



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

**Spokane Regional Clean Air Agency
Staff and Board of Directors
March 25, 2011 Retreat Minutes
Held at St. Joseph Family Center, 1016 N Superior Street Spokane**

Board Members Present:

Tom Brattebo
Rose Dempsey
Edward Crockett
Commissioner Al French
Mark Roberge, Advisory Council

Staff Members Present:

Bill Dameworth
Ron Edgar
Lisa Woodard
Matt Holmquist
Barbara Nelson
Michelle Wolkey, Legal Counsel @ 3:25 p.m.

Meeting began at 11:15 a.m.

Section Reviews:

Technical Services Section - Ron Edgar gave an overview of the programs that he manages: engineering, monitoring, information services, and pollution prevention P/2.

Ron went into some detail about the permitting and other duties the engineers oversee. He gave detail about the monitoring network around the county and briefly mentioned some TEOM monitoring equipment upgrades that will be necessary.

Also of note, is the fact that the State Implementation Plan must be updated; the maintenance plan renewal needs to be submitted in 2015.

Mark Roberge asked about the TEOM upgrades and where does the money come from? Ron explained that some of the cost will be paid for from the equipment repair/replacement reserve account and some would possibly be purchased using the "Special Project Reserve". The plan for TEOM upgrades and any monitoring network upgrades would come before the Board in a separate action outside the annual budget approval.

Compliance Section – Matt Holmquist explained the various duties inspectors handle on a daily basis. He reviewed the statistics surrounding the programs the compliance staff implements. He also provided the Board with a copy of the flow chart outlining the Administrative process for resolving Civil Penalties. There was some discussion of the process.

Matt talked about upcoming needs including; updating the Fire District Open Burning Agreements, continued improvement of the on-line Asbestos E-NOI filing, and odor training for staff.

Public Education/Communication/Outreach Section – Lisa Woodard went over the various topics and methods of education and outreach that are in place. She prioritizes the work when speaking to class rooms in the schools, requesting that at least 3 classes receive the message in order to make it worth the necessary time.

Lisa shared that it is not easy to measure the outcomes against the outputs in this area. A survey was done in 1995 and it was helpful. SRCAA could use a new survey which could be added onto some other surveys for about \$1,000 per question.

She keeps up on the printed materials getting our message out as well as the web site, the newsletters, and attending local events. Other forms of Social Media have been investigated. An annual report is done each year in the form of a calendar in which, the details and statistics of the agency activity along with our educational messages are reported on the months throughout the year.

Grants are applied for when they come up. The education efforts are spread out between the various programs: Wood Stove - 19%, Open Burning – 11%, others including PM2.5, Transportation, Asbestos, Ozone, Schools/Youth, and Compliance Assistance.

Administrative Services– Barbara Nelson gave a brief summary of the support staff, consisting of two full time and one 80% employee. Each is responsible for supporting a different program as well as covering for each other and conducting general office tasks.

Budget Presentation – Barbara Nelson gave an overall description of the FY-2012 draft budget. Local assessments continue to cover the shortfall between program cost and revenue collected for the NOC and Registration fee based programs. The out years in the five year projection include expected reductions in the state and federal grants, while other funding sources remain about the same.

Barbara went over the salary and benefit section of the budget; it includes the current staff, a 1% COLA in FY-12 program (this will be adjusted to the CPI U West figure March 31 in the final budget proposal) and a 1.5% COLA for planning purposes in the out years. Increases have been included for L&I, State Retirement, and full medical benefits. All step increases and longevity compensation have been added to the calculations.

The general expenses are very lean. Reserves have been included for the equipment, retirement payoff, and the building maintenance funds. The staff has no plans to replace vehicles or equipment in FY-12.

She reviewed each of the cost recovery programs: AOP, Asbestos, Registration, and NOC. The change in the registration billing, from staggered monthly to all at once in January, will result in that program being full cost recovery in FY-11 and FY-12. These programs will be closely monitored and fee reviews will be done annually as the agency continues to strive for their full cost recovery.

Commissioner French asked what the agency compensation level is compared to the private sector? Has the agency done any comparisons?

Bill Dameworth responded by giving a summary of a survey done by staff in 2009. That survey compared SRCAA with the other Local State Air Agencies, and the local job market. Two positions came in low in the comparison, all others where on track. Those two positions where brought up to the median at that time.

The cost of Medical benefits has continued to increase in recent years, and the portion of dependent care costs that the SRCAA employees pay has not been adjusted since 2007. At that time the rate was set to match the Spokane County rate. Barbara presented a summary of what some other entities provide for medical benefits and the portions the employees pay for dependent care.

A discussion continued regarding possible increases in the employee paid portion of the dependent care cost. The issues stated included future cost increases, full package vs. medical/dental only, and higher deductible. Barbara reminded the group that the agency coverage is through the State Public Employees Benefits Board and the level of coverage is set by that Board, we select the full package or the medical/dental only for the entire agency; currently it is the full package.

Commissioner French said that the county is looking at making changes. He believes that when the employee shares the cost they use the coverage more wisely. Bill added that he had met with Jeff Corkill on Tuesday and Jeff suggested that the employees pay 10% of the dependent care for calendar year 2012, with an increase to 20% starting in calendar year 2013. Rose and Tom agreed with that figure as a starting point. Ed Crockett agreed.

Cost Recovery Fee Review - Matt presented information on the cost recovery program fees, showing the Asbestos program is in good shape for several years and the Registration program for a couple of years. Annual fee review will be done. Ron reported that the NOC permitting program continues to be partially funded by the Local Assessment. He further stated that it would take a 100% increase in fees to be full cost recovery on this program. There are no plans at this time to increase fees.

There was discussion among the group on the subject and Commissioner French shared that the State has said that an enterprise fund must be full cost recovery. Barbara added that she has been in discussions with the State Auditors office and has been told the same thing.

Discuss Recruit/Hire Process for Director – Bill Dameworth began by directing the Board Members to the enclosed copy of a Board Member Handbook that was recently adopted at the State Air Directors meeting. He asked the Board to look it over and with no objections, it will be the topic on the May board meeting work session.

Bill reported that he would like to prepare a process that would be used to recruit and hire the next Agency Director. He went over some ideas he has and asked for input from the Board. There was much discussion, it was agreed that a plan would be presented at a regular Board meeting with the intent to adopt a plan that would be ready to use when the time comes.

Open Burning of Woody Material – Matt Holmquist gave a detailed background on the open burning yard and garden program. The question to the Board is “Do you have an interest in taking up open burning again?” There was much discussion of the whole program.

