



NOTICE AND AGENDA OF THE YAKIMA REGIONAL CLEAN AIR AGENCY BOARD OF DIRECTORS' REGULAR MEETING

NOTICE

NOTICE is hereby given that the Yakima Regional Clean Air Agency Board of Directors' Regular Meeting will be held at the Yakima City Hall, City Council Chambers on Thursday, December 10, 2015 at 2:00pm to consider the following Agenda.

AGENDA

REGULAR MEETING @ 2:00 p.m.

1. 2:00 P.M. Call to Order
2. Roll Call
3. Additions or Deletions to Agenda

Board Chair
Quatandra Jarvis
Board Chair

PUBLIC COMMENTS

This is a public meeting. If you wish to address the Board concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. The Chair has the right to place a time limit on each person asking to be heard.

4. Open Public Comments Period

Board Chair

CONSENT AGENDA

5. Consider Approving the Consent Agenda, Items for action 5.1 through 5.4. The Board may approve the Consent Agenda by single motion in whole or in part, with or without further discussion.
 - 5.1 By consent, approve November 12, 2015 Board Meeting Summary;
 - 5.2 By consent, approve November 19, 2015 Board Meeting Summary;
 - 5.3 By consent accept and file, YRCAA November, 2015 Monthly Activity Report;
 - 5.4 By consent, approve 2016 Board Schedule; and
 - 5.5 By consent, approve 2016 Holiday Schedule.

Action Requested: Approve Consent Agenda Items 5.1 through 5.5.

REGULAR AGENDA

6. No Director's Report this month.
Action Requested: No Action Required.

Gary Pruitt



ACTION ITEMS

7. Accept Fiscal Reports.
- Approve Fiscal Vouchers and Payroll Authorization Transfers;
 - BVA(s) – FYI;
 - Supplemental Income Status Report for CY 2015; and
- Action Requested:** Approve Fiscal Vouchers, Payroll Authorization Transfers, Accept and File Fiscal Reports.

Christa Owen

DIVISION REPORTS

8. Engineering and Planning Division
Accept Engineering and Planning Division Report
Action Requested: Accept and file Report – No action required
9. Compliance and Air Monitoring Division
Accept Compliance and Air Monitoring Division Report
Action Requested: Accept and file Report - No Action Required
10. Executive Division Report
Accept Executive Division Report
Action Requested: Accept and file Report – No action required

Hasan Tahat

Keith Hurley

Mark Edler

OTHER BUSINESS

11. Other Business and Adjournment
Timeline for vacant Small Cities Board Position

Board Chair

Quatandra Jarvis

The Next Board of Directors Meeting is scheduled for Thursday, January 14, 2016 at the City of Yakima Council Chambers, 129 N Second Street, Yakima.



Summary of the Governing Board of Directors Meeting

Location, Date and Time:

Yakima City Hall Council Chambers,

November 12, 2015

Time: 2:00 p.m.

1. **Jon DeVaney, Vice Chair, called the Meeting to order at 2:00 p.m.**
2. **Quatandra Jarvis, Clerk of the Board, conducted roll call. There was not a quorum.**

PRESENT WERE:	
BOARD MEMBERS: Steven Jones, Ph.D County Representative Jon DeVaney, Representative-At-Large	STAFF: Gary Pruitt, Executive Director Quatandra Jarvis, Clerk of the Board Hasan Tahat, Engineering/Planning Division Keith Hurley, Compliance/Monitoring Division Mark Edler, Executive Division Christa Owen, Fiscal Program Manager
LEGAL COUNSEL: Gary Cuillier, Board Counsel	MEDIA: Mike Brown, YPAC

Vice Chair, Jon DeVaney asked Gary Pruitt for his recommendation in the absence of a quorum. It was recommended that the Board continue the meeting to a later date but before the December Board Meeting as there are few action items that need to be taken care of.

It was decided to reschedule to a later date when it would be confirmed that there would be a quorum present. The Board did continue with public comment and presented the Proclamation of Appreciation to Mr. Jeff Loe.

3. **Additions and Deletions to Agenda** – Vice Chair, Jon DeVaney, asked if there were any additions or deletions. There were none.
4. **Public Comment**
Kathleen Rogers, from Sunnyside, advised that she would miss Mayor Gawlik and encouraged the Board to continue keeping the air clean in Sunnyside.

Larry Fendell advised that farmers are not following their Air Quality Management Plans as they are using their manure sprinklers.

Proclamation of Appreciation

Mr. DeVaney, on behalf of the Board of Directors, presented Jeff Loe, the Director of Finance for the Sunnyside School District, with a Proclamation of Appreciation for the use of Harrison Middle School's roof as the site for conducting ambient air samplings.

Other Business and Adjournment

Mr. DeVaney asked Mr. Pruitt to give a brief overview of how the two Board vacancies will be filled after the first of the year. Two positions will be vacated, the Small Cities Representative and Yakima County. The Small Cities position is a position elected by the City Selection Committee. Kathy Fisher with the Auditors Office will initiate the process that includes a nomination and then election by ballot. This process will take at least a couple of months. The Yakima City position is appointed by the City of Yakima.

Board adjourned by acclamation of consent.

AGENDA ITEM 5.L

Jon DeVaney, Vice-Chair



Quatandra Jarvis, Clerk of the Board

Audio CD of this meeting is available at the YRCAA.
Meeting Summary submitted to Board for approval.



Summary of the Governing Board of Directors Meeting

Location, Date and Time:

Yakima City Hall Council Chambers,

November 19, 2015

Time: 2:00 p.m.

1. **John Gawlik, Board Chair**, called the Meeting to order at 2:00 p.m.
2. **Quatandra Jarvis, Clerk of the Board**, conducted roll call. There was a quorum.

PRESENT WERE:

BOARD MEMBERS:

Jon Gawlik, Small Cities Representative
Steven Jones, Ph.D., County Commissioner
Jon DeVaney, Representative-At-Large

LEGAL COUNSEL:

Gary Cuillier, Board Counsel

STAFF:

Quatandra Jarvis, Clerk of the Board
Hasan Tahat, Engineering/Planning Division
Keith Hurley, Compliance/Monitoring Division
Mark Edler, Executive Division
Christa Owen, Fiscal Program Manager

MEDIA:

Mike Brown, YPAC

3. **Additions and Deletions to Agenda** – Board Chair John Gawlik, stated for the record, that the meeting was rescheduled from last week due to the fact that there was not a quorum. Mr. Gawlik asked if there were any additions or deletions. There were none.
4. **Public Comment**
No Comments.
5. **Consent Agenda**
 - 5.1 By Consent, accepted October 8, 2015 Board Meeting Summary; and
 - 5.2 By consent accepted October, 2015 Monthly Activity Report.

Moved by Steven Jones, Ph.D. and seconded Jon DeVaney.; motion passed.

REGULAR AGENDA

6. **Director's Report**

No Director's report this month.

ACTION ITEMS

7. **Fiscal Programs**

Accounts Payable for the month of October was \$12,730.75, out of that amount, enterprise expenses were \$1,459.20 and Payroll was \$61,787.16. Board approval was requested.

Moved by Jon DeVaney seconded by Steven Jones, Ph.D; Motion passed.

8. **Budget Revision**

Hasan Tahat, Ph.D., presented the budget revision in Gary Pruitt's absence. Board approved FY2016 budget on June 11th. Since that time, additional and more complete revenue and expenditures had become available; mainly the award of the Wood Stove and Base Grant monies. The strategic approach did not change. The Revised Comparative Analysis was attached to the report.

AGENDA ITEM NO. 5.2

Moved by Steven Jones, Ph.D. seconded by Jon DeVaney; Motion passed.

9. CY2016 Fee Schedule

Dr. Tahat presented the proposed CY2016 fees that the Board has granted YRCAA permission to adjust annually based on cost and revenue analysis. YRCAA determined that fee increases for CY2016 was not needed as the analysis indicated that the current fees would recover the anticipated 2016 costs.

Moved by Steven Jones, Ph.D., seconded by Jon DeVaney. Motion passed.

10. Uncollectable Debt

Keith Hurley asked the Board to dismiss four (4) debts as results of debtors failing to pay legitimately assessed fees, fines or penalties for the following reasons: the whereabouts of the debtor are not known; the debtor owns no real or personal property subject to lien; the debtor has demonstrated an inability to pay; or the debtor has filed Bankruptcy and the YRCAA has not been assigned as a creditor due payment.

Mr. DeVaney inquired as to whether the companies listed were formally out of business. Mr. Hurley advised that one company was not; however, YRCAA does not tie into business licenses. If Evergreen believes they can attach assets of a company down the road, then they will keep the case open. For these four debts, Evergreen does not have an expectation of attaching assets for collection in the future.

Dr. Jones wanted to know what type of binding authority YRCAA has to impose penalties. Mr. Hurley explained that YRCAA issues Notices of Penalties, if those are not paid, the customer receives a warning letter they will be sent to collections if they don't pay. If the customer continues to refuse to pay, they are sent to Evergreen per YRCAA Admin Code. In addition, the Admin Code gives YRCAA the option of sending debts to small claims court or having the Agency's attorney attempt to collect the debt.

Moved by Steven Jones, Ph.D., seconded by Jon DeVaney. Motion passed.

DIVISION/PROGRAM REPORTS
(See written reports for complete details.)

8. Engineering and Planning Division Report

Hasan Tahat, Ph.D. briefly went through his report. There were no exceedances expected and no burn bans in October.

Dr. Tahat went over the graph comparing the data from the Ebam in Sunnyside to the data from the monitor in Yakima.

9. Compliance and Air Monitoring Division Report

Mr. Hurley clarified some of the spikes in Dr. Tahat's graphs.

There was nothing significant to report in Mr. Hurley's report.

10. Executive Division Report

Wood Stove Change-Out program has started; there was a vendor meeting on October 29th. YRCAA did a presentation for OIC regarding the Wood Stove Change-Out program, outdoor burning and burn bans.

YRCAA has done some advertising regarding burn bans and email notifications regarding burn bans.

11. Other Business and Adjournment

Mr. Gawlik discussed Jan Whitefoot's information and public records request. Jim Dyjak explained that the request was based on a concern of potential conflict of interest. Quatandra Jarvis advised that YRCAA has already processed the information request and is processing the records request.

Mr. Dyjak wanted to know if YRCAA has commented on the publication regarding the exemption of forest fire burns, exceptional events. Answer was yes.

Mr. Dyjak reiterated that public comments should be moved to the end of the Board Meeting.

Motion to adjourn made Steven Jones, Ph.D. second by Jon DeVaney. Meeting was adjourned at 2:53pm.

John Gawlik, Board Chair



Quatandra Jarvis, Clerk of the Board

Audio CD of this meeting is available at the YRCAA.
Meeting Summary submitted to Board for approval.

Date of Release: December 3, 20
Date of Consideration: Decmeber 12, 2015
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY15	Sept. 15	Oct. 15	Nov. 15	FY15	FY16
					thru Nov.	thru Nov.
Minor Source Inspections	220	1	7	10	107	43
Complaints Received	228	8	19	14	112	69
NOVs Issued	92	3	3	0	31	14
Warning Notices Issued	43	0	2	1	29	3
NOPs Issued	67	3	2	3	22	23
SEPA Reviews	274	25	33	27	126	156
AOP Applications Received	2	0	0	0	0	0
AOPs Issued or Renewed	3	0	1	0	0	1
Deviations/Upsets Reported	12	1	1	1	5	5
AOP Inspections	5	0	0	0	5	5
Public Workshops	4	0	0	0	3	0
Media Events	0	0	0	0	0	0
Media Contacts	19	1	0	5	15	12
Education Outreach Events	9	1	0	0	2	1
Sources Registered	333	0	0	0	0	17
NSR Applications Received	33	1	1	0	12	4
NSR Approvals Issued- Temporary	2	0	1	0	0	1
NSR Approvals Issued- Permanent	23	1	1	3	8	8
NODRs Received	233	24	20	8	98	79
Agricultural Burn Permits Issued	220	5	22	15	42	44
Conditional Use Permits	8	1	0	0	3	1
Residential Burn Permits Issued	1349	0	32	26	315	189
Burn Ban Days	39	26	0	11	24	49
Public Records Requests Fulfilled	34	1	3	1	6	10

Acronyms:

AOP - Air Operating Permit; **NODR** - Notification of Demolition and Renovation; **NOP** - Notice of Penalty; **NOV** - Notice of Violation; **NSR** - New Source Review; **SEPA** - State Environmental Policy Act



Executive Memorandum

Date of Release: December 03, 2015

DATE OF CONSIDERATION: December 10, 2015

TO: Board of Directors

FROM: Office of the Executive Director

SUBJECT: Governing Board of Directors Meetings

ISSUE: Approval of schedule and location for the Governing Board of Directors meeting on the second Thursday of each month.

RECOMMENDATION(S): By consent, approve dates and locations listed below for the Regular Governing Board of Directors Meetings.

DISCUSSION: The time and location remains the same; 1:30 p.m. Study Session and 2:00 p.m. Regular Board Meeting. Location for Board Meetings shall be at Yakima City Hall, City Council Chambers, 129 N Second St., Yakima, WA. If there is a change of venue the Board and public will be notified. The 2016 Board Schedule is proposed as follows:

January 7, 2016
February 11, 2016
March 10, 2016
April 7, 2016
May 12, 2016
June 9, 2015
July 7, 2016
August 11, 2015
September 8, 2015
October 6, 2015
November 10, 2015
December 8, 2015



Executive Memorandum

Date of Release: December 03, 2015

DATE OF CONSIDERATION: December 10, 2015

TO: Board of Directors

FROM: Office of the Executive Director

SUBJECT: 2016 Holiday Schedule

ISSUE:

Whether or not, the YRCAA Governing Board should approve and adopt the 2016 Holiday Schedule

RECOMMENDATION(S):

By consent, approve and adopt the 2016 Holiday Schedule.

DISCUSSION:

Every year staff presents the Governing Board of Directors with a holiday schedule. The following rules govern the use of the holidays observed by the Clean Air Agency staff per, Administrative Code Part B, Section 9, Subsection 9.7, Benefits, 9.7.1 Holidays:

- Whenever a legal holiday falls on a Saturday, the preceding Friday shall be the legal holiday.
- Whenever a legal holiday, falls on a Sunday, the following Monday shall be the legal holiday.
- An employee scheduled, and approved for annual leave, or on sick leave, when a holiday occurs will not be charged against their leave for that day.

The YRCAA offices will be closed for the following:

New Years' Day	Friday	January 1, 2016
Martin Luther King Day	Monday	January 18, 2016
President's Day	Monday	February 15, 2016
Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Veteran's Day	Friday	November 11, 2016
Thanksgiving Holidays	Thursday & Friday	November 25, and November 26, 2016
Christmas	Friday	December 24, 2015



Executive Memorandum

Date of Release: December 3, 2015

Date of Consideration: December 10, 2015

To: YRCAA Board of Directors

From: Office of the Director

Christa Owen

Subject: Fiscal Program Report

Issue: Consider Fiscal Reports, forms, and vouchers.

Recommendation(s): Accept, and approve by minute action, November 2015 AP Fiscal Vouchers (\$8,193.88), and November Payroll Authorization (\$61,599.72). Out of A/P, \$134.10 was for Wood Stove Change-out Expenses, and \$0.00 was for Enterprise expenses.

Discussion: November Accounts Payable and Payroll Authorizations are enclosed for your approval. BVA and Supplemental Income are included as informational items.

Enclosures

AGENDA ITEM NO. 7



November 12, 2015

Fund 614-614 YRCAA
Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Andreotti & Associates, Inc.	32602	4101	\$ 200.00	11/13/2015
Canon Solutions America, Inc.	32603	4801	\$ 102.08	11/13/2015
Charter Communications	32604	4201	\$ 713.73	11/13/2015
Coleman Oil Company	32605	3201	\$ 167.53	11/13/2015
Five K Technologies	32606	3502	\$ 25.00	11/13/2015
Pitney Bowes, Inc. Supplies	32607	3101	\$ 132.41	11/13/2015
Verizon Wireless	32608	4201	\$ 323.72	11/13/2015
Yakima County Printing Department*	32609	3101	\$ 54.10	11/13/2015

Total: **\$ 1,718.57**

***Reimbursement from Grant**

****NOC/Enterprise**

This is to certify that the invoices and warrants above for the Yakima Regional Clean Air Agency have been examined, audited and approved by the Alternate Auditing Officer for payment.

Total Amount: **\$ 1,718.57**

John Gawlik, Board Chairman

12/10/2015

Gary W. Pruitt, Executive Director

11/13/2015



November 24, 2015

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Andreotti & Associates, Inc.	32610	4101	\$ 240.00	11/25/2015
Bradley A. Mellotte	32611	4501	\$3,480.00	11/25/2015
Crystal Springs	32612	3101	\$ 16.75	11/25/2015
Cuillier Law Office	32613	4101	\$ 504.00	11/25/2015
KeyBank	32614	Various	\$1,947.13	11/25/2015
Leaf	32615	4501	\$ 190.75	11/25/2015
Northwest Community Action Center*	32616	4101	\$ 80.00	11/25/2015
Splash Express	32617	4801	\$ 16.68	11/25/2015

Total:

\$ 6,475.31

***Reimbursement from Grant**

****NOC/Enterprise**

This is to certify that the invoices and warrants above for the Yakima Regional Clean Air Agency have been examined, audited and approved by the Alternate Auditing Officer for payment.

Total Amount: **\$ 6,475.31**

John Gawlik, Board Chairman

12/10/2015

Gary W. Pruitt, Executive Director

11/25/2015

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 11/24/2015

District: Yakima Regional Clean Air Agency

Contact Person: Christa Owen

Address: 329 North First Street, Yakima, WA 98901

Telephone No. **834-2050 ext 104** Telefax No. **834-2060**

Authorization is given for the Yakima County Treasurer to electronically transfer the amounts listed below:

Name of Bank: Key Bank of Washington

ABA Routing Number: XXXXXXXXXX

Bank Account Number: XXXXXXXXXX

Payroll Date: December 1, 2015

Transfer Amount(s): \$ 61,599.72

Total Amount of Electronic Transfer: \$ 61,599.72

Authorizing Signatures (No facsimile signatures accepted.):



Auditing Officer

Chairman Board of Directors



Alternate Auditing Officer

Date November 24, 2015

Note: The Yakima County Treasurer's Office must receive the completed authorization by 12:00 noon, two (2) business days prior to payroll date. An original must be provided to the County Treasurer's Office if a telefax is sent. *Do not consider a telefax delivered until you have verified with the Treasurer's Office that it has been received.*

Contact Persons at County Treasurer's Office: **Cindy**

Telephone Number: 509-574-2780
(01-2008)

Telefax Number: 509-574-2801

FY 2016 Monthly Tracking

November 2015 Report Date: December 10, 2015		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
REVEUNE					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32190001	Minor Sources	\$ 178,585	\$ -	\$ 906	0.5%
614-32190008	Synthetic Minor Sources	\$ 24,257	\$ -	\$ 2,660	11.0%
614-32190006	Complex Sources	\$ 22,437	\$ -	\$ -	0.0%
614-32290001	Title V Sources	\$ 125,225	\$ -	\$ 122,891	98.1%
614-32190002	New Source Review	\$ 33,986	\$ 1,436	\$ 7,174	21.1%
Subtotal, Stationary Source Permit Fees		\$ 384,490	\$ 1,436	\$ 133,631	34.8%
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 63,450	\$ 1,248	\$ 9,120	14.4%
614-32290007	Agricultural Burn Permits	\$ 25,954	\$ 3,553	\$ 12,457	48.0%
614-32290011	Conditional Use Burn Permits	\$ 2,110	\$ -	\$ 218	10.3%
Subtotal, Burn Permit Fees		\$ 91,514	\$ 4,801	\$ 21,795	23.8%
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 35,956	\$ 1,178	\$ 11,729	32.6%
614-32190009	Construction Dust Control Fees	\$ 8,608	\$ 482	\$ 4,149	48.2%
Subtotal, Compliance Fees		\$ 44,564	\$ 1,660	\$ 15,878	35.6%
Subtotal, All Permit Fee Revenue		\$ 520,568	\$ 7,897	\$ 171,303	32.9%
Base Grants					
614-33366001	EPA, Core Grant	\$ 123,531	\$ 32,488	\$ 69,995	56.7%
614-33403101	DOE, Core Grant	\$ 82,354	\$ 22,022	\$ 44,853	54.5%
Subtotal, Base Grants		\$ 205,885	\$ 54,511	\$ 114,848	55.8%
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 581	\$ 28,795	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
Subtotal, Fines & Penalties		\$ 2,500	\$ 581	\$ 28,795	
Supplemental Income					
614-33831001	Supplemental Income	\$ 99,210	\$ -	\$ 36,760	37.1%
Subtotal, Supplemental Income		\$ 99,210	\$ -	\$ 36,760	37.1%
Other Income					
614-36111001	Interest	\$ 1,801	\$ 177	\$ 877	48.7%
614-36990014	Miscellaneous Income	\$ 2,706	\$ 86	\$ 146	5.4%
Subtotal, Other Income		\$ 4,507	\$ 263	\$ 1,023	22.7%
Total YRCAA Base Operations Revenue		\$ 832,670	\$ 63,252	\$ 352,729	42.4%
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 5,418	\$ -	\$ 5,418	100.0%
614-33403108	PM 2.5	\$ 21,050	\$ 5,263	\$ 10,525	50.0%
614-33403107	Woodstove Change-out	\$ -	\$ 1,000	\$ 1,000	#DIV/0!
Total YRCAA Grant Operations Revenue		\$ 26,468	\$ 6,263	\$ 16,943	64.0%
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 85,925	\$ 8,575	\$ 37,250	43.4%
614-34317002	Other Enterprise Revenue	\$ 450	\$ -	\$ -	0.0%
Subtotal, Enterprise Revenue		\$ 86,375	\$ 8,575	\$ 37,250	43.1%
Total Base, Grant and Enterprise Revenue		\$ 945,513	\$ 78,089	\$ 406,922	43.0%

FY 2016 Monthly Tracking

November 2015	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: December 10, 2015				

EXPENSES**EXPENSES 614 YRCAA Base Operations****Salaries**

614-1001	Salaries	\$ 546,167	\$ 42,944	\$ 223,598	40.9%
614-2002	Benefits	\$ 196,830	\$ 15,088	\$ 78,562	39.9%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Salaries		\$ 742,997	\$ 58,032	\$ 302,160	40.7%

Supplies

614-3101	Office Supplies	\$ 7,340	\$ 661	\$ 3,933	53.6%
614-3101	Safety Equipment	\$ -	\$ -	\$ -	#DIV/0!
614-3201	Vehicles, Gas	\$ 3,301	\$ 168	\$ 804	24.3%
614-3501	Small Tools/Equipment	\$ -	\$ -	\$ 27	#DIV/0!
614-3502	Computer Network	\$ 5,466	\$ 1,152	\$ 5,408	98.9%
Subtotal, Supplies		\$ 16,107	\$ 1,980	\$ 10,172	63.2%

Services

614-4101	Professional Services	\$ 14,200	\$ 944	\$ 6,896	48.6%
614-4101	Laboratory Analyses	\$ 157	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,272	\$ 150	\$ 749	58.9%
614-4201	Communications, Phones/Internet	\$ 12,444	\$ 1,037	\$ 5,189	41.7%
614-4202	Postage	\$ 3,835	\$ 196	\$ 819	21.4%
614-4301	Travel & Transportation	\$ 4,005	\$ -	\$ (2)	-0.1%
614-4401	Public Education	\$ 4,000	\$ -	\$ 81	2.0%
614-4401	Publications, Legal Notices	\$ 499	\$ -	\$ 248	49.8%
614-4501	Rents & Leases, Equipment	\$ 1,982	\$ 191	\$ 1,191	60.1%
614-4501	Rents & Leases, Space	\$ 41,760	\$ 3,480	\$ 17,400	41.7%
614-4601	Insurance	\$ 12,789	\$ -	\$ 13,398	104.8%
614-4801	Maintenance, Motor Vehicles	\$ 2,229	\$ 116	\$ 1,766	79.2%
614-4801	Maintenance, Equipment	\$ 1,853	\$ 102	\$ 1,808	97.6%
614-4801	Maintenance, Computers	\$ 150	\$ -	\$ -	0.0%
614-4801	Maintenance, Building	\$ 520	\$ -	\$ -	0.0%
614-4901	Memberships	\$ 230	\$ 67	\$ 67	29.1%
614-4901	Training	\$ 1,928	\$ -	\$ 749	38.9%
614-4901	Service Chgs & Interest	\$ 3,295	\$ 422	\$ 1,507	45.7%
614-4901	Miscellaneous Services	\$ 2,471	\$ -	\$ -	0.0%
614-4901	DOE Oversight Fees	\$ 5,684	\$ -	\$ -	0.0%
Subtotal, Services		\$ 115,303	\$ 6,705	\$ 51,865	45.0%

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ 4,500	\$ -	\$ -	0.0%
Total YRCAA Base Operations Expenses		\$ 878,907	\$ 66,717	\$ 364,197	41.4%

EXPENSES 614 YRCAA Grant Operations**614-33403105 Wood Stove Ed****Salaries**

614-1001	Salaries	\$ 3,982	\$ -	\$ -	0.0%
614-2002	Benefits	\$ 1,436	\$ -	\$ -	0.0%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Salaries		\$ 5,418	\$ -	\$ -	0.0%

Supplies

614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Supplies		\$ -	\$ -	\$ -	#DIV/0!

FY 2016 Monthly Tracking

November 2015 Report Date: December 10, 2015		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ 160	#DIV/0!
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		\$ -	\$ -	\$ 160	#DIV/0!
<i>Subtotal, Woodstove Grant Expenses</i>		\$ 5,418	\$ -	\$ 160	3.0%
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,467	\$ 1,043	\$ 5,252	34.0%
614-2002	Benefits	\$ 5,581	\$ 366	\$ 1,845	33.1%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 21,048	\$ 1,409	\$ 7,097	33.7%
Supplies					
614-3101	Office Supplies	\$ 1	\$ -	\$ -	0.0%
<i>Subtotal, Supplies</i>		\$ 1	\$ -	\$ -	0.0%
Services					
614-4101	Professional Services	\$ 1	\$ -	\$ -	0.0%
<i>Subtotal, Services</i>		\$ 1	\$ -	\$ -	0.0%
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, PM 2.5 Grant Expenses</i>		\$ 21,050	\$ 1,409	\$ 7,097	33.7%
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ -	\$ 1,597	\$ 4,452	#DIV/0!
614-2002	Benefits	\$ -	\$ 561	\$ 1,564	#DIV/0!
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ -	\$ 2,158	\$ 6,017	#DIV/0!
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		\$ -	\$ -	\$ -	#DIV/0!
Services					
614-4101	Professional Services	\$ -	\$ 80	\$ 80	#DIV/0!
<i>Subtotal, Services</i>		\$ -	\$ 80	\$ 80	#DIV/0!
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		\$ -	\$ 2,238	\$ 6,097	#DIV/0!
<i>Total, Grant Operations Expenses</i>		\$ 26,468	\$ 3,648	\$ 13,354	50.5%
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 2,582	\$ -	\$ 1,556	60.3%
141-2002	Benefits	\$ 907	\$ -	\$ 547	60.3%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 3,489	\$ -	\$ 2,103	60.3%

FY 2016 Monthly Tracking

November 2015		Budget		Actual Current		Actual Year to Date		Year to Date % of Budget	
Report Date: December 10, 2015									
Supplies									
141-3101	Office Supplies	\$	400	\$	-	\$	305		76.4%
141-3201	Vehicles, Gas	\$	1,700	\$	-	\$	440		25.9%
141-3501	Small Tools/Equipment	\$	200	\$	-	\$	18		8.9%
Subtotal , Supplies		\$	2,300	\$	-	\$	763		33.2%
Services									
141-4101	Professional Services	\$	22,000	\$	-	\$	12,000		54.5%
141-4202	Postage	\$	-	\$	-	\$	-	#DIV/0!	
141-4301	Travel & Transportation	\$	-	\$	-	\$	118	#DIV/0!	
141-4501	Rents & Leases, Space	\$	5,218	\$	-	\$	2,022		38.8%
141-4801	Maintenance, Motor Vehicles	\$	2,100	\$	-	\$	71		3.4%
141-4801	Maintenance, Equipment	\$	505	\$	-	\$	-		0.0%
141-4901	Miscellaneous Services	\$	-	\$	-	\$	-	#DIV/0!	
Subtotal, Services		\$	29,823	\$	-	\$	14,211		47.7%
Capital Out-Lay & Fixed Assets									
141-4500	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$	-	#DIV/0!	
Total Enterprise Operations Expenses		\$	35,612	\$	-	\$	17,077		48.0%
Summary of Revenue vs Expenses:									
Prior-Year Carry Over Funds		\$	125,000	\$	-	\$	125,000		
Total Revenue, Base, Grants & Enterprise		\$	1,070,513	\$	78,089	\$	531,922		49.7%
Total Expenses, Base, Grants & Enterprise		\$	940,987	\$	70,365	\$	394,628		41.9%
Fund Balance		\$	129,526	\$	7,724	\$	137,294		
Operating Reserves		\$	4,526						
Estimated Available Fund Balance		\$	125,000						

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for 2015 on November 30, 2015
CY 2015 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,404	\$ 4,404	1/30/2015	\$ 4,404	\$ -	pd in full
Granger	\$ -	\$ 1,326	\$ 1,326	1/16/2015; 4/17/2015; 6/26/2015; 7/17/2015	\$ 1,326	\$ -	pd in full
Harrah	\$ -	\$ 258	\$ 258	1/30/2015	\$ 258	\$ -	pd in full
Mabton	\$ -	\$ 922	\$ 922	7/20/2015	\$ 922	\$ -	pd in full
Moxee	\$ -	\$ 1,462	\$ 1,462	1/26/2015	\$ 1,462	\$ -	pd in full
Naches	\$ -	\$ 322	\$ 322	2/12/2015	\$ 322	\$ -	pd in full
Selah	\$ -	\$ 2,936	\$ 2,936	1/16/2015	\$ 2,936	\$ -	pd in full
Sunnyside	\$ -	\$ 6,480	\$ 6,480	2/09/2015	\$ 6,480	\$ -	pd in full
Tieton	\$ -	\$ 494	\$ 494	2/02/2015	\$ 494	\$ -	pd in full
Toppenish	\$ -	\$ 3,580	\$ 3,580	1/29/2015	\$ 3,580	\$ -	pd in full
Union Gap	\$ -	\$ 2,444	\$ 2,444	1/29/2015	\$ 2,444	\$ -	pd in full
Wapato	\$ -	\$ 2,014	\$ 2,014	4/23/2015	\$ 2,014	\$ -	pd in full
City of Yakima	\$ -	\$ 37,048	\$ 37,048	1/20/2015; 4/15/2015; 7/13/2015; 10/13/15	\$ 37,048	\$ -	pd in full
Zillah	\$ -	\$ 1,246	\$ 1,246	1/26/2015	\$ 1,246	\$ -	pd in full
Yakima Co.	\$ -	\$ 33,964	\$ 33,964	1/01/2015; 4/01/2015; 7/1/2015; 10/1/2015	\$ 33,964	\$ -	pd in full
Totals:	\$ -	\$ 98,900	\$ 98,900		\$ 98,900	\$ -	



Executive Memorandum

Date of Release: December 3, 2015
Date of Consideration: December 10, 2015
To: Board of Directors
From: Office of the Engineering and Planning Division
Subject: November Engineering and Planning Division Report

Issue:

Monthly activities reports to the Board of Directors of YRCAA.

Recommendation(s):

Accept and File.

Discussion:

The following summarizes some of the activities for the month of November including some additional related information:

- Working on the 2016 annual registration program.
- Reported the AOP Emission Inventory to Department of Ecology.
- Issued 3 New Source Review (NSR) Order of Approvals.
- Reviewed/responded to 27 SEPA projects.
- Issued 15 agricultural permits.
- Issued 26 residential burn permits.
- Two burn bans were issued for the month of November (total 11 days between stage 1 and 2)
- We expect no exceedances (see attached graph) for the month of November.
- Attached is monthly graph for the BAM PM_{2.5}, TPM₁₀ (Yakima) and the Neph PM_{2.5} (Sunnyside).

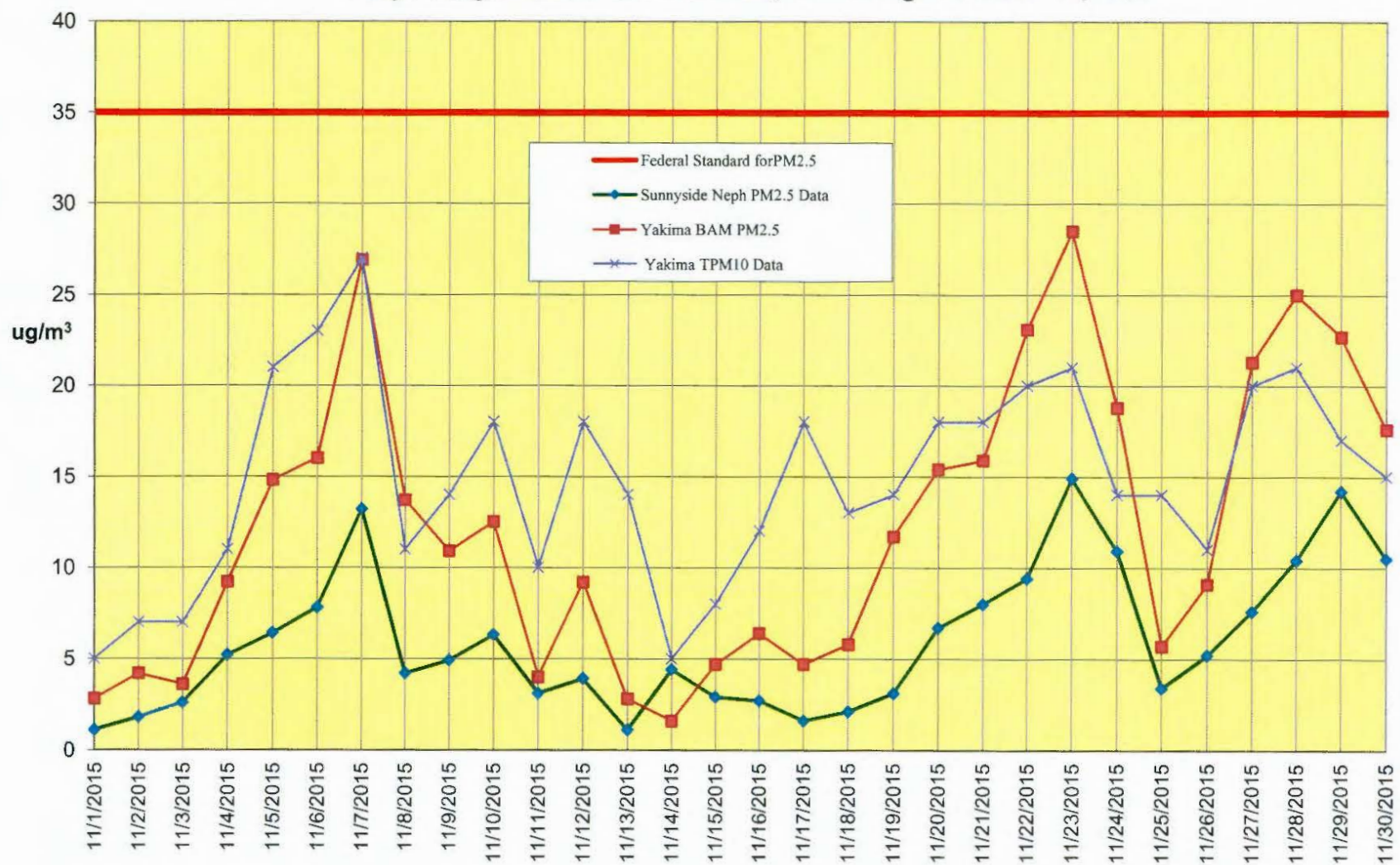
Attachments:

- ✓ BAM PM_{2.5}, TPM₁₀ for Yakima and Neph PM_{2.5} for Sunnyside Monitor Data for the months of November, 2015 and the annual graphs.

AGENDA ITEM NO. 8

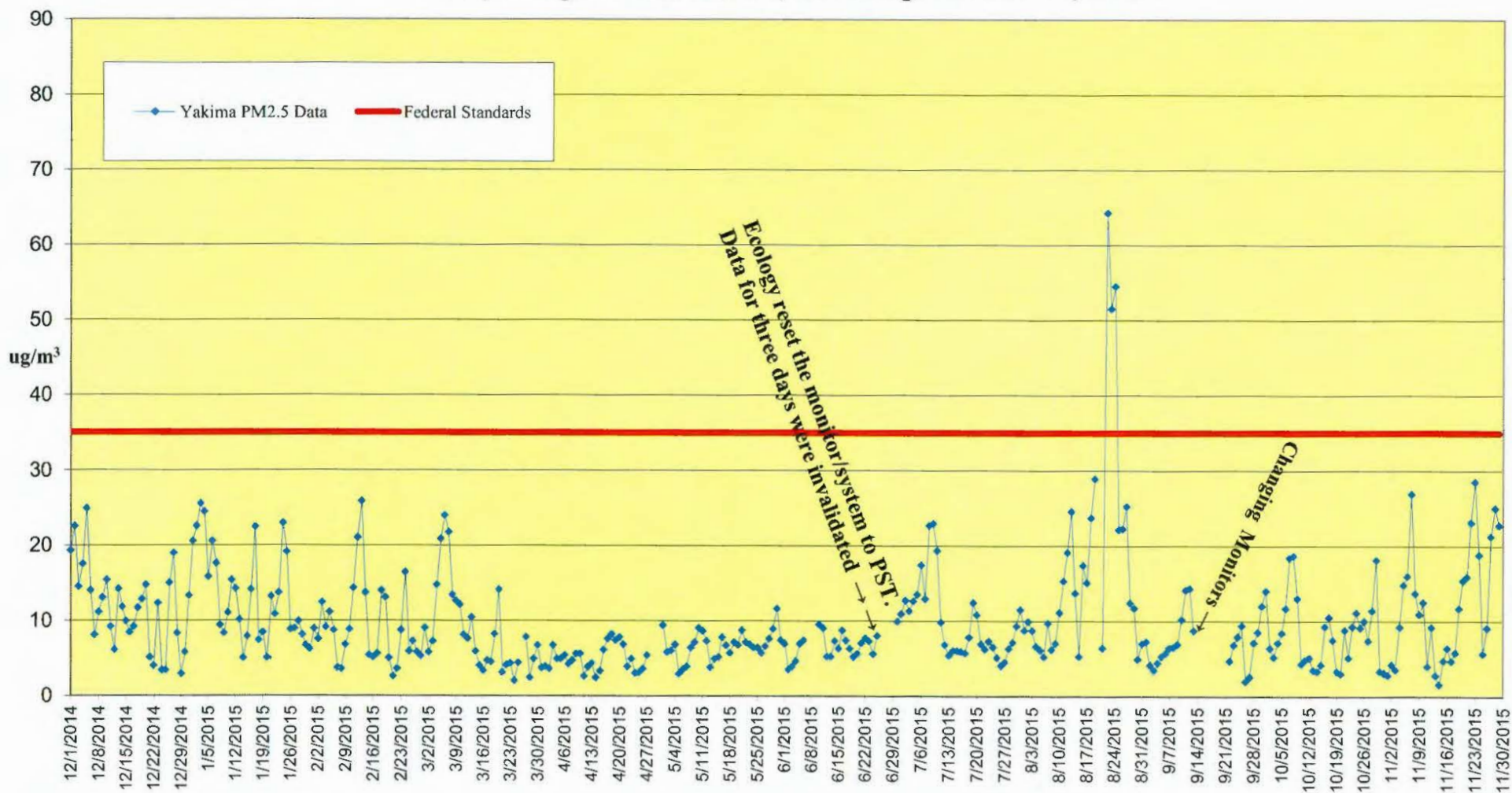
PM_{2.5} BAM_{2.5} Data and TPM₁₀ for Yakima; Neph PM_{2.5} Data for Sunnyside

Daily Averages Value from November 1, 2015 through November 30, 2015



PM_{2.5} FEM/BAM_{2.5}(starting September 15, 2015) Annual Air Monitoring Data, City of Yakima

Daily Averages from December 1, 2014 through November 30, 2015





Executive Memorandum

Date of Release: December 3, 2015
Date of Consideration: December 10, 2015
To: YRCAA Board of Directors
From: Office of the Compliance & Enforcement Division Supervisor
Subject: November 2015 Compliance & Enforcement Division Report *14. Hurly*

Issue: N/A

Recommendation(s): Accept and File

Discussion: During the month of November the Division setup, collected and shipped for analysis approximately 30 Air Monitoring Samples, completed 8 Quality Control Checks on 7 Air Monitors, investigated 14 Complaints, and issued 3 Notices of Penalty (NOP) for prior issued NOVs. The Division also reviewed and processed 8 Notifications of Demolition / Renovation (NODR), and completed 11 minor source site visits.

The following table itemizes, by type, the complaints received and the number of NOVs issued for the month of November 2015:

<u>Type of Complaint</u>	<u>Number of Complaints</u>	<u>Number of NOVs</u>
Residential Burning	2	0
Agricultural Burning	3	0
Other Burning	8-SFBD	0
Fugitive Dust	0	0
Agricultural Dust	0	0
Agricultural Odor	0	0
Surface Coating	0	0
Odor	1	0
Asbestos	0	0
Other	0	0
<u>TOTALS</u>	<u>14</u>	<u>0</u>

- SFBD = Solid Fuel Burning Device



Executive Memorandum

Date of Release: December 3, 2015
Date of Consideration: December 10, 2015
To: Board of Directors
From: Office of the Executive Division *Paul Eden*
Subject: Executive Division Report for November, 2015

WOOD STOVE CHANGE-OUT PROGRAM

- The change out program has completed 2 low income (wood to wood), 3 rebates (1 wood 1 gas and 1 pellet) change outs along with 4 bounty's, there are 19 low income, 5 rebates and 3 bounty's all in progress.

EDUCATION AND OUTREACH PROGRAMS

- An air quality presentation for Franklin Middle School 7th grade class took place on December 4, 2015.

OTHER INFORMATION

- None at this time.

AGENDA ITEM NO. 10



Executive Memorandum

Date of Release: December 3, 2015
Date of Consideration: December 10, 2015
To: Board of Directors
From: Clerk of the Board
Subject: Timeline for vacant Small Cities Board Position

Below is the timeline to fulfill the vacant Small Cities Board Position:

December 4, 2015-Mail Notice to members;

December 7, 2015-Publish Notice in Yakima Herald Republic;

December 18, 2015- Mail nominations request to members (the nomination period is a month);

January 18, 2016- Nomination period closes;

January 22, 2016- Last day for ballots can be mailed to members; and

February 15, 2016- Ballots are due. (Note: If there is a timely return of ballots constituting a quorum prior to February 15, 2016, the appointment will take place at that time.

AGENDA ITEM 11