debris collection events. The Board agreed to discontinue the yard debris collection events since they were meant to assist the public in transition away from burning in the no-burn area.

There was some discussion on the future strategic planning meetings. The Board agreed on once a year for half a day in March.

3. Activity Reports:

Public Information/Education Update – Lisa Woodard

Overviews were given on community and school presentations, programs and events; print and online materials; media and social media activities; compliance assistance; wood heating season media, special projects and wood stove change-out grant program; and upcoming presentations and events Spokane Clean Air will be attending.

Compliance Activity – Lori Rodriguez

Overviews of the complaints, inspections, asbestos notifications and NOV's for the month were given. It was noted that there were 10 odor complaints and 70% were related to marijuana.

Permitting Activity – April Westby

The Annual Registration Forms (ARF) and Invoices were mailed out on January 5th for registration of approximately 650 facilities. There were three new permit applications in December.

Air Monitoring Activity – Mark Rowe

Air quality in November had high levels of PM₁₀ on the 17th and that was the result of the windstorm on that day; and that was followed by a period of air stagnation that was brought about by atmospheric high pressure. The PM_{2.5} rose up into the unhealthy for sensitive groups category of the Air Quality Index (AQI). There was also a partial burn ban during that time due to the air quality; but wood burning devices were not banned due to the power outages in the area.

SIP Work Update – Margee Chambers

There were no updates from the SIP department.

Financial Status Report for Year-To-Date – Barbara Nelson

One program in the negative is the source registration program and that billing just went out this week and should come in the next 45 days. The NOC program is running behind and it is funded partially with the local assessments. Everything else is looking good at this time.

Items to note are SRCAA ended up with approximately \$100,000.00 less expenditures than expected in FY-15 and this is reflected on the fund balance for the general fund looked at today. Everything else on the annual report came together nicely; the BIAS accounting prepares all the spreadsheets and financial statements that are required and it was filed timely with the State Auditor's Office. SRCAA is also up for an audit for FY-14 and FY-15. Some discussion ensued on the \$100,000.00 less expenditures for the year; which was due mostly to changes in staffing and a few other expenditures that were planned for but were less than expected.

4. Consent Agenda – Action Item

- a. Approval of the November 5, 2015 Board Minutes
- b. Approval of the November 6, 2015 Fall Advance Minutes
- c. Approval of Vouchers for November 2015 numbered 9684 through 9691 and 9700 through 9727 with claims totaling \$42,799.51 and payroll warrants numbered 9692 thru 9699 and 9728 thru 9736 with payroll totaling \$128,134.33 – for a Grand Total of \$170,933.84

Rod Higgins moved to approve the consent agenda and Tom Brattebo seconded it. Motion passed unanimously.

5. Resolution No. 16-01 – Adopting an Administrative Policy for Expenditures for Light Refreshments and Meals – Barbara Nelson

A question was sent to the Auditor's Office regarding purchasing and paying for refreshments and light meals; and the Auditor's Office sent an answer back stating that it was okay to do that but a policy needed to be in place. A brief discussion ensued.

Kevin Freeman moved to approve Resolution No. 16-01 and Tom Brattebo seconded it. Motion passed unanimously.

6. Board Concerns – Tom Brattebo moved to have Commissioner French continue as the Chair and Kevin Freeman seconded it. Motion passes unanimously. Rod Higgins nominated Tom Brattebo for Vice Chair and Kevin Freeman seconded it. Motion passes unanimously.

Commissioner French voted for a shorter meeting for February 4th with no work session and the Board agreed.

7. Public Forum – There were no public comments.

The board meeting was moved to adjournment at 11:13 a.m.

COMMISSIONER AL FRENCH, CHAIR

JULIE OLIVER, EXECUTIVE DIRECTOR