



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' Study Session will be held at the Yakima City Hall, City Council Chambers on Thursday, April 13, 2017 at 1:30 p.m. to discuss FY 2017 Budget Summary. The Regular Meeting will follow at 2:00pm.

STUDY SESSION @ 1:30 p.m.

FY 2017 Budget Summary

Keith Hurley

PUBLIC COMMENTS

This is a public meeting. If you wish to address the Board concerning any air quality matter, 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.

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*

CONSENT AGENDA

4. Consider Approving the Consent Agenda, Items for action 4.1 through 4.2. The Board may approve the Consent Agenda by single motion in whole or in part, with or without further discussion.
 - 4.1 By consent, approve March 9, 2017 Board Meeting Summary; and
 - 4.2 By consent accept and file YRCAA March, 2017 Monthly Activity Report.

Action Requested: Approve Consent Agenda Items 4.1 through 4.2.



REGULAR AGENDA

5. Receive YRCAA Director's Report. *Keith Hurley*
Action Requested:

ACTION ITEMS

6. Draft Ammonia Project *Quatandra Jarvis*
Action Requested: Approve Draft Ammonia Project
7. 2017 Board Officers *Quatandra Jarvis*
Action Requested: Nominate and Select Board Chair and Vice-Chair
8. Accept Fiscal Reports. *Christa Owen*
 - Approve Fiscal Vouchers and Payroll Authorization Transfers;
 - BVA(s) – FYI;
 - Supplemental Income Status Report for CY 2016; and**Action Requested:** Approve Fiscal Vouchers, Payroll Authorization Transfers, Accept and File Fiscal Reports.
9. Adopt Revised Administrative Code Part B, Subsection 9.7.2 *Keith Hurley*
Action Requested: Approve Resolution Number 2017-06
10. Dismiss Uncollectable Debts *Keith Hurley*
Action Requested: Approve Resolution Number 2017-05 2017 Board Officers

OTHER BUSINESS

13. Other Business and Adjournment *Board Chair*

The Next Board of Directors Meeting is scheduled for Thursday, May 11, 2017 at the City of Yakima Council Chambers, 129 N Second Street, Yakima.

Yakima Regional Clean Air Agency Historical Budget Comparison		Adopted FY 2015	Adopted FY 2016	Adopted FY 2017	Proposed FY 2018
REVENUE					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32190001	Minor Sources	\$ 178,585	\$ 155,443	\$ 156,353	\$ 161,700
614-32190008	Synthetic Minor Sources	\$ 21,280	\$ 24,257	\$ 21,280	\$ 21,280
614-32190006	Complex Sources	\$ 17,990	\$ 22,437	\$ 20,560	\$ 19,554
614-32290001	Title V Sources	\$ 123,623	\$ 122,021	\$ 122,891	\$ 122,845
614-32190002	New Source Review	\$ 33,986	\$ 35,837	\$ 30,000	\$ 31,500
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 375,464</i>	<i>\$ 359,995</i>	<i>\$ 351,084</i>	<i>\$ 356,879</i>
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 63,450	\$ 63,450	\$ 62,450	\$ 63,120
614-32290007	Agricultural Burn Permits	\$ 20,758	\$ 31,428	\$ 33,000	\$ 28,000
614-32290011	Conditional Use Burn Permits	\$ 2,110	\$ 2,329	\$ 2,329	\$ 2,000
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 86,318</i>	<i>\$ 97,207</i>	<i>\$ 97,779</i>	<i>\$ 93,120</i>
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 32,833	\$ 35,956	\$ 35,956	\$ 32,200
614-32190009	Construction Dust Control Fees	\$ 7,404	\$ 8,608	\$ 8,608	\$ 8,365
<i>Subtotal, Compliance Fees</i>		<i>\$ 40,237</i>	<i>\$ 44,564</i>	<i>\$ 44,564</i>	<i>\$ 40,565</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 502,019</i>	<i>\$ 501,766</i>	<i>\$ 493,427</i>	<i>\$ 490,564</i>
Base Grants					
614-33366001	EPA, Core Grant	\$ 136,022	\$ 105,707	\$ 123,501	\$ 98,800
614-33403101	DOE, Core Grant	\$ 91,323	\$ 102,405	\$ 82,384	\$ 65,907
<i>Subtotal, Base Grants</i>		<i>\$ 227,345</i>	<i>\$ 208,112</i>	<i>\$ 205,885</i>	<i>\$ 164,707</i>
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
614-35990001	Other Fines	\$ -	\$ -	\$ -	\$ -
<i>Subtotal, Fines & Penalties</i>		<i>\$ 2,500</i>	<i>\$ 2,500</i>	<i>\$ 2,500</i>	<i>\$ 2,500</i>
Supplemental Income					
614-33831001	Supplemental Income	\$ 98,900	\$ 99,210	\$ 99,988	\$ 100,360
<i>Subtotal, Supplemental Income</i>		<i>\$ 98,900</i>	<i>\$ 99,210</i>	<i>\$ 99,988</i>	<i>\$ 100,360</i>
Other Income					
614-36111001	Interest	\$ 1,356	\$ 1,801	\$ 1,801	\$ 2,024
614-36990014	Miscellaneous Income	\$ 4,706	\$ 8,240	\$ 1,200	\$ 150
<i>Subtotal, Other Income</i>		<i>\$ 6,062</i>	<i>\$ 10,041</i>	<i>\$ 3,001</i>	<i>\$ 2,174</i>
<i>Total Base Operations Revenue</i>		<i>\$ 836,826</i>	<i>\$ 821,629</i>	<i>\$ 804,801</i>	<i>\$ 760,305</i>
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 4,336	\$ 5,300	\$ 5,418	\$ 5,331
614-33403108	PM 2.5	\$ 20,050	\$ 21,050	\$ 21,050	\$ 21,050
614-33403107	Woodstove Change-out	\$ 130,000	\$ 120,000	\$ 145,797	\$ 132,000
<i>Total Grant Operations Revenue</i>		<i>\$ 154,386</i>	<i>\$ 146,350</i>	<i>\$ 172,265</i>	<i>\$ 158,381</i>
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 76,600	\$ 85,925	\$ 85,925	\$ 79,800
614-34317002	Other Enterprise Revenue	\$ 450	\$ 450	\$ 450	\$ 415
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 77,050</i>	<i>\$ 86,375</i>	<i>\$ 86,375</i>	<i>\$ 80,215</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,068,262</i>	<i>\$ 1,054,354</i>	<i>\$ 1,063,441</i>	<i>\$ 998,901</i>

Yakima Regional Clean Air Agency Historical Budget Comparison		Adopted FY 2015	Adopted FY 2016	Adopted FY 2017	Proposed FY 2018
EXPENSES					
EXPENSES	614 YRCAA Base Operations				
Salaries					
614-1001	Salaries	\$ 544,923	\$ 508,759	\$ 507,693	\$ 495,855
614-2002	Benefits	\$ 196,393	\$ 188,171	\$ 187,777	\$ 179,781
614-1003	Overtime	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	<i>\$ 741,316</i>	<i>\$ 696,930</i>	<i>\$ 695,470</i>	<i>\$ 675,636</i>
Supplies					
614-3101	Office Supplies	\$ 8,540	\$ 7,340	\$ 7,450	\$ 7,180
614-3101	Safety Equipment	\$ -	\$ -	\$ -	\$ -
614-3201	Vehicles, Gas	\$ 2,701	\$ 3,301	\$ 3,325	\$ 2,780
614-3501	Small Tools/Equipment	\$ -	\$ -	\$ -	\$ 300
614-3502	Computer Network	\$ 9,466	\$ 5,466	\$ 10,466	\$ 8,900
	<i>Subtotal, Supplies</i>	<i>\$ 20,707</i>	<i>\$ 16,107</i>	<i>\$ 21,241</i>	<i>\$ 19,160</i>
Services					
614-4101	Professional Services	\$ 15,200	\$ 14,200	\$ 15,000	\$ 20,365
614-4101	Laboratory Analyses	\$ 357	\$ 157	\$ 157	\$ 200
614-4192	Yakima County Services	\$ 802	\$ 1,272	\$ 1,679	\$ 1,375
614-4201	Communications, Phones/Internet	\$ 9,570	\$ 12,444	\$ 12,444	\$ 13,152
614-4202	Postage	\$ 3,635	\$ 3,835	\$ 3,900	\$ 3,690
614-4301	Travel & Transportation	\$ 2,605	\$ 4,005	\$ 3,650	\$ 2,950
614-4401	Public Education	\$ 2,500	\$ 4,000	\$ 4,000	\$ 4,000
614-4401	Publications, Legal Notices	\$ 1,599	\$ 499	\$ 526	\$ 1,000
614-4501	Rents & Leases, Equipment	\$ 3,762	\$ 1,982	\$ 1,982	\$ 3,260
614-4501	Rents & Leases, Space	\$ 41,460	\$ 41,760	\$ 41,760	\$ 41,760
614-4601	Insurance	\$ 12,570	\$ 12,789	\$ 13,398	\$ 12,662
614-4801	Maintenance, Motor Vehicles	\$ 1,129	\$ 2,229	\$ 2,229	\$ 2,450
614-4801	Maintenance, Equipment	\$ 2,153	\$ 1,853	\$ 1,853	\$ 2,065
614-4801	Maintenance, Computers	\$ 400	\$ 150	\$ 150	\$ 265
614-4801	Maintenance, Building	\$ 1,020	\$ 520	\$ 520	\$ 875
614-4901	Memberships	\$ 274	\$ 230	\$ 230	\$ 540
614-4901	Training	\$ 3,928	\$ 1,928	\$ 2,898	\$ 2,900
614-4901	Service Chgs & Interest	\$ 2,995	\$ 3,295	\$ 4,600	\$ 4,600
614-4901	Miscellaneous Services	\$ 1,471	\$ 2,471	\$ 2,600	\$ 2,605
614-4901	DOE Oversight Fees	\$ 3,284	\$ 5,684	\$ 4,787	\$ 4,787
	<i>Subtotal, Services</i>	<i>\$ 110,714</i>	<i>\$ 115,303</i>	<i>\$ 118,363</i>	<i>\$ 125,501</i>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ 4,500	\$ -	\$ 6,500
	<i>Total Base Operations Expenses</i>	<i>\$ 872,737</i>	<i>\$ 832,840</i>	<i>\$ 835,074</i>	<i>\$ 826,797</i>
EXPENSES 614 YRCAA Grant Operations					
614-33403105 Wood Stove Ed					
Salaries					
614-1001	Salaries	\$ -	\$ 3,870	\$ 3,956	\$ 3,956
614-2002	Benefits	\$ -	\$ 1,430	\$ 1,462	\$ 1,462
614-1003	Overtime	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	<i>\$ -</i>	<i>\$ 5,300</i>	<i>\$ 5,418</i>	<i>\$ 5,418</i>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Supplies</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>

Yakima Regional Clean Air Agency Historical Budget Comparison		Adopted FY 2015	Adopted FY 2016	Adopted FY 2017	Proposed FY 2018
Services					
614-4139	Professional Services	\$ -	\$ -	\$ -	\$ -
614-4202	Postage	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Services</i>	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Woodstove Grant Expenses</i>	\$ -	\$ 5,300	\$ 5,418	\$ 5,418
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 14,719	\$ 15,365	\$ 15,367	\$ 15,367
614-2002	Benefits	\$ 5,331	\$ 5,683	\$ 5,683	\$ 5,683
614-1003	Overtime	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 20,050	\$ 21,048	\$ 21,050	\$ 21,050
Supplies					
614-3101	Office Supplies	\$ 11	\$ 1	\$ -	\$ -
	<i>Subtotal, Supplies</i>	\$ 11	\$ 1	\$ -	\$ -
Services					
614-4101	Professional Services	\$ 290	\$ 1	\$ -	\$ -
	<i>Subtotal, Services</i>	\$ 290	\$ 1	\$ -	\$ -
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, PM 2.5 Grant Expenses</i>	\$ 20,351	\$ 21,050	\$ 21,050	\$ 21,050
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 11,452	\$ 16,425	\$ 11,357	\$ 12,715
614-2002	Benefits	\$ 4,178	\$ 6,075	\$ 4,201	\$ 5,555
614-1003	Overtime	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 15,630	\$ 22,500	\$ 15,558	\$ 18,270
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Supplies</i>	\$ -	\$ -	\$ -	\$ -
Services					
614-4101	Professional Services	\$ 114,400	\$ 127,500	\$ 123,607	\$ 125,000
	<i>Subtotal, Services</i>	\$ 114,400	\$ 127,500	\$ 123,607	\$ 125,000
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	\$ 130,030	\$ 150,000	\$ 139,165	\$ 143,270
	<i>Total, Grant Operations Expenses</i>	\$ 150,381	\$ 176,350	\$ 165,633	\$ 169,738
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 8,030	\$ 2,548	\$ 12,776	\$ 12,776
141-2002	Benefits	\$ 2,909	\$ 942	\$ 4,722	\$ 4,722
141-1003	Overtime	\$ -	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 10,939	\$ 3,490	\$ 17,498	\$ 17,498

Yakima Regional Clean Air Agency Historical Budget Comparison	Adopted FY 2015	Adopted FY 2016	Adopted FY 2017	Proposed FY 2018
--	----------------------------	----------------------------	----------------------------	-----------------------------

Supplies

141-3101	Office Supplies	\$ 400	\$ 400	\$ 400	\$ 400
141-3201	Vehicles, Gas	\$ 900	\$ 1,700	\$ 1,700	\$ 1,700
141-3501	Small Tools/Equipment	\$ 200	\$ 200	\$ 200	\$ 200
Subtotal , Supplies		\$ 1,500	\$ 2,300	\$ 2,300	\$ 2,300

Services

141-4101	Professional Services	\$ 20,000	\$ 24,000	\$ -	\$ -
141-4202	Postage	\$ -	\$ -	\$ -	\$ -
141-4301	Travel & Transportation	\$ -	\$ -	\$ 5,000	\$ 6,550
141-4501	Rents & Leases, Space	\$ 4,818	\$ 5,218	\$ 5,218	\$ 4,100
141-4801	Maintenance, Motor Vehicles	\$ 600	\$ 2,100	\$ 2,100	\$ 200
141-4801	Maintenance, Equipment	\$ 505	\$ 505	\$ 505	\$ 500
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	\$ -
Subtotal , Services		\$ 25,923	\$ 31,823	\$ 12,823	\$ 11,350

Capital Out-Lay & Fixed Assets

141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	\$ -
Total Enterprise Operations Expenses		\$ 38,362	\$ 37,613	\$ 32,621	\$ 32,621

Summary of Revenue vs Expenses:

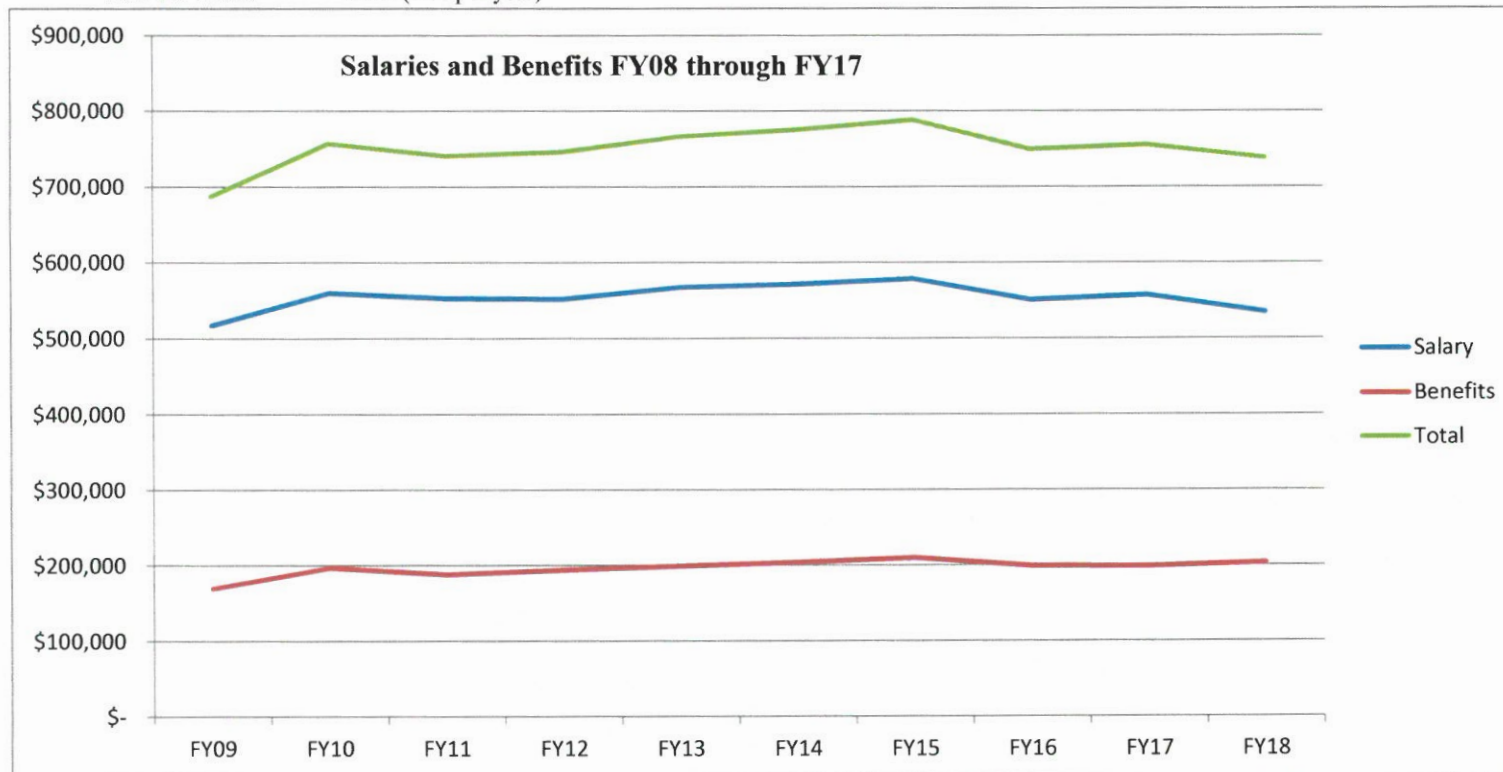
Prior-Year Carry Over Funds	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Total Revenue, Base, Grants & Enterprise	\$ 1,193,262	\$ 1,179,354	\$ 1,188,441	\$ 1,123,901
Total Expenses, Base, Grants & Enterprise	\$ 1,061,481	\$ 1,046,804	\$ 1,033,328	\$ 1,029,156
Fund Balance	\$ 131,781	\$ 132,550	\$ 155,113	\$ 94,745
Operating and Capital Reserves	\$ 6,781	\$ 7,550	\$ 30,113	\$ (30,255)
Estimated Available Fund Balance	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000

Total Salaries	\$ 787,935	\$ 749,268	\$ 754,994	\$ 737,872
Total Supplies	\$ 22,218	\$ 18,408	\$ 23,541	\$ 21,460
Total Services	\$ 251,327	\$ 274,627	\$ 254,793	\$ 261,851
Total Capital Outlay	\$ -	\$ 4,500	\$ -	\$ 6,500
Total Expenditure	\$ 1,061,480	\$ 1,046,803	\$ 1,033,328	\$ 1,027,683

Permit Fees	\$ 502,019	\$ 501,766	\$ 493,427	\$ 490,564
Base Grants	\$ 227,345	\$ 208,112	\$ 205,885	\$ 164,707
Other Grants	\$ 154,386	\$ 146,350	\$ 172,265	\$ 158,381
Penalties	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Supplemental Income	\$ 98,900	\$ 99,210	\$ 99,988	\$ 100,360
Other Income	\$ 6,062	\$ 10,041	\$ 3,001	\$ 2,174
Enterprise	\$ 77,050	\$ 86,375	\$ 86,375	\$ 80,215
Carry-Over	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Total Revenue	\$ 1,193,262	\$ 1,179,354	\$ 1,188,441	\$ 1,123,901

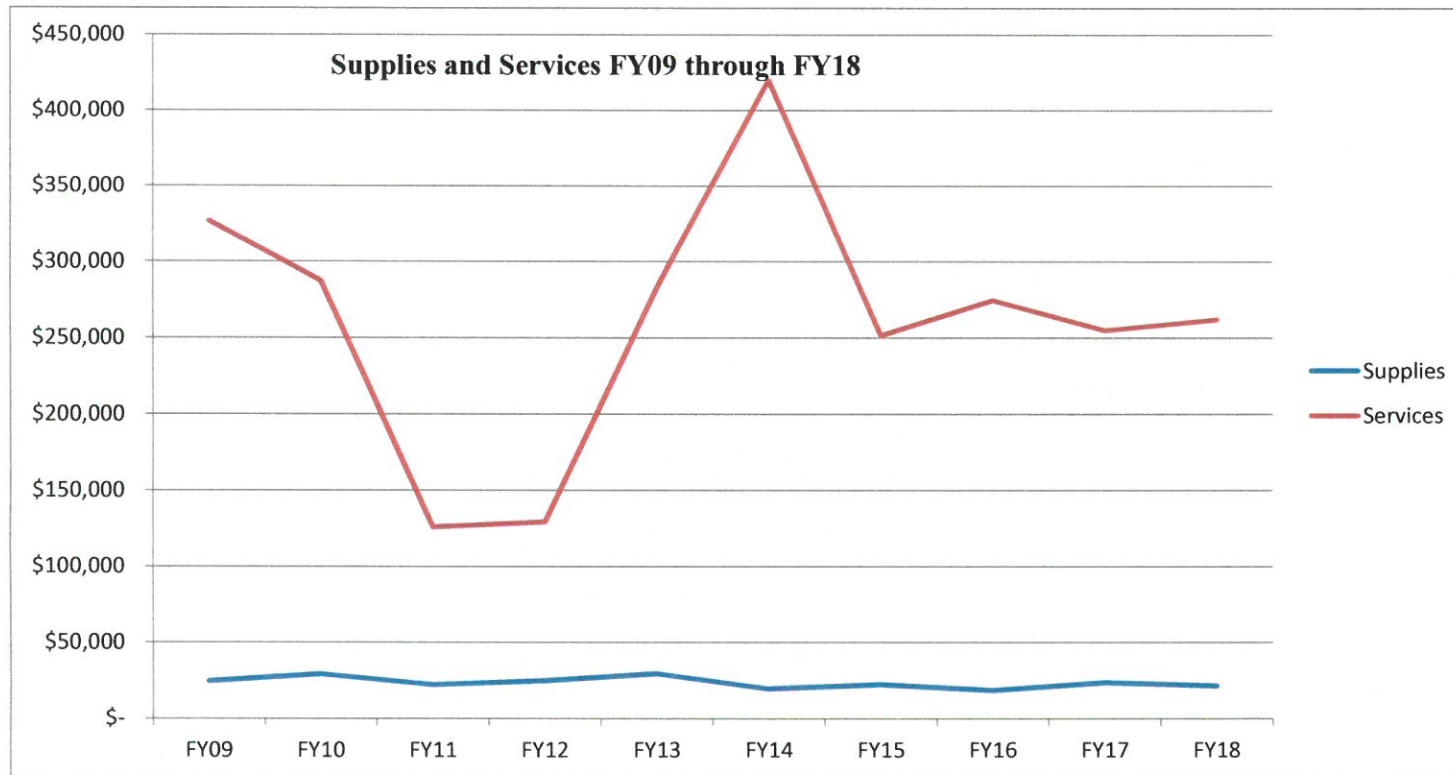
Salary and Benefits Comparison FY08 through FY17 Budgets

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Salary	\$ 517,422	\$ 559,945	\$ 552,719	\$ 551,686	\$ 567,184	\$ 571,219	\$ 578,423	\$ 550,456	\$ 556,616	\$ 534,797
Benefits	\$ 169,826	\$ 196,608	\$ 187,833	\$ 193,789	\$ 198,816	\$ 203,430	\$ 209,512	\$ 198,812	\$ 198,377	\$ 203,074
Total	\$ 687,248	\$ 756,553	\$ 740,552	\$ 745,475	\$ 766,000	\$ 774,649	\$ 787,935	\$ 749,268	\$ 754,993	\$ 737,872
Increase/Decrease		10.1%	-2.1%	0.7%	2.8%	1.1%	1.7%	-4.9%	0.8%	-2.3%
Ten Yr. Trend		7.4% (.4% per year)								



Supplies & Services Comparison FY09 through FY18 Budgets

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Supplies	\$ 24,598	\$ 29,300	\$ 22,259	\$ 24,791	\$ 29,406	\$ 19,435	\$ 22,218	\$ 18,408	\$ 23,541	\$ 21,460
Increase/Decrease		19.1%	-24.0%	11.4%	18.6%	-33.9%	14.3%	-17.1%	27.9%	-8.8%
Ten Yr. Trend		-12.8%								
Services	\$ 326,773	\$ 287,155	\$ 126,049	\$ 129,330	\$ 282,914	\$ 420,133	\$ 251,327	\$ 274,627	\$ 254,793	\$ 261,851
Increase/Decrease		-12.1%	-56.1%	2.6%	118.8%	48.5%	-40.2%	9.3%	-7.2%	2.8%
Ten Yr. Trend		-19.9%								



Note: Services were extraordinary due to grant expenditures.

09 - School Bus & WS Grants

10 - WS Grant

13 - WS Grant

14 - WS Grant



Summary of the Governing Board of Directors Meeting

Location, Date and Time:

Yakima City Hall Council Chambers,

March 20, 2017

Time: 1:30 p.m.

Bill Lover, Acting Board Chair, called the Study Session to order at 1:30 p.m.

Study Session:

Proposed Ammonia Project:

- During January Board Meeting, Agency asked Board to approve the Proposed Ammonia Project, after discussion, Board decided to carry the project over to the March Board meeting to allow for Board and public comments/ questions;
- There were three (3) public comments to the project, Agency responded to one comment that required a comment;
- Dr. Jones asked with DOE's inventory of ammonia, why the Agency is conducting this study? Dr. Jones also had a clarifying question, inventory says all "livestock" in Yakima County, he was under the impression it was all agriculture.
 - Dr. Tahat clarified that DOE differentiates between livestock and agriculture in general in the emissions inventory;
 - Purpose DOE's inventory was to say the seasonal variation of ammonia is temporal or special; and
 - Purpose of the Ammonia project is to determine the seasonal amount of ammonia for a year.
 - Dr. Jones asked if the Agency had a range that the numbers would be estimated on. Answer: No;
 - Referring to the YAWN Study, Dr. Jones reiterated that the YAWN Study disregarded measuring ammonia based on the inability to measure PM2.5 at the same time at the same location to determine any kind of ratio between PM2.5 and ammonia. Answer: Dr. Tahat doesn't agree with YAWN Study, however, Ammonia Project is different.
 - Dr. Jones asked what number would be a valid number to give the Agency concern regarding the level of aerosol nitrates in PM2.5. Answer: Dr. Tahat explained The Agency doesn't know yet. Dr. Jones asked if four measurements in the region would provide the Agency with the numbers. Answer: Yes.
 - Dr. Jones concluded that he is not sure the four measurements will provide information the Agency and the Board doesn't already know.
 - Mr. Hurley reiterated that the Agency simply wants to know how much ammonia is in the air within the confines of the Agency budget; and
 - If the Agency goes into PM2.5 non-attainment the Agency will have to do justifications on processes for reducing the National Ambient Air Quality Standards anyway.
- Mr. Lover asked if the Agency would have enough information to validate the study.
 - To attain additional data would need additional monitors, the budget does not support that;

Study Session closed at 1:55pm will reconvene at 2:00pm.

1. Bill Lover, Acting 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

AGENDA ITEM NO. 4.1

BOARD MEMBERS:	Present	STAFF:	Present
Ranie Haas for Jon DeVaney, Representative-At-Large	x	Keith Hurley, Executive Director	x
Norm Childress, Small Cities Representative		Quatandra Jarvis, Clerk of the Board	x
Steven Jones, Ph.D., County Representative	x	Mark Edler, Executive Supervisor	
Bill Lover, Largest City Representative	x	Christa Owen, Fiscal Manager	x
Ron Anderson, Yakima County Commissioner	x	Hasan Tahat, Engineering and Planning Supervisor	x
LEGAL COUNSEL: Gary Cuillier, Board Counsel	x		
MEDIA: YPAC	x		

3. Additions and Deletions to Agenda:

- Jim Dyjak- requests that Ammonia Project be removed per fairness doctrine

Public Comment:

- Sandy Braden-
 - Asked if the Board had heard from the Attorney General's office regarding conflict of interest issue. Answer: No.
- Kathleen Rogers-
 - Thanked Dr. Tahat and Mr. Hurley for their report regarding ammonia project; and
 - Reiterated her reasons for wanting the Ammonia Project.
- Jim Dyjak-
 - Questions regarding community forum, asking if there were documentation provided during the forum; Answer: No; and
 - Suggested the Agency use the Community Right to Act 1984 for measuring ammonia.
- Keith Sparrow-
 - Lives in the lower valley;
 - Notices dust during his evening walks; and
 - Wants the Ammonia project.
- Jean Mendoza-
 - May of last year, Friends of Toppenish Creek submitted a letter regarding Dr. Jones' s participation on the Board;

- Submitting a formal request for records regarding a formal discussion of when the regulations were reviewed and decision was made to get an interim opinion from the Agency's attorney; and
- Suggested that Dr. Jones not vote on the Ammonia Project.
- Steven Jones-
 - Asked for personal privilege;
 - Took offense to Mr. Fendell making derogatory statements to his PH.D degree;
 - Advised public comment period should not be used as a podium for personal attacks on Agency staff and Board Members.
- Larry Fendell-
 - Shared his support for the Ammonia Project.

4. Consent Agenda

- Includes six (6) items, January 5, 2017 Special Meeting summary, January 12, 2017 Special Meeting summary, January 12, 2017 Regular Board Meeting, February 1, 2012, and monthly activities for January and February.

Motion to approve consent Agenda in its entirety made Steven Jones, Ph.D. seconded by Commissioner Ron Anderson. Motion passed.

Regular Agenda:

5. Director's Report

- Revisions to Admin Code Part B:
 - February 1, 2017, Board requested the Executive Director to notify and get approval from the Board prior to taking significant amount of annual leave;
 - Board also requested that Executive Director appoint an Acting Director during any extended periods of leave;
 - Recommends revising Admin Code Part B, Section 9, paragraph 9.7.2 (2), (personnel policy) and add two paragraphs, one that addresses leave for the Executive Director and the other addressing appointing an Acting Director.
 - Dr. Jones's requested "10 leave days" be clarified as "10 business days".
- Eliminate division reports to the Board:
 - Recommends eliminating division reports and consolidate all Agency business through the Director's report;
 - Staff can be available in the event the Board has technical questions;
 - Public can have more in depth technical discussions with staff at the quarterly Community air Quality Forum or by scheduling an appointment with staff.
 - Board Decided try new format out for a couple of month, if it doesn't work, will go back to the way it is now.
- Ag Task Force:
 - Meeting scheduled for March 15, 2017 at 1:30 in the Yakima County Facilities Conference Room; and
 - Discussing biannual update of the Air Quality Management Policy and Best Practices for Dairy Operations.
- State Auditor
 - Completed audit of agency Air Operating Permit (AOP) program and general fiscal processes for the period of July 1, 2014 through June 30,

- 2016;
- There were no findings or management letters; and
- There were 15 recommendations
- Budget:
 - Agency started budget process, will bring proposed budget for Board review early May.
- Agency Restructuring:
 - Merged Compliance & Air Monitoring Division with Engineering & Planning Division to be Compliance & Engineering;
 - Renamed Executive Division to Administrative Division; and
 - Will bring Administrative Code changes to the Board for adoptions.

Action Items:

6. Appoint Keith Hurley Air Pollution Control Officer:

- Approve Resolution Number 2017-4;
- Clean Air Act requires the appointment of an Air Pollution Control Officer.
- Motion to approve made by Steven Jones, Ph.D., seconded by Raine Haas. Motion passed.

7. Approve Ammonia Project:

- Approve Resolution Number 2017-01;
- Motion to continue Ammonia Project to April Board Meeting made by Ron Anderson, seconded by Steven Jones, Ph.D. Mr. Anderson will make an appointment with Mr. Hurley to get up to speed.
- Motion to continue Ammonia Project to April Board Meeting made by Commissioner Ron Anderson, Seconded by Steven Jones, Ph.D.

8. Fiscal Report:

- Payroll for January and February were \$53,890.29 and \$56,454.56 respectively;
- A/P for January and February were \$21,350.62 and 49,390.39 respectively; and
- Out of A/P, Wood Stove Change-Out for January and February were \$12,199.99 and \$29,201.97 respectively and Enterprise for January and February were \$395.00 and \$1,208.75 respectively.
- Motion to approve fiscal reports made by Steven Jones, Ph.D., seconded by Commissioner Ron Anderson. Motion passed.

9. Nominate and Select Board Chair and Vice-Chair

- Nominations of Board Chair and Vice-Chair were continued to April Board Meeting.

10. Small Cities Representative

- City Selection Committee appointed Mayor Norm Childress to serve a four-year term on the YRCAA Board of Directors commencing April 1, 2017.

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

11. Engineering, Compliance and Planning Division Report:

- February 15th deadline for registration;
- 4 burn bans between stage1 and stage 2 in January lasting 25 days; in February

- also had 4 burn bans between stage 1 and stage 2 lasting 11 days;
- 7 days of exceedances in January and 2 days in February; and
- Believes the Agency will exceed the 90th percentile for exceedances.
- Investigated 65 complaints, issued 27 Notices of Violations, and issued 5 Notices of Penalties.

12. Executive Division Report:

- Wood Stove change-out program received an additional \$50,000 and was given until June 1, 2017 to spend it;
- Dairy Community Air Quality Forum held January 10, 2017.
 - Summary of the meeting was attached to report; and
 - Next meeting is April 17, 2017
- Agency has new website; and
- Smoke School, Agency Enterprise program, has started.

13. Other Business and Adjournment

Motion to adjourn made by Steven Jones, Ph.D. and seconded by Commissioner Ron Anderson.

Bill Lover, Acting 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: April 6, 2017
Date of Consideration: April 13, 2017
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY16	Jan.17	Feb. 17	Mar. 17	FY16 thru Mar.	FY17 thru Mar.
Minor Source Inspections	107	6	16	18	68	95
Complaints Received	201	35	30	17	145	172
NOVs Issued	85	14	21	14	61	81
AODs Issued	0	5	1	2	0	14
Warning Notices Issued	7	5	1	2	7	14
NOPs Issued	60	4	5	3	50	27
SEPA Reviews	245	8	20	14	226	120
AOP Applications Received	1	0	0	0	1	0
AOPs Issued or Renewed	3	0	1	1	2	4
Deviations/Upsets Reported	12	1	1	1	9	9
AOP Inspections	8	1	0	0	6	3
Public Workshops	0	0	0	0	0	1
Media Events	0	0	0	0	0	0
Media Contacts	19	1	1	1	19	10
Education Outreach Events	8	0	0	0	3	3
Sources Registered	381	121	174	41	328	347
NSR Applications Received	10	3	2	2	6	21
NSR Approvals Issued-Temporary	1	0	0	0	1	0
NSR Approvals Issued-Permanent	13	2	2	4	11	20
NODRs Received	189	16	21	31	138	154
Agricultural Burn Permits Issued	206	14	12	53	173	128
Conditional Use Permits Issued	11	0	0	0	4	1
Residential Burn Permits Issued	240	0	0	64	250	298
Burn Ban Days	90	24	19	0	90	63
Public Records Requests Fulfilled	26	3	1	4	16	38

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

AGENDA ITEM NO 4.2

Executive Memorandum

Date of Release: April 6, 2017
Date of Consideration: April 13, 2017
To: The YRCAA Board of Directors
From: Office of the Executive Director
Subject: Director's Report

Keith M. Hurley

1. FY2018 Budget Public Comment Period

In accordance with RCW 70.94.092, on or before the fourth Monday in June of each year, the YRCAA Board of Directors shall adopt a budget for the following fiscal year (FY). A proposed FY 2018 Draft Budget will be presented to the Board during the May 11th Board Meeting.

The proposed FY 2018 Draft Budget will be made available for public viewing on the agency website, yakimacleanair.org, on April 28th, 2017. Public Notices will be published in the Yakima Herald Republic and the Daily Sun News on April 19th and April 26th announcing the public comment period of May 1st through May 31st.

Comments must be received in writing so staff may adequately address such comments. Staff will prepare a Responsiveness Summary for comments received. All substantive changes will be noted on an Errata Sheet and presented with the proposed Final FY 2018 Budget at the June 8th Board Meeting. A vote to adopt the proposed final FY 2018 Budget will be conducted at the June 8th Board Meeting.

2. Agricultural Task Force

The Agricultural Task Force met on March 15, 2017 for the Biennial Review of the Air Quality Management and Best Management Practices for Dairy Operations Policy. (Attendance & Summary Attached) The meeting was attended by eight members, one YRCAA Board member and three staff. There were no substantive changes proposed for the policy. The policy report will be completed and submitted to the Task Force when the entire dairy population has been inspected. The Agency anticipates completion of the inspections and the report to be late fall to early winter of 2018.

3. Mr. George's Letter dated October 17, 2016

The Agency is in receipt of Mr. Steven George's letter requesting that public testimony be limited at YRCAA monthly board meetings. (Attached) Board meetings are the sole means of informing and updating the board members on all agency business activities conducted over the course of the previous month. Recognizing that the public comment period has shown a propensity to devolve into confrontational exchanges which in turn significantly reduces the board member's time to conduct and complete official agency business, I will formulate and propose guidelines for managing the time, conduct, and decorum of the public comment period at the May 13th Board meeting.

AGENDA ITEM NO. 5

4. Compliance & Engineering

The following table itemizes, by type, the complaints received and the number of NOV's issued for the month of March:

<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AODs</u>
Residential Burning	5	1	1
Agricultural Burning	1	0	0
Other Burning	4-SFBD*	1-SFBD	1-SFBD
Fugitive Dust	0	0	0
Agricultural Dust	0	0	0
Agricultural Odor	3	0	0
Surface Coating	0	1	0
Odor	3	0	0
Asbestos	1	1	0
Others	0	2-PC**	0
Registration	0	8	0
Industrial Sources	0	0	0
<u>TOTALS</u>	<u>17</u>	<u>14</u>	<u>1</u>

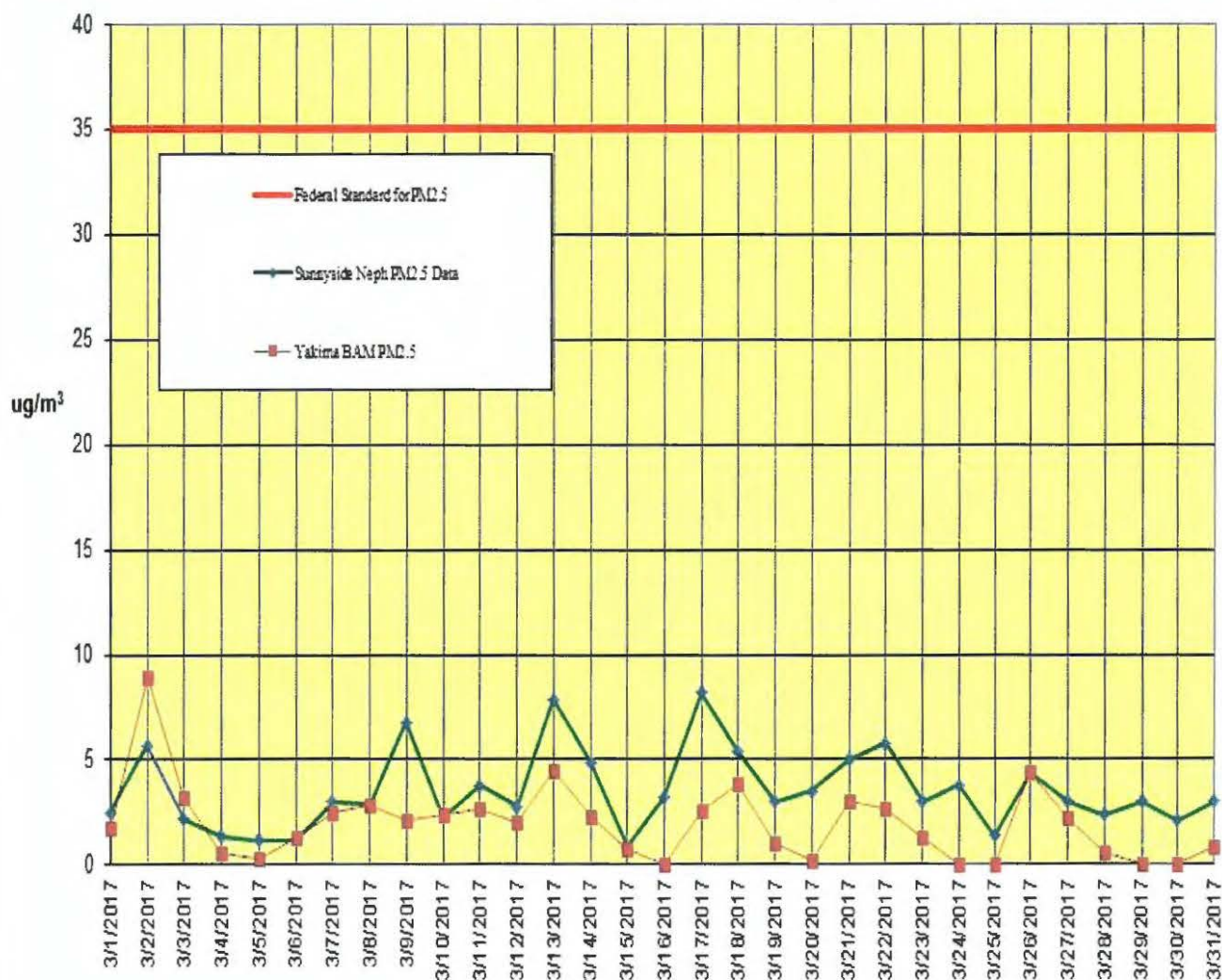
* SFBD-Solid Fuel Burning Device

** PC- Permit Conditions

See Attached Graphs Below.

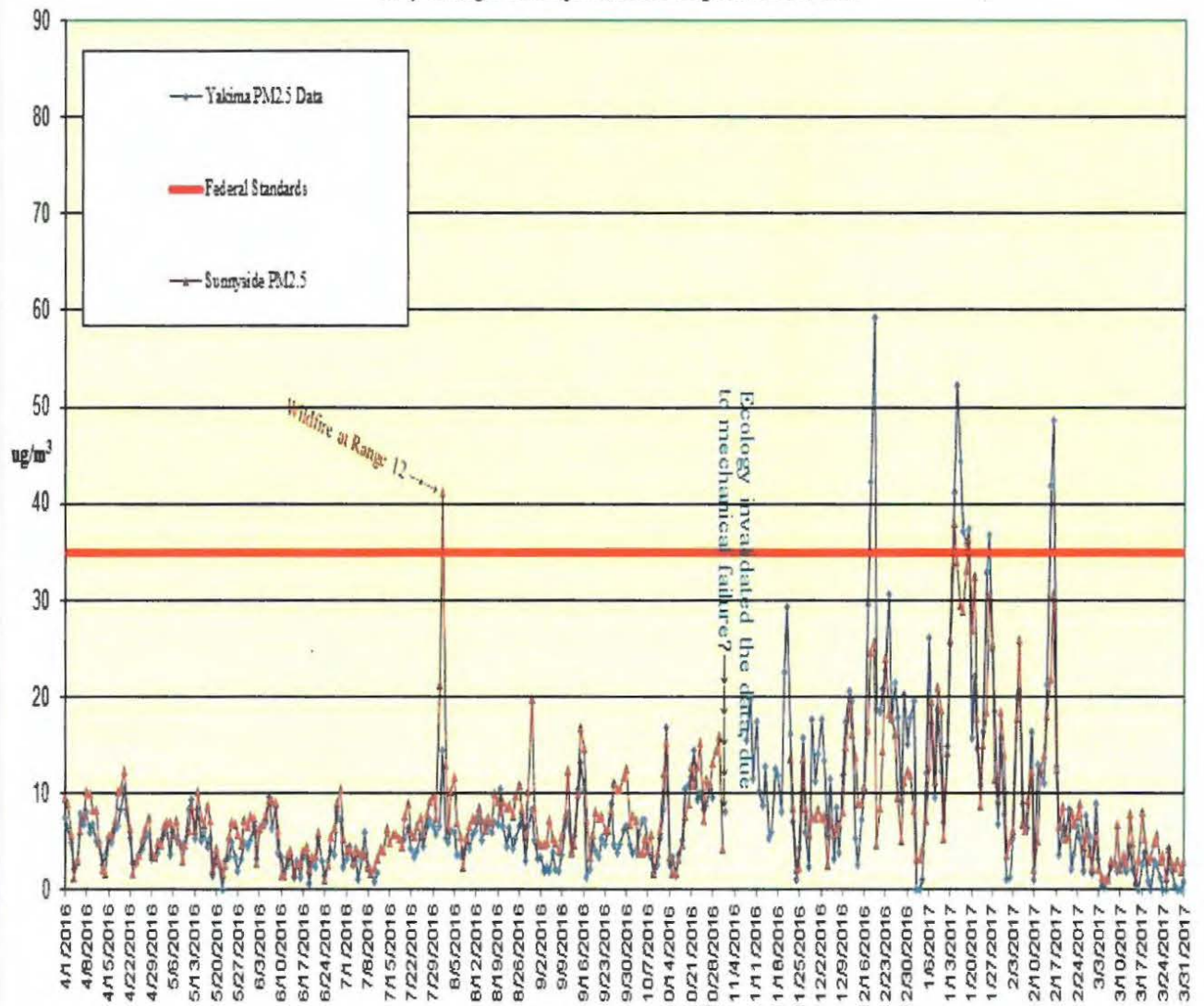
PM_{2.5} BAM_{2.5} Data for Yakima; Neph PM_{2.5} Data for Sunnyside

Daily Averages Value from March 1, 2017 through March 31, 2017



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

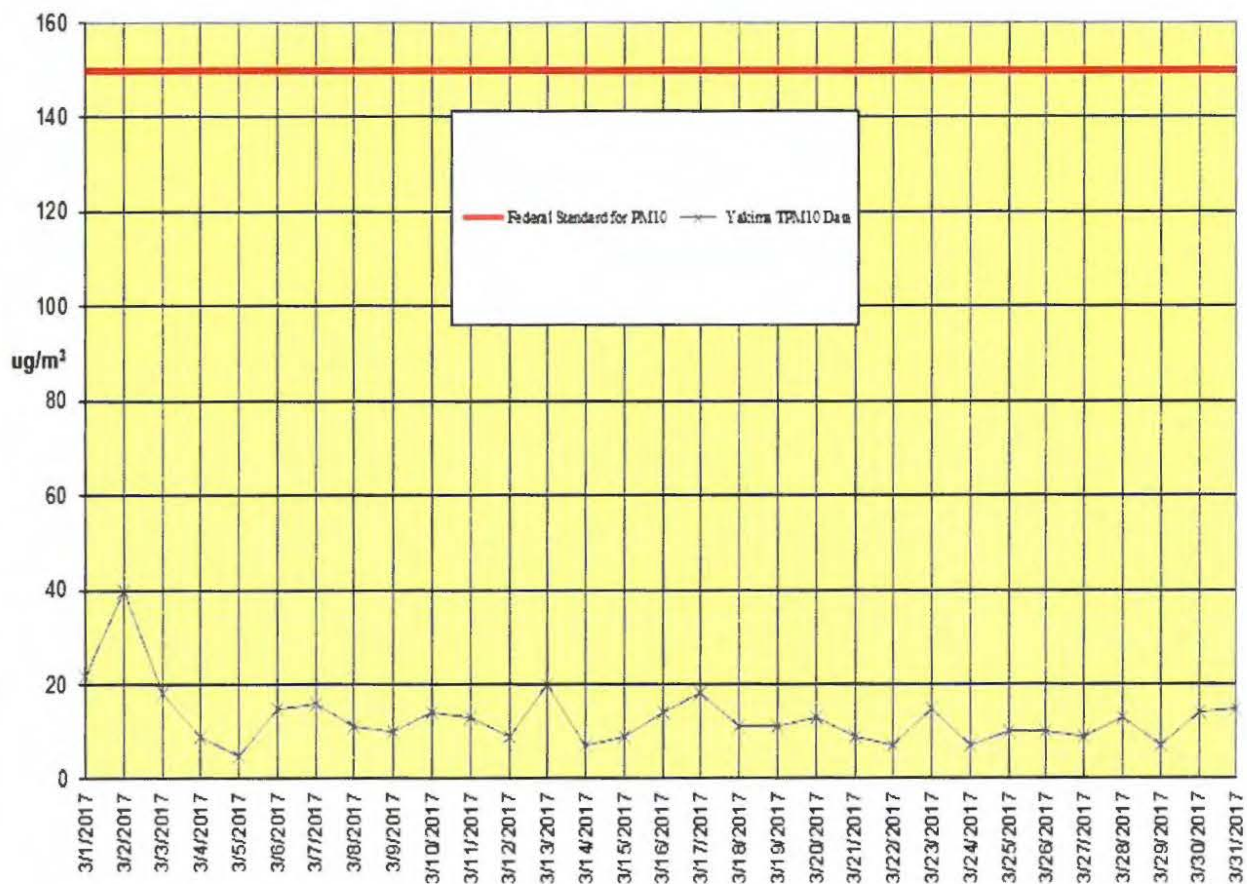
Daily Averages from April 1, 2016 through March 31, 2017





TPM₁₀ Data for Yakima Site

Daily Averages Value from March 1, 2017 through March 31, 2017



5. Public Engagement & Enterprise

The agency changed out four stoves for Low Income Households, issued two rebates and paid two Bounties during the month of March. There are eight Low Income Change Outs and six Rebates currently being completed. The agency currently has a waiting list of 17 pre-qualified low income customers

The Agency will participate in the upcoming Arbor Festival on Saturday, April 15th, at the Yakima Area Arboretum. The festival will run from 10:00 am to 3:00 pm, so stop by our booth.

The next Community Forum is scheduled to be held at the YRCAA conference room on Monday, April 17th, from 1:00 pm to 3:00 pm. The agency will entertain discussion topics or general air pollution questions for the forum until close of business Friday, April 14th. The forum is the ideal opportunity for the public to ask general air pollution questions or to ask technical questions. You may submit a question or topic to mark@yrcaa.org. If there are no questions or topics received by close of business Friday the 14th, the forum will be postponed until the next scheduled date of August 14th, 2017.

RECEIVED
OCT 18 2016
YRCAA

Yakima Valley Dairy Federation

350 Hoff Road • Moxee, WA 98936

509-930-2335

sageconsulting.sg@gmail.com



October 17, 2016

Jon DeVaney
Chair, Yakima Regional Clean Air Agency
329 N. First Street
Yakima, WA 98901

RE: Request That Public Testimony Be Limited at YRCAA Monthly Board Meetings

Dear Mr. DeVaney:

The dairy industry is dedicated to sustainable agricultural practices that include environmental, economic and social well-being.

According to the most current WSU estimate, the Yakima Valley dairy industry contributes an estimated \$938 million from farm gate milk and beef production to the Yakima Valley economy and employs more than 4,800 people locally. Most of these jobs are year round full time positions that support local families. A very high percentage (over 90%) of our work force is made up of Hispanic workers. As a group, Hispanic workers are periodically identified as disadvantaged in Yakima County. Our full time jobs for this ethnic group are a huge economic benefit for their families. Out of over 100 crops grown in Yakima County, dairy industry farm gate value is second only to the production of apples.

This letter is in response to public testimony at your monthly board meetings. It has become apparent the public testimony portion of your board meetings is being abused by a few individuals. These individuals are using your monthly board meetings as a platform to slander and make erroneous statements against the Yakima Valley dairy industry and individuals who represent the dairy industry. I am not aware of any other public agency holding forums such as this that allow the continued monthly slander of an industry that is, for the most part, in compliance with regulations and cooperating with regulatory agencies. The YRCAA is the only air regulator in the state with a comprehensive dairy air emission program that includes staff inspections of every dairy in Yakima County under their jurisdiction.

At the last board meeting held on October 13th, two individuals were allowed an excessive amount of time to chastise me for an opinion that I wrote for the Yakima

Herald Republic newspaper recently. Most commenters use just a couple of minutes to express their points. These people were allowed to go on and on, one of them reading a multi page personal opinion that was printed in the paper opposing my editorial opinion. These comments had nothing to do with what was on the agenda for your board to address, but was allowed to take time away from the work the board was there for. This same sort of slander and false statements has happened numerous times in the past.

It is my understanding your board is not legally required to take public testimony at board meetings. It was established as a means for the public to communicate their concerns directly to the board. Unfortunately, it has turned into an uncontrolled forum that a few individuals are grossly misusing.

Therefore, I request that your board discontinue taking public input at your board meetings as it has been demonstrated that the input you are receiving is not factual for the most part, and slanderous to an industry that is cooperating to a very high degree with the agency. YRCAA initiated a staff-led public forum a few years back to deal with a very few individuals who had "so-called" concerns. Interestingly, after a few meetings these people ceased to attend, so the agency cancelled the forum. You could reactivate the forum to address future public concerns, if needed.

If you do not feel compelled to discontinue public input at your board meetings, I request that public comments should be directly related to items listed on the monthly board meeting agenda, and that the board will refuse to hear other input from the public during their monthly board meetings, unless it has a very specific purpose. The public, including myself, have ample opportunities to provide YRCAA staff and board members with input through various venues.

I request that you address this issue at your next monthly board meeting.

Thank you for this opportunity to provide input.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven E. George", with a long horizontal flourish extending to the right.

Steven E. George
Governmental Affairs

- c. Tom Devries, Yakima Valley Dairy Federation
Dan Wood, WA State Dairy Federation

13th, 14th, 15th District Legislators
4th District Congressman Dan Newhouse
Sage Park, Regional DOE Administrator



329 North First Street
Yakima WA 98901
(509) 834-2050
(509) 834-2060
yakimacleanair.org

Yakima Regional Clean Air Agency (YRCAA) Ammonia Research Project Draft Work Plan

Project Description:

The YRCAA proposes the establishment of four ammonia (NH_3) gas sampling sites to assess short-term trends (one year) in ambient NH_3 concentrations. Two sites are to be established in the upper county, with one located at the Washington State Department of Ecology's (WADOE) air monitoring site located on top of the Yakima Mental Health facility while the other will be located at a field site located north of Highway 24, and no closer than 500m (1,640') from the Devries Family Farm LLC Dairy Facility. Two additional sites will be placed in the lower county, with one sampler located on top of Harrison Middle School in Sunnyside and the other being located at a field site located at 1320 Braden Road, Grandview, WA 98953.

Objective:

It is hoped that the resulting data will illustrate the degree to which ammonia contributes to the formation of aerosol nitrates, and subsequently to what extent aerosol nitrites contribute to the formation of $\text{PM}_{2.5}$ concentrations during days of elevated $\text{PM}_{2.5}$ values. It is also anticipated that the data will provide YRCAA staff with a better estimate of total nitrogen inputs to the Yakima County Air Shed and a more thorough understanding of the county's emission inventory.

Discussion:

NH_3 is a gas readily released into the air from a variety of biological sources, as well as from industrial and combustion processes. It is also the most prevalent base gas in the atmosphere. While it has many beneficial uses, NH_3 can detrimentally affect the air quality by contributing to the formation of aerosol nitrites, which are a major contributor to the formation of $\text{PM}_{2.5}$. Possible health effects of ammonia gas in the atmosphere include short-term irritation of the eyes and lungs, and the long-term effects on the cardiovascular system through inhalation of fine particulate matter formed from ammonia in the atmosphere.

The Yakima Air Wintertime Nitrate Study (YAWNS) was conducted in January 2013, with measurements made mostly in the upper Yakima valley. The objective of the study was to investigate the scientific reasons behind high aerosol nitrate content in $\text{PM}_{2.5}$ in the area. The YAWNS study found that ammonia emissions from agricultural operations combined with NO_x from vehicles under the right meteorological conditions to produce aerosol nitrate. One of the limitations of the study was that no representative measurements of nitrate were conducted in the lower Yakima valley, in spite of most ammonia sources being located in the lower Yakima valley. To address this limitation, Ecology collected several gravimetric samples using Federal Reference Method (FRM) $\text{PM}_{2.5}$ samplers in Sunnyside and Toppenish, between November 2015 and January 2016. The Teflon filters were analyzed for nitrate at Ecology's Manchester Environmental Laboratory. The analysis of the FRM samples indicated, on average, nitrate accounted for about a quarter of the $\text{PM}_{2.5}$ mass at Yakima and a third at Sunnyside. Elevated nitrate levels occurred in both valleys simultaneously, on days with high relative humidity, low temperatures and low winds. This suggests common sources of aerosol nitrate precursors in both valleys.

AGENDA ITEM NO. 6

Work/Duties:

The YRCAA project team will consist of the following personnel and duties:

Keith Hurley (Compliance & Enforcement Division Supervisor) - Project Manager, overseeing all work conducted by YRCAA.

Kelsey Sanford (Compliance & Enforcement Division Air Monitoring Technician) - Primary Air Monitoring Technician, conducting all day-to-day operations including Quality Control (QC) checks, sampler maintenance checks and services, setup and collection of bi-weekly samples, and sample shipment to the National Atmospheric Deposition Program (NADP) at the Illinois State Water Survey (ISWS).

Dustin Harrington (Compliance & Enforcement Division Field Agent) - Secondary/Backup Air Monitor Technician, conducting all duties above during the absence of the Primary Technician.

Hasan Tahat (Engineering Division Supervisor) - Conducts agency review of all collected data, writes comprehensive data review/interpretation for presentation to the YRCAA Board of Directors upon completion of project.

Proposed Budget:

Funding in the amount of \$14,404.44 will be provided by the YRCAA. The following table provides an estimate of costs to conduct the project.

YRCAA Ammonia Gas Research Project Draft Work Plan Summary of Estimated Costs				
Expenditure	Cost / Unit	Cost	Hours	Cost
Initial Setup & Familiarization Training (Harrington)	Billing Rate / Hour	\$38.33	8	\$ 306.64
Initial Setup & Familiarization Training (Sanford)	Billing Rate / Hour	\$29.86	8	\$ 238.88
One year Operational Support & Maintenance (Sanford)	Billing Rate / Hour	\$29.86	52	\$1,552.72
Contracted Costs: Four AMoN Sites 27 Samples per site Chemical Analysis Set Up Costs Coordination	N/A	N/A	N/A	\$11,208.00
Data review & Report (Tahat)	Billing Rate / Hour	\$59.82	10	\$598.20
Vehicle Fuel & Maintenance	Per year	\$500.00	Annual	\$500.00
Total Costs				\$14,404.44

General:

NADP Data Policy- The ISWS is responsible for managing the information presented on the NADP database and on the NADP Website, <http://nadp.isws.illinois.edu>. Information presented on the NADP Website is in the public domain, except for those images and graphics created by third parties and used by permission. NADP data and Information Use Conditions are posted online at <http://nadp.isws.illinois.edu/NADP/useConditions.aspx>.

RESOLUTION NO: 2017-01
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopt the proposed YRCAA Ammonia Research Project

WHEREAS, the Board believes it to be in the interest of the public to establish four passive ammonia gas sampling sites to assess short-term trends (one year) in ambient ammonia concentrations.

NOW THEREFORE BE IT RESOLVED that:

1. The proposed Ammonia Research Project is hereby approved by the Governing Board of Directors of the YRCAA on this 9th day of March, 2017

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board



Executive Memorandum

Date of Release: March 2, 2017
Date of Consideration: March 9, 2017
To: Board of Directors
From: Quatandra Jarvis, Clerk of the Board
Subject: 2017 Board Officers

ISSUE:
Elect the 2017 Board of Director's Chair and Vice-Chair

RECOMMENDATION(S):
Staff asks the Board to open nominations and elect the 2017 Board Officers

DISCUSSION:
The term for Chair and Vice-Chair are one year. The Vice-Chair will serve in the absence of the Chair.

AGENDA ITEM NO. 7



Executive Memorandum

Date of Release: April 6, 2017

Date of Consideration: April 13, 2017

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, March 2017 AP Fiscal Vouchers (24,183.77), and the March Payroll Authorization (\$56,674.90). Out of A/P, \$3,120.04 was for Wood Stove Change-out Expenses, and \$1,182.37 was for Enterprise expenses.

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

Enclosures

AGENDA ITEM NO. 8



March 13, 2017

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Bustos Media, LLC*	33038	4101	\$ 500.04	3/14/2017
Capital Press	33039	4901	\$ 49.99	3/14/2017
Charter Communications	33040	4201	\$ 756.55	3/14/2017
Coleman Oil Company	33041	3201	\$ 124.07	3/14/2017
Crystal Springs	33042	3101	\$ 32.30	3/14/2017
Cuillier Law Office	33043	4101	\$ 42.00	3/14/2017
Dept of Ecology Cashiering Unit	33044	4902	\$ 4,748.68	3/14/2017
Five K Technologies	33045	3502	\$ 25.00	3/14/2017
Judah Harris*	33046	4101	\$ 1,000.00	3/14/2017
JMJ Custom Feeding	33047	4901	\$ 453.00	3/14/2017
Leaf	33048	4501	\$ 186.07	3/14/2017
Northwest Community Action Center*	33049	4101	\$ 400.00	3/14/2017
Radio Yakima*	33050	4101	\$ 1,220.00	3/14/2017
Splash Express	33051	4801	\$ 20.30	3/14/2017
Verizon Wireless	33052	4201	\$ 328.76	3/14/2017
YRCAA	33053	4901	\$ 781.00	3/14/2017
Yakima County Human Resources	33054	4101	\$ 3,750.00	3/14/2017
Yakima County Printing Department	33055	3101	\$ 40.58	3/14/2017

Total:

\$ 14,458.34

***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: **\$ 14,458.34**

Christa Owen 3/14/2017
Christa Owen, Alternate Auditing Officer

Jon DeVaney, Board Chairman

4/13/2017 Keith M. Hurley 3/14/2017
Keith M. Hurley, Auditing Officer



March 28, 2017

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	33056	4801	\$ 126.55	3/29/2017
Borton and Sons, Inc.	33057	4901	\$ 120.00	3/29/2017
Bradley A. Mellotte	33058	4501	\$ 3,480.00	3/29/2017
Carl Brookshire**	33059	4301	\$ 552.00	3/29/2017
Coleman Oil Company**	33060	3201	\$ 63.10	3/29/2017
Mark Edler**	33061	4301	\$ 552.00	3/29/2017
Engravings Unlimited	33062	3101	\$ 80.07	3/29/2017
Keith M. Hurley	33063	4301	\$ 153.01	3/29/2017
KeyBank**	33064	Various	\$ 1,556.99	3/29/2017
Pitney Bowes Global Financial Services	33065	4501	\$ 256.40	3/29/2017
Pitney Bowes Reserve Account	33066	4202	\$ 500.00	3/29/2017
Washington State Auditor	33067	4101	\$ 2,048.20	3/29/2017
YRCAA	33068	Various	\$ 237.11	3/29/2017

Total:

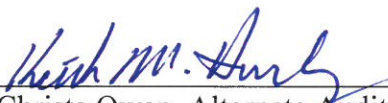
\$ 9,725.43

***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: **\$ 9,725.43**



Keith M. Hurley, Auditing Officer

3/29/2017

Jon DeVaney, Board Chairman

4/13/2017

Keith M. Hurley, Auditing Officer

3/29/2017

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 3/30/2017

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

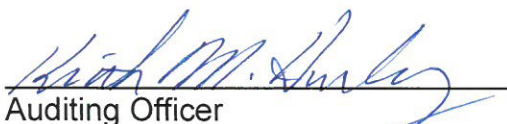
Bank Account Number: XXXXXXXXXX

Payroll Date: April 3, 2017

Transfer Amount(s): \$ 56,674.90

Total Amount of Electronic Transfer: \$ 56,674.90

Authorizing Signatures (No facsimile signatures accepted.):


Auditing Officer

Chairman Board of Directors


Alternate Auditing Officer

Date March 30, 2017

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

Telefax Number: 509-574-2801

(01-2008)

FY 2017 Monthly BVA

March 2017 Report Date: April 13, 2017		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	\$ 156,353	\$ 18,573	\$ 163,912	104.8%
614-32190008	Synthetic Minor Sources	\$ 21,280	\$ -	\$ 21,280	100.0%
614-32190006	Complex Sources	\$ 20,560	\$ 1,285	\$ 16,705	81.3%
614-32290001	Title V Sources	\$ 122,891	\$ -	\$ 124,949	101.7%
614-32190002	New Source Review	\$ 30,000	\$ 3,041	\$ 36,471	121.6%
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 351,084</i>	<i>\$ 22,899</i>	<i>\$ 363,317</i>	<i>103.5%</i>
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 62,450	\$ 2,832	\$ 32,208	51.6%
614-32290007	Agricultural Burn Permits	\$ 33,000	\$ 6,476	\$ 22,659	68.7%
614-32290011	Conditional Use Burn Permits	\$ 2,329	\$ -	\$ 218	9.4%
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 97,779</i>	<i>\$ 9,308</i>	<i>\$ 55,085</i>	<i>56.3%</i>
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 35,956	\$ 4,002	\$ 22,472	62.5%
614-32190009	Construction Dust Control Fees	\$ 8,608	\$ 310	\$ 5,440	63.2%
<i>Subtotal, Compliance Fees</i>		<i>\$ 44,564</i>	<i>\$ 4,312</i>	<i>\$ 27,912</i>	<i>62.6%</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 493,427</i>	<i>\$ 36,519</i>	<i>\$ 446,314</i>	<i>90.5%</i>
Base Grants					
614-33366001	EPA, Core Grant	\$ 123,501	\$ -	\$ 91,559	74.1%
614-33403101	DOE, Core Grant	\$ 82,384	\$ -	\$ 62,064	75.3%
<i>Subtotal, Base Grants</i>		<i>\$ 205,885</i>	<i>\$ -</i>	<i>\$ 153,623</i>	<i>74.6%</i>
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 8,963	\$ 51,217	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		<i>\$ 2,500</i>	<i>\$ 8,963</i>	<i>\$ 51,217</i>	
Supplemental Income					
614-33831001	Supplemental Income	\$ 99,988	\$ -	\$ 79,894	79.9%
<i>Subtotal, Supplemental Income</i>		<i>\$ 99,988</i>	<i>\$ -</i>	<i>\$ 79,894</i>	<i>79.9%</i>
Other Income					
614-36111001	Interest	\$ 1,801	\$ 324	\$ 2,539	141.0%
614-36990014	Miscellaneous Income	\$ 1,200	\$ -	\$ 13	1.1%
<i>Subtotal, Other Income</i>		<i>\$ 3,001</i>	<i>\$ 324</i>	<i>\$ 2,552</i>	<i>85.0%</i>
<i>Total YRCAA Base Operations Revenue</i>		<i>\$ 804,801</i>	<i>\$ 45,806</i>	<i>\$ 733,600</i>	<i>91.2%</i>
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 5,418	\$ -	\$ 5,331	98.4%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 15,788	75.0%
614-33403107	Woodstove Change-out	\$ 145,797	\$ 34,326	\$ 101,212	69.4%
<i>Total YRCAA Grant Operations Revenue</i>		<i>\$ 172,265</i>	<i>\$ 34,326</i>	<i>\$ 122,331</i>	<i>71.0%</i>
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 85,925	\$ 800	\$ 39,250	45.7%
614-34317002	Other Enterprise Revenue	\$ 450	\$ 75	\$ 225	50.0%
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 86,375</i>	<i>\$ 875</i>	<i>\$ 39,475</i>	<i>45.7%</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,063,441</i>	<i>\$ 81,008</i>	<i>\$ 895,406</i>	<i>84.2%</i>

FY 2017 Monthly BVA

March 2017	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: April 13, 2017				

EXPENSES 614 YRCAA Base Operations

Salaries				
614-1001	Salaries	\$ 507,693	\$ 33,904	\$ 360,497 71.0%
614-2002	Benefits	\$ 187,777	\$ 11,912	\$ 126,661 67.5%
614-1003	Overtime	\$ -	\$ -	\$ - #DIV/0!
Subtotal, Salaries		\$ 695,470	\$ 45,816	\$ 487,158 70.0%

Supplies

614-3101	Office Supplies	\$ 7,450	\$ 394	\$ 3,732 50.1%
614-3101	Safety Equipment	\$ -	\$ -	\$ - #DIV/0!
614-3201	Vehicles, Gas	\$ 3,325	\$ 149	\$ 1,339 40.3%
614-3501	Small Tools/Equipment	\$ -	\$ -	\$ 310 #DIV/0!
614-3502	Computer Network	\$ 10,466	\$ 548	\$ 8,339 79.7%
Subtotal, Supplies		\$ 21,241	\$ 1,091	\$ 13,719 64.6%

Services

614-4101	Professional Services	\$ 15,000	\$ 5,840	\$ 34,080 227.2%
614-4101	Laboratory Analyses	\$ 157	\$ 120	\$ 160 101.9%
614-4125	Treasurer, Yakima County	\$ 1,679	\$ 44	\$ 1,041 62.0%
614-4201	Communications, Phones/Internet	\$ 12,444	\$ 1,085	\$ 9,897 79.5%
614-4202	Postage	\$ 3,900	\$ 500	\$ 2,346 60.2%
614-4301	Travel & Transportation	\$ 3,650	\$ 794	\$ 1,048 28.7%
614-4401	Public Education	\$ 4,000	\$ -	\$ 1,444 36.1%
614-4401	Publications, Legal Notices	\$ 526	\$ -	\$ 1,770 336.6%
614-4501	Rents & Leases, Equipment	\$ 1,982	\$ 442	\$ 2,444 123.3%
614-4501	Rents & Leases, Space	\$ 41,760	\$ 3,480	\$ 31,320 75.0%
614-4601	Insurance	\$ 13,398	\$ -	\$ 12,662 94.5%
614-4801	Maintenance, Motor Vehicles	\$ 2,229	\$ 20	\$ 2,404 107.8%
614-4801	Maintenance, Equipment	\$ 1,853	\$ 127	\$ 2,019 109.0%
614-4801	Maintenance, Computers	\$ 150	\$ -	\$ 357 238.0%
614-4801	Maintenance, Building	\$ 520	\$ -	\$ 1,435 275.9%
614-4901	Memberships	\$ 230	\$ 50	\$ 495 215.3%
614-4901	Training	\$ 2,898	\$ -	\$ 2,702 93.2%
614-4901	Service Chgs & Interest	\$ 4,600	\$ 781	\$ 3,410 74.1%
614-4901	Miscellaneous Services	\$ 2,600	\$ 802	\$ 2,203 84.7%
614-4901	DOE Oversight Fees	\$ 4,787	\$ 4,749	\$ 4,749 99.2%
Subtotal, Services		\$ 118,363	\$ 18,834	\$ 117,985 99.7%

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ - #DIV/0!
Total YRCAA Base Operations Expenses		\$ 835,074	\$ 65,741	\$ 618,863 74.1%

EXPENSES 614 YRCAA Grant Operations

614-33403105 Wood Stove Ed				
Salaries				
614-1001	Salaries	\$ 3,956	\$ 253	\$ 2,319 58.6%
614-2002	Benefits	\$ 1,462	\$ 89	\$ 815 55.7%
614-1003	Overtime	\$ -	\$ -	\$ - #DIV/0!
Subtotal, Salaries		\$ 5,418	\$ 341	\$ 3,133 57.8%

Supplies

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

FY 2017 Monthly BVA

March 2017		Budget	Actual	Actual	Year to Date
Report Date: April 13, 2017			Current	Year to Date	% of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<i>Subtotal, Woodstove Grant Expenses</i>		\$ 5,418	\$ 341	\$ 3,133	57.8%
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,367	\$ 1,135	\$ 8,966	58.3%
614-2002	Benefits	\$ 5,683	\$ 399	\$ 3,150	55.4%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 21,050	\$ 1,533	\$ 12,116	57.6%
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		\$ -	\$ -	\$ -	#DIV/0!
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		\$ -	\$ -	\$ -	#DIV/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	\$ 1,533	\$ 12,116	57.6%
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 11,357	\$ 953	\$ 13,159	115.9%
614-2002	Benefits	\$ 4,201	\$ 335	\$ 4,623	110.1%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 15,558	\$ 1,288	\$ 17,782	114.3%
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ 43	#DIV/0!
<i>Subtotal, Supplies</i>		\$ -	\$ -	\$ 43	#DIV/0!
Services					
614-4101	Professional Services	\$ 123,607	\$ 3,120	\$ 87,373	70.7%
<i>Subtotal, Services</i>		\$ 123,607	\$ 3,120	\$ 87,373	70.7%
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		\$ 139,165	\$ 4,408	\$ 105,198	75.6%
<i>Total, Grant Operations Expenses</i>		\$ 165,633	\$ 6,282	\$ 120,448	72.7%
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 12,776	\$ 5,696	\$ 11,419	89.4%
141-2002	Benefits	\$ 4,722	\$ 2,001	\$ 4,012	85.0%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 17,498	\$ 7,697	\$ 15,431	88.2%

FY 2017 Monthly BVA

March 2017	Budget	Actual	Actual	Year to Date
Report Date: April 13, 2017		Current	Year to Date	% of Budget

Supplies

141-3101	Office Supplies	\$ 400	\$ -	\$ 4	1.1%
141-3201	Vehicles, Gas	\$ 1,700	\$ 78	\$ 470	27.7%
141-3501	Small Tools/Equipment	\$ 200	\$ -	\$ -	0.0%
Subtotal , Supplies		\$ 2,300	\$ 78	\$ 474	20.6%

Services

141-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
141-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
141-4301	Travel & Transportation	\$ 5,000	\$ 1,104	\$ 4,500	90.0%
141-4501	Rents & Leases, Space	\$ 5,218	\$ -	\$ 2,916	55.9%
141-4801	Maintenance, Motor Vehicles	\$ 2,100	\$ -	\$ 155	7.4%
141-4801	Maintenance, Equipment	\$ 505	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Services		\$ 12,823	\$ 1,104	\$ 7,571	59.0%

Capital Out-Lay & Fixed Assets

141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
Total Enterprise Operations Expenses		\$ 32,621	\$ 8,879	\$ 23,476	72.0%

Summary of Revenue vs Expenses:

Prior-Year Carry Over Funds	\$ 125,000	\$ -	\$ 125,000	
Total Revenue, Base, Grants & Enterprise	\$ 1,188,441	\$ 81,008	\$ 1,020,406	85.9%
Total Expenses, Base, Grants & Enterprise	\$ 1,033,328	\$ 80,902	\$ 762,787	73.8%
Fund Balance	\$ 155,113	\$ 105	\$ 257,619	
Operating Reserves	\$ 30,113			
Estimated Available Fund Balance	\$ 125,000			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for 2017 on March 31, 2017
CY 2017 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,480	\$ 4,480	1/27/2017	\$ 4,480	\$ -	Pd in full
Granger	\$ 350	\$ 1,456	\$ 1,806	1/31/2017; 2/22/2017	\$ 714	\$ 1,092	Pd 1/4
Harrah	\$ -	\$ 260	\$ 260	1/27/2017	\$ 260	\$ -	Pd in full
Mabton	\$ -	\$ 924	\$ 924	1/19/2017	\$ 924	\$ -	Pd in full
Moxee	\$ -	\$ 1,524	\$ 1,524	1/19/2017	\$ 1,524	\$ -	Pd in full
Naches	\$ -	\$ 332	\$ 332	1/12/2017	\$ 332	\$ -	Pd in full
Selah	\$ -	\$ 2,998	\$ 2,998	1/12/2017	\$ 2,998	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,512	\$ 6,512	1/25/2017	\$ 1,628	\$ 4,884	Pd 1/4
Tieton	\$ -	\$ 502	\$ 502	1/27/2017	\$ 502	\$ -	Pd in full
Toppenish	\$ -	\$ 3,586	\$ 3,586	1/26/2017	\$ 3,586	\$ -	Pd in full
Union Gap	\$ -	\$ 2,460	\$ 2,460	1/26/2017	\$ 2,460	\$ -	Pd in full
Wapato	\$ -	\$ 2,016	\$ 2,016	1/26/2017	\$ 2,016	\$ -	Pd in full
City of Yakima	\$ -	\$ 37,288	\$ 37,288	1/19/2017	\$ 9,322	\$ 27,966	Pd 1/4
Zillah	\$ -	\$ 1,256	\$ 1,256	1/24/2017	\$ 1,256	\$ -	Pd in full
Yakima Co.	\$ -	\$ 34,394	\$ 34,394	1/1/2017	\$ 8,599	\$ 25,796	Pd 1/4
Totals:	\$ 350	\$ 99,988	\$ 100,338		\$ 40,600	\$ 59,738	



Executive Memorandum

Date of Release: April 6, 2017
Date of Consideration: April 13, 2017
To: The YRCAA Board of Directors
From: Office of the Executive Director *Keith M. Hurley*
Subject: Proposed Revisions to Section 9 of Administrative Code, Part B

Recommendation:

Approve by resolution the proposed revisions to Section 9 of Administrative Code, Part B

Discussion:

Subsection 9.7.2 provides policy for the accrual, requesting, approval, and use of Vacation Leave for agency employees. The subsection currently does not provide policy for approving leave of the Executive Director. Additionally, the section does not provide policy for those instances where a retiring Executive Director wishes to use any remaining leave balance and will be discontinuing normal office duties. The proposed revision outlines leave request and approval procedures for the Executive Director. It also defines policy for those instances where an Executive Director is retiring and wishes to use all remaining leave and will be discontinuing normal office duties.

Subsection 9.7.2 currently does not specify the requirement to appoint an Acting Executive Director during extended absences by the Director. The proposed revision adds this requirement for absences of the Director that exceeds two business days.

Att.
Draft Subsection 9.7.2
Resolution 2017-06

(Text to be inserted is underlined)

9.7.2 Vacation Leave

Employees benefit from time away from the office to rest, relax and refresh themselves. Full-time and part-time employees are currently eligible for vacation time (sometimes referred to as “annual leave”).

a. Accrual

Accrual begins with the first month of active service. Regular part-time employees are eligible for vacation leave pro-rated based on the number of actual hours worked per week. For example, if a part-time employee regularly works 20 hours per week, the employee will accrue approximately half the paid vacation leave that a full-time employee would accrue. Accrual rates change on an employee’s anniversary date per the following schedule:

- i. 8 hours per month for employees with less than three years of service;
- ii. 10 hours per month for employees with three to less than five years of service;
- iii. 12 hours per month for employees with five to less than ten years of service;
- iv. 14 hours per month for employees with ten to less than fifteen years of service; and
- v. 16 hours per month for employees with fifteen or more years of service.

b. Request, Approval and Use

- i. Prior to using vacation leave employees must submit a Leave Request to their direct supervisor or the Executive Director;
- ii. The supervisor and Executive Director must approve vacation requests in advance;
- iii. Requests for extended vacation of two weeks or more should be submitted to the supervisor and Executive Director at least one month in advance;
- iv. Exceptions to this policy may only be granted at the discretion of the Executive Director; and
- v. Employees may not take accrued vacation leave during their first six months of employment.
- vi. For extended leave periods taken by the Executive Director that will exceed ten business days, the Director shall submit a written request for approval to the Chairman of the Board no later than two weeks prior to the anticipated leave dates. During instances of retirement, where an Executive Director wishes to use any remaining leave balance and will be discontinuing normal office duties, a written request must be furnished to the Chairman of the Board for approval no later than 90 days prior to the proposed dates of leave. This advanced notice is required to ensure that the Board of Directors has the appropriate amount of time for announcing, recruiting, and hiring a replacement.
- vii. To ensure continuity of leadership and daily operations, the Executive Director shall appoint an Acting Director prior to any anticipated absence greater than two business days. Generally, the Executive Director will appoint either the Administrative Division Supervisor or the Compliance and Engineering



*Yakima Regional Clean Air Agency
329 North First Street, Yakima WA 98901
(509) 834-2050 yakimacleanair.org*

Division Supervisor as the Acting Director. The Executive Director reserves the right to appoint any employee as the Acting Director whom they believe has the potential for greater responsibility and would benefit by the professional development.

c. Maximum Accumulation

Employees are encouraged to use leave as it is accrued. However, unused accrued vacation leave may accumulate up to a maximum of 240 hours. When the maximum accrual amount is reached, no additional vacation leave will be accrued until such time as leave is used to allow for accrual.

d. Pay for Unused Vacation Leave

- i. Upon separation from YRCAA an employee (or his/her estate, in the event of death) is eligible to receive pay for unused accrued vacation leave time through the termination date and/or in the event of death, retirement, layoff or discharge. Employees discharged for misconduct are not eligible to receive pay for unused accrued vacation; and
- ii. At the sole discretion of the Executive Director, an employee may receive pay for unused leave, upon request and for just cause.

RESOLUTION NO: 2017-06
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting Revised Administrative Code Part B, Subsection 9.7.2 – Vacation Leave:

WHEREAS, the Board of Directors of the YRCAA, as set forth in chapter 70.94 Revised Code of Washington, is authorized to establish specific operating policies, procedures and guidelines to implement the Revised Code of Washington and Washington Administrative Code applicable to public agencies; and

WHEREAS, Administrative Code Part B, Subsection 9.7.2 as revised, provides for more effective vacation leave procedures; and

WHEREAS, Administrative Code Part B, Subsection 9.7.2, as revised, replaces and supersedes all previous versions of the subsection; and

BE IT THEREFORE RESOLVED that the Board does hereby adopt Administrative Code Part B, Subsection 9.7.2, as revised and hereby repeals all previous versions of the subsection;

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 13th day of April, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board



Executive Memorandum

Date of Release: April 6, 2017
Date of Consideration: April 13, 2017
To: YRCAA Board of Directors
From: Office of the Executive Director
Subject: Uncollectable Debts

Keith M. Hurley

Issue: Dismissing Uncollectable Debts owed to the YRCAA

Recommendation(s): Approve Resolution No. 2017-05 for the dismissal of the attached uncollectable debts.

Discussion: Under the provisions of YRCAA Administrative Code Part B, subsection 10.14.5, the attached list of debts have become uncollectable and as such should be removed from the list of Accounts Receivable. YRCAA last brought such action before the Board of Directors in January of 2017.

Uncollectable Debts are the result of debtors failing to pay legitimately assessed fees, fines or penalties. YRCAA Administrative Code Part B, subsection 10.15.5 authorizes the agency to dismiss such debts as uncollectable if one or more of the following reasons exist:

- 1) The whereabouts of the debtor are not known
- 2) The debtor owns no real or personal property subject to lien
- 3) The debtor has demonstrated an inability to pay
- 4) The debtor has filed Bankruptcy and the YRCAA has not been assigned as a creditor due payment

The most recent quarterly reconciliation of accounts receivable revealed four uncollectable debts totaling \$7,900.00. Attached is a list of debts which have been reviewed for compliance with the above criteria. Staff requests the Board designate the listed debts as uncollectable, and to direct staff to dismiss the debts as such by Resolution No. 2017-05.

Attachments:
Uncollectable Debts Listing

AGENDA ITEM NO 10



Yakima Regional Clean Air Agency
329 North First Street, Yakima WA 98901
(509) 834-2050 yakimacleanair.org

Uncollectable Debts Listing

Name	Type of Debt	Listed Date	Amount	Reason
Jacob, Jeff	Penalty	06/30/2011	\$ 400.00	Past Statute Limits
Juarez, Elizabeth	Penalty	06/16/2011	\$ 400.00	Past Statute Limits
Langston, Shawn	Penalty	50/05/2011	\$ 400.00	Past Statute Limits
Navarrete, Jose	Penalty	07/25/2011	\$6,500.00	Past Statute Limits
TOTAL			\$7,900.00	

RESOLUTION NO: 2017-05
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Dismissing Uncollectable Debts:

WHEREAS, the Board of Directors of the YRCAA, as a municipal corporation under RCW 70.94.081, have the right to perpetual succession, may sue and be sued, and may receive, account for and disburse funds; and

WHEREAS, pursuant to RCW 70.94.431, the YRCAA has the authority to assess civil penalties for violations of standards and procedures enforceable by law; and

WHEREAS, there exists four assessed penalties which qualify as uncollectable as per the YRCAA Administrative Code, Part B, Subsection 10.14.5; and

WHEREAS, these uncollectable debts are being brought before the Governing Board of Directors for consideration of dismissal as debts owed to the YRCAA.

BE IT THEREFORE RESOLVED that the YRCAA Board of Directors dismisses the attached debts owed to the YRCAA in the amount of \$7,900.00 as uncollectable, and directs staff to remove the debt from the YRCAA's list of accounts receivable.

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 13th day of April, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board