



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 will hold a Study Session to allow Mr. Jim Doherty, of the Municipal Research and Services Center (MRSC), to educate Board members on possible conflicts of interest. The session will start at 1:00 pm in the City Council Chambers of the Yakima City Hall, on Thursday, August 10, 2017. The Study Session will be followed by the regularly scheduled Board of Directors meeting at 2 pm.

STUDY SESSION @ 1:00 p.m.

Conflicts of Interest

Mr. Jim Doherty

AGENDA

REGULAR MEETING @ 2:00 p.m.

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

*Board Chair
Christa Owen
Board Chair
Board Chair*

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 and state your name for the record. The Chair has the right to place a time limit on each person asking to be heard.

CONSENT AGENDA

5. Consider Approving the Consent Agenda, Items for action 5.1 through 5.2. 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 June 8, 2017 Board Meeting Summary; and
 - 5.2 By consent accept and file YRCAA June 2017 Monthly Activity Report.
 - 5.3 By consent, accept and file YRCAA July 2017 Monthly Activity Report.

Action Requested: Approve Consent Agenda Items 5.1 through 5.3.



REGULAR AGENDA

6. Receive YRCAA Director's Report. *Keith Hurley*
Action Requested: Accept and file Director's Report

ACTION ITEMS

7. Accept Fiscal Reports. *Keith Hurley*
• Approve Fiscal Vouchers and Payroll Authorization Transfers;
• BVA(s) – FYI;
• Supplemental Income Status Report for CY 2017
Action Requested: Approve Fiscal Vouchers, Payroll Authorization Transfers, Accept and File Fiscal Reports.
8. Dismiss Uncollectable Debts *Keith Hurley*
Action Requested: Approve Resolution Number 2017-10
9. Adopt Revised Administrative Code Part A, *Keith Hurley*
Action Requested: Approve Resolution Number 2017-11

OTHER BUSINESS

10. Other Business and Adjournment *Board Chair*

The Next Board of Directors Meeting is scheduled for Thursday, September 14, 2017 in the City Council Chambers of the Yakima City Hall at 129 N Second Street, Yakima.



Summary of the Governing Board of Directors Meeting

Location, Date and Time:

Yakima City Hall Council Chambers,

June 8, 2017 Time: 1:30 p.m.

Jon DeVaney, Board Chair, called the Study Session to order at 1:30 p.m.

Study Session:

- FY18 Budget
 - o Director Hurley discussed changes made to the budget draft. There were no public comments received.
 - o The main change was to Rents & Leases due to an increase in CAM charges. This in turn changed total expenses, fund balance, etc.
 - o Change also made to FY2017 estimated revenue based on Mayor Childress' observation last month. Another change included an employee's classification changed from AQSI to ESI. Overall, there was a very minimal change to percentages.
 - o Board Chairman Jon DeVaney inquired how the CAM charges are calculated. Director Hurley explained that we are on a 4-year lease, and rent is tied to CPI but has not been increased recently. The landlord calculates CAM charges by totaling expenses on a spreadsheet and we split them 50/50 with the other tenant of the building. We will be discussing the HVAC system with the landlord at an upcoming meeting with them.
 - o Chairman DeVaney also asked if we had determined what our capitalization threshold was. Director Hurley answered that it was \$5000, but that we include smaller assets in our capital reserve calculation to account for the need to replace computer equipment, etc.
 - o Adjourned at 1:40 p.m. Regular meeting to reconvene at 2:00 pm.

Budget Hearing:

Jon DeVaney, Board Chair, Opened at 2:10

Public Comments: None

No board discussion

Closed at 2:11

Public Comment Period

Kathleen Rogers, this will be her last meeting, unfortunately nothing has changed after 15 years for the Lower Valley. She hopes that director Keith Hurley will come up with an alternate plan. Introduced her friend from Spokane.

Judith Janes, from Spokane, grew up in Sunnyside; used to smell like hops, etc., more pleasant. Yakima Valley people's health is in danger. Bacteria coming from CAFO's. E Coli discovered, excessive antibiotics used. Reading up on animal operations, sending Kathy info. No longer live here, but still concerned.

Sandy Braden, Friends of Toppenish Creek – request – April mtg vote on funding 4 air monitors in the lower valley area – thinks Steve Jones recused himself, but not sure. Didn't vote? If a member recuses, please formally state this.

Chairman Jon DeVaney asked if this is addressed in admin code policy – Keith said he doesn't believe Part A formally specifies the recording of votes. He will check and report back if there is.

1. **Jon DeVaney, Board Chair**, *called the Meeting to order at 2:00 p.m.*
2. **Christa Owen, Clerk of the Board** **conducted roll call.** *There was a quorum*

BOARD MEMBERS:	Present	STAFF:	Present
Jon DeVaney, Representative-At-Large	x	Keith Hurley, Executive Director	x
Norm Childress, Small Cities Representative		Christa Owen, Fiscal Manager/ Clerk of the Board	x
Steven Jones, Ph.D., County Representative	x		
Bill Lover, Largest City Representative	x		
Ron Anderson, Yakima County Commissioner	x		
LEGAL COUNSEL: Gary Cuillier, Board Counsel	x		
MEDIA: YPAC	x		

3. **Additions and Deletions to Agenda:**

None

4. **Consent Agenda** (reconvened at 2:12)

- Includes two (2) items, May, 2017 Board Summary and May Monthly Activities Report.

Motion to approve consent Agenda in its entirety made by Steven Jones and seconded by Commissioner Anderson. Motion passed.

Regular Agenda:

5. **Director's Report**

- **SSB 5196 Update** – Copy attached. Governor Jay Inslee signed into law on 5/5/17. Amends Washington State Clean Air Act:
 - Includes the growing, raising or production of cattle at cattle feedlots in the definition of Agricultural Activities.
 - Extends exemption for fugitive dust to include certain cattle feedlots.
 - Requires Notices of Violation issued for odors or fugitive dust caused by agricultural activity to include detailed statement with evidence as to why activity was not consistent with good agricultural practices, or that the odors or dust had substantial adverse effect on public health.
 - Defines “Good Agricultural Practices”

- Effective 7/23/17.
- Discussion followed regarding the difference between dairies and feedlots.
- **FFY 2018 EPA Budget**—Proposed FFY 2018 EPA Budget still calls for a 30% reduction to Section 103/105 grants. There may be a shift in PM2.5 funding to that which requires state matching funds.
- **Public Comment Period and Adding Agenda Items**—Following is submitted for discussion – could be added to agency administrative code:
 - Public Comment period should remain in current agenda position.
 - Comments should be limited to 3 minutes.
 - Speakers should introduce themselves with their name and address.
 - Comments should address items identified on the agenda.
 - Speakers should observe appropriate decorum.
 - If a member of the public wants to add an item to the meeting agenda, submit the request in writing to the Director at least 2 weeks before the meeting.
 - Items accepted for addition to the agenda will normally be scheduled during the study session.
 - Proposed agenda should be posted on the agency website at least two weeks prior to the meeting. It will be subject to change up to 24 hours prior to the meeting.
 - Steve Jones added that a public commenter should also state what they are asking.
 - Chairman DeVaney suggested that if staff determines agenda item requests will be included, the public will be concerned they wouldn't be heard. Director Hurley responded that staff would provide a list of the requests to the Board via email ahead of time.
- **Compliance and Engineering**--Director Hurley presented air quality data and graphs.
- **Additional Woodstove Change Out Funds**—YRCAA received an additional \$18,100 from Ecology for the WSCO program. This will complete 5 more low income change-outs.
- **July 2017 Board of Directors Meeting**—There was discussion on cancelling the July 2017 Board Meeting. Motion to cancel the meeting made by Steven Jones, seconded by Commissioner Ron Anderson. Motion passed.
 - The next meeting will be August 10, 2017. The study session will start at 1:00 with a presentation by MRSC for training on conflicts of interest.

Action Items:

7. Approve Proposed FY2018 Budget

Proposed FY2018 Budget in the amount of \$1,133,649 includes allocations of \$737,872 for salaries and benefits, \$21,460 for supplies, \$263,750 for services and \$6,500 for capital outlay. Director Hurley explained some of the budget factors.

- **Resolution 2017-07: Employee Salaries . . . Employer Contributions to Employee Health Insurance**—Motion to approve by Steven Jones, seconded by Commissioner Ron Anderson. Motion passed
- **Resolution 2017-08: Proportional Shares of Supplemental Income Assessment**

-- Motion to approve by Commissioner Anderson, seconded by Mayor Bill Lover. Motion passed.

- **Resolution 2017-09: Adopting the FY 2018 Budget** – Motion to approve by Mayor Bill Lover, seconded by Steven Jones. Motion passed.

8. Fiscal Report:

- Payroll for May was \$58,940.62;
- A/P for May was \$40,042.18;
- Out of A/P, Wood Stove Change-Out for May was \$26,325.00 and Enterprise for May was \$1,261.96; and
- Motion to approve fiscal reports made by Commissioner Ron Anderson, seconded by Mayor Bill Lover. Motion passed.

9. Other Business and Adjournment

Motion to adjourn by Steven Jones, seconded by Commissioner Ron Anderson.

Jon DeVaney, Board Chair

Christa Owen, Clerk of the Board

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

Date of Release: July 6, 2017
Date of Consideration: August 10, 2017
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY16	Apr.17	May. 17	June 17	FY16 thru June	FY17 thru June
Minor Source Inspections	107	0	19	15	107	140
Complaints Received	201	14	20	28	195	222
NOVs Issued	85	13	2	4	87	96
AODs Issued	0	1	1	0	0	16
Warning Notices Issued	7	1	1	0	7	16
NOPs Issued	60	8	8	3	60	54
SEPA Reviews	245	18	15	17	276	181
AOP Applications Received	1	0	1		1	1
AOPs Issued or Renewed	3	0	0		3	4
Deviations/Upsets Reported	12	1	1	1	12	11
AOP Inspections	8	2	0	0	8	5
Public Workshops	0	0	0	0	0	0
Media Events	0	0	0	0	0	0
Media Contacts	19	0	0	1	19	10
Education Outreach Events	8	1	1	3	8	5
Sources Registered	381	15	2	1	381	364
NSR Applications Received	10	1	2	2	10	22
NSR Approvals Issued-Temporary	1	0	0	0	1	0
NSR Approvals Issued-Permanent	13	3	0	1	13	23
NODRs Received	189	30	16	21	189	200
Agricultural Burn Permits Issued	206	38	16	2	206	182
Conditional Use Permits Issued	11	2	1	1	11	4
Residential Burn Permits Issued	240	585	279	102	842	1162
Burn Ban Days	90	0	0	0	90	63
Public Records Requests Fulfilled	26	3	6	4	26	47

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

Date of Release: August 3, 2017
Date of Consideration: August 10, 2017
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity					FY17	FY18
	FY17	Jul17	Aug17	Sept17	thru July	thru July
Minor Source Inspections	140	9	0	0	17	9
Complaints Received	222	12	0	0	8	12
NOVs Issued	96	2	0	0	0	2
AODs Issued	16	1			0	1
Warning Notices Issued	16	1	0	0	0	1
NOPs Issued	54	3	0	0	7	3
SEPA Reviews	181	14	0	0	18	14
AOP Applications Received	1	0	0	0	0	0
AOPs Issued or Renewed	4	0	0	0	1	0
Deviations/Upsets Reported	11	1	0	0	1	1
AOP Inspections	5	1	0	0	1	1
Public Workshops	0	0	0	0	0	0
Media Events	0	0	0	0	0	0
Media Contacts	10	1	0	0	2	1
Education Outreach Events	5	3	0	0	1	3
Sources Registered	364	0	0	0	3	0
NSR Applications Received	22	0	0	0	1	0
NSR Approvals Issued-Temporary	0	0	0	0	0	0
NSR Approvals Issued-Permanent	23	2	0	0	0	2
NODRs Received	200	26	0	0	11	26
Agricultural Burn Permits Issued	182	2	0	0	2	2
Conditional Use Permits Issued	4	0	0	0	0	0
Residential Burn Permits Issued	1162	40	0	0	158	40
Burn Ban Days	63	0	0	0	0	0
Public Records Requests Fulfilled	47	2	0	0	8	2

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: August 3, 2017

Date of Consideration: August 10, 2017

To: The YRCAA Board of Directors

From: Office of the Executive Director

Subject: Director's Report

Keith M. Hurley

1. State Budget Update

Gov. Jay Inslee signed the two-year operating budget just before midnight on June 30 as the fiscal year came to a close. Currently, however, the state has not passed a Capital Budget. Since Woodstove Change Out funds are allocated from the Capital Budget, the agency will continue to pre-qualify low-income applicants and fill out our waiting list until such time as a Capital Budget is passed and Woodstove Change Out funds are awarded.

2. Public Records Act (PRA) Changes

On May 16, 2017 the Governor signed ESHB 1594 and EHB 1595, implementing notable changes to the PRA and records retention laws applicable to electronic records. These changes went into effect on July 23, 2017.

Some of the changes are:

- New Charges for Electronic Records
- New Tracking Mandate for Public Records
- New Training Requirements for Public Record Officers (PROs)

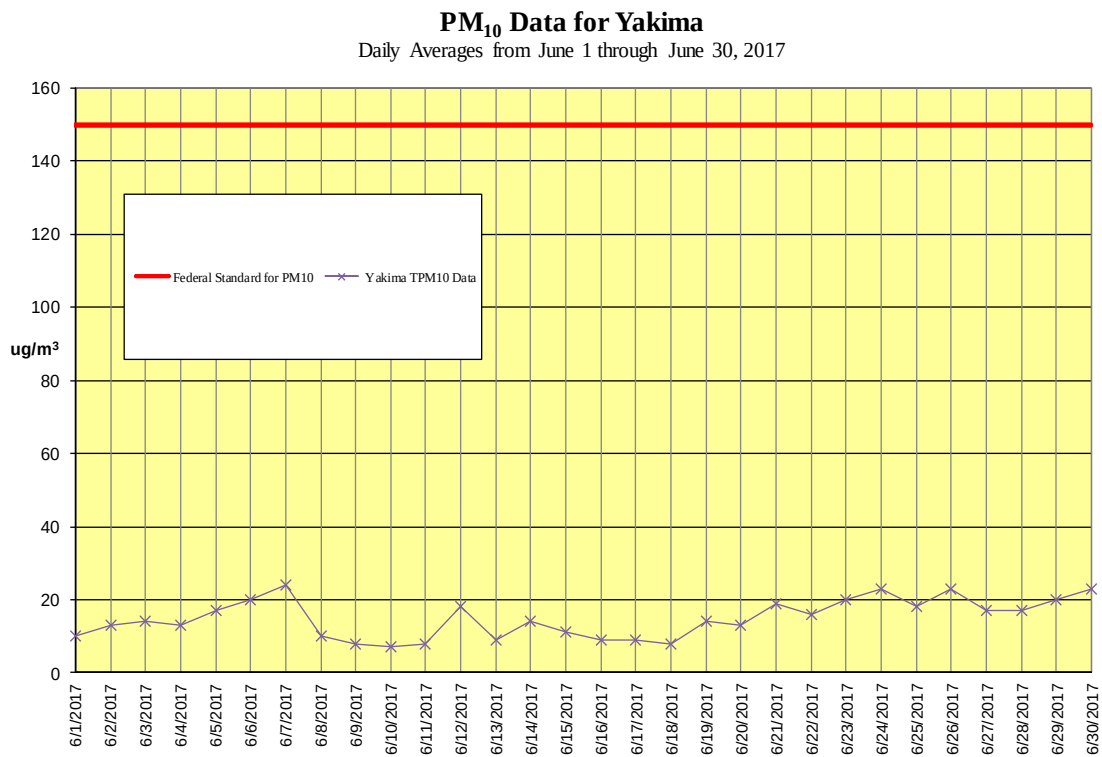
NOTE- The agency will put forth the proposed new charges for electronic records in November, when we complete our annual fee review.

3. Compliance & Engineering

The following table itemizes, by type, the complaints received and the number of NOV's issued for the months of June & July, 2017:

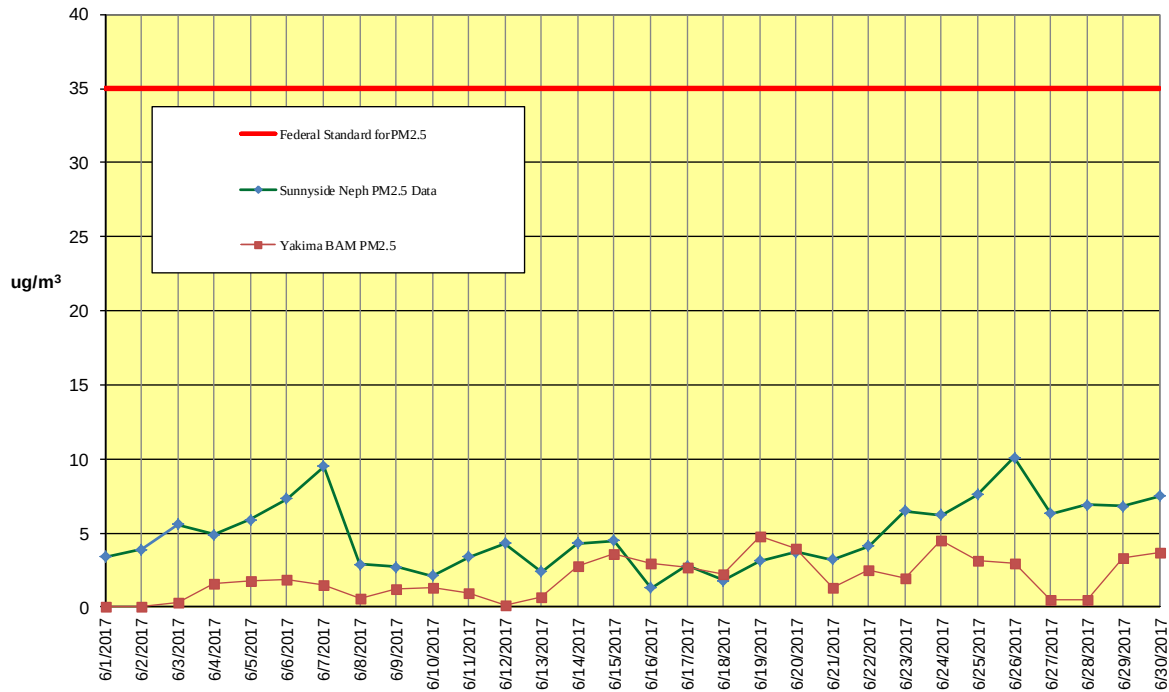
<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AODs</u>
Residential Burning	10	4	1
Agricultural Burning	0	0	0
Other Burning	0	0	0
Fugitive Dust	14	1	0
Agricultural Dust	12	1	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0
Odor	4	0	0
Asbestos	0	0	0
Others	0	0	0

Air Monitoring Data:



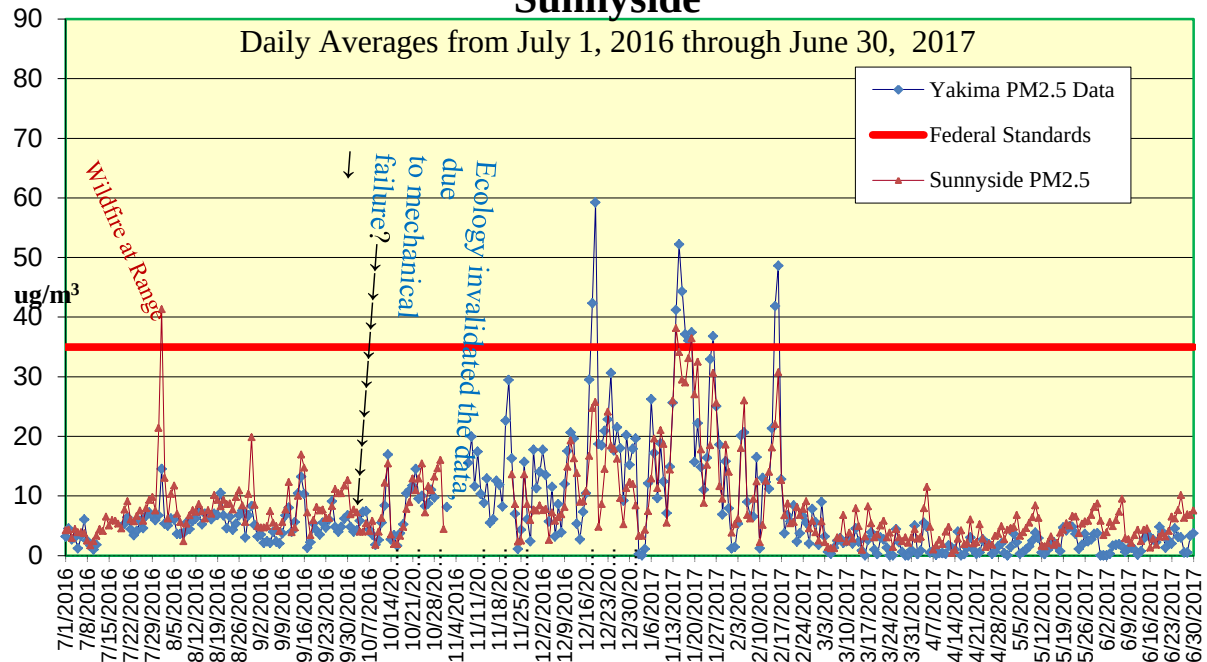
PM_{2.5} Data for Yakima & Sunnyside

Daily Averages from June 1, through June 30, 2017



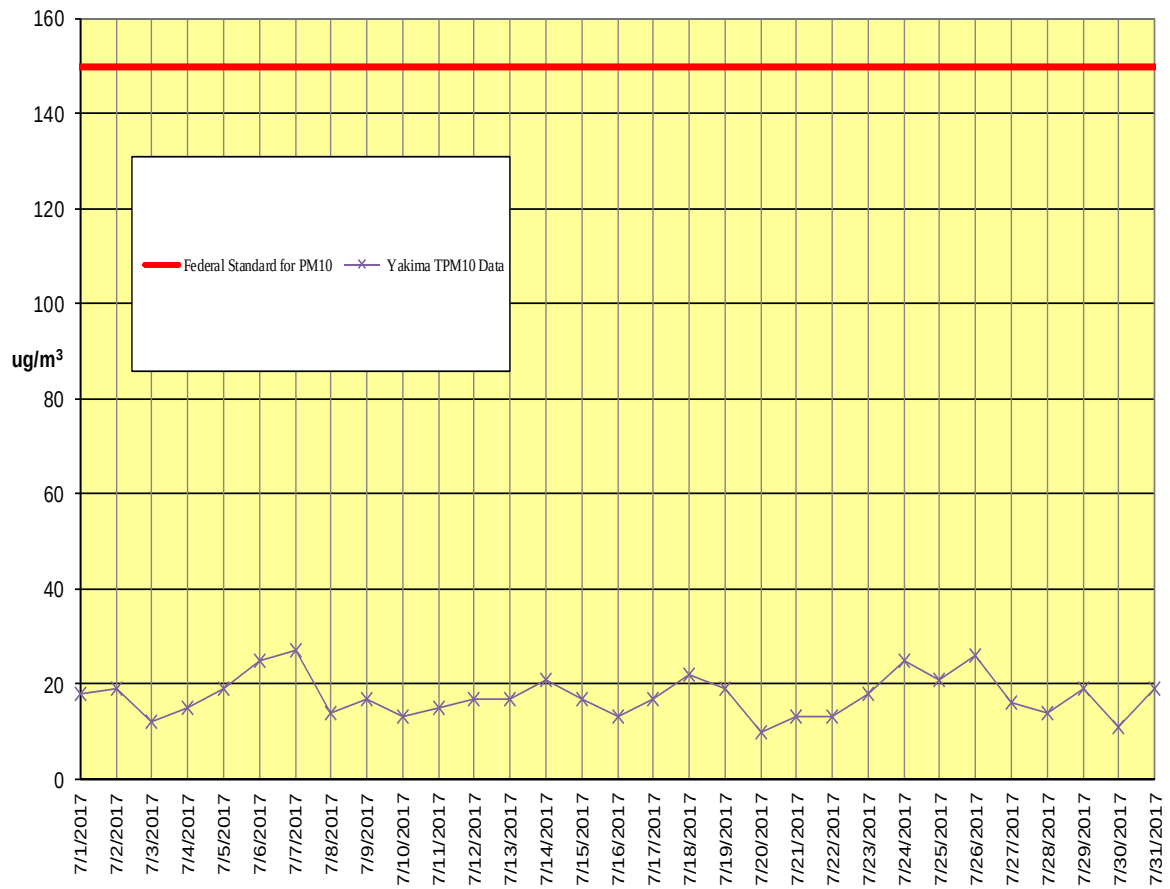
PM_{2.5} Annual Air Monitoring Data for Yakima and Sunnyside

Daily Averages from July 1, 2016 through June 30, 2017



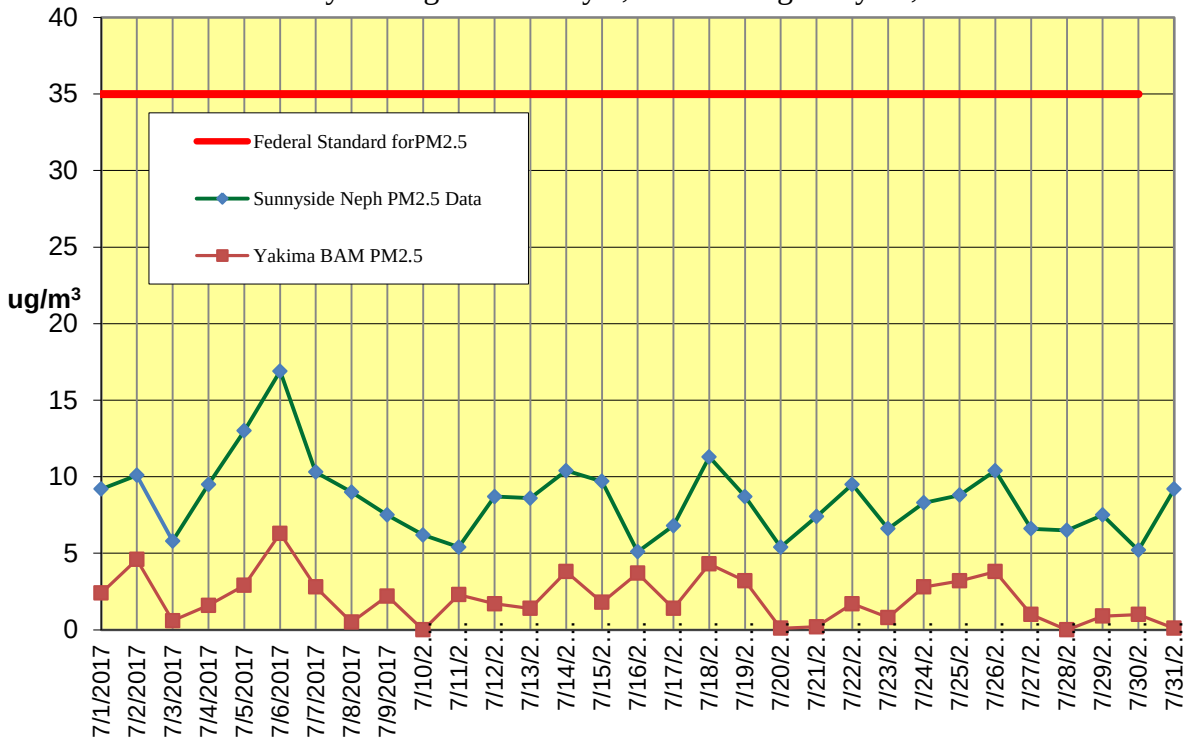
PM₁₀ Data for Yakima

Daily Averages from July 1, 2017 through July 31, 2017



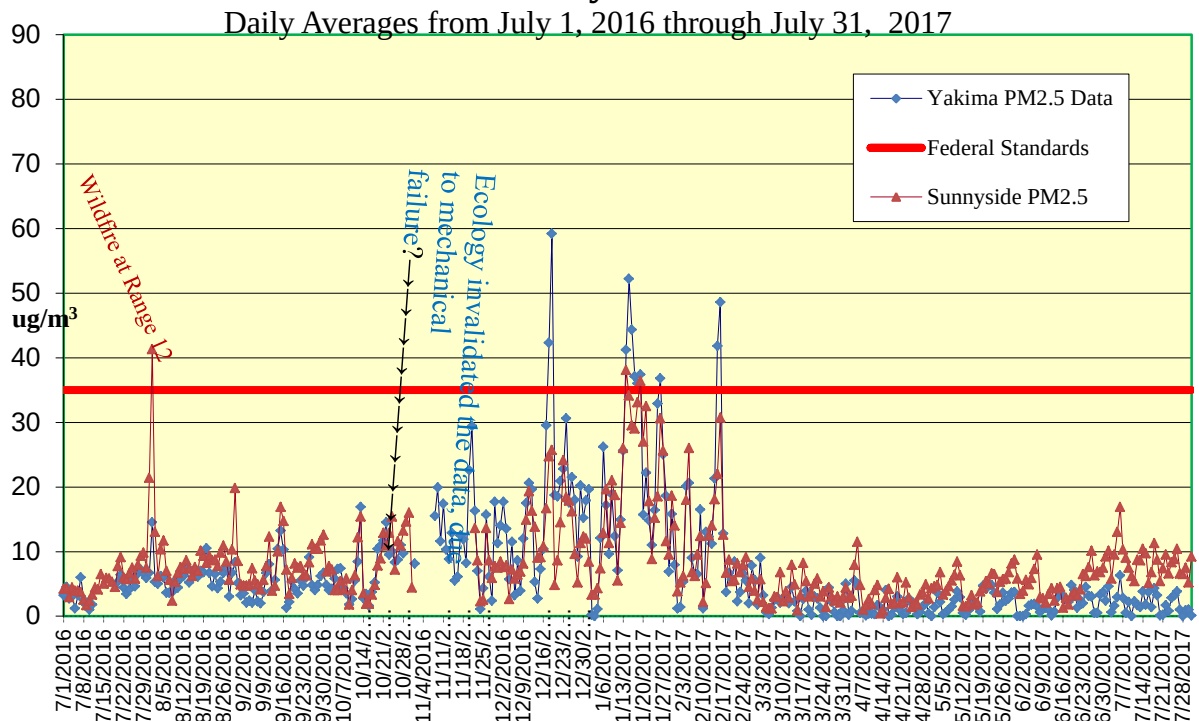
PM_{2.5} Data for Yakima & Sunnyside

Daily Averages from July 1, 2017 through July 31, 2017



PM_{2.5} Annual Air Monitoring Data for Yakima & Sunnyside

Daily Averages from July 1, 2016 through July 31, 2017



4. Public Education & Outreach

The agency completed three woodstove change-outs for low-income households during the month of June. For the biennium grant cycle of 2015-2017, the agency received a total of \$368,100 in funding for the Residential Wood Smoke Reduction Grant. These funds were used to replace or destroy approximately 128 older uncertified solid fuel burning devices for low income households relaying primarily on wood heat.

5. New Employees

We welcome Ms. Mary Wurtz and Mrs. Jodell Gonzalez to the agency.



Executive Memorandum

Date of Release: August 3, 2017
Date of Consideration: August 10, 2017
To: YRCAA Board of Directors
From: Office of the Director
Subject: Fiscal Program Report

Keith M. Hurley

Issue: Consider Fiscal Reports, forms, and vouchers.

Recommendation(s): Accept and approve by minute action June and July 2017 AP Fiscal Vouchers (27,916.82 and \$15,985.81, respectively), and the June and July Payroll Authorizations (\$51,130.84 and \$57,879.68, respectively). Out of A/P, \$17,900.00 in June and \$4,620.00 in July was for Wood Stove Change-out Expenses, and \$375.17 in June and \$178.76 was for Enterprise expenses.

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

Encl (5)



June 12, 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>
Armstrong's Stove & Spa*	33135	4101	\$ 8,500.00	6/13/2017
Charter Communications	33136	4201	\$ 653.38	6/13/2017
Coleman Oil Company	33137	3201	\$ 49.78	6/13/2017
Crystal Springs	33138	3101	\$ 17.75	6/13/2017
Cuillier Law Office	33139	4101	\$ 196.00	6/13/2017
Daily Sun News	33140	4401	\$ 35.25	6/13/2017
Five K Technologies	33141	3502	\$ 25.00	6/13/2017
Leaf	33142	4501	\$ 186.07	6/13/2017
Nth Degree Environmental Engineering	33143	4101	\$ 875.00	6/13/2017
Pitney Bowes Global Financial Services	33144	4501	\$ 256.40	6/13/2017
Ron's Office Equipment	33145	3101	\$ 110.31	6/13/2017
Splash Express	33146	4801	\$ 10.15	6/13/2017
Verizon Wireless	33147	4201	\$ 328.92	6/13/2017
Michael Webb*	33148	Various	\$ 400.00	6/13/2017
YRCAA	33149	4901	\$ 423.94	6/13/2017
Yakima County Printing Department	33150	3101	\$ 285.65	6/13/2017
Yakima County Sheriff's Department	33151	4101	\$ 122.65	6/13/2017
Yakima Herald Republic	33152	4401	\$ 348.15	6/13/2017

Total:

\$ 12,824.40

***Reimbursement from Grant**

****NOC/Enterprise**

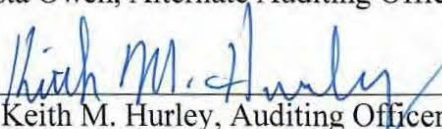
This is to certify that the invoices and warrants above for the Yakima Regional Clean Air Agency have been examined, audited and approved by the Alternate Auditing Officer for payment.

Total Amount: **\$ 12,824.40**


Christa Owen, Alternate Auditing Officer 6/13/2017

Jon DeVaney, Board Chairman

8/10/2017


Keith M. Hurley, Auditing Officer 6/13/2017



June 23, 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>
Absolute Comfort Technology*	33153	4101	\$ 9,000.00	6/26/2017
Bradley A. Mellotte	33154	4501	\$ 3,638.29	6/26/2017
Ketsiri De Bord	33155	4301	\$ 510.74	6/26/2017
FedEx**	33156	Various	\$ 171.06	6/26/2017
Fred Pryor Seminars	33157	4901	\$ 149.00	6/26/2017
Invisible Ink	33158	4101	\$ 50.00	6/26/2017
KUNW-TV	33159	4401	\$ 750.00	6/26/2017
KeyBank**	33160	Various	\$ 643.33	6/26/2017
WFOA	33161	4901	\$ 125.00	6/26/2017
Yakima County Sheriff's Department	33162	4101	\$ 55.00	6/26/2017

Total:

\$ 15,092.42

***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: **\$ 15,092.42**

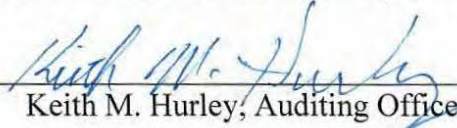


Christa Owen, Alternate Auditing Officer

6/26/2017

Jon DeVaney, Board Chairman

8/10/2017



Keith M. Hurley, Auditing Officer

6/26/2017

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 6/28/2017

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: July 3, 2017

Transfer Amount(s): \$ 51,130.84

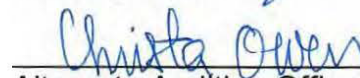
Total Amount of Electronic Transfer: \$ 51,130.84

Authorizing Signatures (No facsimile signatures accepted.):



Auditing Officer

Chairman Board of Directors



Alternate Auditing Officer

Date June 28, 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
(01-2008)

Telefax Number: 509-574-2801

FY 2017 Monthly BVA

June 2017 Report Date: July 13, 2017		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
REVEUNE					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32199001	Minor Sources	\$ 156,353	\$ 453	\$ 172,066	110.0%
614-32199005	Synthetic Minor Sources	\$ 21,280	\$ -	\$ 21,280	100.0%
614-32199004	Complex Sources	\$ 20,560	\$ -	\$ 17,990	87.5%
614-32290001	Title V Sources	\$ 122,891	\$ -	\$ 124,949	101.7%
614-32190002	New Source Review	\$ 30,000	\$ 1,319	\$ 48,677	162.3%
Subtotal, Stationary Source Permit Fees		\$ 351,084	\$ 1,772	\$ 384,962	109.6%
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 62,450	\$ 6,480	\$ 79,824	127.8%
614-32290007	Agricultural Burn Permits	\$ 33,000	\$ 1,449	\$ 31,006	94.0%
614-32290011	Conditional Use Burn Permits	\$ 2,329	\$ 218	\$ 1,308	56.2%
Subtotal, Burn Permit Fees		\$ 97,779	\$ 8,147	\$ 112,138	114.7%
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 35,956	\$ 2,547	\$ 31,336	87.2%
614-32199007	Construction Dust Control Fees	\$ 8,608	\$ 310	\$ 6,852	79.6%
Subtotal, Compliance Fees		\$ 44,564	\$ 2,857	\$ 38,188	85.7%
Subtotal, All Permit Fee Revenue		\$ 493,427	\$ 12,776	\$ 535,288	108.5%
Base Grants					
614-33366001	EPA, Core Grant	\$ 123,501	\$ -	\$ 122,079	98.8%
614-33403101	DOE, Core Grant	\$ 82,384	\$ -	\$ 82,752	100.4%
Subtotal, Base Grants		\$ 205,885	\$ -	\$ 204,831	99.5%
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 8,989	\$ 72,467	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
Subtotal, Fines & Penalties		\$ 2,500	\$ 8,989	\$ 72,467	
Supplemental Income					
614-33831001	Supplemental Income	\$ 99,988	\$ 3,620	\$ 103,426	103.4%
Subtotal, Supplemental Income		\$ 99,988	\$ 3,620	\$ 103,426	103.4%
Other Income					
614-36111001	Interest	\$ 1,801	\$ 349	\$ 3,589	199.3%
614-36990014	Miscellaneous Income	\$ 1,200	\$ 160	\$ 333	27.7%
Subtotal, Other Income		\$ 3,001	\$ 509	\$ 3,922	130.7%
Total YRCAA Base Operations Revenue		\$ 804,801	\$ 25,894	\$ 919,933	114.3%
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 5,418	\$ -	\$ 5,331	98.4%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 21,050	100.0%
614-33403107	Woodstove Change-out	\$ 145,797	\$ 29	\$ 142,309	97.6%
Total YRCAA Grant Operations Revenue		\$ 172,265	\$ 29	\$ 168,690	97.9%
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 85,925	\$ 6,000	\$ 76,800	89.4%
614-34317002	Other Enterprise Revenue	\$ 450	\$ -	\$ 225	50.0%
Subtotal, Enterprise Revenue		\$ 86,375	\$ 6,000	\$ 77,025	89.2%
Total Base, Grant and Enterprise Revenue		\$ 1,063,441	\$ 31,923	\$ 1,165,649	109.6%

FY 2017 Monthly BVA

June 2017 Report Date: July 13, 2017	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
---	--------	-------------------	------------------------	-----------------------------

EXPENSES

EXPENSES 614 YRCAA Base Operations

Salaries

614-1001	Salaries	\$ 507,693	\$ 34,553	\$ 475,214	93.6%
614-2002	Benefits	\$ 187,777	\$ 12,140	\$ 166,967	88.9%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 695,470</i>	<i>\$ 46,694</i>	<i>\$ 642,181</i>	<i>92.3%</i>

Supplies

614-3101	Office Supplies	\$ 7,450	\$ 414	\$ 5,477	73.5%
614-3101	Safety Equipment	\$ -	\$ -	\$ -	#DIV/0!
614-3201	Vehicles, Gas	\$ 3,325	\$ 86	\$ 1,657	49.8%
614-3501	Small Tools/Equipment	\$ -	\$ -	\$ 310	#DIV/0!
614-3502	Computer Network	\$ 10,466	\$ 241	\$ 8,804	84.1%
<i>Subtotal, Supplies</i>		<i>\$ 21,241</i>	<i>\$ 741</i>	<i>\$ 16,248</i>	<i>76.5%</i>

Services

614-4101	Professional Services	\$ 15,000	\$ 1,299	\$ 40,089	267.3%
614-4101	Laboratory Analyses	\$ 157	\$ 69	\$ 309	196.7%
614-4125	Treasurer, Yakima County	\$ 1,679	\$ 44	\$ 1,172	69.8%
614-4201	Communications, Phones/Internet	\$ 12,444	\$ 982	\$ 13,053	104.9%
614-4202	Postage	\$ 3,900	\$ -	\$ 2,846	73.0%
614-4301	Travel & Transportation	\$ 3,650	\$ 511	\$ 1,739	47.7%
614-4401	Public Education	\$ 4,000	\$ 750	\$ 2,207	55.2%
614-4401	Publications, Legal Notices	\$ 526	\$ 383	\$ 2,633	500.7%
614-4501	Rents & Leases, Equipment	\$ 1,982	\$ 442	\$ 3,258	164.4%
614-4501	Rents & Leases, Space	\$ 41,760	\$ 3,638	\$ 42,868	102.7%
614-4601	Insurance	\$ 13,398	\$ -	\$ 12,662	94.5%
614-4801	Maintenance, Motor Vehicles	\$ 2,229	\$ 58	\$ 2,621	117.6%
614-4801	Maintenance, Equipment	\$ 1,853	\$ -	\$ 2,255	121.7%
614-4801	Maintenance, Computers	\$ 150	\$ -	\$ 357	238.0%
614-4801	Maintenance, Building	\$ 520	\$ -	\$ 1,930	371.2%
614-4901	Memberships	\$ 230	\$ -	\$ 1,389	604.0%
614-4901	Training	\$ 2,898	\$ 344	\$ 3,546	122.4%
614-4901	Service Chgs & Interest	\$ 4,600	\$ 424	\$ 4,788	104.1%
614-4901	Miscellaneous Services	\$ 2,600	\$ 100	\$ 2,624	100.9%
614-4901	DOE Oversight Fees	\$ 4,787	\$ -	\$ 4,749	99.2%
<i>Subtotal, Services</i>		<i>\$ 118,363</i>	<i>\$ 9,045</i>	<i>\$ 147,097</i>	<i>124.3%</i>

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 835,074</i>	<i>\$ 56,479</i>	<i>\$ 805,527</i>	<i>96.5%</i>

EXPENSES 614 YRCAA Grant Operations

614-33403105 Wood Stove Ed

Salaries

614-1001	Salaries	\$ 3,956	\$ 414	\$ 3,369	85.2%
614-2002	Benefits	\$ 1,462	\$ 145	\$ 1,184	81.0%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 5,418</i>	<i>\$ 560</i>	<i>\$ 4,553</i>	<i>84.0%</i>

Supplies

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

FY 2017 Monthly BVA

June 2017 Report Date: July 13, 2017		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Grant Expenses</i>		\$ 5,418	\$ 560	\$ 4,553	84.0%
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,367	\$ 1,184	\$ 12,378	80.6%
614-2002	Benefits	\$ 5,683	\$ 416	\$ 4,349	76.5%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 21,050	\$ 1,599	\$ 16,727	79.5%
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	\$ 1,599	\$ 16,727	79.5%
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 11,357	\$ 1,686	\$ 16,006	140.9%
614-2002	Benefits	\$ 4,201	\$ 592	\$ 5,624	133.9%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 15,558	\$ 2,278	\$ 21,630	139.0%
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ 43	#DIV/0!
<i>Subtotal, Supplies</i>		\$ -	\$ -	\$ 43	#DIV/0!
Services					
614-4101	Professional Services	\$ 123,607	\$ 17,800	\$ 158,997	128.6%
<i>Subtotal, Services</i>		\$ 123,607	\$ 17,800	\$ 158,997	128.6%
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		\$ 139,165	\$ 20,078	\$ 180,670	129.8%
<i>Total, Grant Operations Expenses</i>		\$ 165,633	\$ 22,237	\$ 201,950	121.9%
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 12,776	\$ -	\$ 12,468	97.6%
141-2002	Benefits	\$ 4,722	\$ -	\$ 4,380	92.8%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 17,498	\$ -	\$ 16,848	96.3%

FY 2017 Monthly BVA

June 2017		Budget		Actual Current		Actual Year to Date		Year to Date % of Budget	
Report Date: July 13, 2017									
Supplies									
141-3101	Office Supplies	\$	400	\$	-	\$	800	200.0%	
141-3201	Vehicles, Gas	\$	1,700	\$	-	\$	1,116	65.6%	
141-3501	Small Tools/Equipment	\$	200	\$	-	\$	501	250.4%	
<i>Subtotal , Supplies</i>		\$	2,300	\$	-	\$	2,417	105.1%	
Services									
141-4101	Professional Services	\$	-	\$	-	\$	-	#DIV/0!	
141-4202	Postage	\$	-	\$	102	\$	102	#DIV/0!	
141-4301	Travel & Transportation	\$	5,000	\$	-	\$	6,793	135.9%	
141-4501	Rents & Leases, Space	\$	5,218	\$	-	\$	3,963	75.9%	
141-4801	Maintenance, Motor Vehicles	\$	2,100	\$	-	\$	227	10.8%	
141-4801	Maintenance, Equipment	\$	505	\$	273	\$	273	54.1%	
141-4901	Miscellaneous Services	\$	-	\$	-	\$	-	#DIV/0!	
<i>Subtotal, Services</i>		\$	12,823	\$	375	\$	11,358	88.6%	
Capital Out-Lay & Fixed Assets									
141-4500	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$	-	#DIV/0!	
<i>Total Enterprise Operations Expenses</i>		\$	32,621	\$	375	\$	30,623	93.9%	
Summary of Revenue vs Expenses:									
<i>Prior-Year Carry Over Funds</i>		\$	125,000	\$	-	\$	125,000		
<i>Total Revenue, Base, Grants & Enterprise</i>		\$	1,188,441	\$	31,923	\$	1,290,649	108.6%	
<i>Total Expenses, Base, Grants & Enterprise</i>		\$	1,033,328	\$	79,091	\$	1,038,100	100.5%	
<i>Fund Balance</i>		\$	155,113	\$	(47,169)	\$	252,549		
<i>Operating Reserves</i>		\$	30,113	\$		\$	-		
<i>Estimated Available Fund Balance</i>		\$	125,000	\$		\$	252,549		



July 14, 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>
Absolute Comfort Technology*	33163	4101	\$ 4,500.00	7/17/2017
Cascade Fire & Safety	33164	4801	\$ 30.84	7/17/2017
Charter Communications	33165	4201	\$ 699.95	7/17/2017
City of Toppenish	33166	4901	\$ 3,620.00	7/17/2017
Coleman Oil Company	33167	3201	\$ 161.96	7/17/2017
Crystal Springs	33168	3101	\$ 17.75	7/17/2017
Cuillier Law Office	33169	4101	\$ 252.00	7/17/2017
Five K Technologies	33170	3502	\$ 84.51	7/17/2017
Leaf	33171	4501	\$ 186.07	7/17/2017
Nth Degree Environmental Engineering	33172	4101	\$ 750.00	7/17/2017
Northwest Community Action Center*	33173	4101	\$ 120.00	7/17/2017
Verizon Wireless	33174	4201	\$ 329.04	7/17/2017
YRCAA	33175	4901	\$ 443.00	7/17/2017
Yakima Herald Republic	33176	4401	\$ 711.34	7/17/2017

Total:

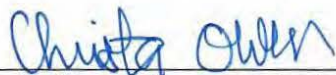
\$ 11,906.46

***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: **\$ 11,906.46**


Christa Owen, Alternate Auditing Officer 7/17/2017

8/10/2017  7/17/2017
Jon DeVaney, Board Chairman Keith M. Hurley, Auditing Officer



July 27, 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>
Bradley A. Mellotte	33177	4501	\$ 3,638.29	7/28/2017
KeyBank**	33178	Various	\$ 291.06	7/28/2017
Skaggs Carpet & Furniture Cleaners	33179	4802	\$ 150.00	7/28/2017

Total:

\$ 4,079.35

***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: **\$ 4,079.35**

Christa Owen 7/28/2017
Christa Owen, Alternate Auditing Officer

Jon DeVaney, Board Chairman 8/10/2017 Keith M. Hurley 7/28/2017
Keith M. Hurley, Auditing Officer

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 7/28/2017

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

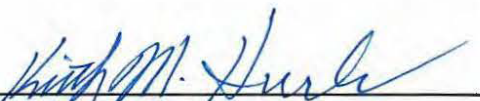
Bank Account Number: XXXXXXXXXX

Payroll Date: August 1, 2017

Transfer Amount(s): \$ 57,879.68

Total Amount of Electronic Transfer: \$ 57,879.68

Authorizing Signatures (No facsimile signatures accepted.):



Auditing Officer

Chairman Board of Directors



Alternate Auditing Officer

Date July 28, 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
(01-2008)

Telefax Number: 509-574-2801

FY 2018 Monthly BVA

July 2017 Report Date: August 10, 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	\$ 161,700	\$ -	\$ -	0.0%
614-32190008	Synthetic Minor Sources	\$ 21,280	\$ -	\$ -	0.0%
614-32190006	Complex Sources	\$ 19,554	\$ -	\$ -	0.0%
614-32290001	Title V Sources	\$ 122,845	\$ -	\$ -	0.0%
614-32190002	New Source Review	\$ 31,500	\$ 7,447	\$ 7,447	23.6%
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 356,879</i>	<i>\$ 7,447</i>	<i>\$ 7,447</i>	<i>2.1%</i>
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 63,120	\$ 1,920	\$ 1,920	3.0%
614-32290007	Agricultural Burn Permits	\$ 28,000	\$ 1,655	\$ 1,655	5.9%
614-32290011	Conditional Use Burn Permits	\$ 2,000	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 93,120</i>	<i>\$ 3,575</i>	<i>\$ 3,575</i>	<i>3.8%</i>
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 32,200	\$ 2,936	\$ 2,936	9.1%
614-32190009	Construction Dust Control Fees	\$ 8,365	\$ 792	\$ 792	9.5%
<i>Subtotal, Compliance Fees</i>		<i>\$ 40,565</i>	<i>\$ 3,728</i>	<i>\$ 3,728</i>	<i>9.2%</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 490,564</i>	<i>\$ 14,750</i>	<i>\$ 14,750</i>	<i>3.0%</i>
Base Grants					
614-33366001	EPA, Core Grant	\$ 97,172	\$ 30,520	\$ 30,520	31.4%
614-33403101	DOE, Core Grant	\$ 77,283	\$ 20,688	\$ 20,688	26.8%
<i>Subtotal, Base Grants</i>		<i>\$ 174,455</i>	<i>\$ 51,208</i>	<i>\$ 51,208</i>	<i>29.4%</i>
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 1,862	\$ 1,862	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		<i>\$ 2,500</i>	<i>\$ 1,862</i>	<i>\$ 1,862</i>	
Supplemental Income					
614-33831001	Supplemental Income	\$ 100,360	\$ 6,971	\$ 6,971	6.9%
<i>Subtotal, Supplemental Income</i>		<i>\$ 100,360</i>	<i>\$ 6,971</i>	<i>\$ 6,971</i>	<i>6.9%</i>
Other Income					
614-36111001	Interest	\$ 2,024	\$ 371	\$ 371	18.3%
614-36990014	Miscellaneous Income	\$ 150	\$ 51	\$ 51	34.3%
<i>Subtotal, Other Income</i>		<i>\$ 2,174</i>	<i>\$ 422</i>	<i>\$ 422</i>	<i>19.4%</i>
<i>Total YRCAA Base Operations Revenue</i>		<i>\$ 770,053</i>	<i>\$ 75,212</i>	<i>\$ 75,212</i>	<i>9.8%</i>
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 5,331	\$ -	\$ -	0.0%
614-33403108	PM 2.5	\$ 21,050	\$ 5,263	\$ 5,263	25.0%
614-33403107	Woodstove Change-out	\$ 132,000	\$ 26,522	\$ 26,522	20.1%
<i>Total YRCAA Grant Operations Revenue</i>		<i>\$ 158,381</i>	<i>\$ 31,785</i>	<i>\$ 31,785</i>	<i>20.1%</i>
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 79,800	\$ 1,025	\$ 1,025	1.3%
614-34317002	Other Enterprise Revenue	\$ 415	\$ -	\$ -	0.0%
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 80,215</i>	<i>\$ 1,025</i>	<i>\$ 1,025</i>	<i>1.3%</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,008,649</i>	<i>\$ 108,022</i>	<i>\$ 108,022</i>	<i>10.7%</i>

FY 2018 Monthly BVA

July 2017 Report Date: August 10, 2017	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
---	--------	-------------------	------------------------	-----------------------------

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

614-1001	Salaries	\$ 495,855	\$ 41,232	\$ 41,232	8.3%
614-2002	Benefits	\$ 179,781	\$ 14,487	\$ 14,487	8.1%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 675,636</i>	<i>\$ 55,719</i>	<i>\$ 55,719</i>	<i>8.2%</i>

Supplies

614-3101	Office Supplies	\$ 7,180	\$ 18	\$ 18	0.2%
614-3101	Safety Equipment	\$ -	\$ -	\$ -	#DIV/0!
614-3201	Vehicles, Gas	\$ 2,780	\$ 162	\$ 162	5.8%
614-3501	Small Tools/Equipment	\$ 300	\$ -	\$ -	0.0%
614-3502	Computer Network	\$ 8,900	\$ 151	\$ 151	1.7%
<i>Subtotal, Supplies</i>		<i>\$ 19,160</i>	<i>\$ 331</i>	<i>\$ 331</i>	<i>1.7%</i>

Services

614-4101	Professional Services	\$ 20,365	\$ 1,002	\$ 1,002	4.9%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,375	\$ 44	\$ 44	3.2%
614-4201	Communications, Phones/Internet	\$ 13,152	\$ 1,029	\$ 1,029	7.8%
614-4202	Postage	\$ 3,690	\$ -	\$ -	0.0%
614-4301	Travel & Transportation	\$ 2,950	\$ -	\$ -	0.0%
614-4401	Public Education	\$ 4,000	\$ 2	\$ 2	0.1%
614-4401	Publications, Legal Notices	\$ 1,000	\$ 711	\$ 711	71.1%
614-4501	Rents & Leases, Equipment	\$ 3,260	\$ 186	\$ 186	5.7%
614-4501	Rents & Leases, Space	\$ 43,659	\$ 3,638	\$ 3,638	8.3%
614-4601	Insurance	\$ 12,662	\$ -	\$ -	0.0%
614-4801	Maintenance, Motor Vehicles	\$ 2,450	\$ 43	\$ 43	1.8%
614-4801	Maintenance, Equipment	\$ 2,065	\$ 31	\$ 31	1.5%
614-4801	Maintenance, Computers	\$ 265	\$ -	\$ -	0.0%
614-4801	Maintenance, Building	\$ 875	\$ 150	\$ 150	17.1%
614-4901	Memberships	\$ 540	\$ -	\$ -	0.0%
614-4901	Training	\$ 2,900	\$ -	\$ -	0.0%
614-4901	Service Chgs & Interest	\$ 4,600	\$ 443	\$ 443	9.6%
614-4901	Miscellaneous Services	\$ 7,205	\$ -	\$ -	0.0%
614-4901	DOE Oversight Fees	\$ 4,787	\$ -	\$ -	0.0%
<i>Subtotal, Services</i>		<i>\$ 132,000</i>	<i>\$ 7,280</i>	<i>\$ 7,280</i>	<i>5.5%</i>

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ 6,500	\$ -	\$ -	0.0%
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 833,296</i>	<i>\$ 63,329</i>	<i>\$ 63,329</i>	<i>7.6%</i>

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

614-1001	Salaries	\$ 3,956	\$ 208	\$ 208	5.3%
614-2002	Benefits	\$ 1,462	\$ 73	\$ 73	5.0%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 5,418</i>	<i>\$ 281</i>	<i>\$ 281</i>	<i>5.2%</i>

Supplies

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

FY 2018 Monthly BVA

July 2017 Report Date: August 10, 2017		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Grant Expenses</i>		\$ 5,418	\$ 281	\$ 281	5.2%
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,367	\$ 1,092	\$ 1,092	7.1%
614-2002	Benefits	\$ 5,683	\$ 384	\$ 384	6.8%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 21,050	\$ 1,476	\$ 1,476	7.0%
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	\$ 1,476	\$ 1,476	7.0%
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 12,715	\$ -	\$ -	0.0%
614-2002	Benefits	\$ 5,555	\$ -	\$ -	0.0%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 18,270	\$ -	\$ -	0.0%
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		\$ -	\$ -	\$ -	#DIV/0!
Services					
614-4101	Professional Services	\$ 120,400	\$ 4,620	\$ 4,620	3.8%
<i>Subtotal, Services</i>		\$ 120,400	\$ 4,620	\$ 4,620	3.8%
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		\$ 138,670	\$ 4,620	\$ 4,620	3.3%
<i>Total, Grant Operations Expenses</i>		\$ 165,138	\$ 6,377	\$ 6,377	3.9%
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 12,776	\$ 299	\$ 299	2.3%
141-2002	Benefits	\$ 4,722	\$ 105	\$ 105	2.2%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		\$ 17,498	\$ 404	\$ 404	2.3%

FY 2018 Monthly BVA

July 2017 Report Date: August 10, 2017		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Supplies					
141-3101	Office Supplies	\$ 400	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,700	\$ -	\$ -	0.0%
141-3501	Small Tools/Equipment	\$ 200	\$ -	\$ -	0.0%
<i>Subtotal, Supplies</i>		\$ 2,300	\$ -	\$ -	0.0%
Services					
141-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
141-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
141-4301	Travel & Transportation	\$ 6,550	\$ 179	\$ 179	2.7%
141-4501	Rents & Leases, Space	\$ 4,100	\$ -	\$ -	0.0%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ -	0.0%
141-4801	Maintenance, Equipment	\$ 500	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		\$ 11,350	\$ 179	\$ 179	1.6%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Total Enterprise Operations Expenses</i>		\$ 31,148	\$ 582	\$ 582	1.9%
Summary of Revenue vs Expenses:					
<i>Prior-Year Carry Over Funds</i>		\$ 125,000	\$ -	\$ 125,000	
<i>Total Revenue, Base, Grants & Enterprise</i>		\$ 1,133,649	\$ 108,022	\$ 233,022	20.6%
<i>Total Expenses, Base, Grants & Enterprise</i>		\$ 1,029,582	\$ 70,289	\$ 70,289	6.8%
<i>Fund Balance</i>		\$ 104,067	\$ 37,733	\$ 162,733	
<i>Operating Reserves</i>		\$ (20,933)			
<i>Estimated Available Fund Balance</i>		\$ 125,000			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for 2017 on July 30, 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; 4/14/2017; 7/14/2017	\$ 1,442	\$ 364	Pd 3/4
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; 4/7/2017; 7/14/2017	\$ 4,884	\$ 1,628	Pd 3/4
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; 4/17/2017	\$ 18,644	\$ 18,644	Pd 1/2
Zillah	\$ -	\$ 1,256	\$ 1,256	1/24/2017	\$ 1,256	\$ -	Pd in full
Yakima Co.	\$ -	\$ 34,394	\$ 34,394	1/1/2017; 4/1/2017; 7/1/2017	\$ 25,796	\$ 8,599	Pd 3/4
Totals:	\$ 350	\$ 99,988	\$ 100,338		\$ 71,103	\$ 29,235	

Executive Memorandum

Date of Release: August 3, 2017

Date of Consideration: August 10, 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. 2017-10 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 April 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 three debts totaling \$7,850.00. Staff requests the Board designate the debts as uncollectable, and to direct staff to dismiss the debt as such by Resolution No. 2017-10.

Attachments:
Uncollectable Debts Listing

Uncollectable Debts Listing



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

Name	Type of Debt	Listed Date	Amount	Reason
Wenz, James	Penalty	03/27/2017	\$ 900.00	Inability to Pay
Ramos, Juana	Penalty	08/22/2011	\$ 1,200.00	Past Statute Limits
Arguello, James	Penalty	11/01/2011	\$ 5,750.00	Past Statute Limits
TOTAL			\$ 7,850.00	

RESOLUTION NO: 2017-10
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 three assessed penalties which qualify as uncollectable as defined within 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 legal 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 \$7,850.00 as uncollectable, and directs staff to remove the debts 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 10th day of August, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Christa Owen, Clerk of the Board



Executive Memorandum

Date of Release: August 3, 2017

Date of Consideration: August 10, 2017

To: YRCAA Board of Directors

From: Office of the Executive Director

Subject: Administrative Code Revisions *Keith M. Hurley*

Issue: Revising public comment period procedures and providing for public input to the board meeting agenda.

Discussion: During the May board meeting the Board requested the agency bring forth a document outlining procedures for conduct of the public comment period and providing the general public an opportunity to request topics/issues for addition to the proposed meeting agenda. The procedures were submitted for your discussion during the June Board meeting. After discussion of the procedures, and some suggested edits, it was directed that the procedures be submitted for action during the August board meeting. The proposed changes are attached in the form of the revised Administrative Code, Part A.

Recommendation: Approve Resolution No. 2017-11, for the proposed revisions to YRCAA Administrative Code, Part A.

**YAKIMA REGIONAL CLEAN AIR
AGENCY**

ADMINISTRATIVE CODE

PART A

**Operating Policies, Procedures and
Guidelines for the Governing
Board of Directors**

ADMINISTRATIVE CODE for YAKIMA REGIONAL CLEAN AIR AGENCY

Background

Pursuant to the provisions of Section 13, Chapter 38, Laws of 1967 of Yakima County, an Activated Authority was established effective July 12, 1967 with the jurisdictional territory of Yakima County. The Activated Authority was known as the Yakima County Clean Air Authority.

In December, 1996, the Yakima County Clean Air Authority changed its name to the Yakima Regional Clean Air Authority to identify its independence from Yakima County. In July, 2008 Yakima Regional Clean Air Authority changed its name to Yakima Regional Clean Air Agency (Agency) and moved to its current location of 329 North First Street, Yakima, WA.

The Yakima County Clean Air Authority filed its statement of information of establishment and creation with the Secretary of State on July 12, 1967 per General Filings, Clean Air Act 1948-82, Lo 6-19-2, 82-7-574.

Content

This administrative code consists of general, as well as specific, policies, procedures and guidelines setting forth administrative policies, procedures and interpretations of Agency rules and regulations, state laws, and other authority vested in the Board and the Executive Director/Air Pollution Control Officer. The code shall be considered administrative law applicable to all personnel of the Agency and will be permanent until modified or rescinded.

The requirements of the Washington Administrative Code and Revised Code of Washington applicable to public agencies, and all amendments thereto, whether now or hereinafter adopted, are incorporated herein by reference and made part of this code. In the event of an inconsistency, unless otherwise specified, the provisions of the aforementioned codes shall govern.

The Administrative Code shall consists of Part A, which sets forth policies, procedures and guidelines for the Agency Board of Directors, Part B, which sets forth policies, procedures and guidelines for Agency staff, and Part C, which sets forth the agency's Public Records Policy.

Purpose

This Administrative Code contains policies, procedures and guidelines which support the pursuit of the Agency vision and mission. No part of this code should be construed as a promise of specific action in a specific situation. Agency policies and procedures are subject to change and exception without prior notice at the discretion of the Board of Directors.

YRCAA Administrative Code Part A - Table of Contents

Section 1 Board of Directors

1.1	Powers and Duties	1
1.2	Term of Office	2

Section 2 Board Meetings

2.1	Quorum	3
2.2	Regular Meetings	3
2.3	Attendance	3
2.4	Limitations of Public Testimony	3
2.5	Interruptions	4
2.6	Emergency Board Meetings	4
2.7	Special Board Meetings	4
2.8	Executive Sessions	5
2.9	Agendas and Board Materials	5
2.10	Public Notice	5
2.11	Order of Business	6
2.12	Reading of Minutes	7
2.13	Communications to the Board	7

Section 3 Officers and Duties

3.1	Chairperson	7
3.2	Vice Chairperson	7
3.3	Clerk of the Board	8
3.4	Executive Director	8
3.5	Control Officer	8

Section 4 Conduct of Business

4.1	Conduct of Meetings	8
4.2	Closing Debate	8
4.3	Substitute Motions	8
4.4	Addition of Abstract Statements into Minutes	8
4.5	Comments to the Board	9
4.6	Order of Appearing Before the Board	9
4.7	Conduct of Public Comment Period	9
4.8	Persons Addressing the Board	9
4.9	Decorum	9
4.10	Sergeant-At-Arms	10

Section 5 Voting

5.1	Recorded Votes	10
5.2	Roll Call Vote	10
5.3	Silent Vote	10

Section 6 Committees

Appendix A - Communication with the Board Of Directors Other Than During Board Meetings

Section 1 Board of Directors

This section describes the powers, duties and composition requirements of the Yakima Regional Clean Air Agency Board of Directors (Board) and explains the term of office and selection requirements.

1.1 Powers and Duties

1.1.1 The Yakima Regional Clean Air Agency (Agency) is an activated air pollution control authority pursuant to RCW 70.94.053. As such, RCW 70.94.081 authorizes the Agency, in the furtherance of its purpose to:

- i. Be deemed a municipal corporation;
- ii. Have right to perpetual succession;
- iii. Adopt and use a shield;
- iv. Sue and be sued in all courts and in all proceedings;
- v. Receive, account for, and disburse funds;
- vi. Employ personnel, and
- vii. Acquire or dispose of any interest in real or personal property within or without the authority.

1.1.2 As authorized by RCW 70.94.141, the Board, in addition to any other powers vested in them by law, shall have the power to:

- i. Adopt and amend its rules and regulations;
- ii. Hold hearings relating to any aspect of or matter in the administration;
- iii. Issue orders and take administrative actions to enforce the Washington Clean Air Act (Act);
- iv. Require access to information specific to the emission and control of air contaminants;
- v. Secure necessary scientific and technical services;
- vi. Prepare and develop comprehensive plans to prevent and control air pollution;
- vii. Encourage voluntary cooperation to achieve the purposes of the Act;
- viii. Encourage and conduct studies, investigation and research relating to air pollution causes, effects, prevention, abatement and control;
- ix. Collect and disseminate information and conduct educational and training programs;
- x. Advise, consult and cooperate with agencies, departments, educational institutions, political subdivisions, industries, other states, inter-local agencies, the United States government, and with interested persons or groups
- xi. Consult, upon request, with any person proposing to construct, install or otherwise acquire an air contaminant source; and
- xii. Accept, receive, disburse and administer grants or other funds or gifts from any source, including public and private agencies and the United States government for the purpose of carrying out the Act.

1.2 Term of Office

Pursuant to RCW 70.94.100 (4), the term of office for a member of the Board shall be four years from initial appointment.

1.3 Board Composition and Selection

Pursuant to RCW 70.94.100, the Board shall be comprised of two appointees of the city selection committee, at least one of whom shall represent the city with the largest population in the county, and two representatives to be designated by the board of county commissioners. If then, the Board consists of an even number; the seated members shall elect an additional member who shall be either a member of one of the governing bodies of the towns or cities, or a private citizen residing in the authority.

RCW 70.94.110 creates a city selection committee consisting of the mayors of each incorporated city and town, excluding the mayor of the city with the most population. Agency Board members are selected as follows:

1.3.1 City Selection Committee Position No. 1

This position shall be appointed by the city selection committee and must represent the city having the most population in the county. Generally, the mayor or a city councilperson fills this position, representing the city of Yakima.

1.3.2 City Selection Committee Position No. 2

This position is appointed by the city selection committee, according to the process required in RCW 70.94.120, and may be either a member of the governing body of one of the cities and towns, or a private citizen. Detailed procedures for selection of this position are available from the Clerk of the Board. Generally, this position represents the smaller cities and is filled by a member of the governing body of one of the smaller cities.

1.3.3 County Representatives

Two positions are designated by the Yakima County Commissioners and may be either county commissioners or a private citizen. Generally, one of these positions is a county commissioner.

1.3.4 Member-At-Large

This position is required when the above seated positions result in an even number and can be either a member of the governing body of one of the cities and towns, or a private citizen.

1.3.5 Alternates

Any Board member may designate a regular alternate to serve on the board in his or her place with the same authority as the member when he or she is unable to attend a meeting. In no event may a regular alternate serve as the Chair.

Section 2 Board Meetings

This section declares Board policy for, describes the requirements of, and provides guidance for the conduct of, meetings of the Board. Agency Board meetings are subject to the requirements of RCW 42.30, the Open Public Meetings Act. It is the policy of the Board that their actions shall be taken openly and that their deliberations shall be conducted openly.

Any Board Member or person who suspects the Board has violated the Open Public Meeting Law is requested to advise the Chair in writing within thirty (30) days of the time that the alleged violation occurred. The Chair, upon receiving such notice, will direct the Executive Director to review the issue and provide recommendations as may be appropriate to the Board at the next available meeting of the Board which will assure the Agency maintains substantial compliance with the Open Public Meeting Law.

All meetings will be publicly announced and shall be open and public. The following will serve as guidance pursuant to this policy.

2.1 Quorum

A majority of the Board shall constitute a quorum. A quorum shall be necessary for the Board to take any action. Deliberation and discussion may be had without a quorum, so long as no action is taken.

2.2 Regular Meetings

Regular meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule. Regular meetings of the Agency shall be held at least 10 times per year as follows:

- 2.2.1 Meetings are held on the second Thursday of each month, beginning at 2:00 p.m., or as may otherwise be scheduled and publicly noticed;
- 2.2.2 Any meeting is subject to cancellation when, in the judgment of the Chair (or absent the chair, the Vice Chair), there is insufficient Agency business to warrant such a meeting, or if a lack of quorum exists; and
- 2.2.3 Meetings shall be held at Yakima City Hall, City Council Chambers, unless otherwise determined by the Chair and publicly noticed.

2.3 Attendance

All persons shall be permitted to attend any meeting, except as otherwise provided in this Section. A member of the public shall not be required, as a condition to attendance, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

2.4 Limitations on Public Comments

The Board may make reasonable rules limiting the time allocated for public comments and may limit the time for individual speakers to allow for the reasonable and timely conduct of Agency business.

2.5 Interruptions

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

2.6 Emergency Board Meetings

Emergency Board meetings may only be called by the Chair with concurrence of other Board members. If there is a fire, flood, earthquake or other emergency, and the Board believes there is a need for expedited action by the Board to meet the emergency, the Chair may provide for a meeting site other than the regular meeting site. Prior notification of such a meeting can be suspended under this emergency situation per RCW 42.30.070.

2.7 Special Board Meetings

A special Board meeting may be called by the Chair or by a majority of the Board by delivering 24-hours prior written notification as follows:

- 2.7.1 Notification of the meeting by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board;
- 2.7.2 Notification of the meeting by delivering written notice personally, by mail, by fax, or by posting on the Agency website, and to each local radio or television station;
- 2.7.3 Notification must include the time and place of the meeting and the business to be conducted;
- 2.7.4 Notification is not required if:
 - i. Any member of the Board, who at or prior to the time the meeting convenes, files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by fax, or electronic mail; or
 - ii. An emergency exists which involves injury or damage to persons or property or the likelihood of such injury or damage, such that time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- 2.7.5 Final disposition shall not be taken on any matter other than that included in the notice; and
- 2.7.6 If another issue requires action, a written notice shall be sent to the Clerk of the Board by fax, or electronic mail. Delivery of such written notice is not required as to any member of the Board that is present at the meeting at the time it convenes.

2.8 Executive Sessions

From time to time the Board shall choose to discuss certain matters, as defined by RCW 42.30.110 (1) in a closed or executive session. When such an occasion arises, the Chair will announce that the Board is adjourning to a closed session. No issues will be discussed except those issues presented within the executive session announcement. Acceptable subjects for closed sessions include, but may not be limited to: personnel matters; matters of public security; labor or real estate negotiation; or pending litigation or enforcement.

An executive session may be called during a regular, emergency or special meeting. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. All executive sessions shall be conducted according to the following:

- 2.8.1 Notification of location, purpose, beginning and ending time of the session must be published on the Agency website 24 hours prior to the Executive Session;
- 2.8.2 The purpose of the session must be stated in the notification and must meet the criteria for calling per RCW 42.30.110;
- 2.8.3 At the time of the session only Board Members, the Executive Director, legal counsel, or person who may provide important information on the subject matter may attend an Executive Session;
- 2.8.4 The Board Chair shall publicly announce the purpose for excluding the public and Media, and an approximate time-frame for the Executive Session, or may be extended to a later date and time;
- 2.8.5 No final action may be taken during an Executive Session;
- 2.8.6 The Board Chair may provide information about the Executive Session upon conclusion of the Executive Session during the regular board meeting; and
- 2.8.7 Any action taken as a result of the Executive Session must be voted on during the regular board meeting.

2.9 Agendas and Board Materials

All reports, communications, resolutions, contracts or other matters to be submitted to the Board shall be delivered to the Executive Director at least ten (10) days prior to the Board meeting.

Agendas and materials for the Board meeting will be prepared and mailed to Board members seven (7) days prior to the regular Board meeting to provide time to review action items and reports. Agendas, and other materials upon request, will be provided to media and other interested persons seven (7) days prior to the Board meeting. The proposed Board meeting agenda shall be posted on the agency website for public viewing at least two weeks prior to the next meeting. The agenda will be subject to change up to 24 hours prior to the regularly scheduled meeting. For public members wishing to add an item to the meeting agenda, the request should be submitted in writing to the Executive Director for consideration no later than the Friday immediately preceding the next scheduled board meeting. The Director will email all Board members the list of public requested topics for inclusion on the agenda no later than the Monday preceding the regularly scheduled meeting. Board members will then provide to the Executive Director their list of public requested items/topics to be placed on the agenda no later than close of business the Tuesday preceding the meeting, ensuring that any changes to the agenda can be implemented expeditiously.

2.10 Public Notice of Board Meetings

At least 24 hours prior notice of upcoming Board meetings will be posted at the Agency office and on the Agency website. Agenda items will be included in the notice.

2.11 Order of Business

The Chair shall preside at the appointed hour for the meeting and call the meeting to order. The Chair may choose any order of business but the following shall be the ordinary order for regular meetings of the Board.

2.11.1 Roll call

The Clerk of the Board shall call roll of the Board members to officially confirm and document members' presence and the satisfaction of a quorum.

2.11.2 Additions or Deletions to the Agenda

The Chair will ask the Director if there are any additions or deletions to the agenda. The Director may add or delete any item from the agenda. However, added items may only be for discussion and may not be acted upon by the Board.

2.11.3 Public Comment

The Public Comment period shall be placed on the regular agenda and conducted immediately after the Board Chair has called for any additions or deletions to the agenda. The Chair will ask if there is anyone who chooses to address the Board on any matter relevant to the business of the Board. The Board shall only hear and discuss comments and shall not take action during the comment period.

2.11.4 Consent Agenda

The consent agenda contains items grouped together which are generally informational or routine business. These actions are accepted and approved by consent without discussion. The Chair may choose to remove any item from the consent agenda to the regular agenda for discussion per Section 2.11.2 herein, prior to taking action.

2.11.5 Director's Report

The purpose of the Director's report generally is to brief the board on issues, programs, projects and other activities of importance and interest to the board. The report may prompt some discussion with the Board to provide information beyond that contained in the report.

2.11.6 Action Items

Action items are items that require Board action such as approval for payment of accounts payable and payroll, or adoption of resolutions implementing Agency budget, regulations, policy and other official Agency actions.

2.11. 7 Other Items

Other items may be introduced by any Board member and discussed with the consent of a majority of the Board members present. However, unless the item is an emergency as set out in Section 2.6 herein, no action may be taken.

2.11.8 Adjournment and Continuance

Adjournment, for purpose of this section, means to formally conclude a meeting of the Board in which all agenda business has been satisfactorily completed. The Chair of the meeting shall declare the meeting adjourned upon motion, second and affirmative vote. However, any meeting may be adjourned or continued when agenda business has not been satisfactorily completed. Such meetings are not considered concluded and requirements for these instances are contained in RCW 42.30.090 and 100.

2.12 Reading of Minutes

Unless a reading of the minutes of a previous meeting is requested by a member of the Board, such minutes may be approved without reading if the Clerk of the Board has furnished each member with a synopsis thereof.

2.13 Communication to the Board

All written communications to the Board which bear on a meeting of the Board shall be provided to the Clerk of the Board for distribution to the Board. The Clerk of the Board shall furnish a copy of all written communications to the members of the Board, the Executive Director, and staff members attending the Board meeting, seven (7) days prior to the time scheduled for the meeting.

Although it is discouraged, written communications received later than seven days prior to a meeting may be accepted. Such documents shall be hand delivered at the Board meeting.

NOTE: For communication to or from the Board other than during Board meetings, see Appendix A.

Section 3 Officers and Duties

3.1 Chairperson

The presiding officer of the Agency Board is the Chairperson (Chair) of the Board. The Chair shall be elected by the Directors at the first meeting in January of each year, or as soon as is practical thereafter, and will assume office at that time. The Chair shall preserve order and decorum at regular and special meetings of the Board. The Chair shall only vote on any question if the vote by other Board members results in a tie.

3.2 Vice Chairperson

The Vice Chair shall be elected by the Directors at the first meeting in January of each year, or as soon as is practical thereafter, and will assume office at that time. The Vice Chair shall serve as presiding officer in the absence of the Chair. If, for any reason, the Chair ceases to be a member of the Board, the Vice Chair shall automatically assume the office of Chair and the Board shall elect from the other Board members a Vice Chair to serve out the remainder of the term.

3.3 Clerk of the Board

The Executive Director appoints the Clerk of the Board who shall be the custodian of the official records of the Board and shall perform such duties as may be required by the Executive Director and the Board in carrying out the Board's objectives.

3.4 Executive Director

The Board shall appoint an Executive Director (Director) who shall have the primary duty and responsibility for the day-to-day operations of the Agency, including, but not limited to, fiscal responsibilities, administrative oversight, and employee appointment and termination.

3.5 Control Officer

Pursuant to RCW 70.94.170 the Board shall appoint an Air Pollution Control Officer to implement and enforce the Federal and State Clean Air Acts (statutes) and the rules, regulations and policies pursuant to the statutes. This position and that of the Executive Director are usually occupied by the same person.

Section 4 Conduct of Business

The purpose of this section is to provide guidance for conducting business at Agency Board meetings.

4.1 Conduct of Meetings

Robert's Rules of Order, latest edition, except where inconsistent with expressed provisions of law, this Administrative Code or any resolution of the Board, shall govern the conduct of meetings of the Agency Board of Directors.

4.2 Closing Debate

A Board member moving the adoption of an action or resolution shall ordinarily have the privilege of closing debate thereon.

4.3 Substitute Motions

The Chair may allow a substitute motion to take the place of a main motion pending before the Board if the Chair determines that the substitute motion clarifies and furthers the intent of the main motion and does not constitute a drastic deviation from the main motion. The

Chair's determination to allow a substitute motion may be overruled by a majority of the Board.

4.4 Addition of Abstract Statements into Minutes

A Board member may request through the Chair, the privilege of having an abstract of his statement on any subject under consideration entered into the minutes. If the Chair consents thereto, such statement shall be entered in the minutes. The Board member so requesting shall furnish to the Clerk of the Board, an abstract or transcript of the statement. The Clerk of the Board shall provide copies of such abstract to other members of the Board.

4.5 Comments to the Board

Persons who are not members of the Board, desiring to address the Board, shall first secure permission of the Chair to do so.

4.6 Order of Business Appearing Before the Board

The Chairperson shall recognize, for the purpose of addressing the Board, persons in the following order:

- 4.6.1 Persons who have provided written communications to the Agency may be recognized to the matters under discussion;
- 4.6.2 Persons who have made written request for permission to address the Board on any matter outlined in their request; and
- 4.6.3 Persons interested in matters under discussion who have appeared for the purpose of protest, petition, support or other presentation.

4.7 Persons Addressing the Board

All persons wishing to address the Board shall step up to the speaker's podium and state for the record:

- 4.7.1 Speakers name and address;
- 4.7.2 If appearing in a representative capacity, the party or entity represented;
- 4.7.3 If appearing in a professional capacity, such as attorney-at-law or registered engineer, to state such representation to the Board;
- 4.7.4 Speakers shall identify the specific agenda item they wish to address

To assist board members in hearing as many different viewpoints as possible in the limited time available, each person shall be limited to three minutes; unless further time is granted by the Board. Public Comments shall address items identified on the agenda. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person, other than members of the Board and the person having the floor shall be permitted to speak, either directly or through a member of the Board, without the permission of the Chair. No questions shall be asked of a member of the Board except through the Chair.

4.8 Decorum

By Directors: While the Board is in session all members shall preserve order and decorum and shall not, either by conversation or otherwise, delay or interrupt the proceedings of the

Board. A member shall not interrupt any other member while speaking, or refuse to obey the orders of the Board or its Chair, except as may be otherwise expressly provided.

By Other Persons: Any person making personal, impertinent, slanderous or indecorous remarks, or who shall become boisterous while addressing the Board, may be barred by the Chair from further discussion before the Board unless permission to continue is granted by a majority vote.

4.9 Sergeant-at-Arms

At the request of the Chair, the Executive Director shall obtain the services of a peace officer to perform the duties of Sergeant-at-Arms at any meeting of the Board. Whenever necessary, additional peace officers may be employed to serve as assistant to the Sergeant-at-Arms.

Section 5 Voting

This section provides guidance to Board members for voting on an issue which requires Board action. The Board shall not vote to approve any action or to adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public, and then only at a meeting for which notice has been given according to the provisions of this policy. Any Board action failing to comply with the provisions of this policy shall be null and void. The Board shall not vote by secret ballot. Any vote taken in violation of this subsection shall be null and void.

5.1 Recorded Votes

The normal method of recording a vote is by voice. The Board Chair may, upon request by any member of the Board, take a vote by roll call. During any roll-call vote, names will be called in alphabetical order, with the exception of the Board Chair, whose name is to be called last, and only when his vote will affect the result. Any further debate will be prohibited once the first called member answers the roll-call with their vote. As their name is called each member will answer in the affirmative or negative. If a member wishes not to vote they may answer by clearly stating either “present” or “abstaining”. If a member is not ready to vote, but wishes to be called on again after the roll has been completely called, they may answer pass.

5.2 Silent Vote

If a Board member remains silent on a voice or roll-call vote, the Board member shall be deemed to have voted “aye”, or yes, on the question presented. A Board member who has any conflict of interest in the matter being voted upon, or who is otherwise disqualified from acting, shall announce prior to the actual vote that they are “abstaining” or “not voting”. If a member has determined that they have a conflict of interest and will not be voting, they shall not participate in the discussion of the item up for the vote. In such case the failure to vote shall not be deemed a vote on either side.

Section 6 Committees

The Board may appoint a committee to discuss any issue, with or without the direction of the Executive Director. The makeup of the committee shall have a maximum of two board members in attendance. A Board member may appoint a member, or members of the public, to take their place on a particular committee.

Appendix A - Communication with the Board Of Directors Other Than During Board Meetings

1. Purpose

The purpose of this Appendix is to establish policy for effective and efficient communication to and from any member of the Agency Governing Board of Directors. This policy applies only to communication relating to the conduct of official Agency functions and does not apply to verbal communication.

2. Paper Communication

Paper communication means any writing on paper whether hand-delivered or delivered by any form of mail or parcel post.

2.1 A copy of any paper communication sent from a Board member shall be forwarded to the Executive Director; and

2.2 The original of any paper communication received by a Board member shall be forwarded to the Executive Director.

3. Electronic Communication

Electronic communication means any combination of text, graphics, data, audio, pictorial or any other representation in digital form whether hand-delivered, emailed or delivered by any form of mail or parcel post.

3.1 Email Communication

All Board member email communication relating to any Agency function shall only be conducted using email accounts assigned to each Board position and maintained on the Agency email server. Any email and attachment thereto which is received by a Board member at any other email address shall be promptly forwarded, without response or comment, to the Agency email address assigned to the member. Any email forwarded and received in such a manner at the assigned address shall constitute the primary copy of the email for consideration of any public records purpose. Any email originated by a Board member and any response to an email by a Board member shall only be accomplished using the Agency email accounts as assigned below.

boardposition1@yrcaa.org assigned to the Large Cities Representative

boardposition2@yrcaa.org assigned to the Small Cities Representative

boardposition3@yrcaa.org assigned to the County Commission Representative 1

boardposition4@yrcaa.org assigned to the County Commission Representative 2

boardposition5@yrcaal.org assigned to the Yakima County Member-At-Large Representative

Official Board member email addresses will be made publicly available on the Agency website and upon request. No Board member will be required to retain any email received or sent by means of any other email account, provided the email is forwarded to the assigned email address. For all Board member emails, sent or received, Agency staff will be solely responsible for conducting the following activities according to Chapters 42.56 and 40.14 RCW:

- Determining which communications are public records;
- Determining retention periods for such records;
- Searching for and making public records available upon request; and
- Destroying and documenting such destruction of records.

3.2 Other Electronic Communication

Either the original or a copy of any electronic communication other than email which is originated or received by a member shall be promptly forwarded to the Executive Director.

RESOLUTION NO: 2017-11
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting Revised Administrative Code, Part A:

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 A, as revised, provides effective and efficient operating policies, procedures, and guidelines for the Governing Board of Directors as set forth in the proposed revision; and

WHEREAS, Administrative Code Part A, as revised, replaces and supersedes all previous versions of Administrative Code Part A;

BE IT THEREFORE RESOLVED that the Board does hereby adopt the proposed revised Administrative Code Part A.

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 10th day of August, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Christa Owen, Clerk of the Board