

February

2018

BOARD

MEETING

for

Yakima Regional Clean

Air Agency



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

February 8, 2018
Regular Board Meeting
2:00 p.m.

AGENDA

Study Session

None

Regular Meeting

- 1. Call to Order**
- 2. Roll Call**
- 3. Additions or Deletions to the Agenda**
- 4. 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

5. Approval of Consent Agenda

- 5.1 Board Meeting Minutes – January 2018
- 5.2 Accept YRCAA January 2018 Monthly Activity Report

6. Regular Agenda

- 6.1 Executive Director's Report

7. Action Items

- 7.1 Fiscal Vouchers and Payroll Authorization Transfers for January 2018
- 7.2 Revisions to Administrative Code Part B, section 9.7.3 – Sick Leave

8. Other business

9. Adjournment

CONSENT AGENDA ITEMS

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

January 11, 2018

Location and Time:
Yakima City Hall Council Chambers

2:00 pm

REGULAR MEETING

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

PRESENT WERE:	
BOARD MEMBERS: Jon DeVaney, Representative at Large Norm Childress, Small City Representative Bill Lover, Large City Representative Steven Jones, Ph.D., County Representative ABSENT: Largest City Representative	LEGAL COUNSEL: Gary Cuillier STAFF: Keith Hurley, Executive Director Mary Wurtz, Clerk of the Board

3. Additions or Deletions to the Agenda

None

4. Public Comment

None

5. Election of Chairman and Vice-Chairman 1:12

Director Jones nominated Jon DeVaney for Chairman and Director Childress for Vice-Chairman. The nominations were seconded by Director Anderson. There were no other nominations. There was no discussion and it was noted that Chair DeVaney and Vice-Chair Childress were doing a great job.

Motion: Director Anderson moved to close the nominations; seconded by Director Jones.

Motion Passed

6. Consent Agenda 2:07

6.1 Board meeting minutes for December 2017

6.2 YRCAA December 2017 Monthly Activity Report

Motion: Director Childress moved to approve the Consent Agenda as presented; seconded by Director Anderson. **Motion passed**

7. Regular Agenda 2:45

7.1 December 2017 Community Forum Summary: Mark Edler, YRCAA Administrative Division Supervisor, spoke of the Community Forum that took place on December 18, 2017. Three people from the Nile Valley wanted an exemption from burn bans for the Nile Valley and presented to the Forum. It was explained YRCAA does not have the power to grant the blanket exemption they requested. We can grant exemptions on a case-by-case basis for homeowners. We sent exemption paperwork with the gentlemen; we have received some back and they have been approved for those that meet the criteria. Ms. Mendoza, Friends of Toppenish Creek, had asked if we were implementing WAC 173-460, New Sources Toxic Air Pollutants, she felt the dairies were large producers of ammonia in the Lower Valley. Dr. Tahat explained that regulation is more for point sources and is used for that. Mr. George had commented about emissions from vehicles combines with ammonia to produce PM2.5. As vehicles become more efficient and technology gets better, we should see a reduction.

Next Community Forum will be April 16, 2018. Any topics for discussion should be sent to mark@yrcaa.org.

Director Childress stated the presentations at the Forum were very good. He inquired if it would be helpful if a check sheet is put together for speakers to use for their presentations. Mark will put something together.

7.2 Executive Director's Report: Executive Director Hurley talked of a lawsuit that was brought against YRCAA in October of 2017. This was done by Jan Whitefoot for alleged violations of the Public Records Act. The agency has hired the law firm of Menke Jackson Beyer LLP. Director Anderson inquired if there was a time limit for responding. Executive Director Hurley stated that we had until the end of January to respond to the lawsuit. Chair DeVaney asked if Executive Director Hurley could state what the original request was. Executive Director Hurley did not wish to respond to any further questions from the Board as we are still in the beginning stages of the lawsuit.

Governor Inslee requested 2 million in funding for the woodstove change out program and the Department of Ecology is requesting 4 million. The state revenue forecast will be released on February 20.

7.3 Environmental Protection Agency's response to petition to regulate Confined Animal Feeding Operations (CAFO) under the Federal Clean Air Act: Executive Director Hurley presented a letter from Scott Pruitt, EPA Administrator. The letter denied a petition from 2009, to list CAFO's as a Category Source of Air Pollution under Clean Air Act Section 111. They denied regulating them under that section, but that doesn't necessarily mean that they wouldn't regulate them at a different time or under a different section.

8. Action Items 31:09

8.1 Fiscal Vouchers and Payroll Authorization Transfers for December 2017

Motion: Director Anderson moved to approve; seconded by Director Childress. **Motion Passed**

8.2 Administrative Code Part C Revisions: Executive Director Hurley reviewed the changes made to the Administrative Code Part C. Director Anderson mentioned that on Page 3, Section B the word ‘colored copies’ should be changed to ‘color copies.’ In several instances the amount being charged for copies was stated as .10 cents or .05 cents. Chair DeVaney suggested they be changed to ten cents or five cents. Executive Director Hurley stated he would make sure they are changed.

Motion: Director Anderson made the motion to amend; seconded by Director Childress.
Motion Passed

Motion: Director Anderson made the motion to adopt the code revisions as amended; seconded by Director Childress. **Motion Passed**

9. Other Business

Chair DeVaney announced that Ms. Carmen Mendez will be the next Largest City Representative and Dr. Kay Funk is her alternative.

10. Adjournment

Motion: Director Anderson made a motion to adjourn; seconded by Director Childress. **Motion Passed**

Meeting adjourned at 2:30 pm

Jon DeVaney, Board Chairman

Mary Wurtz, Clerk of the Board

Audio CD of this meeting is available at YRCAA.
Meeting Summary submitted to Board for approval February 8, 2018

Date of Release: February 1, 2018
Date of Consideration: February 8, 2018
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY17					FY18
	FY17	Nov. 17	Dec. 17	Jan. 18	thru Jan.	Jan.
Minor Source Inspections	140	7	0	8	141	46
Complaints Received	222	12	28	13	46	110
NOVs Issued	96	10	10	6	11	36
AODs Issued	16	1	1	0	11	2
Warning Notices Issued	16	1	0	0	30	2
NOPs Issued	54	3	4	4	114	18
SEPA Reviews	181	20	19	23	0	144
AOP Applications Received	1	0	0	0	2	0
AOPs Issued or Renewed	4	0	0	0	7	0
Deviations/Upsets Reported	11	1	1	1	3	7
AOP Inspections	5	0	1	0	0	2
Public Workshops	0	0	1	0	0	1
Media Events	0	0	0	0	8	0
Media Contacts	10	1	3	0	3	14
Education Outreach Events	5	1	1	1	132	8
Sources Registered	364	1	1	126	17	128
NSR Applications Received	22	0	0	0	0	12
NSR Approvals Issued-Temporary	0	0	0	0	14	0
NSR Approvals Issued-Permanent	23	0	0	0	102	7
NODRs Received	200	12	11	19	63	125
Agricultural Burn Permits Issued	182	1	0	41	1	54
Conditional Use Permits Issued	4	0	0	0	234	0
Residential Burn Permits Issued	1162	0	0	0	44	60
Burn Ban Days	63	1	20	12	33	66
Public Records Requests Fulfilled	47	4	2	0	0	16

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

REGULAR

AGENDA



Executive Memorandum

Date of Release: February 1, 2018
Date of Consideration: February 8, 2018
To: The YRCAA Board of Directors
From: Office of the Executive Director
Subject: Executive Director's Report

Keith M. Hurley

1. Administrative Code Part B, Section 9.7.3 (Sick Leave) Revisions

Washington's new sick leave statute is part of Chapter 49.46 RCW, the Minimum Wage Act, and is codified at RCW 49.46.210. The new statute went into effect on January 1, 2018. The YRCAA Administrative Code will require some minor updating to incorporate the new law.

2. Governor Inslee's 2018 Supplemental Budget Proposal

On January 19 Governor Inslee signed the Capital Budget. This agency now awaits the application announcement for the Wood Stove Change Out Grant. The agency continues to place low-income families on the woodstove change out waiting list. Currently there are 40 customers on the change out list and an additional 20 on the rebate list, for a total of 60 potential change outs.

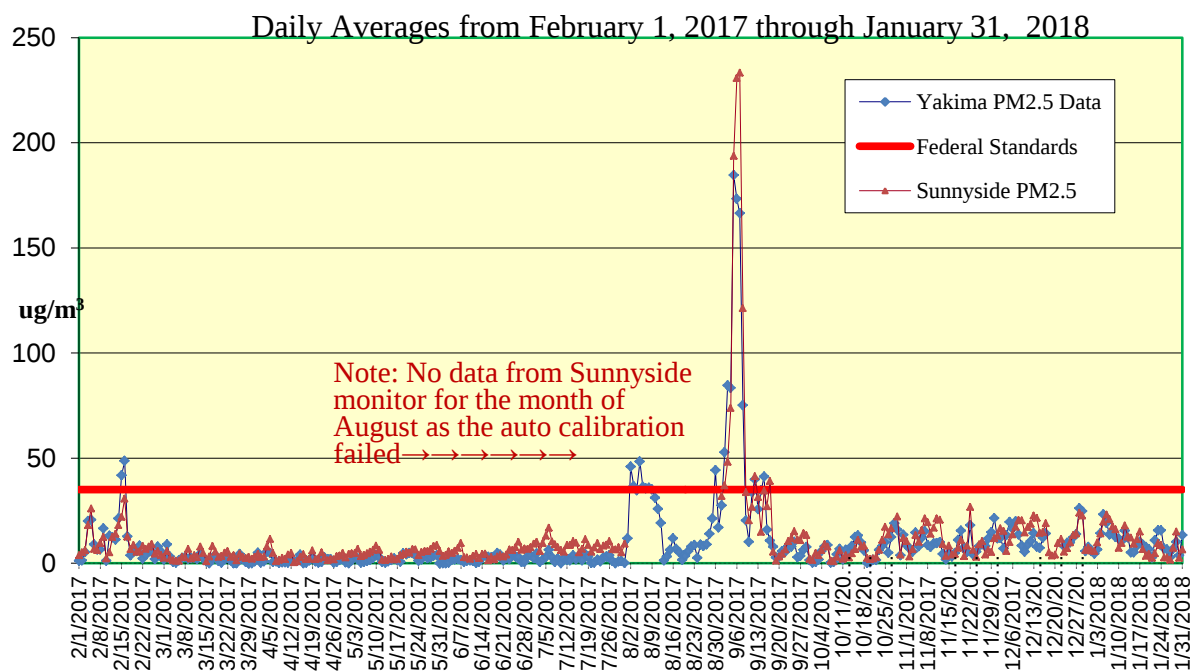
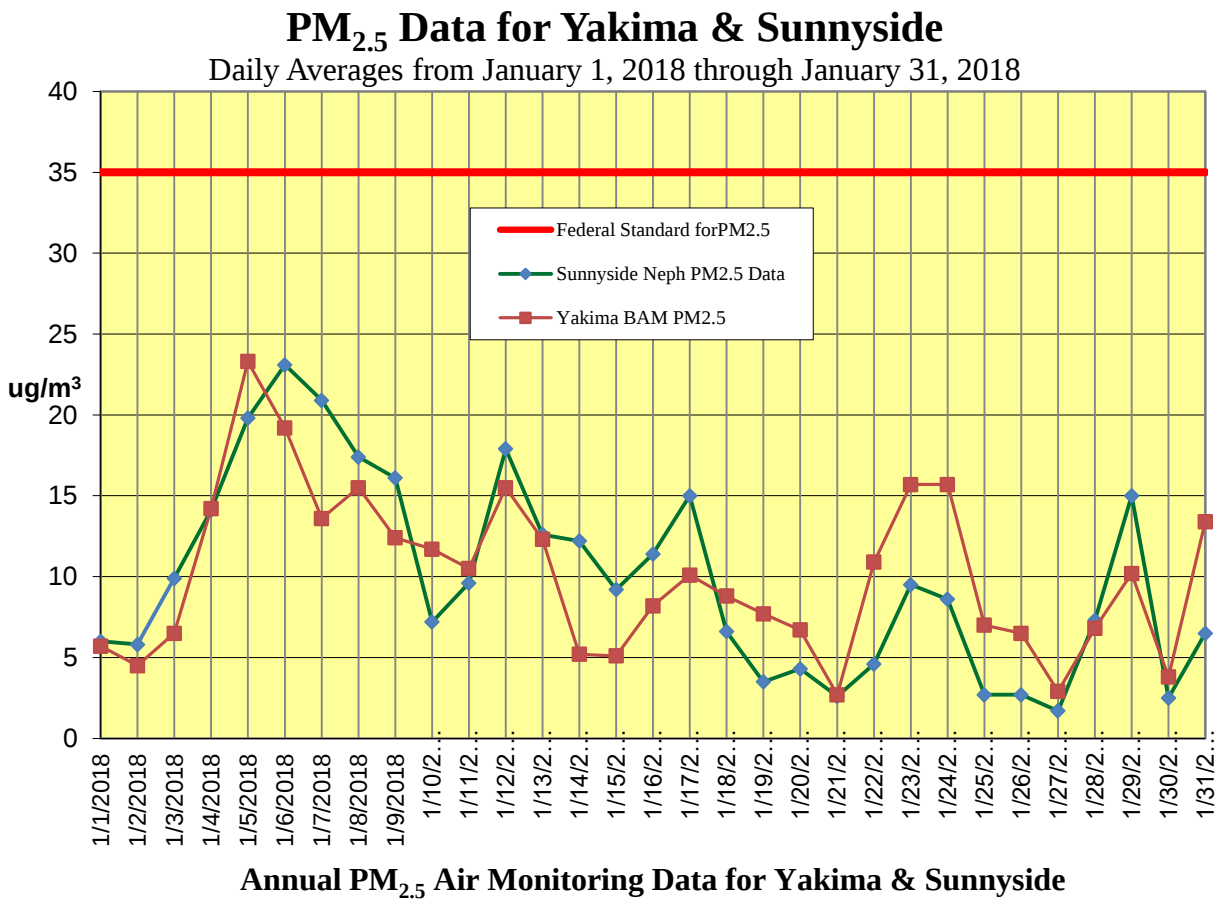
3. COMPLIANCE & ENGINEERING

The following table itemizes, by type, the complaints received and the number of NOV's issued for the month of January 2018:

<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AODs</u>
Residential Burning	2	0	0
Agricultural Burning	0	0	0
Other Burning	11	5	0
	(10-SFBD, 1-Prohibited Materials)	(5-SFBD)	
Fugitive Dust	0	0	0
Agricultural Dust	0	0	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0
Odor	0	0	0
Asbestos	0	1	0
Others	0	0	0
<u>TOTALS</u>	<u>13</u>	<u>6</u>	<u>0</u>

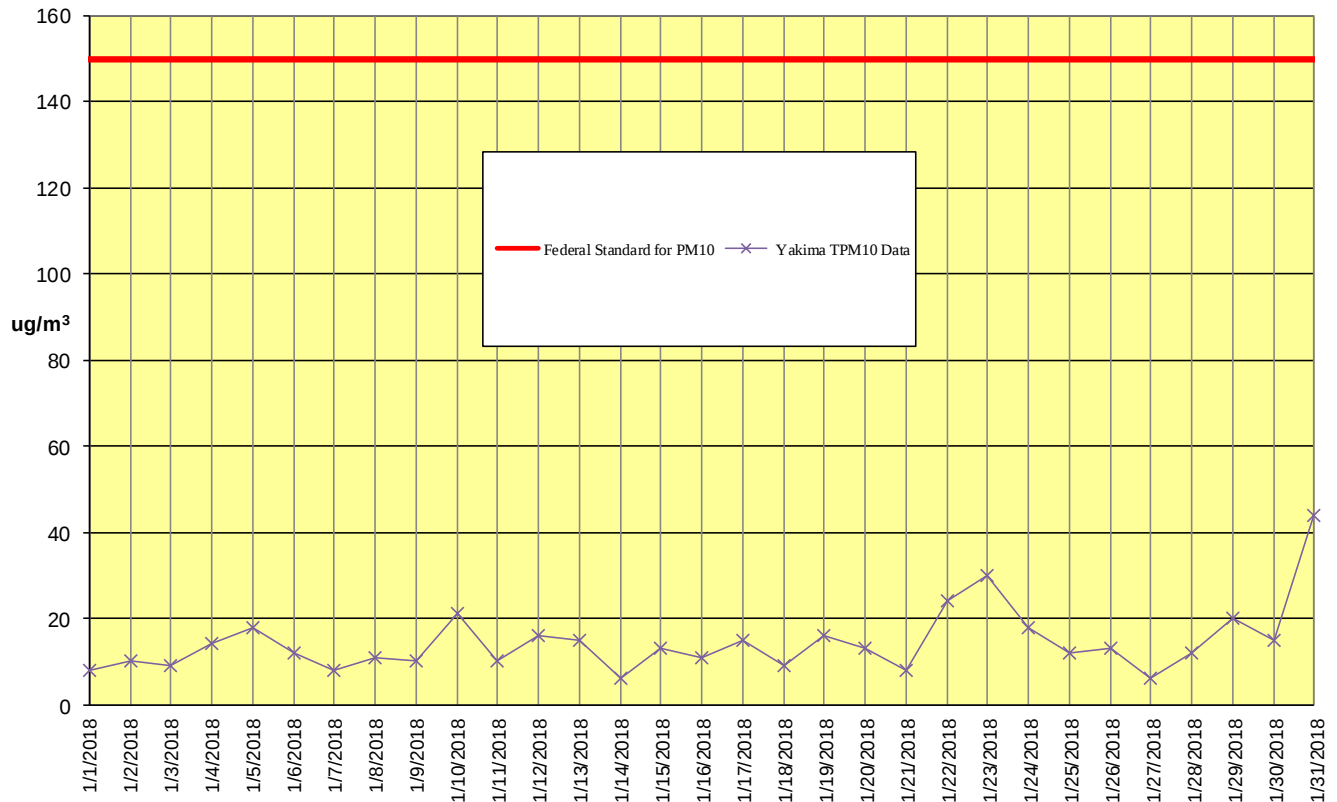
*SFBD = Solid Fuel Burning Device

Air Monitoring Data:



PM₁₀ Data for Yakima

Daily Averages from January 1, 2018 through January 31, 2018



4. BURN BANS

For the month of January 2018, the agency declared a burn ban for 7 of the 31 days.

The Burn Bans were declared as follows:

The agency declared a Stage II Burn Ban on December 31, 2017. The ban was removed on January 2, 2018. On January 4th the agency declared a Stage I Burn Ban. That burn ban was subsequently upgraded to a Stage II Burn Ban on January 5th. On January 9th the Stage II Burn Ban was downgraded to a Stage I Burn Ban. The Stage I Burn Ban was removed on January 10, 2018.

5. EDUCATION AND OUTREACH PROGRAM

The agency held an air quality presentation at Highland High School on January 26, 2017 for 120 students.

ACTION

ITEMS



Executive Memorandum

Date of Release: February 1, 2018
Date of Consideration: February 8, 2018
To: YRCAA Board of Directors
From: Office of the Executive Director
Subject: Fiscal Program Report

Keith M. Hurley

Issue: Fiscal Reports

Discussion: January 2018 Accounts Payable (AP) and Payroll Authorizations are enclosed for your approval. The Budget Verification Analysis (BVA) and Supplemental Income documents are included as informational items.

Recommendation(s): Accept and approve by minute action January 2018 AP Fiscal Vouchers, in the amount of \$16,043.62, and the January Payroll Authorization in the amount of \$56,567.98.

Encl (5)



January 11, 2018

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
BIAS Software	33298	3502	\$ 3,240.86	1/12/2018
Charter Communications	33299	4201	\$ 704.29	1/12/2018
Coleman Oil Company	33300	3201	\$ 110.55	1/12/2018
Cuillier Law Office	33301	4101	\$ 1,176.00	1/12/2018
Mark Edler**	33302	4301	\$ 69.00	1/12/2018
Five K Technologies	33303	3502	\$ 25.00	1/12/2018
Gary W. Pruitt**	33304	4501	\$ 19.35	1/12/2018
Invisible Ink	33305	4101	\$ 175.00	1/12/2018
Leaf	33306	4501	\$ 186.07	1/12/2018
Menke Jackson Law Firm	33307	4101	\$ 2,700.00	1/12/2018
Nth Degree Environmental Engineering	33308	4101	\$ 500.00	1/12/2018
StorageMax**	33309	4501	\$ 435.00	1/12/2018
Verizon Wireless	33310	4201	\$ 329.52	1/12/2018
WFOA	33311	4901	\$ 50.00	1/12/2018
YRCAA	33312	4901	\$ 376.02	1/12/2018
Yakima County Printing Department	33313	3101	\$ 98.79	1/12/2018

\$ 10,195.45

***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: **\$ 10,195.45**

Christa Owen 1/12/2018
Christa Owen, Alternate Auditing Officer

Jon DeVaney 2/8/2018
Jon DeVaney, Board Chairman

Keith M. Hurley 1/12/2018
Keith M. Hurley, Auditing Officer



January 29, 2018

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	33314	4801	\$ 127.30	1/30/2018
Bradley A. Mellotte	33315	4501	\$ 3,638.29	1/30/2018
Crystal Springs	33316	3101	\$ 24.94	1/30/2018
KeyBank**	33317	Various	\$ 362.05	1/30/2018
Nth Degree Environmental Engineering	33318	4101	\$ 625.00	1/30/2018
Thermex Valley Heating & Air Conditioning	33319	4802	\$ 835.84	1/30/2018
YRCAA	33320	Various	\$ 234.75	1/30/2018

\$ 5,848.17

***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: **\$ 5,848.17**

Christa Owen 1/30/2018
Christa Owen, Alternate Auditing Officer

Jon DeVaney 2/8/2018
Jon DeVaney, Board Chairman

Keith M. Hurley 1/30/2018
Keith M. Hurley, Auditing Officer

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 1/30/2018

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

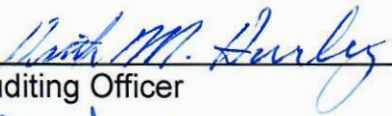
Bank Account Number: XXXXXXXXXX

Payroll Date: February 1, 2018

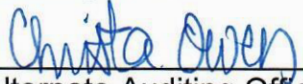
Transfer Amount(s): \$ 56,567.98

Total Amount of Electronic Transfer: \$ 56,567.98

Authorizing Signatures (No facsimile signatures accepted.):


Auditing Officer

Chairman Board of Directors


Alternate Auditing Officer

Date January 30, 2017

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

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

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

Telefax Number: 509-574-2801

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2018 on January 31, 2018
CY 2018 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,464	\$ 4,464	1/11/2018	\$ 4,464	\$ -	Paid in full
Granger	\$ -	\$ 1,552	\$ 1,552	1/26/2018	\$ 388	\$ 1,164	Pd 1/4
Harrah	\$ -	\$ 260	\$ 260	1/30/2018	\$ 260	\$ -	Paid in full
Mabton	\$ -	\$ 926	\$ 926	1/12/2018	\$ 926	\$ -	Paid in full
Moxee	\$ -	\$ 1,582	\$ 1,582	1/16/2018	\$ 1,582	\$ -	Paid in full
Naches	\$ -	\$ 338	\$ 338	1/11/2018	\$ 338	\$ -	Paid in full
Selah	\$ -	\$ 3,012	\$ 3,012	1/12/2018	\$ 3,012	\$ -	Paid in full
Sunnyside	\$ -	\$ 6,616	\$ 6,616	1/19/2018	\$ 1,654	\$ 4,962	Pd 1/4
Tieton	\$ -	\$ 514	\$ 514	1/25/2018	\$ 514	\$ -	Paid in full
Toppenish	\$ -	\$ 3,620	\$ 3,620	1/25/2018	\$ 3,620	\$ -	Paid in full
Union Gap	\$ -	\$ 2,480	\$ 2,480	1/25/2018	\$ 2,480	\$ -	Paid in full
Wapato	\$ -	\$ 2,016	\$ 2,016	1/22/2018	\$ 2,016	\$ -	Paid in full
City of Yakima	\$ -	\$ 37,364	\$ 37,364	1/19/2018	\$ 9,341	\$ 28,023	Pd 1/4
Zillah	\$ -	\$ 1,258	\$ 1,258	1/22/2018	\$ 1,258	\$ -	Paid in full
Yakima Co.	\$ -	\$ 34,358	\$ 34,358	1/1/2018	\$ 8,599	\$ 25,760	Pd 1/4
Totals:	\$ -	\$ 100,360	\$ 100,360		\$ 40,452	\$ 59,909	

FY 2018 Monthly BVA

January 2018 Report Date: February 8, 2018		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	\$ 57,078	\$ 58,437	36.1%
614-32190008	Synthetic Minor Sources	\$ 21,280	\$ 15,960	\$ 15,960	75.0%
614-32190006	Complex Sources	\$ 19,554	\$ 7,710	\$ 7,710	39.4%
614-32290001	Title V Sources	\$ 122,845	\$ -	\$ 101,625	82.7%
614-32190002	New Source Review	\$ 31,500	\$ 6,964	\$ 33,464	106.2%
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 356,879</i>	<i>\$ 87,712</i>	<i>\$ 217,196</i>	<i>60.9%</i>
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 63,120	\$ -	\$ 10,032	15.9%
614-32290007	Agricultural Burn Permits	\$ 28,000	\$ 12,137	\$ 17,945	64.1%
614-32290011	Conditional Use Burn Permits	\$ 2,000	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 93,120</i>	<i>\$ 12,137</i>	<i>\$ 27,977</i>	<i>30.0%</i>
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 32,200	\$ 2,805	\$ 16,527	51.3%
614-32190009	Construction Dust Control Fees	\$ 8,365	\$ -	\$ 4,631	55.4%
<i>Subtotal, Compliance Fees</i>		<i>\$ 40,565</i>	<i>\$ 2,805</i>	<i>\$ 21,158</i>	<i>52.2%</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 490,564</i>	<i>\$ 102,654</i>	<i>\$ 266,331</i>	<i>54.3%</i>
Base Grants					
614-33366001	EPA, Core Grant	\$ 97,172	\$ 26,849	\$ 84,218	86.7%
614-33403101	DOE, Core Grant	\$ 77,283	\$ 19,204	\$ 59,097	76.5%
<i>Subtotal, Base Grants</i>		<i>\$ 174,455</i>	<i>\$ 46,054</i>	<i>\$ 143,315</i>	<i>82.2%</i>
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 5,940	\$ 15,664	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		<i>\$ 2,500</i>	<i>\$ 5,940</i>	<i>\$ 15,664</i>	
Supplemental Income					
614-33831001	Supplemental Income	\$ 100,360	\$ 40,452	\$ 76,657	76.4%
<i>Subtotal, Supplemental Income</i>		<i>\$ 100,360</i>	<i>\$ 40,452</i>	<i>\$ 76,657</i>	<i>76.4%</i>
Other Income					
614-36111001	Interest	\$ 2,024	\$ 431	\$ 2,760	136.3%
614-36990014	Miscellaneous Income	\$ 150	\$ -	\$ 1,143	762.0%
<i>Subtotal, Other Income</i>		<i>\$ 2,174</i>	<i>\$ 431</i>	<i>\$ 3,903</i>	<i>179.5%</i>
<i>Total YRCAA Base Operations Revenue</i>		<i>\$ 770,053</i>	<i>\$ 195,530</i>	<i>\$ 505,869</i>	<i>65.7%</i>
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 5,331	\$ -	\$ 5,331	100.0%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 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>\$ -</i>	<i>\$ 58,020</i>	<i>36.6%</i>
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 79,800	\$ 1,950	\$ 51,175	64.1%
614-34317002	Other Enterprise Revenue	\$ 415	\$ -	\$ -	0.0%
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 80,215</i>	<i>\$ 1,950</i>	<i>\$ 51,175</i>	<i>63.8%</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,008,649</i>	<i>\$ 197,480</i>	<i>\$ 615,064</i>	<i>61.0%</i>

FY 2018 Monthly BVA

January 2018 Report Date: February 8, 2018	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries				
614-1001	Salaries	\$ 495,855	\$ 40,314	\$ 290,845 58.7%
614-2002	Benefits	\$ 179,781	\$ 14,165	\$ 102,189 56.8%
614-1003	Overtime	\$ -	\$ -	\$ - #DIV/0!
Subtotal, Salaries		\$ 675,636	\$ 54,479	\$ 393,034 58.2%

Supplies

614-3101	Office Supplies	\$ 7,180	\$ 352	\$ 2,398 33.4%
614-3101	Safety Equipment	\$ -	\$ -	\$ - #DIV/0!
614-3201	Vehicles, Gas	\$ 2,780	\$ 111	\$ 1,050 37.8%
614-3501	Small Tools/Equipment	\$ 300	\$ -	\$ - 0.0%
614-3502	Computer Network	\$ 8,900	\$ 3,495	\$ 8,097 91.0%
Subtotal, Supplies		\$ 19,160	\$ 3,957	\$ 11,544 60.3%

Services

614-4101	Professional Services	\$ 20,365	\$ 5,176	\$ 14,077 69.1%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ - 0.0%
614-4125	Treasurer, Yakima County	\$ 1,375	\$ 85	\$ 347 25.2%
614-4201	Communications, Phones/Internet	\$ 13,152	\$ 1,034	\$ 7,218 54.9%
614-4202	Postage	\$ 3,690	\$ -	\$ 767 20.8%
614-4301	Travel & Transportation	\$ 2,950	\$ 25	\$ 2,138 72.5%
614-4401	Public Education	\$ 4,000	\$ -	\$ 1,853 46.3%
614-4401	Publications, Legal Notices	\$ 1,000	\$ -	\$ 1,970 197.0%
614-4501	Rents & Leases, Equipment	\$ 3,260	\$ 186	\$ 1,838 56.4%
614-4501	Rents & Leases, Space	\$ 43,659	\$ 3,638	\$ 25,468 58.3%
614-4601	Insurance	\$ 12,662	\$ -	\$ 12,555 99.2%
614-4801	Maintenance, Motor Vehicles	\$ 2,450	\$ -	\$ 2,088 85.2%
614-4801	Maintenance, Equipment	\$ 2,065	\$ 127	\$ 1,233 59.7%
614-4801	Maintenance, Computers	\$ 265	\$ -	\$ - 0.0%
614-4801	Maintenance, Building	\$ 875	\$ 836	\$ 1,686 192.7%
614-4901	Memberships	\$ 540	\$ 50	\$ 110 20.4%
614-4901	Training	\$ 2,900	\$ -	\$ 2,000 69.0%
614-4901	Service Chgs & Interest	\$ 4,600	\$ 376	\$ 1,985 43.2%
614-4901	Miscellaneous Services	\$ 7,205	\$ -	\$ 328 4.6%
614-4901	DOE Oversight Fees	\$ 4,787	\$ -	\$ - 0.0%
Subtotal, Services		\$ 132,000	\$ 11,533	\$ 78,230 59.3%

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ 6,500	\$ -	\$ 21,816 335.6%
Total YRCAA Base Operations Expenses		\$ 833,296	\$ 69,970	\$ 504,624 60.6%

EXPENSES 614 YRCAA Grant Operations
614-33403105 Wood Stove Ed

Salaries				
614-1001	Salaries	\$ 3,956	\$ -	\$ 666 16.8%
614-2002	Benefits	\$ 1,462	\$ -	\$ 234 16.0%
614-1003	Overtime	\$ -	\$ -	\$ - #DIV/0!
Subtotal, Salaries		\$ 5,418	\$ -	\$ 900 16.6%

Supplies

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

FY 2018 Monthly BVA

January 2018 Report Date: February 8, 2018		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ 120	#DIV/0!
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 120</i>	<i>#DIV/0!</i>
<i>Subtotal, Woodstove Grant Expenses</i>		<i>\$ 5,418</i>	<i>\$ -</i>	<i>\$ 1,020</i>	<i>18.8%</i>
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,367	\$ 1,207	\$ 8,504	55.3%
614-2002	Benefits	\$ 5,683	\$ 424	\$ 2,570	45.2%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 21,050</i>	<i>\$ 1,631</i>	<i>\$ 11,492</i>	<i>54.6%</i>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>#DIV/0!</i>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>#DIV/0!</i>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, PM 2.5 Grant Expenses</i>		<i>\$ 21,050</i>	<i>\$ 1,631</i>	<i>\$ 11,492</i>	<i>54.6%</i>
614-33403107 Woodstove Change-out					
Salaries					
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>		<i>\$ 18,270</i>	<i>\$ -</i>	<i>\$ 1,265</i>	<i>6.9%</i>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>#DIV/0!</i>
Services					
614-4101	Professional Services	\$ 120,400	\$ -	\$ 4,620	3.8%
<i>Subtotal, Services</i>		<i>\$ 120,400</i>	<i>\$ -</i>	<i>\$ 4,620</i>	<i>3.8%</i>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		<i>\$ 138,670</i>	<i>\$ -</i>	<i>\$ 5,885</i>	<i>4.2%</i>
<i>Total, Grant Operations Expenses</i>		<i>\$ 165,138</i>	<i>\$ 1,631</i>	<i>\$ 18,397</i>	<i>11.1%</i>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 12,776	\$ 339	\$ 9,039	70.7%
141-2002	Benefits	\$ 4,722	\$ 119	\$ 2,728	57.8%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 17,498</i>	<i>\$ 458</i>	<i>\$ 12,215</i>	<i>69.8%</i>

FY 2018 Monthly BVA

January 2018 Report Date: February 8, 2018		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Supplies					
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>
Services					
141-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
141-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
141-4301	Travel & Transportation	\$ 6,550	\$ 138	\$ 4,477	68.3%
141-4501	Rents & Leases, Space	\$ 4,100	\$ 499	\$ 1,884	45.9%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ -	0.0%
141-4801	Maintenance, Equipment	\$ 500	\$ -	\$ 477	95.5%
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<i>\$ 11,350</i>	<i>\$ 637</i>	<i>\$ 6,838</i>	<i>60.2%</i>
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Total Enterprise Operations Expenses</i>		<i>\$ 31,148</i>	<i>\$ 1,095</i>	<i>\$ 20,221</i>	<i>64.9%</i>
Summary of Revenue vs Expenses:					
<i>Prior-Year Carry Over Funds</i>		<i>\$ 125,000</i>	<i>\$ -</i>	<i>\$ 125,000</i>	
<i>Total Revenue, Base, Grants & Enterprise</i>		<i>\$ 1,133,649</i>	<i>\$ 197,480</i>	<i>\$ 740,064</i>	<i>65.3%</i>
<i>Total Expenses, Base, Grants & Enterprise</i>		<i>\$ 1,029,582</i>	<i>\$ 72,696</i>	<i>\$ 543,241</i>	<i>52.8%</i>
<i>Fund Balance</i>		<i>\$ 104,067</i>	<i>\$ 124,784</i>	<i>\$ 196,822</i>	
<i>Operating Reserves</i>		<i>\$ (20,933)</i>			
<i>Estimated Available Fund Balance</i>		<i>\$ 125,000</i>			



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

Executive Memorandum

Date of Release: February 1, 2018

Date of Consideration: February 8, 2018

To: YRCAA Board of Directors

From: Office of the Executive Director

Subject: Administrative Code Part B Revisions *Keith M. Hurley*

Issue: Revise Administrative Code Part B, section 9.7.3 (Sick Leave) to reflect the new paid sick leave statute that went into effect January 1, 2018.

Discussion: YRCAA Administrative Code Part B, section 9.7.3 requires updating to incorporate the applicable changes and to ensure agency compliance with the new law. All suggested changes have been reviewed by the agency's counsel for employment law.

Recommendation(s): Approve Resolution No. 2018-02 revising Administrative Code Part B, section 9.7.3 to reflect the new requirements.

9.7.3 Sick Leave

We recognize that employees may, from time to time, need time off for illness and medical appointments. Therefore, we provide paid sick leave to all eligible employees for periods of temporary absence due to illness or injury.

a. Accrual

- i. Regular full-time employees accrue sick leave at a rate of eight hours for each month of active service. Full-time employees will begin accruing sick leave on the date their employment commences;
- ii. Part-time employees will accrue sick leave at a rate of one hour for every forty hours worked pro-rated based on the fraction of full-time equivalent. Part-time employees will begin accruing sick leave on the date their employment commences;
- iii. Unused sick leave will accumulate with no maximum.
- iv. All employees will be entitled to take paid sick leave immediately as it accrues.

b. Approval and Use

Employees may use paid sick leave pre-approved, up to their accumulated amount, ~~for their own illness or the illness of an immediate family member where the employee's presence and care are necessary.~~ to care for themselves or a family member, in the event of a publicly ordered health related closure of this organization or a child's school or place of care or for leaves qualifying under the Washington State Domestic Violence Leave Act, RCW 49.76. Employees who wish to use their accrued sick leave to care for an immediate family member should refer to Subsection 9.7.4 below. Additionally, accrued but unused sick time may be used in the event of extended illness or injury or during an employee's leave of absence. For further information regarding leaves of absence refer to Subsection 9.7.12.

c. Pay for Unused Sick Leave

Upon separation from YRCAA an employee (or his/her estate, in the event of death) with ten or more years of service is eligible to receive pay for 25% of unused accrued sick leave time, up to a maximum of 240 hours, through the termination date and/or in the event of death, retirement, layoff or discharge. Employees discharged for misconduct are not eligible to receive pay for unused accrued sick leave time.

9.7.4 Family Care Act

Employees may use their choice of earned sick leave or other earned paid time off (other than short term or long-term disability plans) to care for:

- a. A child of the employee with a health condition that requires treatment or supervision;
- b. A spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition; or
- c. A spouse, parent, parent-in-law, or grandparent of the employee who has an emergency condition.

A health condition that requires treatment or supervision (for which an employee may use paid leave to care for his or her child) includes any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive healthcare when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive healthcare.

A serious health condition (for which an employee may use paid leave to care for a non-child family member) means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

An emergency condition (for which an employee may use paid leave to care for a non-child family member) means a health condition that is a sudden, generally unexpected, occurrence or set of circumstances related to one's health demanding immediate action and is typically very short term in nature.

RESOLUTION NO: 2018-02
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting Revised Administrative Code Part B, section 9.7.3- Sick Leave:

WHEREAS, the Board of Directors of the YRCAA, as set forth in Chapter 70.94 of the Revised Code of Washington (RCW), 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, the people of the state of Washington on January 1, 2018, amended Chapter 49.46 RCW, the Minimum Wage Act, establishing the right to paid sick leave to protect public health and allow workers to care for the health of themselves and their families; and

WHEREAS, YRCAA Administrative Code Part B, section 9.7.3, as revised, ensures compliance with Chapter 49.46.210 RCW; and

WHEREAS, Administrative Code Part B, section 9.7.3, as revised, replaces and supersedes all previous versions of section 9.7.3;

BE IT THEREFORE RESOLVED that the Board does hereby adopt the revised Administrative Code Part B, section 9.7.3.

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 8th day of February 2018.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Carmen Mendez, Director

Norm Childress, Director

Mary Wurtz, Clerk of the Board