

DECEMBER

2017

YRCAA BOARD

MEETING



Yakima Regional Clean Air Agency
MEETING LOCATION: Yakima City Hall
City Council Chambers
129 N. 2nd Street, Yakima

December 14, 2017
Regular Board Meeting
2:00 p.m.

AGENDA

Study Session

None

Regular Meeting

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comments**

If you wish to address the Board you may do so now

Please approach the podium, state your name and the Agenda item you are addressing

Please limit your comments to three (3) minutes

- 4. Public Hearing for Proposed CY 2018 Agency Fees**

Open the Hearing for Discussion

Accept Public Testimony

Close Discussion and Public Hearing

Proposed Fee Schedule to be voted on during Regular Meeting

- 5. Approval of Consent Agenda**

- 5.1 Approve Study Session and Board Meeting Minutes – November 2017
- 5.2 Accept YRCAA November 2017 Monthly Activity Report
- 5.3 2018 Board of Directors Meeting Dates
- 5.4 2018 Agency Holiday Schedule

- 6. Regular Agenda**

- 6.1 Receive Director's Report



Yakima Regional Clean Air Agency
MEETING LOCATION: Yakima City Hall
City Council Chambers
129 N. 2nd Street, Yakima

7. Action Items

Reports for Approval

- 7.1 Fiscal Vouchers and Payroll Authorization Transfers for November 2017
- 7.2 CY 2018 Fee Schedule
- 7.3 Uncollected Debt

8. Other business

9. Adjournment

CONSENT AGENDA ITEMS

**SUMMARY OF THE GOVERNING BOARD
OF DIRECTORS STUDY SESSION**

November 9, 2017

Location and Time:
Yakima City Hall Council Chambers

1:30 pm

STUDY SESSION 5:18

Called to Order at 1:30 pm by Vice Chairman Norm Childress

Executive Director Hurley presented to the Board the CY2018 Fee Schedule

The fees for Source Registrations, Asbestos/Demolition Notifications, Dust Plans and Burn Permits are structured to fully recover actual costs. The fees now charged will not be raised. Agricultural Burn Permit fees are set by the Agricultural Burning Practices and Research Task Force. These have not been changed since July 1, 2012.

Revenue from penalties, Title V Permits, New Source Reviews, Regulatory Orders, General Permits, Agricultural Burning Permits and SEPAs are not considered in this analysis.

The fee schedule for public records requests was reviewed. All fees were last adjusted in 2012. There will be a public hearing before the December 14, 2017 board meeting in order to accept public comment about the fees as set forth.

Vice-Chairman Childress pointed out that if Yakima Regional Clean Air Agency (YRCAA) purchased thumb drives for use for electronic records requests, then this would prevent any viruses being introduced into our computer system by outside thumb drives.

Study Session was adjourned at 1:43 pm

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**SUMMARY OF THE GOVERNING  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**November 9, 2017**

**Location and Time:**  
**Yakima City Hall Council Chambers**

**2:00 pm**

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***REGULAR MEETING 35:20***

- 1. Vice-Chairman Childress** *called the Meeting to order at 2:00 p.m.*
- 2. Mary Wurtz, Clerk of the Board,** *conducted roll call. There was a quorum.*

| <b>PRESENT WERE:</b>                                                                                                                                                                                                                                                                         |                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>BOARD MEMBERS:</b><br>Norm Childress, Small City Representative<br>Bill Lover, Large City Representative<br>Steven Jones, Ph.D., County Representative<br>Ranie Haas, Alternate<br><br><b>ABSENT:</b><br>Ron Anderson, Yakima County Commissioner<br>Jon DeVaney, Representative at Large | <b>LEGAL COUNSEL:</b><br>Gary Cuillier<br><br><b>STAFF:</b><br>Keith Hurley, Executive Director<br>Mary Wurtz, Clerk of the Board |

### 3. Public Comment

None

### 4. Consider approving the Consent Agenda items 4.1 through 4.3 36:20

- 4.1 Approved Study Session Minutes – October 12, 2017
- 4.2 Approved Board Meeting Minutes – October 12, 2017
- 4.3 Accepted YRCAA October 2017 Monthly Activity

**Motion to Accept: Director Jones**

**Second: Ranie Haas**

### 5. Petition Denial Letter Review 37:10

**Executive Director Hurley** stated the denial letter was mailed on November 9, 2017. Chairman DeVaney requested the letter be presented for informational purposes to the Board. Legal counsel has reviewed it.

### 6. Regular Agenda 38:00

6.1 Receive YRCAA Director's Report – The Washington State Department of Agriculture (WSDA) is attempting to get money for their 2018 Supplementary Operating Budget for the Dairy Nutrient Third-Party Applicator Study.

6.2 Public Comment Period Announcement for New Fee Schedule. Comment period started October 22, 2017 and ends November 30, 2017. The fee schedule is available on the website; there will be a public hearing before the December 14, 2017 board meeting.

**Vice-Chairman Childress** asked if the public comments for the hearing was handled the same way as public comments for the board meetings. Director Hurley informed the Vice-Chair that any public member wishing to provide testimony solely about the proposed fee schedule will be allowed to do during a public hearing. During a regular Board meeting, the public may only address items on the agenda.

### 6.3 Second Quarter 2017 ADQAR

**Motion to Accept: Director Jones**

**Second: Ranie Haas**

**Director Jones** questioned an email the Board members received regarding the conduct of an employee of YRCAA during an inspection. What is the process when a member of the public has a complaint about employee conduct? Executive Director Hurley stated that he encourages people to come into the office to talk with the employee or their supervisor or with himself. The complaint will be addressed with the employee by Executive Director Hurley. This is as an opportunity to open a discussion on what we can do differently or better. In most instances a formal response is not needed, but will be given if requested. 43:30

## 7. Action Items, Fiscal Reports for Approval

7.1 Fiscal Vouchers for October 2017 and Payroll Authorization Transfers for October 2017

**Motion to Accept: Director Jones**

**Second: Ranie Haas**

## 8. Other Business

**Executive Director Hurley** mentioned that the YRCAA is closed on Friday, November 10, 2017 in observance of Veterans Day.

**Vice Chairman Childress** informed the Board he has been doing research about public comments during board meetings, and will present his findings at a later meeting.

## 9. Adjournment

**Motion to Adjourn: Director Jones**

**Second: Ranie Haas**

**Meeting adjourned at 2:15 pm**

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Jon DeVaney, Board Chairman

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Mary Wurtz, Clerk of the Board

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

**Date of Release:** December 7, 2017  
**Date of Consideration:** December 14, 2017  
**To:** Board of Directors  
**From:** Office of the Executive Director  
**Subject:** Monthly Activity Report

| Activity                          | FY17 | Sept. 17 | Oct. 17 | Nov. 17 | FY18<br>thru Nov. | FY18 thru<br>Nov. |
|-----------------------------------|------|----------|---------|---------|-------------------|-------------------|
| Minor Source Inspections          | 140  | 14       | 0       | 7       | 75                | 38                |
| Complaints Received               | 222  | 17       | 10      | 12      | 89                | 69                |
| NOVs Issued                       | 96   | 5        | 2       | 10      | 26                | 20                |
| AODs Issued                       | 16   | 0        | 0       | 1       | 4                 | 1                 |
| Warning Notices Issued            | 16   | 0        | 0       | 1       | 4                 | 2                 |
| NOPs Issued                       | 54   | 2        | 1       | 3       | 22                | 10                |
| SEPA Reviews                      | 181  | 28       | 14      | 20      | 93                | 102               |
| AOP Applications Received         | 1    | 0        | 0       | 0       | 0                 | 0                 |
| AOPs Issued or Renewed            | 4    | 0        | 0       | 0       | 2                 | 0                 |
| Deviations/Upsets Reported        | 11   | 1        | 1       | 1       | 5                 | 5                 |
| AOP Inspections                   | 5    | 0        | 0       | 0       | 1                 | 1                 |
| Public Workshops                  | 0    | 0        | 0       | 0       | 0                 | 0                 |
| Media Events                      | 0    | 0        | 0       | 0       | 0                 | 0                 |
| Media Contacts                    | 10   | 3        | 0       | 1       | 2                 | 11                |
| Education Outreach Events         | 5    | 1        | 1       | 1       | 3                 | 6                 |
| Sources Registered                | 364  | 0        | 0       | 1       | 8                 | 1                 |
| NSR Applications Received         | 22   | 2        | 4       | 0       | 9                 | 12                |
| NSR Approvals Issued-Temporary    | 0    | 0        | 0       | 0       | 0                 | 0                 |
| NSR Approvals Issued-Permanent    | 23   | 1        | 0       | 0       | 9                 | 7                 |
| NODRs Received                    | 200  | 24       | 14      | 12      | 79                | 95                |
| Agricultural Burn Permits Issued  | 182  | 4        | 3       | 1       | 43                | 13                |
| Conditional Use Permits Issued    | 4    | 0        | 0       | 0       | 1                 | 0                 |
| Residential Burn Permits Issued   | 1162 | 8        | 0       | 0       | 234               | 60                |
| Burn Ban Days                     | 63   | 18       | 0       | 1       | 3                 | 34                |
| Public Records Requests Fulfilled | 47   | 4        | 3       | 4       | 28                | 14                |

**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 5.2**



## Executive Memorandum

**Date of Release:** December 1, 2017

**DATE OF CONSIDERATION:** December 14, 2017

**TO:** Board of Directors

**FROM:** Office of the Executive Director

**SUBJECT:** Board of Directors Meetings

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

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

**DISCUSSION:** The time and location remains the same; 1:30 p.m. Study Session and 2:00 p.m. Regular Board Meeting. Location for Board Meetings shall be at Yakima City Hall, City Council Chambers, 129 N Second St., Yakima, WA. If there is a change of venue the Board and public will be notified. The 2018 board schedule is proposed as follows:

January 11, 2018  
February 8, 2018  
March 8, 2018  
April 12, 2018  
May 10, 2018  
June 14, 2018  
July 12, 2018  
August 9, 2018  
September 13, 2018  
October 11, 2018  
November 8, 2018  
December 13, 2018



## Executive Memorandum

**Date of Release:** December 1, 2017

**DATE OF CONSIDERATION:** December 14, 2017

**TO:** Board of Directors

**FROM:** Office of the Executive Director

**SUBJECT:** 2018 Holiday Schedule

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**ISSUE:**

Whether or not, the YRCAA Board of Directors should approve and adopt the 2018 Holiday Schedule

**RECOMMENDATION(S):**

By consent, approve and adopt the 2018 Holiday Schedule.

**DISCUSSION:**

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

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

The YRCAA offices will be closed for the following:

|                        |                   |                                   |
|------------------------|-------------------|-----------------------------------|
| New Years' Day         | Monday            | January 1, 2018                   |
| Martin Luther King Day | Monday            | January 15, 2018                  |
| President's Day        | Monday            | February 19, 2018                 |
| Memorial Day           | Monday            | May 28, 2018                      |
| Independence Day       | Wednesday         | July 4, 2018                      |
| Labor Day              | Monday            | September 3, 2018                 |
| Veteran's Day          | Monday            | November 12, 2018                 |
| Thanksgiving Holidays  | Thursday & Friday | November 22 and November 23, 2018 |
| Christmas              | Tuesday           | December 25, 2018                 |

**REGULAR**

**AGENDA**



## Executive Memorandum

**Date of Release:** December 7, 2017  
**Date of Consideration:** December 14, 2017  
**To:** The YRCAA Board of Directors  
**From:** Office of the Executive Director  
**Subject:** Executive Director's Report

*Keith M. Hurley*

### 1. COMMUNITY FORUM TO MEET ON DECEMBER 18, 2017

The Community Forum will be conducted on December 18, 2017, at the offices of the YRCAA located at 329 N. 1<sup>st</sup> Street, Yakima, WA. The forum is open to the public and will promptly start at 1pm and end at 3pm. The speaker will be Dr. Hasan Tahat, Compliance & Engineering Division Supervisor for the YRCAA.

### 2. Northwest Air Directors Meeting

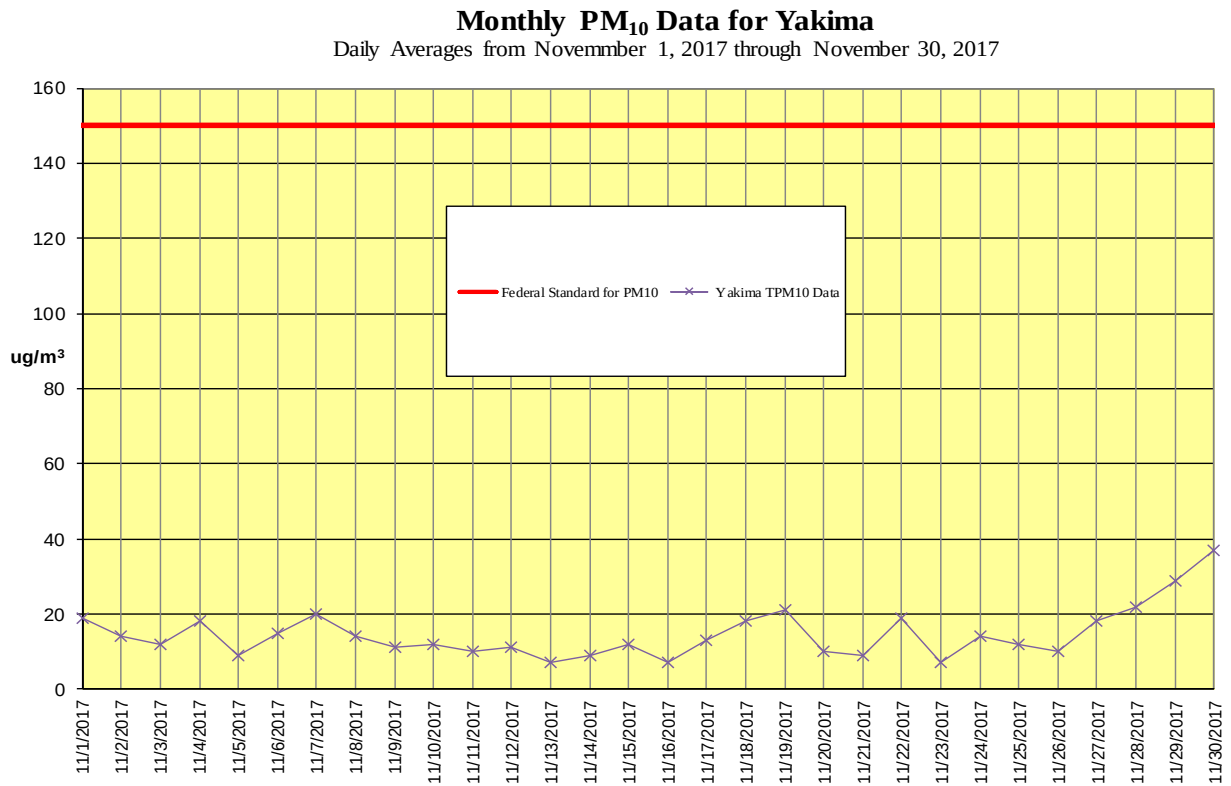
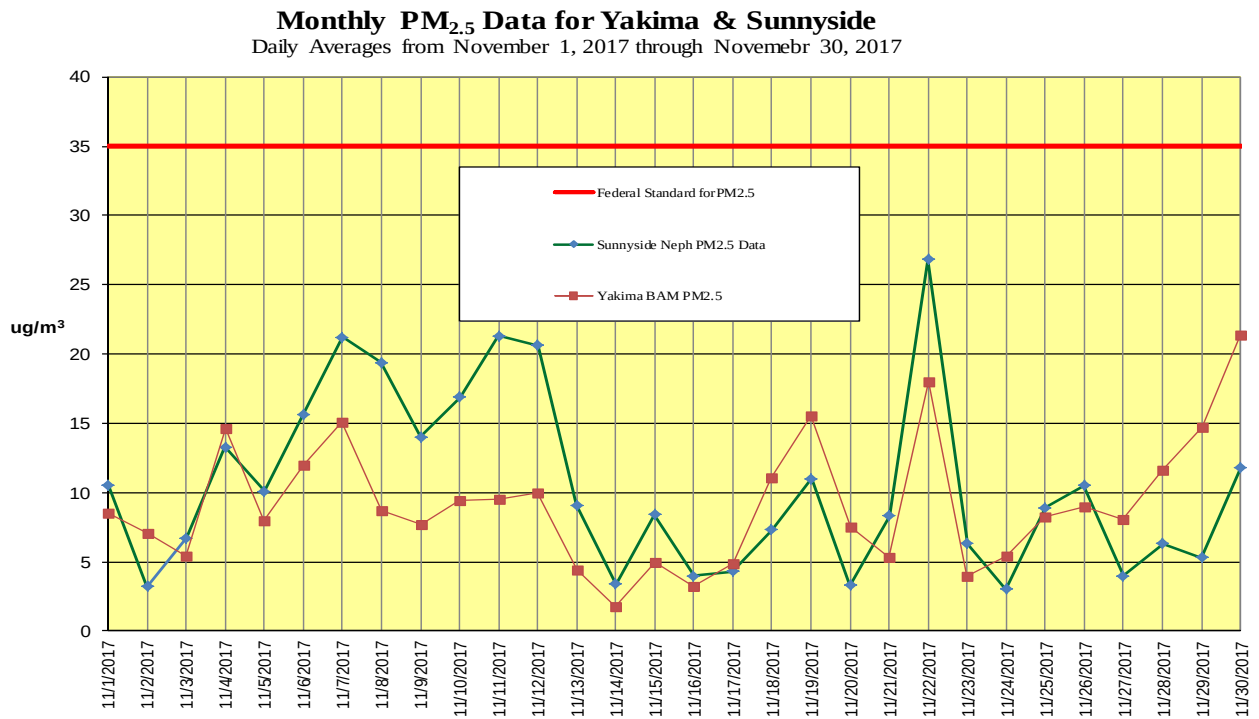
On December 4<sup>th</sup> & 5<sup>th</sup> I attended the annual Northwest Air Directors Meeting in Seattle. The meeting is hosted by EPA's Region X Headquarters and it provides an opportunity for EPA, State and Local Air Directors to come together to discuss important Air Pollution issues and topics. In attendance were Air Directors for the states of Washington, Idaho, Alaska, Oregon, the seven Washington local air agencies and Lane Regional Air Protection Agency in Oregon. For our agency the meeting provided an opportunity to get to know more about our Federal counterparts and to gain valuable insight concerning potential federal funding reductions, regulatory changes, SIP update processing and coordination efforts between the states and Region X for 2017 Wildfire exemptions under the Exceptional Events program.

### 3. COMPLIANCE & ENGINEERING

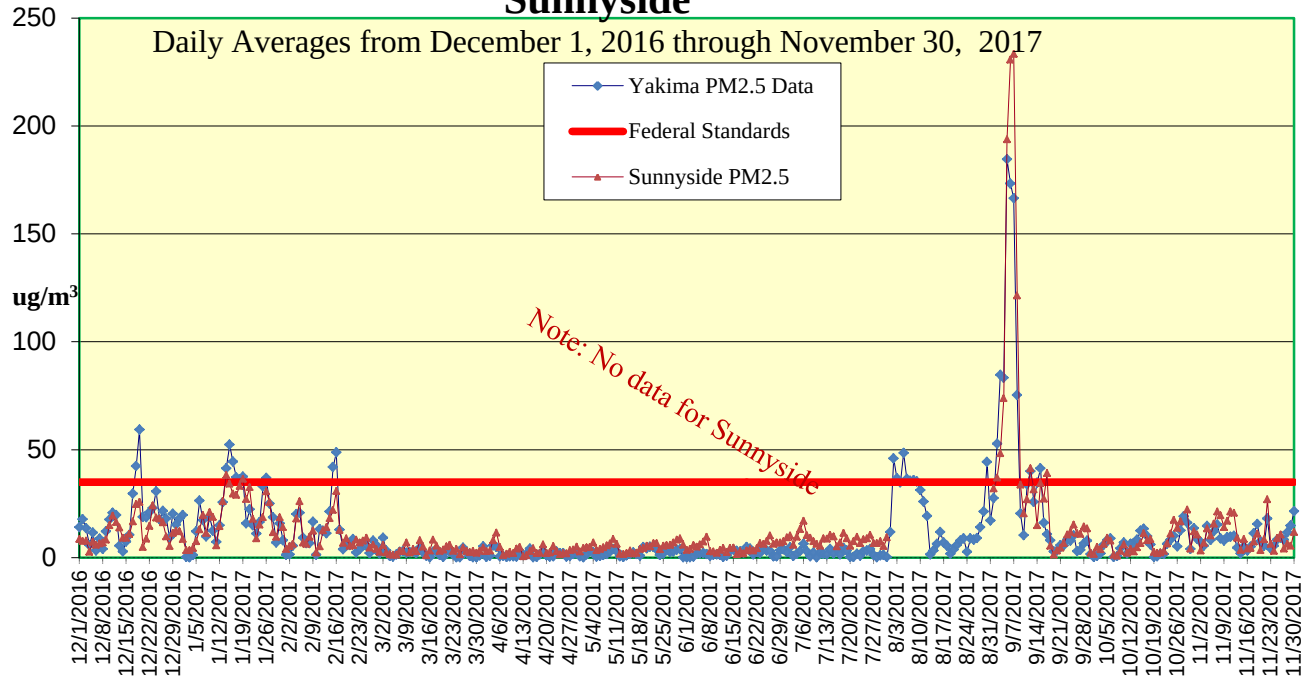
The following table itemizes, by type, the complaints received and the number of NOV's issued for the month of November 2017:

| <u>Type of Complaint</u> | <u># of Complaints</u> | <u># of NOV's</u>    | <u># of AOD's</u> |
|--------------------------|------------------------|----------------------|-------------------|
| Residential Burning      | 6                      | 0                    | 1                 |
| Agricultural Burning     | 2                      | 2                    | 0                 |
| Other Burning            | 1                      | 0                    | 0                 |
| Fugitive Dust            | 2                      | 0                    | 0                 |
| Agricultural Dust        | 0                      | 0                    | 0                 |
| Agricultural Odor        | 0                      | 0                    | 0                 |
| Surface Coating          | 0                      | 0                    | 0                 |
| Odor                     | 0                      | 0                    | 0                 |
| Asbestos                 | 1                      | 5                    | 0                 |
| Others                   | 0                      | 3 (2-NSR,<br>1-Reg.) | 0                 |
| <b><u>TOTALS</u></b>     | <b><u>12</u></b>       | <b><u>10</u></b>     | <b><u>1</u></b>   |

## Air Monitoring Data:



## Annual PM<sub>2.5</sub> Air Monitoring Data For Yakima & Sunnyside



#### 4. WOODSTOVE CHANGE OUT

The agency continues to place low-income families on the woodstove change out waiting list. Currently there are 35 customers on the change out list and an additional 22 on the rebate list, for a total of 57 potential change outs.

#### 5. EDUCATION & OUTREACH

The agency held an air quality presentation at West Valley High School on November 3, 2017 for 200 students.

**ACTION**

**ITEMS**



## Executive Memorandum

**Date of Release:** December 7, 2017  
**Date of Consideration:** December 14, 2017  
**To:** YRCAA Board of Directors  
**From:** Office of the Executive Director  
**Subject:** Fiscal Program Report

*Keith M. Hurley*

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**Issue:** Consider Fiscal Reports, forms, and vouchers.

**Recommendation(s):** Accept and approve by minute action November 2017 AP Fiscal Vouchers (\$16,233.07), and the November Payroll Authorization (\$61,066.87). Out of A/P, \$0.00 was for Wood Stove Change-out Expenses, and \$1,488.14 was for Enterprise expenses.

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

Encl (5)



November 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> |
|-------------------------------------------|-----------------------|-------------|---------------|-------------|
| Charter Communications                    | 33253                 | 4201        | \$ 703.02     | 11/14/2017  |
| Coleman Oil Company                       | 33254                 | 3201        | \$ 297.52     | 11/14/2017  |
| Cuillier Law Office                       | 33255                 | 4101        | \$ 742.00     | 11/14/2017  |
| Daily Sun News                            | 33256                 | 4401        | \$ 202.50     | 11/14/2017  |
| Five K Technologies                       | 33257                 | 3502        | \$ 25.00      | 11/14/2017  |
| Leaf                                      | 33258                 | 4501        | \$ 186.07     | 11/14/2017  |
| Pitney Bowes Reserve Account              | 33259                 | 4202        | \$ 500.00     | 11/14/2017  |
| Splash Express                            | 33260                 | 4801        | \$ 10.15      | 11/14/2017  |
| Thermex Valley Heating & Air Conditioning | 33261                 | 4802        | \$ 182.31     | 11/14/2017  |
| Verizon Wireless                          | 33262                 | 4201        | \$ 329.24     | 11/14/2017  |
| Washington County Fair Complex**          | 33263                 | 4501        | \$ 812.00     | 11/14/2017  |
| YRCAA                                     | 33264                 | 4901        | \$ 567.84     | 11/14/2017  |
| Yakima County Printing Department         | 33265                 | 3101        | \$ 51.94      | 11/14/2017  |
| Yakima Herald Republic                    | 33266                 | 4401        | \$ 661.49     | 11/14/2017  |

**\$ 5,271.08**

**\*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: **\$ 5,271.08**

Christa Owen 11/14/2017  
Christa Owen, Alternate Auditing Officer

Jon DeVaney 12/14/2017 Keith M. Hurley 11/14/2017  
Jon DeVaney, Board Chairman Keith M. Hurley, Auditing Officer



November 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> |
|--------------------------------------------|-----------------------|-------------|---------------|-------------|
| Abadan Reprographics                       | 33267                 | 4801        | \$ 94.88      | 11/28/2017  |
| Alliant Communications                     | 33268                 | 6401        | \$ 4,313.81   | 11/28/2017  |
| Bradley A. Mellotte                        | 33269                 | 4501        | \$ 3,638.29   | 11/28/2017  |
| Crystal Springs                            | 33270                 | 3101        | \$ 24.84      | 11/28/2017  |
| Key Bank**                                 | 33271                 | Various     | \$ 2,632.15   | 11/28/2017  |
| Leaf                                       | 33272                 | 4501        | \$ 23.02      | 11/28/2017  |
| Yakima Area Arboretum & Botanical Garden** | 33273                 | 4501        | \$ 235.00     | 11/28/2017  |

**\$ 10,961.99**

**\*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: **\$ 10,961.99**

Christa Owen 11/28/2017  
Christa Owen, Alternate Auditing Officer

Jon DeVaney 12/14/2017 Keith M. Hurley 11/28/2017  
Jon DeVaney, Board Chairman Keith M. Hurley, Auditing Officer

**AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER**

**Direct Deposit Payroll & Payroll Taxes**

**Date:** 11/28/2017

**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:** December 1, 2017

**Transfer Amount(s):** \$ 61,066.87

**Total Amount of Electronic Transfer:** \$ 61,066.87

**Authorizing Signatures (No facsimile signatures accepted.):**

  
Auditing Officer

\_\_\_\_\_  
Chairman Board of Directors

  
Alternate Auditing Officer

Date      November 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

**YAKIMA REGIONAL CLEAN AIR AGENCY**

**SUPPLEMENTAL INCOME STATUS for 2017 on November 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;<br>4/14/2017; 7/14/2017;<br>10/16/2017 | \$ 1,806          | \$ -        | Pd in full |
| 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;<br>7/14/2017; 10/11/2017                | \$ 6,512          | \$ -        | Pd in full |
| 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;<br>8/1/2017; 10/16/2017                | \$ 37,288         | \$ -        | Pd in full |
| 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;<br>7/1/2017; 10/1/2017                   | \$ 34,394         | \$ -        | Pd in full |
| <b>Totals:</b> | <b>\$ 350</b> | <b>\$ 99,988</b>  | <b>\$ 100,338</b> |                                                              | <b>\$ 100,338</b> | <b>\$ -</b> |            |

FY 2018 Monthly BVA

| November 2017<br>Report Date: December 14, 2017 |                                | Budget              | Actual<br>Current | Actual<br>Year to Date | Year to Date<br>% of Budget |
|-------------------------------------------------|--------------------------------|---------------------|-------------------|------------------------|-----------------------------|
| <b>REVEUNE</b>                                  |                                |                     |                   |                        |                             |
| <b>REVENUE 614 YRCAA Base Operations</b>        |                                |                     |                   |                        |                             |
| <b>Stationary Source Permit Fees</b>            |                                |                     |                   |                        |                             |
| 614-32190001                                    | Minor Sources                  | \$ 161,700          | \$ 453            | \$ 453                 | 0.3%                        |
| 614-32190008                                    | Synthetic Minor Sources        | \$ 21,280           | \$ -              | \$ -                   | 0.0%                        |
| 614-32190006                                    | Complex Sources                | \$ 19,554           | \$ -              | \$ -                   | 0.0%                        |
| 614-32290001                                    | Title V Sources                | \$ 122,845          | \$ -              | \$ 101,625             | 82.7%                       |
| 614-32190002                                    | New Source Review              | \$ 31,500           | \$ 1,489          | \$ 25,700              | 81.6%                       |
| <i>Subtotal, Stationary Source Permit Fees</i>  |                                | <i>\$ 356,879</i>   | <i>\$ 1,942</i>   | <i>\$ 127,778</i>      | <i>35.8%</i>                |
| <b>Burn Permit Fees</b>                         |                                |                     |                   |                        |                             |
| 614-32290005                                    | Residential Burn Permits       | \$ 63,120           | \$ 1,968          | \$ 10,032              | 15.9%                       |
| 614-32290007                                    | Agricultural Burn Permits      | \$ 28,000           | \$ 1,010          | \$ 5,808               | 20.7%                       |
| 614-32290011                                    | Conditional Use Burn Permits   | \$ 2,000            | \$ -              | \$ -                   | 0.0%                        |
| <i>Subtotal, Burn Permit Fees</i>               |                                | <i>\$ 93,120</i>    | <i>\$ 2,978</i>   | <i>\$ 15,840</i>       | <i>17.0%</i>                |
| <b>Compliance Fees</b>                          |                                |                     |                   |                        |                             |
| 614-32190005                                    | Asbestos Removal Fees          | \$ 32,200           | \$ 1,395          | \$ 12,329              | 38.3%                       |
| 614-32190009                                    | Construction Dust Control Fees | \$ 8,365            | \$ 620            | \$ 4,631               | 55.4%                       |
| <i>Subtotal, Compliance Fees</i>                |                                | <i>\$ 40,565</i>    | <i>\$ 2,015</i>   | <i>\$ 16,960</i>       | <i>41.8%</i>                |
| <i>Subtotal, All Permit Fee Revenue</i>         |                                | <i>\$ 490,564</i>   | <i>\$ 6,935</i>   | <i>\$ 160,578</i>      | <i>32.7%</i>                |
| <b>Base Grants</b>                              |                                |                     |                   |                        |                             |
| 614-33366001                                    | EPA, Core Grant                | \$ 97,172           | \$ 26,849         | \$ 57,369              | 59.0%                       |
| 614-33403101                                    | DOE, Core Grant                | \$ 77,283           | \$ 19,204         | \$ 39,892              | 51.6%                       |
| <i>Subtotal, Base Grants</i>                    |                                | <i>\$ 174,455</i>   | <i>\$ 46,054</i>  | <i>\$ 97,261</i>       | <i>55.8%</i>                |
| <b>Fines &amp; Penalties</b>                    |                                |                     |                   |                        |                             |
| 614-35990001                                    | Civil Penalty                  | \$ 2,500            | \$ 500            | \$ 7,979               |                             |
| 614-35990001                                    | Other Fines                    | \$ -                | \$ -              | \$ -                   |                             |
| <i>Subtotal, Fines &amp; Penalties</i>          |                                | <i>\$ 2,500</i>     | <i>\$ 500</i>     | <i>\$ 7,979</i>        |                             |
| <b>Supplemental Income</b>                      |                                |                     |                   |                        |                             |
| 614-33831001                                    | Supplemental Income            | \$ 100,360          | \$ -              | \$ 36,205              | 36.1%                       |
| <i>Subtotal, Supplemental Income</i>            |                                | <i>\$ 100,360</i>   | <i>\$ -</i>       | <i>\$ 36,205</i>       | <i>36.1%</i>                |
| <b>Other Income</b>                             |                                |                     |                   |                        |                             |
| 614-36111001                                    | Interest                       | \$ 2,024            | \$ 401            | \$ 1,931               | 95.4%                       |
| 614-36990014                                    | Miscellaneous Income           | \$ 150              | \$ 207            | \$ 639                 | 426.0%                      |
| <i>Subtotal, Other Income</i>                   |                                | <i>\$ 2,174</i>     | <i>\$ 607</i>     | <i>\$ 2,570</i>        | <i>118.2%</i>               |
| <i>Total YRCAA Base Operations Revenue</i>      |                                | <i>\$ 770,053</i>   | <i>\$ 54,096</i>  | <i>\$ 304,594</i>      | <i>39.6%</i>                |
| <b>REVENUE 614 YRCAA Grant Operations</b>       |                                |                     |                   |                        |                             |
| 614-33403105                                    | Wood Stove Ed                  | \$ 5,331            | \$ -              | \$ 5,331               | 100.0%                      |
| 614-33403108                                    | PM 2.5                         | \$ 21,050           | \$ 5,263          | \$ 10,525              | 50.0%                       |
| 614-33403107                                    | Woodstove Change-out           | \$ 132,000          | \$ -              | \$ 42,164              | 31.9%                       |
| <i>Total YRCAA Grant Operations Revenue</i>     |                                | <i>\$ 158,381</i>   | <i>\$ 5,263</i>   | <i>\$ 58,020</i>       | <i>36.6%</i>                |
| <b>REVENUE Enterprise Operations</b>            |                                |                     |                   |                        |                             |
| 614-34317001                                    | VE Certification Fees          | \$ 79,800           | \$ 16,875         | \$ 46,400              | 58.1%                       |
| 614-34317002                                    | Other Enterprise Revenue       | \$ 415              | \$ -              | \$ -                   | 0.0%                        |
| <i>Subtotal, Enterprise Revenue</i>             |                                | <i>\$ 80,215</i>    | <i>\$ 16,875</i>  | <i>\$ 46,400</i>       | <i>57.8%</i>                |
| <i>Total Base, Grant and Enterprise Revenue</i> |                                | <i>\$ 1,008,649</i> | <i>\$ 76,234</i>  | <i>\$ 409,013</i>      | <i>40.6%</i>                |

FY 2018 Monthly BVA

| November 2017                  | Budget | Actual Current | Actual Year to Date | Year to Date % of Budget |
|--------------------------------|--------|----------------|---------------------|--------------------------|
| Report Date: December 14, 2017 |        |                |                     |                          |

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

|                           |          |                   |                  |                         |
|---------------------------|----------|-------------------|------------------|-------------------------|
| <b>Salaries</b>           |          |                   |                  |                         |
| 614-1001                  | Salaries | \$ 495,855        | \$ 43,310        | \$ 207,196 41.8%        |
| 614-2002                  | Benefits | \$ 179,781        | \$ 15,217        | \$ 72,799 40.5%         |
| 614-1003                  | Overtime | \$ -              | \$ -             | \$ - #DIV/0!            |
| <i>Subtotal, Salaries</i> |          | <i>\$ 675,636</i> | <i>\$ 58,528</i> | <i>\$ 279,995 41.4%</i> |

**Supplies**

|                           |                       |                  |                 |                       |
|---------------------------|-----------------------|------------------|-----------------|-----------------------|
| 614-3101                  | Office Supplies       | \$ 7,180         | \$ 257          | \$ 1,664 23.2%        |
| 614-3101                  | Safety Equipment      | \$ -             | \$ -            | \$ - #DIV/0!          |
| 614-3201                  | Vehicles, Gas         | \$ 2,780         | \$ 298          | \$ 841 30.3%          |
| 614-3501                  | Small Tools/Equipment | \$ 300           | \$ -            | \$ - 0.0%             |
| 614-3502                  | Computer Network      | \$ 8,900         | \$ 643          | \$ 4,370 49.1%        |
| <i>Subtotal, Supplies</i> |                       | <i>\$ 19,160</i> | <i>\$ 1,197</i> | <i>\$ 6,875 35.9%</i> |

**Services**

|                           |                                 |                   |                 |                        |
|---------------------------|---------------------------------|-------------------|-----------------|------------------------|
| 614-4101                  | Professional Services           | \$ 20,365         | \$ 742          | \$ 7,366 36.2%         |
| 614-4101                  | Laboratory Analyses             | \$ 200            | \$ -            | \$ - 0.0%              |
| 614-4125                  | Treasurer, Yakima County        | \$ 1,375          | \$ 44           | \$ 219 15.9%           |
| 614-4201                  | Communications, Phones/Internet | \$ 13,152         | \$ 1,032        | \$ 5,151 39.2%         |
| 614-4202                  | Postage                         | \$ 3,690          | \$ 666          | \$ 666 18.0%           |
| 614-4301                  | Travel & Transportation         | \$ 2,950          | \$ 10           | \$ 1,361 46.1%         |
| 614-4401                  | Public Education                | \$ 4,000          | \$ -            | \$ 508 12.7%           |
| 614-4401                  | Publications, Legal Notices     | \$ 1,000          | \$ 864          | \$ 1,970 197.0%        |
| 614-4501                  | Rents & Leases, Equipment       | \$ 3,260          | \$ 209          | \$ 1,210 37.1%         |
| 614-4501                  | Rents & Leases, Space           | \$ 43,659         | \$ 3,638        | \$ 18,191 41.7%        |
| 614-4601                  | Insurance                       | \$ 12,662         | \$ -            | \$ 12,505 98.8%        |
| 614-4801                  | Maintenance, Motor Vehicles     | \$ 2,450          | \$ 575          | \$ 1,775 72.5%         |
| 614-4801                  | Maintenance, Equipment          | \$ 2,065          | \$ 747          | \$ 1,030 49.9%         |
| 614-4801                  | Maintenance, Computers          | \$ 265            | \$ -            | \$ - 0.0%              |
| 614-4801                  | Maintenance, Building           | \$ 875            | \$ 182          | \$ 850 97.1%           |
| 614-4901                  | Memberships                     | \$ 540            | \$ -            | \$ - 0.0%              |
| 614-4901                  | Training                        | \$ 2,900          | \$ -            | \$ 1,300 44.8%         |
| 614-4901                  | Service Chgs & Interest         | \$ 4,600          | \$ -            | \$ 1,267 27.5%         |
| 614-4901                  | Miscellaneous Services          | \$ 7,205          | \$ -            | \$ 328 4.6%            |
| 614-4901                  | DOE Oversight Fees              | \$ 4,787          | \$ -            | \$ - 0.0%              |
| <i>Subtotal, Services</i> |                                 | <i>\$ 132,000</i> | <i>\$ 9,277</i> | <i>\$ 56,266 42.6%</i> |

**Capital Out-Lay & Fixed Assets**

|                                             |                              |                   |                  |                         |
|---------------------------------------------|------------------------------|-------------------|------------------|-------------------------|
| 614-6401                                    | Capital Out-Lay/Fixed Assets | \$ 6,500          | \$ 4,314         | \$ 21,816 335.6%        |
| <i>Total YRCAA Base Operations Expenses</i> |                              | <i>\$ 833,296</i> | <i>\$ 73,316</i> | <i>\$ 364,952 43.8%</i> |

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

|                           |          |                 |               |                     |
|---------------------------|----------|-----------------|---------------|---------------------|
| <b>Salaries</b>           |          |                 |               |                     |
| 614-1001                  | Salaries | \$ 3,956        | \$ 339        | \$ 587 14.8%        |
| 614-2002                  | Benefits | \$ 1,462        | \$ 119        | \$ 206 14.1%        |
| 614-1003                  | Overtime | \$ -            | \$ -          | \$ - #DIV/0!        |
| <i>Subtotal, Salaries</i> |          | <i>\$ 5,418</i> | <i>\$ 458</i> | <i>\$ 793 14.6%</i> |

**Supplies**

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

FY 2018 Monthly BVA

| November 2017<br>Report Date: December 14, 2017 |                                                      | Budget     | Actual<br>Current | Actual<br>Year to Date | Year to Date<br>% of Budget |
|-------------------------------------------------|------------------------------------------------------|------------|-------------------|------------------------|-----------------------------|
| <b>Services</b>                                 |                                                      |            |                   |                        |                             |
| 614-4139                                        | Professional Services                                | \$ -       | \$ -              | \$ 120                 | #DIV/0!                     |
| 614-4202                                        | Postage                                              | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Services</i>                            | \$ -       | \$ -              | \$ 120                 | #DIV/0!                     |
|                                                 | <i>Subtotal, Woodstove Grant Expenses</i>            | \$ 5,418   | \$ 458            | \$ 913                 | 16.8%                       |
| <b>614-33403108 PM2.5</b>                       |                                                      |            |                   |                        |                             |
| <b>Salaries</b>                                 |                                                      |            |                   |                        |                             |
| 614-1001                                        | Salaries                                             | \$ 15,367  | \$ 1,242          | \$ 6,294               | 41.0%                       |
| 614-2002                                        | Benefits                                             | \$ 5,683   | \$ 436            | \$ 1,794               | 31.6%                       |
| 614-1003                                        | Overtime                                             | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Salaries</i>                            | \$ 21,050  | \$ 1,678          | \$ 8,506               | 40.4%                       |
| <b>Supplies</b>                                 |                                                      |            |                   |                        |                             |
| 614-3101                                        | Office Supplies                                      | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Supplies</i>                            | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
| <b>Services</b>                                 |                                                      |            |                   |                        |                             |
| 614-4101                                        | Professional Services                                | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Services</i>                            | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
| <b>Capital Out-Lay &amp; Fixed Assets</b>       |                                                      |            |                   |                        |                             |
| 614-6401                                        | Capital Out-Lay/Fixed Assets                         | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, PM 2.5 Grant Expenses</i>               | \$ 21,050  | \$ 1,678          | \$ 8,506               | 40.4%                       |
| <b>614-33403107 Woodstove Change-out</b>        |                                                      |            |                   |                        |                             |
| <b>Salaries</b>                                 |                                                      |            |                   |                        |                             |
| 614-1001                                        | Salaries                                             | \$ 12,715  | \$ -              | \$ 936                 | 7.4%                        |
| 614-2002                                        | Benefits                                             | \$ 5,555   | \$ -              | \$ 329                 | 5.9%                        |
| 614-1003                                        | Overtime                                             | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Salaries</i>                            | \$ 18,270  | \$ -              | \$ 1,265               | 6.9%                        |
| <b>Supplies</b>                                 |                                                      |            |                   |                        |                             |
| 614-3101                                        | Office Supplies                                      | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Supplies</i>                            | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
| <b>Services</b>                                 |                                                      |            |                   |                        |                             |
| 614-4101                                        | Professional Services                                | \$ 120,400 | \$ -              | \$ 4,620               | 3.8%                        |
|                                                 | <i>Subtotal, Services</i>                            | \$ 120,400 | \$ -              | \$ 4,620               | 3.8%                        |
| <b>Capital Out-Lay &amp; Fixed Assets</b>       |                                                      |            |                   |                        |                             |
| 614-6401                                        | Capital Out-Lay/Fixed Assets                         | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Woodstove Change-out Grant Expenses</i> | \$ 138,670 | \$ -              | \$ 5,885               | 4.2%                        |
|                                                 | <i>Total, Grant Operations Expenses</i>              | \$ 165,138 | \$ 2,136          | \$ 15,303              | 9.3%                        |
| <b>EXPENSES 141 Enterprise Operations</b>       |                                                      |            |                   |                        |                             |
| <b>Salaries</b>                                 |                                                      |            |                   |                        |                             |
| 141-1001                                        | Salaries                                             | \$ 12,776  | \$ 299            | \$ 8,521               | 66.7%                       |
| 141-2002                                        | Benefits                                             | \$ 4,722   | \$ 105            | \$ 2,546               | 53.9%                       |
| 141-1003                                        | Overtime                                             | \$ -       | \$ -              | \$ -                   | #DIV/0!                     |
|                                                 | <i>Subtotal, Salaries</i>                            | \$ 17,498  | \$ 404            | \$ 11,515              | 65.8%                       |

FY 2018 Monthly BVA

| November 2017<br>Report Date: December 14, 2017      |                                             | Budget           | Actual<br>Current | Actual<br>Year to Date | Year to Date<br>% of Budget |
|------------------------------------------------------|---------------------------------------------|------------------|-------------------|------------------------|-----------------------------|
| <b>Supplies</b>                                      |                                             |                  |                   |                        |                             |
| 141-3101                                             | Office Supplies                             | \$ 400           | \$ -              | \$ 504                 | 126.0%                      |
| 141-3201                                             | Vehicles, Gas                               | \$ 1,700         | \$ -              | \$ 664                 | 39.1%                       |
| 141-3501                                             | Small Tools/Equipment                       | \$ 200           | \$ -              | \$ -                   | 0.0%                        |
|                                                      | <i>Subtotal, Supplies</i>                   | <i>\$ 2,300</i>  | <i>\$ -</i>       | <i>\$ 1,168</i>        | <i>50.8%</i>                |
| <b>Services</b>                                      |                                             |                  |                   |                        |                             |
| 141-4101                                             | Professional Services                       | \$ -             | \$ -              | \$ -                   | #DIV/0!                     |
| 141-4202                                             | Postage                                     | \$ -             | \$ -              | \$ -                   | #DIV/0!                     |
| 141-4301                                             | Travel & Transportation                     | \$ 6,550         | \$ -              | \$ 4,339               | 66.2%                       |
| 141-4501                                             | Rents & Leases, Space                       | \$ 4,100         | \$ 1,047          | \$ 1,282               | 31.3%                       |
| 141-4801                                             | Maintenance, Motor Vehicles                 | \$ 200           | \$ -              | \$ -                   | 0.0%                        |
| 141-4801                                             | Maintenance, Equipment                      | \$ 500           | \$ 441            | \$ 477                 | 95.5%                       |
| 141-4901                                             | Miscellaneous Services                      | \$ -             | \$ -              | \$ -                   | #DIV/0!                     |
|                                                      | <i>Subtotal, Services</i>                   | <i>\$ 11,350</i> | <i>\$ 1,488</i>   | <i>\$ 6,098</i>        | <i>53.7%</i>                |
| <b>Capital Out-Lay &amp; Fixed Assets</b>            |                                             |                  |                   |                        |                             |
| 141-4500                                             | Capital Out-Lay/Fixed Assets                | \$ -             | \$ -              | \$ -                   | #DIV/0!                     |
|                                                      | <i>Total Enterprise Operations Expenses</i> | <i>\$ 31,148</i> | <i>\$ 1,892</i>   | <i>\$ 18,781</i>       | <i>60.3%</i>                |
| <b>Summary of Revenue vs Expenses:</b>               |                                             |                  |                   |                        |                             |
| <b>Prior-Year Carry Over Funds</b>                   |                                             | \$ 125,000       | \$ -              | \$ 125,000             |                             |
| <b>Total Revenue, Base, Grants &amp; Enterprise</b>  |                                             | \$ 1,133,649     | \$ 76,234         | \$ 534,013             | 47.1%                       |
| <b>Total Expenses, Base, Grants &amp; Enterprise</b> |                                             | \$ 1,029,582     | \$ 77,344         | \$ 399,036             | 38.8%                       |
| <b>Fund Balance</b>                                  |                                             | \$ 104,067       | \$ (1,110)        | \$ 134,977             |                             |
| <b>Operating Reserves</b>                            |                                             | \$ (20,933)      |                   |                        |                             |
| <b>Estimated Available Fund Balance</b>              |                                             | \$ 125,000       |                   |                        |                             |



## EXECUTIVE MEMORANDUM

**DATE OF RELEASE:** December 7, 2017  
**DATE OF CONSIDERATION:** December 14, 2017  
**TO:** Board of Directors  
**FROM:** Office of the Executive Director  
**SUBJECT:** 2018 Fee Schedule *Keith M. Hurley*

---

### ISSUE

For Calendar Year (CY) 2018, set fees to cover the costs of permit programs and adopt the Statutory Default Fees contained within RCW 42.56, the Public Records Act, for public records requests

### DISCUSSION

In November, 2007 the Board authorized the office of the Executive Director to adjust fees annually, using a cost and revenue analysis to determine the appropriate fees for each upcoming year. The required analysis was completed and presented to the Board during a study session at the November Board meeting.

The analysis indicated that the current permit fees will recover the anticipated 2018 costs of the various permit programs and no fee increases are needed. Furthermore, the agency proposes to adopt the statutory default fees contained within RCW 42.56, as amended in July 2017.

### RECOMMENDATION

Approve Resolution No. 2017-12, which establishes the Agency CY2018 Permit and Public Record Request Fees.

Encl. Resolution No. 2017-12  
Proposed CY2018 Fee Schedule  
Permit Program Cost and Revenue Analysis

## YAKIMA REGIONAL CLEAN AIR AGENCY CY2018 FEE SCHEDULE

| Permit Type                               | Permit Fee | Fee Basis                                                      |
|-------------------------------------------|------------|----------------------------------------------------------------|
| <b>Registration</b>                       |            |                                                                |
| Minor Source                              | \$ 453     | Annual                                                         |
| Complex Minor Source                      | \$ 1,285   | Annual                                                         |
| Synthetic Minor Source                    | \$ 2,660   | Annual                                                         |
| <b>Air Operating Permit</b>               | Varies     | Basic Fee + actual annual cost                                 |
| <b>New Source Review</b>                  | \$ 400 +   | Application Fee + actual cost                                  |
| Temporary Source Relocation               | \$ 125     | One-time Inspection Fee                                        |
| <b>Regulatory Order</b>                   | \$ 400 +   | Application + actual cost                                      |
| <b>General Permit</b>                     | \$ 400 +   | Application + actual cost                                      |
| <b>SEPA</b>                               | \$ 400 +   | Application + actual cost                                      |
| <b>Dust Control</b>                       |            |                                                                |
| Project & Master Plans                    | \$ 327     | One-time Fee                                                   |
| Site Notification                         | \$ 155     | One-time Fee Each Site                                         |
| <b>Burn Permits</b>                       |            |                                                                |
| Residential                               | \$ 48      | Annual from March 15 <sup>th</sup> to October 15 <sup>th</sup> |
| Agricultural Piles                        | \$ 1.00    | Per Ton, \$80 minimum                                          |
| Agricultural Acres                        | \$ 3.75    | Per Acre, \$37.50 minimum                                      |
| Land Clearing Piles                       | \$ 2.18    | Per Ton, \$218 minimum                                         |
| Land Clearing Acres                       | \$ 8.13    | Per Acre, \$218 minimum                                        |
| Structure Fire Training                   | \$ 218     | Per Event                                                      |
| Conditional Use                           | \$ 2.18    | Per Ton, \$218 minimum                                         |
| <b>Demolition / Renovation / Asbestos</b> |            | <b>Amount of Asbestos</b>                                      |
| Asbestos Removal Notification             | \$ 867     | Over 10K LF or over 50K SF                                     |
|                                           | \$ 425     | 1001-10K LF or 5001-50K SF                                     |
|                                           | \$ 164     | 261 - 1K LF or 161 - 5K SF                                     |
|                                           | \$ 86      | 11-260 LF or 49-160 SF                                         |
|                                           | \$ 44      | Demolition only 0-10 LF or 0-48 SF                             |
|                                           | \$ 77      | Any Amount by Owner Occupant                                   |
|                                           | \$ 167     | Any Amount Commercial Flat Built-Up Roofs                      |
|                                           | \$ 338     | Annual Notice (Up to 260 LF or 160 SF)                         |
|                                           | \$ 87      | Emergency Notice                                               |
|                                           | \$ 39      | Revision to Existing Notice                                    |

### FEE SCHEDULE FOR OBTAINING PUBLIC RECORDS

| <b><u>SERVICE/DELIVERY METHOD</u></b>                                                                  | <b><u>UNIT</u></b>                                                                               | <b><u>COST</u></b>                                  |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Paper Copy – Black and White or Color                                                                  | Per Page                                                                                         | \$ .15                                              |
| Scans<br>(A per-page charge for converting a record from a paper copy to an electric format)           | Per Page                                                                                         | \$ .10                                              |
| Records uploaded to email or cloud based storage device or other means of electronic delivery          | Per four (4) files/attachments                                                                   | \$ .05 per four (4) electronic files or attachments |
| Records transmitted in electronic format or for use of agency equipment to send records electronically | Per Gigabyte                                                                                     | \$ .10                                              |
| Postage or Delivery Charges                                                                            |                                                                                                  | Actual Cost                                         |
| Mailing Materials                                                                                      | Any Container or Envelope used to mail                                                           | Actual Cost                                         |
| Flash Drives and other Portable Digital Storage Devices*                                               | Per Device                                                                                       | Actual Cost                                         |
| Customized Service Charge                                                                              | When customized access services are not normally used by the agency for other business purposes. | Actual Cost                                         |

\*Customers are able to request records be delivered on a flash, thumb, USB, or other portable storage device.

NOTE: The Agency does not charge for inspecting public records. For large requests, the Agency may;

- Require a deposit of up to 10 percent of the estimated cost before making copies
- Provide copies in installments
- Require payment before providing further installments

**RESOLUTION NO.: 2017-12**  
**BEFORE THE GOVERNING BOARD OF THE**  
**YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)**

Approving Calendar Year (CY) 2018 Agency Fee Schedule:

WHEREAS, the Board of Directors of Yakima Regional Clean Air Agency adopted a full cost recovery policy for permits and services on October 15, 1997; and

WHEREAS, existing permit fees, approved on November 13, 2014, are anticipated to adequately recover projected FY 2018 permit program operating costs; and

WHEREAS, the current agency fees for obtaining public records are to be adjusted to mirror the statutory fees established within RCW 42.56; now therefore

BE IT RESOLVED that the Board of Directors of the Yakima Regional Clean Air Agency on this Fourteenth day of December 2017 repeals all previous agency fee schedules: and

BE IT FURTHER RESOLVED that the Board of Directors of the Yakima Regional Clean Air Agency on this Fourteenth day of December 2017 approves the fees set forth in the attached YRCAA CY 2018 Fee Schedule; and

BE IT FURTHER RESOLVED that the Board of Directors of the Yakima Regional Clean Air Agency on this Fourteenth day of December 2017 authorizes the Executive Director to implement the adopted fees effective January 1, 2018; and

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 Fourteenth day of December 2017.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Ron Anderson, Director

\_\_\_\_\_  
Norm Childress, Director

\_\_\_\_\_  
Steven Jones, PhD, Director

\_\_\_\_\_  
Bill Lover, Director

\_\_\_\_\_  
Mary Wurtz, Clerk of the Board



## Executive Memorandum

**Date of Release:** December 7, 2017

**Date of Consideration:** December 14, 2017

**To:** YRCAA Board of Directors

**From:** Office of the Executive Director

**Subject:** Uncollectable Debts

*Keith M. Hurley*

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**Issue:** Dismissing Uncollectable Debts owed to the YRCAA

**Recommendation(s):** Approve Resolution No. 2017-13 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 August 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 debts totaling \$6,200.00. Staff requests the Board designate the debts as uncollectable, and to direct staff to dismiss the debts as such by Resolution No. 2017-13.

Attachments:  
Uncollectable Debts Listing



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

**Uncollectable Debts Listing**

| <b>Name</b>      | <b>Type of Debt</b> | <b>Listed Date</b> | <b>Amount</b>      | <b>Reason</b>       |
|------------------|---------------------|--------------------|--------------------|---------------------|
| Floresca, Linda  | Penalty             | 01/26/2012         | \$ 5,000.00        | Deceased/No Assets  |
| Baudino, Jeff    | Penalty             | 4/23/2012          | \$ 400.00          | Past Statute Limits |
| Jacobs, Jerry    | Penalty             | 3/29/2012          | \$ 400.00          | Past Statute Limits |
| McGuire, Beverly | Penalty             | 3/19/2012          | \$ 400.00          | Past Statute Limits |
| <b>TOTAL</b>     |                     |                    | <b>\$ 6,200.00</b> |                     |

**RESOLUTION NO.: 2017-13**  
**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 debts as defined within the YRCAA Administrative Code, Part B, Subsection 10.14.5; and

WHEREAS, this uncollectable debt is 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 \$6,200.00 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 Fourteenth day of December 2017.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Ron Anderson, Director

\_\_\_\_\_  
Norm Childress, Director

\_\_\_\_\_  
Steven Jones, PhD, Director

\_\_\_\_\_  
Bill Lover, Director

\_\_\_\_\_  
Mary Wurtz, Clerk of the Board