

Advisory Council Minutes
July 24, 2008
Regional Health District
Environmental Health Conference Room

Members Present:

John Livingston Ray Kelleher
Tom Brattebo Mark Roberge
Peter Williams Chet Jahns

Staff Present:

Bill Dameworth
Ron Edgar
Margee Chambers
Mary McDermott

The meeting was called to order at 8:04 a.m.

1. Approval of the June 26, 2008 Minutes:

John Livingston moved to approve the June 26, 2008 minutes and Ray Kelleher seconded it. Minutes approved.

2. Proposed Commute Trip Reduction (CTR) Program – Margee Chambers:

Margee gave a brief overview of the CTR Program proposal for the Board of Directors. This program encourages people to use a commute alternative, something other than driving their car to and from work alone, such as biking, car pooling, bus riding, etc. This program is trying to reduce the amount of vehicle miles traveled on the roads. The benefits are reducing air pollution, traffic congestion, wear and tear on the roads, etc. Over 50% of Spokane Clean Air's employees use a commute alternative. The benefits of the CTR program are that it provides employees with a low-cost benefit, reduces demand for parking spaces, reduces employee tardiness and absenteeism (per studies done throughout the state) and enhances public image for Spokane Clean Air. Spokane Clean Air has voluntarily participated in the CTR program through Spokane County's program. To prepare for Spokane Clean Air's move to a new office location, Spokane Clean Air has an opportunity to formally develop a CTR program. Spokane Clean Air is proposing for the program to continue what it has been doing with Spokane County for the last 10 years. There are two levels based on an online commute calendar and you sign up on your commute calendar monthly. If you use a commute alternative at least once during the month, you get a treat. If you use a commute alternative twelve times or more, you get your commute alternative subsidized at 50% of the cost of a bus pass, which is \$16.50, which is half the cost of a bus pass or \$16.50 towards the cost of gas or a gift card. We will ask the Board to sign a Resolution approving a budget of \$3,000 per fiscal year to continue supporting the CTR

program. There was discussion between the Council Members, Margee and Bill on the CTR program. The Council Members present were in support of the CTR program proposal.

3. Update on Building Purchase – Bill:

Bill gave a brief overview of the building purchase. The Board approved the purchase and price of the building. A significant down payment would be paid from Spokane Clean Air's collected assessments from penalties. The County is guaranteeing a five year loan from the Treasurer at an interest rate varying from a mid 2% to a mid 4%. After the five years when the loan is paid off, then the money will be put into a savings which would then go towards reducing the local assessments. Spokane Clean Air should receive the funding by the end of the month, which means we will close on the building by the middle of August. We are expecting to move in the middle of October because we need to make some modifications to the building. We have an architect working on the drawing for the interior spaces. There are some issues about the lab and to controlling the filters room for temperature and humidity. There will also be a conference room that probably won't be used that often and there is a question as to whether or not we should be looking for a separate zone type heating ventilating and air conditioning just for that. This way there wouldn't be a constant load on the existing heating and air conditioning system. The interior layout is done and early next week the drawings should be finalized. Ron is working with the heating and ventilation people on making sure the drawing reflects what they are going to do. Also, Ron is looking into a security system for the building and the fenced lot that will be for the agency cars. When the drawings are done, it will go out for bids to general contractors for the price of everything. Barb is getting estimates for moving. The Health District people have told us that if we can move before the six month notice, which is December, we can do that and they won't hold us to the December date. Spokane Clean Air has included all of the monthly costs (utilities, janitorial costs, snow removal, etc.) into its budget. We will put a building contingency fund together where \$150 to \$200 per month will be added to it for building maintenance/things that may need fixed with the building in the coming years. Most everything in the building will be new so the fund will be added to monthly for future problems that may arise. Other air agencies have funds like this so that they have the money in their budgets for unforeseen problems with their building. The Wood Smoke Advisory has called for another meeting and Bill will attend that meeting in Seattle. Bill added that Spokane Clean Air could talk with the Fire Districts about redefining recreational fires. There was some discussion between the Council, Ron and Bill.

4. Other Items of Interest:

Ray Kelleher moved to adjourn the Advisory Council meeting and Tom Brattebo seconded it. Motion passed.

The meeting adjourned at 8:48 a.m.

ADVISORY COUNCIL MEMBER

WILLIAM DAMEWORTH, DIRECTOR