



SPOKANE REGIONAL CLEAN AIR AGENCY  
BOARD MEETING MINUTES

June 7, 2007 9:00 a.m.

SPOKANE COUNTY PUBLIC WORKS BUILDING  
LOWER LEVEL HEARING ROOM

BOARD MEMBERS PRESENT:

Chair Jeff Corkill  
Councilmember Mike DeVleming  
Mayor Matthew Pederson  
Commissioner Bonnie Mager (9:20 a.m.)

STAFF MEMBERS PRESENT:

Bill Dameworth, Director  
Barbara Nelson, Finance & Personnel Admin.  
Ron Edgar, Chief of Technical Services  
Lisa Woodard, Public Information Officer  
Brenda Smits, Air Quality Specialist II  
Michelle Wolkey, Legal Council  
Mary McDermott, Secretary II

**WORK SESSION:** The work session began at 9:07 a.m.

**1. Proposal to Revise Wood Stove Curtailment Values – Ron Edgar**

With the passage of HB 2261, Spokane Clean Air has the authority to adopt its own trigger value for Stage 1 and 2 impaired air quality and mandatory wood stove curtailments, as a two-year trial program. The EPA has set the new 24 hour standard at 35 micrograms per cubic meter of air for PM<sub>2.5</sub>. This is the same value at which local agencies were allowed by state law to call a wood stove curtailment. The idea behind a curtailment was to shutdown solid fuel burning devices at certain stages of impaired air quality so that Spokane County would not exceed the health standard. So the curtailment trigger value as it was prior to HB 2261 does nothing to protect the new standard.

The main highlights of what Spokane Clean Air will be doing during a curtailment are: 1) To protect the public's health by keeping PM<sub>2.5</sub> values below the federal health standard. 2) Call as few curtailments as possible and still protect the public's health. 3) By developing a two stage curtailment, we want to encourage the replacement of uncertified wood stoves in Spokane County. 4) To start out, 20 and 30 look like good values to set for trigger values. It will be arbitrary as to what value is selected but what we are looking for is a value where we can call a curtailment and have enough time to get it out to the news media and for the public to allow their wood stoves to go out before we exceed the 24 hour health standard. Every time we go above 20, we are not going to call a wood stove curtailment, it will be based not only on the trigger value but what is the forecast for the weather and do we expect the particulate levels to continue to increase. 5) There would be approximately five to nine curtailments a season and they would be from two to five days long.

The conclusion is that a two-stage curtailment could work with trigger values of 20 and 30. The next steps, upon approval by the Board, will be to make changes to the regulation that will change the trigger values to 20 and 30 with some house keeping changes while the rule is open. The formal rule making will start as soon as possible so that we can have this in place for the coming heating season. Then it will come back for a full hearing before the Board and adoption if the Board sees fit. Spokane Clean Air is looking to protect public health and to keep Spokane from becoming a non-attainment area for PM<sub>2.5</sub>.

Chair Corkill asked what percentage of the PM<sub>2.5</sub> comes from wood smoke. Also, when you come to Article VIII, you need to go through and replace Authority with Agency. Ron replied depending on the day it will vary. During the wood heating season you are probably looking at numbers that are somewhere from 2/3 to 3/4 wood heat, through the whole year you are probably looking at less than 50%. The Board agreed for Ron to move forward with formal rule making.

**BOARD MEETING:** The board meeting was called to order at 9:28 a.m.

**1. Advisory Council Report – Jana McDonald**

At the Advisory Council meeting last month, Bill gave an update on the outdoor wood fired boilers. They are illegal to sell in Washington State; the Forest Service has been promoting them in Idaho to get rid of slash in the forests; the problem with them is that they have low stacks and do not burn clean; and once they are installed, they are hard to remove. Ecology and Spokane Clean Air have been in contact with some of the manufactures and Ecology is sending out warning letters to them. Bill also went over the winter outreach summary and the Advisory Council agreed that the message was good and for the material that was put out, it was money well spent to educate the public on motor vehicles and the wood heating programs. Ron gave an update on the new web page and it is up and running. The burn ban legislation was discussed and was signed by the governor. Chad Kinney, who holds the chemistry position on the Advisory Council, has given his resignation. He has accepted a position out of town and will be moving.

**2. Director's Report – Bill Dameworth**

**a. Approval of Thank You Letters to Legislators Re: HB 2261/Wood Stove Bans**

Barbara Nelson and Bill have been participating in telephone interviews with the firm that is rewriting Spokane Clean Air's personnel policy and procedure manual. A draft for our review is expected in late May or early June. HB 2261 was adopted and Ecology is setting up a study group and the first meeting is set for between the 20<sup>th</sup> and 25<sup>th</sup> of June. Bill has drafted "thank you" letters to the legislators that helped get this bill passed. Mayor Pederson recommended that in the future, he would like to include additional legislators who represent Spokane County to be included in the correspondence. The Board approved of the letters to be signed by Bill Dameworth and Chair Corkill.

We are continuing to pursue legal remedies to prevent the sale of non-complying wood fired boilers in Spokane County. Ecology has prepared a letter to all manufacturers, distributors and the forest service. The letter has been signed by all the Washington local clean air agencies. Crystal Alford, one of Spokane Clean Air's senior Air Quality Specialists, has resigned and

taken a job with the Department of Ecology because there are more promotional opportunities. This leaves another opening to fill in the Compliance area.

At Bill's request, Waste-to-Energy kicked off a stakeholder meeting to discuss mercury emissions from improper disposal of compact florescent bulbs. Spokane Clean Air will be participating in a public education campaign on this issue this summer with Avista and other industries. Councilmember DeVleming added that when Spokane Clean Air works on that, it should keep in mind that there is more than just Avista for utilities out there.

Bill contacted Ron Oscarson of Spokane County to discuss options for office space and he had nothing large enough for Spokane Clean Air. He expects the health building to stay for at least a couple of years. Ron mentioned that there is an interest in relocating out of this building or doing something different with the building. Bill has contacted a realtor to investigate office space options and he will be looking at these places at a later date. Commissioner Mager asked if Bill has looked at the old Wonder Bread site. Bill has asked the realtor to look into places in this same area. Bill asked Commissioner Mager to send him some contact information. Councilmember DeVleming added that what ever Spokane Clean Air is looking for, considering that they are coming from all over the place, whether it would be Airway Heights, the Valley or downtown, he thinks there should be a premium to anything that is found close to a freeway. Bill replied that public access is an important consideration and if we get out of town there would probably be parking and those are things he will be looking at. Mayor Pederson agreed with Councilmember DeVleming.

### **3. Progress Report on By Laws – Mike DeVleming**

Board Member Ahern, Michelle Wolkey, Bill Dameworth and Councilmember DeVleming have sat down at a couple of meetings and discussed the by laws. They focused on making them simple and flexible and understanding that as time goes, they are going to be modified and adjusted. They focused on the fact that these are the rules on how the Board governs itself. They bounced around ideas on how to deal with alternates, length of terms and criteria and how those would work. Municipalities will sometimes reevaluate at the end of the year whether or not they want to continue with the same person representing them on the Spokane Regional Clean Air Agency Board. There was discussion on loosing that continuity and after you've got a Board Member that's been on the board for a couple of years you've got that institutional knowledge and the Board really is having to get the new person caught up to a certain degree and how that plays into it. Other items talked about were public participation. We want to move the Public Forum up to the front so that the public won't have to sit through the whole meeting. There was a lot of discussion on the tie breaker vote issue and how to deal with that, but no real solution was found. The Board can look over the draft by laws and have discussion at the July meeting. There will be an annual review of the by laws so if something is wrong, it can be addressed and changed as needed. Councilmember DeVleming stated that there are complicated subjects that take quite a bit of background before you can really make an informed decision and if any one can't make a board meeting, it is not fair to the staff and the rest of the Board to bring in another city council person/commission/etc. and have to get that person up to speed. He thinks there is enough flexibility in the schedule to change things to the next meeting if need be, reschedule a meeting or schedule an emergency meeting. Bill added that they are going to try to put in something where if you will be absent for a vote you can make a conference call, as long as you participated in the entire discussion and can make an informed

vote. Councilmember DeVleming added that at a meeting the Board can block out a 30 minute span of time to discuss any concerns about the by laws from the other Board Members and at the end of the 30 minutes, move on to the next item on the agenda. Mayor Pederson stated that to expedite some of these issues that are on the agenda, the Board could have a consent agenda for items such as vouchers, minutes, etc. that are house keeping items to approve in one motion and move on without having to spend too much time in discussion, debate and protocol to get through each and every item. Time is an issue and these meetings seem to get lengthy. Michelle Wolkey stated that the difference between the two copies of the by laws are that one has the electronic participation, she included on page 3, second to the last paragraph that the executive director is responsible for the creation, updating and implementation of the employee manual, and the annual review of the by laws is in Article XI. Chair Corkill stated that the Board can go over the two documents and then at the July meeting they can block out some time for discussion on this subject.

#### **4. Public Information/Education Update – Lisa Woodard**

We will be embarking on a wood stove replacement program. We received official written notice from EPA on April 30<sup>th</sup> that Spokane Clean Air is getting the grant. The program includes components which provide replacements for low income, vouchers not based on income and an education and outreach campaign. We are starting the summer outreach program and partnering with the Spokane Indians. We have 80 “It All Adds Up To Cleaner Air” worksites this year for the summer campaign. Black and Decker is donating more equipment for the “Mow Down Air Pollution” contest for the community. There is a radio spot airing for the next six weeks on the name change.

#### **5. Activity Report for April 2007 – Ron Edgar**

There were quite a few outdoor burning complaints during the yard and garden waste burning season in April. Dust and dirt road complaints are up to the time of year. There are quite a few permits for rock crushers. Air quality was very good in April and continues to be good. Commissioner Mager asked how much PM<sub>10</sub> would be reduced if all of the dirt roads in Spokane County had a dust suppressant on them. Ron replied it would be significant, but it is at the expense of the homeowners and many people can't afford to do it. Ron didn't have any numbers on hand but he would get some numbers and get them back to Commissioner Mager.

#### **6. Approval of Minutes of the May 3, 2007 Board Meeting**

Councilmember DeVleming moved to approve the May 3, 2007 minutes, as modified, indicating that his name was listed on it twice in the “Board Members Present” section and Commissioner Mager seconded it. Motion passed unanimously.

#### **7. Income/Expense Statement for April 2007**

Barbara Nelson gave a brief overview of the income and expense statement. Spokane Regional Clean Air Agency is on track at this point of the year. Councilmember DeVleming commented on the good job Barb has done.

**8. Voucher Approval for May 2007 - \$228,029.73**

Barbara Nelson noted that this voucher approval does include a couple of grant expenditures. One is for the VERP program that is funded by the retrofit grant money and the first installment for the bio-fuel diesel station at the Freeman School District. Councilmember DeVleming asked about the Youth Conference tee-shirts and Barbara replied that they are paid for by donations that are solicited through the Youth Conference Committee and it is two to three years worth of tee-shirts.

Councilmember DeVleming moved to approve the May 2007 vouchers and Mayor Pederson seconded it. Motion passed unanimously.

**Public Hearing Resolution Action Items @ 10:06 a.m.:**

**9. Resolution 07-18 – Amend Regulation I NOC Fees Article II & X Adopted Fee Schedule for NOC, NOI and Miscellaneous Fees – Brenda Smits**

Brenda gave a brief overview of the amended Regulation I for NOC, NOI and Miscellaneous fees. The NOC regulation requires a one-time permit approval for installation of construction air contaminant sources. The fee based revenue for this program has never covered program costs since the inception in 1991. The fees themselves haven't been adjusted in 15 years and approximately \$100,000 a year is being added to what's being collected in fees to cover the program costs. Comments have been received and addressed at prior meetings. During the April board meeting, the Board decided to go with the two-year phase-in cost recovery.

There were no public comments. Commissioner Mager moved to approve Resolution 07-18 and Councilmember DeVleming seconded it. Motion passed unanimously.

**10. Resolution 07-19 – FY-08 Budget Approval – Barbara Nelson**

Barbara stated that it is the same budget that was seen last month. The main things to point out in this budget are the fact that the federal grant monies have been reduced by about 6%. The local assessment money is unchanged and Spokane Clean Air plans to assess \$609,225 for this year which is the same as the last several years. We expect to be at full-cost recovery on our service programs by FY-09. There are revenues from penalties, interest and we will be appropriating \$201,152 from the fund balance to balance the budget for this year. Looking at the expense side, we are asking for approval of a total expenditure of \$1,835,077, it includes a salary and benefits cost of \$1,490,767 which is about 81% of the budget. We have included a COLA of 2.9 % based on the CPI-West Urban, which was discussed at the last meeting. One of the expenditure differences on this budget from passed years is the increased training, which is up to \$63,600. This is because of the change in staffing, one position is vacant, one person resigned and one person is planning to retire. Repairs and maintenance is at \$22,000. One vehicle will be replaced out of the equipment reserve account, a hybrid if possible. The reserve fund balance holds the retrofit grant money and Spokane Clean Air expects to fully expend that money in FY-08. The unreserved designated fund balance holds the project account money which is money that has been collected from penalties and is used for special projects or other items that have been identified. The budget approval that Spokane Clean Air is asking for today is approval of

total expenditures of \$1,335,077 and this does include local assessments of \$609,225 from the local cities; \$10,000 to be reserved into the equipment reserve account; to establish a retirement reserve account of \$125,000 which will come from the unreserved undesignated fund; and a COLA of 2.9% for all staff. Chair Corkill stated that Barb has done a great job at bringing this budget together for the Board's understanding. Commissioner Mager wanted to thank Barb for all of her hard work at putting this together and discussing it with the Board at the retreat so that they are comfortable with approving this budget. Mayor Pederson commended Bard for her education of the Board on the budget. Councilmember DeVleming stated that Barb, Bill and the whole staff have really worked to straighten everything out and on behalf of the cities; they applaud the direction of the full-cost recovery of the service programs.

There were no public comments. Mayor Pederson moved to approve Resolution 07-19 and Commissioner Mager seconded it. Motion passed unanimously.

**11. Resolution 07-20 – Approval of Budget for Federal EPA Wood Stove Replacement Federal Grant – Barbara Nelson**

This is a house keeping issue. Spokane Clean Air has been awarded the grant and in order to expend the money we have to have approval from the Board for that expenditure and an establishment of the budget. We will be getting \$100,000 from EPA, a direct federal grant which does require some additional monitoring and financial reporting. We have agreed to supply \$20,490 of personnel time in-kind and the Board has approved that additional money from the special projects program to fund a portion of that. The total budget that is being approved today is \$152,540.

There were no public comments. Commissioner Mager moved to approve Resolution 07-20 and Mayor Pederson seconded it. Motion passed unanimously.

**12. Resolution 07-21 – Approval of Budget for CY-2007 Federal PM<sub>2.5</sub> Monitoring Grant – Barbara Nelson**

This is another house keeping issue. In order to expend that grant money, we had to have the budget established. This is used to personally fund the PM<sub>2.5</sub> work that we have ongoing. The total of the grant is \$9,590 and it is used to pay salaries.

There were no public comments. Mayor Pederson moved to approve Resolution 07-21 and Commissioner Mager seconded it. Motion passed unanimously.

**Public Hearing Resolution Action Items Closed @ 10:29 a.m.:**

**13. Resolution 07-16 – Approval of Legal Counsel Contract – Bill Dameworth**

Michelle Wolkey and Bill met and discussed her legal contract and the Board approved the hourly rate at the last meeting. There will be an annual review of the performance and rates that are paid by other organizations. Mayor Pederson and Councilmember DeVleming had some discussion on striking the words "at least" for the annual review in the contract. The contract was left as is.

Councilmember DeVleming moved to approve Resolution 07-16 and Commissioner Mager seconded it. Motion passed unanimously.

**14. Resolution 07-22 – Adoption of a Policy for Determining an Annual Cost of Living Adjustment to Salaries – Barbara Nelson**

Barbara stated that Spokane Regional Clean Air Agency would use the CPI-U, West Urban from the Department of Labor to identify an appropriate COLA. Spokane Clean Air would use it for the period ending March 31<sup>st</sup> each year so that it can be incorporated into the budget. It also has a statement that allows the Board to retain the authority to recommend and approve a COLA other than the CPI-U West Urban to protect the financial stability of the agency.

Councilmember DeVleming moved to approve Resolution 07-22 and Commissioner Mager seconded it. Motion passed unanimously.

**15. Resolution 07-23 – Revision to Job Descriptions for Air Quality Specialist I and II – Bill Dameworth**

The job descriptions have been updated to reflect what the compliance staff has been doing and what Matt Holmquist is expecting the compliance staff to do.

Mayor Pederson moved to approve Resolution 07-23 and Commissioner Mager seconded it. Motion passed unanimously.

**16. Resolution 07-24 – Salary Scale for AQS I Position Reduced by 4% – Bill Dameworth**

This is the entry level position and right now it requires Spokane Clean Air to hire somebody with some experience. What we would like to do is be able to hire somebody with no experience (college graduates) but with the ability to learn the job and after a year they will be in the same spot they would be under the old pay scale.

Commissioner Mager moved to approve Resolution 07-24 and Councilmember DeVleming seconded it. Motion passed unanimously.

**17. Resolution 07-25 – Authorization for Agency Membership in the Washington Asthma Initiative – Bill Dameworth**

Spokane Clean Air was approached at the air director's meeting by the Washington State Asthma initiative about becoming members of this organization, which is to promote public education about asthma and how to prevent and deal with it. Washington has a high rate of asthma and this initiative is sponsored by the American Lung Association and Department of Health and they are asking that we all sign on as members of the organization, which doesn't obligate Spokane Clean Air to do anything, pay money or attend meetings, but it lends credence to the organization. All the other clean air agencies have signed on. Mayor Pederson stated that he is supportive of these organizations but if you join one group, then why would you not join other groups. He would be more in favor of a resolution supporting the initiative, but he is not in favor of being a member of individual groups or organization. There was much discussion by

the Board on the subject of joining specific interest groups or organizations. Councilmember DeVleming was in favor of joining this group because he believes the public will benefit from something like this where you are sharing information. Commissioner Mager agreed with Councilmember DeVleming because this is right in line with what Spokane Clean Air is doing. She would like to know if this organization lobbies the legislature and if we join this organization and they were to go in a different direction than Spokane Clean Air is interested in going, then what and it would be incumbent upon us or someone on the staff to follow their meeting minutes, etc. Bill replied that he would suggest that Spokane Clean Air take itself off the membership roster if we have a difference of opinion on any subject going to the legislature. He also believes that their primary interest is education not lobbying. Chair Corkill would like Bill to find out what exactly they do (lobbying, education, etc.).

Councilmember DeVleming moved to table Resolution 07-25 until the next board meeting in order for the staff to gather more information and answers to the questions brought up and Commissioner Mager seconded it. Motion passed unanimously.

**18. Board Concerns:** There were no Board concerns.

**19. Public Forum:** There were no public concerns.

**The meeting adjourned at 10:58 a.m.**

The next Board Meeting will be July 12, 2007 at 9:00 a.m. in the Spokane Regional Health District Building, in rooms 320 and 321.

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JEFFREY CORKILL, CHAIR

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WILLIAM DAMEWORTH, SECRETARY