March

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

March 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 – February 2018

   5.2 Accept YRCAA February 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 February 2018

8. **Other business**
9. **Adjournment**

CONSENT AGENDA ITEMS

SUMMARYOF THE GOVERNING
BOARD OF DIRECTORS
REGULAR BOARD MEETING

February 8, 2018

Location and Time:
Yakima City Hall Council Chambers **2:01 pm**

REGULAR MEETING

1. Ms. Ranie Haas *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: Ranie Haas, Alternate Steven Jones, Ph.D., County Representative Kay Funk, Alternate **ABSENT:** Jon DeVaney, Representative at Large Norm Childress, Small City Representative Carmen Mendez, Large 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 *1:30*

Jean Mendoza, from White Swan, Washington- Ms. Mendoza addressed Expenditure Item 33301, GL #4101 for Cuillier Law Office. She commented on the price for correspondence she received from YRCAA counsel Gary Cuillier. Ms. Mendoza, and the Friends of Toppenish Creek (FOTC), had requested a meeting with him concerning Director Hurley and the spring 2017 Agricultural Task Force Meeting. She stated that Mr. Cuillier consulted the State Bar Association and the Bar Association informed him that to meet with FOTC or Ms. Mendoza would be unethical and he followed up with written correspondence. Ms. Mendoza stated the correspondence was sent three times; once by regular first class mail and twice by express mail. Ms. Mendoza felt the Agency should be more responsible with the taxpayer's money.

Consider approving the Consent Agenda items 5.1 and 5.2 *7:45*

5.1 Approve Board Meeting Minutes – January 2018

AGENDA ITEM 5.1

5.2 Accept YRCAA January 2018 Monthly Activity Report

There is a correction on Item 7.1 from the January 2018 Board meeting. A comment regarding the presentations at the Community Forum was attributed to Director Childress it is changed to Dr. Jones.

Motion: Dr. Jones moved to approve the Consent Agenda; seconded by Ms. Funk. **Motion passed**

6. Regular Agenda *8:50*

Mr. Hurley mentioned the changes to the sick leave statute which went into effect January 1, 2018. YRCAA addresses the changes in the Administrative Code B, section 9.7.3.

Governor Inslee's 2018 supplemental budget was signed on January 29. The earliest we might see the grant could be about July 1, 2018

Seven burn ban days were called in January.

An air quality presentation was given at Highland High School for 120 students. Ms. Haas asked how the presentations are received and Mr. Hurley announced that they are very well received. The presentation looks at how YRCAA calls a burn ban and the air science behind it as well as other topics.

7. Action Items *13:54*

7.1 Fiscal Vouchers and Payroll Authorization Transfers for January 2018

Motion: Dr. Jones moved to approve the Fiscal Vouchers and Payroll Authorization Transfers; seconded by Ms. Funk. **Motion passed**

7.2 Revisions to Administrative Code Part B, section 9.7.3 – Sick Leave

Mr. Hurley reviewed the changes to the Administrative Code Part B, section 9.7.3 – Sick Leave. The changes included the rate of accrual for full-time and part-time employees and how the sick leave may be used. The parts of the code that have been struck through have been deleted and the underlined portions have been added.

Dr. Jones questioned the amount paid for unused sick leave and if there is a limit to the amount of sick leave that can be accrued. Mr. Hurley responded that the payout for unused sick leave is 25% of the total number of sick leave hours accrued up to a maximum of 240 hours. There is no cap on the amount of sick leave a person can accrue.

Dr. Jones asked if YRCAA would document the use of the Family Care Act and what is to prevent a person from taking all their accrued sick leave, say around the holidays. Mr. Hurley said that they do document the use of the Family Care Act and for regular sick leave if the person

is out for more than three days they must have a doctor's excuse. Dr. Jones mentioned a former director that was on terminal leave for two months before departing the Agency and did not appoint an interim replacement. Mr. Hurley remarked that the subject has been addressed in Administrative Code Part B in that directors that are absent for two days or more must appoint an interim director. Ms. Funk stated a director on terminal leave does not prohibit or interfere with the Agency in the process of finding a replacement or appointing an interim director.

Motion: Dr. Jones moved to approve the Revision to Administrative Code B, section 9.7.3 – Sick leave as presented; seconded by Ms. Funk. **Motion passed**

8. Other Business *26:45*

No other business.

9. Adjournment *26:55*

Motion: Dr. Jones moved to adjourn the meeting; seconded by Ms. Funk. **Motion passed**

Meeting was adjourned at 2:26 p.m.

_____
Jon DeVaney, Board Chairman

_____
Mary Wurtz, Clerk of the Board

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

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

Activity	FY17	Dec.17	Jan. 18	Feb. 18	FY17 thru Feb.	FY18 thru Feb.
Minor Source Inspections	155	0	8	13	103	59
Complaints Received	250	28	13	11	171	121
NOVs Issued	100	10	6	3	67	39
AODs Issued	16	1	0	0	12	2
Warning Notices Issued	16	0	0	0	12	2
NOPs Issued	57	4	4	1	35	19
SEPA Reviews	198	19	23	25	134	169
AOP Applications Received	1	0	0	0	0	0
AOPs Issued or Renewed	4	0	0	0	3	0
Deviations/Upsets Reported	12	1	1	1	8	8
AOP Inspections	5	1	0	0	3	2
Public Workshops	0	1	0	0	0	1
Media Events	0	0	0	0	0	0
Media Contacts	11	3	0	0	9	14
Education Outreach Events	8	1	1	0	3	8
Sources Registered	365	1	126	188	306	316
NSR Applications Received	24	0	0	0	19	12
NSR Approvals Issued-Temporary	0	0	0	0	0	0
NSR Approvals Issued-Permanent	24	0	0	0	16	7
NODRs Received	221	11	19	18	123	143
Agricultural Burn Permits Issued	184	0	41	51	75	105
Conditional Use Permits Issued	5	0	0	0	1	0
Residential Burn Permits Issued	1264	0	0	0	234	60
Burn Ban Days	63	20	12	0	63	66
Public Records Requests Fulfilled	51	2	0	5	34	21

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

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

Executive Memorandum

Date of Release: March 1, 2018

Date of Consideration: March 8, 2018

To: The YRCAA Board of Directors

From: Office of the Executive Director

Subject: Executive Director's Report *Keith M. Hurley*

1. **EPA's proposed FY 2019 Budget**
   On February 12 the Trump Administration released its proposed FY 2019 budget, which includes steep decreases in funding for state and local air grants and EPA. The proposed budget, which now goes to Congress for consideration, calls for the following:
   - $152 million for state and local air grants under Sections 103 and 105 of the Clean Air Act, which is a decrease of 33 percent from the current amount of $227 million;
   - $6.1 billion for EPA in FY 2019, which is a decrease of $1.8 billion, or 23 percent, from the FY 2017 level;
   - Transition of the PM2.5 monitoring program from Section 103 authority (which does not require matching funds) to Section 105 (which does require matching funds);
   - 20.5 percent reduction in full-time EPA staff, from 15,416 to 12,250

2. **Department of Ecology's Data Quality Assessment Report for 3rd Quarter of 2017** (Attached)
   Key Data Points:
   - P. 10 – Fine Particulate Matter (FEM $PM_{2.5}$- Continuous) % Valid Data = 96
   - P. 10 – Particulate Matter (PM_{10} FEM- Continuous) % Valid Data = 64
   - P. 12 – Fine Particulate Matter ($PM_{2.5}$ FEM – Daily) % Valid Data = 93 (Formerly the $PM_{2.5}$ FRM)
   - P. 13 – $PM_{2.5}$ Chemical Speciation Network;
     - SASS Audit % Flow = 2.16 (± 10 percent)
     - URG Audit % Flow = -7.88 (± 10 percent)

3. **Department of Ecology Residential Wood Smoke Reduction Grant**
   On February 23rd Ecology announced the opening of the 2017-19 Biennium Residential Wood Smoke Reduction Grant application period. Applications are tentatively scheduled to be accepted beginning April 1, 2018. The 2017 legislature has provided $2 million to continue work that reduces the impacts of residential wood smoke. This grant opportunity is open to Clean Air Agencies located in Washington and Department of Ecology Regional Offices. YRCAA intends to continue its long history of applying funds from this grant to assist low income families in replacing older uncertified solid fuel burning devices used for home heating.

   The agency also continues to place low-income families on the woodstove change out waiting list. Currently there are 40 customers on the change out list, 22 on the rebate list, and one on the bounty list, for a total of 63 potential change outs.

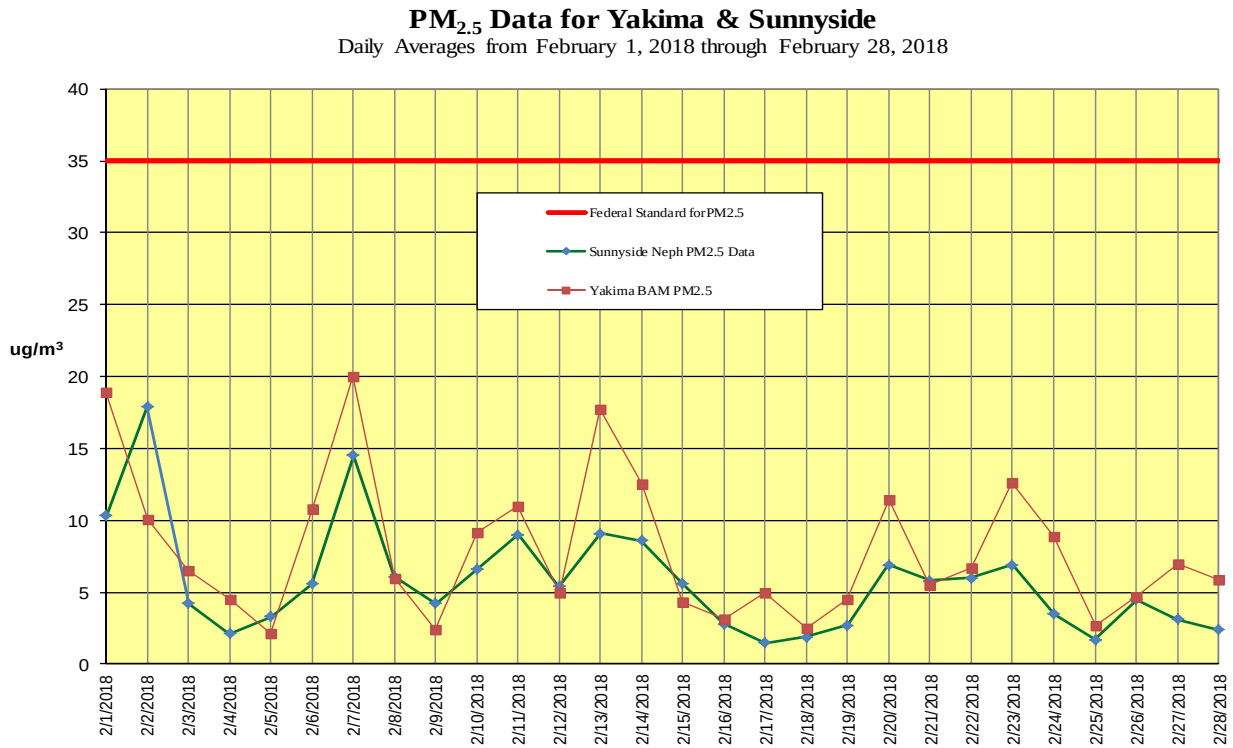
4. Compliance & Engineering

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

Type of Complaint	# of Complaints	# of NOVs	# of AODs
Residential Burning	7	3	2
Agricultural Burning	1	0	0
Other Burning	1-SFBD	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	0	0	0
Others	0	0	0
TOTALS	**11**	**3**	**2**

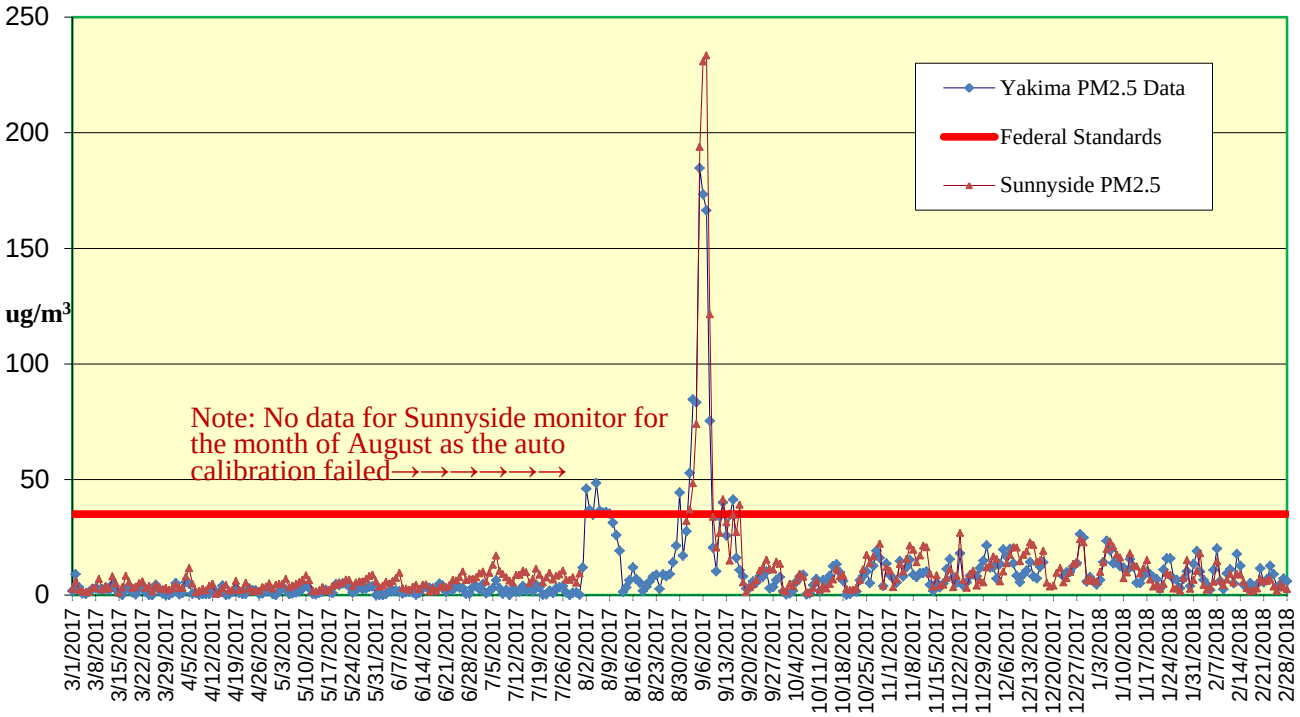
*SFBD = Solid Fuel Burning Device

Air Monitoring Data:



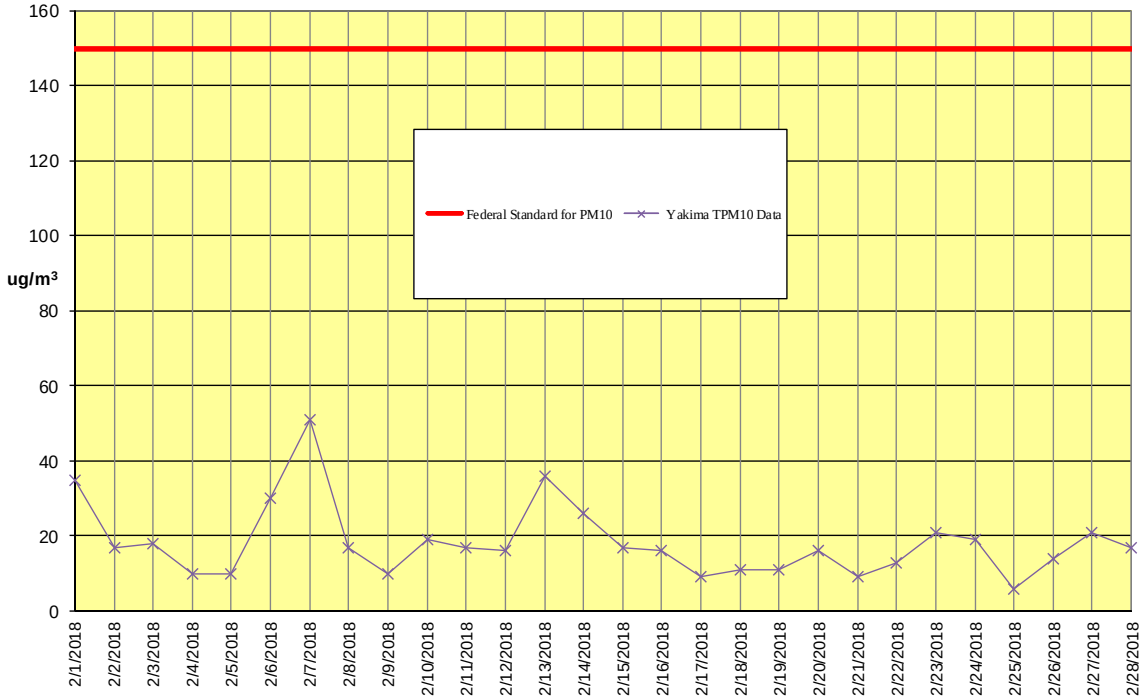
$PM_{2.5}$ Annual Air Monitoring Data for Yakima & Sunnyside

Daily Averages from March 1, 2017 through February 28, 2018



PM_{10} Data for Yakima

Daily Averages from February 1, 2018 through February 28, 2018



5. Northwest Opacity Certification Spring Season

The Agency will be conducting Spring 2018 Smoke School Instruction from March 13 through March 28, 2018. There will be approximately ten events conducted at various locations in Washington and Oregon.

DEPARTMENT OF ECOLOGY
State of Washington

Air Monitoring Data Quality Assessment Report

3rd Quarter 2017

February 2018

Contact Information

For more information contact:

Anna Tai
Air Quality Program
P.O. Box 47600
Olympia, WA 98504-7600
Phone: 360-407-6819

Washington State Department of Ecology — www.ecology.wa.gov

- Headquarters, Olympia 360-407-6000
- Northwest Regional Office, Bellevue 425-649-7000
- Southwest Regional Office, Olympia 360-407-6300
- Central Regional Office, Union Gap 509-575-2490
- Eastern Regional Office, Spokane 509-329-3400

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6800 or visit https://ecology.wa.gov/accessibility. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

Air Monitoring Data Quality Assessment Report

3rd Quarter 2017

Air Quality Program
Washington State Department of Ecology
Olympia, Washington

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Table of Contents

List of Figures and Tables

Page

Figures

Tables

Acronyms and Abbreviations

AQP	Air Quality Program
AQS	Air Quality System
CO	carbon monoxide
CV	Coefficient of Variation
DQI	Data Quality Indicator
DQO	Data Quality Objective
EPA	United States Environmental Protection Agency
FEM	Federal Equivalent Method
FRM	Federal Reference Method
MQO	Measurement Quality Objective
NAAQS	National Ambient Air Quality Standards
NCore	National Core Monitoring Network
NIST	National Institute of Standards and Technology
NO	nitric oxide
NO_2	nitrogen dioxide
PE	Performance Evaluation
PQAO	Primary Quality Assurance Organization
PM_{10}	particulate matter with diameter less than 10 microns
$PM_{10-2.5}$	particulate matter with diameter between 10 and 2.5 microns
$PM_{2.5}$	particulate matter with diameter less than 2.5 microns
ppb	parts per billion
QA	quality assurance
QAPP	Quality Assurance Project Plan
QC	quality control
SASS	Speciation Air Sampling System
SO_2	sulfur dioxide
WAQA	Washington Air Quality Advisory

1. Introduction

The Washington State Ambient Air Monitoring Network (Washington Network) is designed to collect vital air quality information for use by federal, state, and local air agencies as well as tribes, the research community, and the public. These entities use the data collected within the Washington Network to make decisions that will have public health, economic, and political impacts. Air monitoring data are never error free and always contain some level of uncertainty. Therefore, it is critical that ambient air monitoring data collected within the Washington Network are of known, acceptable, and comparable quality. A firm understanding of the amount of inherent error associated with air monitoring data helps reduce the likelihood of decision errors by data users.

In order to provide decision makers with data of known and acceptable quality, the Washington State Department of Ecology (Ecology) implements a quality system that governs the Washington Network ambient air monitoring activities. This quality system, and Ecology's role as the Primary Quality Assurance Organization (PQAO) for the Washington Network, is described in Ecology's Quality Assurance Plan (QAP). Ecology's goal as the PQAO is to implement practices, such as consistency across measurement methods, which will help to reduce the amount of uncertainty associated with data collection. EPA's Quality Assurance Handbook, Volume II, provides principles that help PQAO's achieve this goal:

- Operation by a common team of field operators according to a common set of procedures.
- Use of common standard operating procedures.
- Common calibration facilities.
- Oversight by a common quality assurance organization.
- Support by a common management, laboratory, or headquarters.

The quality assurance regulations set forth in 40 CFR Part 58 Appendix A have been developed to ensure that monitoring programs are planned such that decision makers understand the data quality requirements in order to determine compliance with the National Ambient Air Quality Standards (NAAQS). Washington Network operations are carried out in accordance with these regulations for its Federal Equivalent Method (FEM), NAAQS-compliance monitoring. In addition, Ecology has a goal to implement guidance, whenever practical, from the United States Environmental Protection Agency (EPA), Office of Air Quality Planning and Standards for these and other monitoring efforts within the Washington Network.

The Air Monitoring Data Quality Assessment Report for the 3rd Quarter 2017 describes the quality of the data collected from July 1 through September 30, 2017.

2. Data Quality

To provide decision makers with data of acceptable quality, EPA implemented the Data Quality Objective (DQO) process and established acceptance criteria for precision and bias. DQOs are a set of performance measures used in data collection that specifies the level of uncertainty (error)

that the decision maker is willing to accept in the data. By knowing how much uncertainty is in the data, especially data collected at locations that are at risk of being declared "nonattainment" or are already in nonattainment, decision makers are provided additional confidence to make informed policy decisions regarding the protection of public health and the environment. DQOs are assessed using data quality indicators (DQIs), which are the quantitative statistics and the qualitative descriptors used to interpret the degree of acceptability or utility of data to the user. The DQIs are used to establish the Measurement Quality Objectives (MQOs). Data quality is assessed quarterly using the EPA's AMP256 QA Data Quality Indicator Report, downloaded from EPA's Air Quality System (AQS).

MQOs are based on confidence intervals. A confidence interval is a measurement of how accurate the measurement is. There is a difference between the biases being 5 percent ± 10 percent as compared to the bias being 5 percent ± 1 percent. Close attention to these intervals can be helpful in preventing data loss and providing decision makers greater confidence in the data and their decisions.

The assessment is divided into four categories: **Automated Data**, **Manual Data**, **Meteorological Data,** and **Washington Air Quality Advisory (WAQA) Data**, and subdivided into monitoring methods specifying allowable uncertainty levels required to meet the DQOs.

Automated, manual, and meteorological data are collected using EPA-tested and approved instruments that directly support rulemaking, enforcement, regulatory, or policy decisions. The data also support research projects of significant national interest requiring the most formal DQOs, including detailed and rigorous quality control (QC) and quality assurance (QA) for legal and scientific defensibility. Most instruments used in the collection of automated and manual data are listed as FEM or FRM.

Data used for the National Air Monitoring Strategy require, at a minimum, routine QC and QA checks as required in the CFR. Results from these checks are entered into the EPA AQS database and aggregated on quarterly, annual, and three-year intervals to assess precision and bias on a state and national level.

WAQA and Air Quality Index (AQI) data are collected with a mix of non-FRM/FEM instruments to report air quality to the public in near-real-time. However, one should use non-FRM/FEM data with caution when making decisions as there can be a greater degree of error inherent in the data.

2.1. Automated Data

Data collected by instruments that continuously measure the ambient air are referred to as Automated Data. Automated instruments are designed to measure specific pollutants, including ozone (O_3), carbon monoxide (CO), nitric oxide (NO), nitrogen dioxide (NO_2), sulfur dioxide (SO_2), and fine and course particulate matter ($PM_{2.5}$ and PM_{10}, respectively). Instrument calibrations are checked on a routine basis and the results are used to determine the quality of the data.

Data Quality Indicators for Gaseous Pollutants

- One-Point QC Precision Estimate for Gaseous Pollutants (CV%)

On a routine basis, QC checks are performed on the station analyzer to determine the calibration drift of the instrument. The analyzer is challenged with gases traceable to National Institute of Standards and Technology (NIST) standards and the difference between the two is recorded by a data acquisition system and submitted to AQS.

To determine the measure of mutual agreement among the QC checks, the coefficient of variation CV% (precision estimate) is calculated every quarter as described in the Monitoring Rule to assess the precision of the instrument. Slight variations in the precision are acceptable provided the data is not biased too high or low. Large variations in precision are unacceptable and must be corrected.

- Bias Estimate (Bias)

The bias estimate is the systematic difference (or noticeable jump) of the expected concentrations and the measured concentrations over time, in percentage. As described in the Monitoring Rule, bias estimates are calculated to determine if there is a systematic or persistent distortion of the data, which causes error in one direction. A positive (+) bias indicates that the instrument is measuring above the actual (true) value. A negative (-) bias indicates that the instrument is measuring below the actual value. A "±" symbol represents the instrument "straddles the line" and is neither biased positive nor negative.

A continued bias in an instrument close to either side of "true value" is acceptable. However, a continued bias approaching the limits on the MQOs should be corrected before variations in the precision result in the instrument failing to meet the MQOs.

The one-point QC checks are submitted to AQS and aggregated by quarter, annual, and three-year periods to determine if the DQOs are being met on a national level.

- Completeness (% Valid Data)

Completeness is a term used to describe, in percentage, the actual amount of data (averaged in hours) collected compared to what was expected. The percentage of valid data is a critical measure of representativeness of the data obtained from a monitoring instrument in the calendar quarter or year to determine if the DQOs were met. Loss of data occurs on occasion and may be a result of a calibration error, malfunction, power loss, telemetry communications, or operator error. The AQP data completeness goal is that at least **80** percent of the expected data be collected each calendar quarter.

- Annual Performance Evaluations

Performance evaluations are independent evaluations of the monitoring site operations conducted by AQP QA personnel. Site evaluations are performed at all automated, manual, and meteorological monitoring sites and concerns noted. The primary purpose of the evaluation is to provide an independent check to determine if the checks made by QA personnel agree with previous QC checks made at the site by automated or manual checks. A large difference between the two may indicate an instrument or systematic problem.

2.1.1. Ozone (O_3)

The MQO for the measurement of ozone is the precision estimate (CV%) and bias be within ± 7 percent.

Table 1: DQI Results for Ozone Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Anacortes	530570011	1.43	± 1.19	96
Cheeka Peak	530090013	2.83	± 2.30	89
Cheney	530630001	1.55	- 1.89	98
Custer	530730005	0.89	± 0.74	94
Enumclaw	530330023	1.45	± 1.22	96
Greenbluff	530630046	1.78	± 1.35	87
Issaquah	530330010	1.51	± 1.16	97
Kennewick, S. Clodfelter	530050003	2.31	± 1.87	64*
Mt. Rainier, JVC	530530012	0.86	1.03	96
North Bend	530330017	1.21	± 1.03	97
Seattle, Beacon Hill (BH)	530330080	0.98	- 1.12	84
Vancouver	530110011	3.10	± 2.57	97
Yelm	530670005	1.38	- 1.41	98

* QC check failures likely due to heavy wildfire smoke. Issue was corrected after the wildfire events.

Annual Performance Evaluations for Ozone

An evaluation involves an independent assessment by AQP QA personnel who use independent equipment to challenge the station analyzer with gas concentrations at levels that best reflect ambient concentrations observed at the monitoring site. The difference is compared between the actual ozone concentrations (generated by the QA personnel equipment) against the station analyzer response. Two independent assessments are performed each year and the observations at each test level are averaged by year.

The analyzers are challenged with independent gas concentrations (Levels 2–6) to best reflect ambient concentrations observed at the monitoring site. The MQO for audit results is that the difference be within ± 7 percent for Levels 3–6 and within ± 1.5 ppb or ± 15 percent for Levels 1–2.

Table 2: Performance Evaluation Results for Ozone Analyzers in Percentage

Location	Level 1 4–6 ppb	Level 2 6–20 ppb	Level 3 20–40 ppb	Level 4 40–70 ppb	Level 5 70–90 ppb	Level 6 90–120 ppb
Anacortes	*	0.00	*	*	0.00	- 0.91
Cheeka Peak	†	†	†	†	†	†
Cheney	*	1.76	*	*	0.42	1.18
Custer	*	1.18	*	*	4.00	1.98
Enumclaw	*	10.67	*	*	3.19	2.60

Location	Level 1 4–6 ppb	Level 2 6–20 ppb	Level 3 20–40 ppb	Level 4 40–70 ppb	Level 5 70–90 ppb	Level 6 90–120 ppb
Greenbluff	*	8.13	*	*	3.89	1.82
Issaquah	*	10.00	*	*	3.47	3.90
Kennewick, S. Clodfelter	*	13.33	*	*	5.56	4.80
Mt. Rainier, JVC	†	†	†	†	†	†
North Bend	*	9.33	*	*	3.47	2.40
Seattle, BH	†	†	†	†	†	†
Vancouver	*	11.33	*	*	3.06	- 6.36
Yelm	*	- 7.23	*	*	- 1.49	1.82

* No evaluation performed at this level.

† No evaluation performed during this quarter.

2.1.2. Carbon monoxide (CO)

The MQO for the measurement of CO at the NCore (NC) sites is that the relative precision (CV%) and bias be within ± 15 percent. For instruments measuring CO for NAAQS attainment (Seattle, 10th & Weller), the relative precision (CV%) and bias must be within ± 10 percent. The table below represents the average precision and bias of the CO instruments in the Washington Network.

Table 3: DQI Results for CO Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Cheeka Peak (NC)	530090013	2.44	2.71	82
Seattle, BH (NC)	530330080	2.41	- 3.40	81
Seattle, 10th & Weller (near-road)	530330030	3.67	- 3.67	78*

* QC check failures likely due to heavy wildfire smoke. Issue was corrected after the wildfire events.

Annual Performance Evaluations for CO

An evaluation involves an independent assessment by AQP QA personnel who use independent equipment to challenge the station analyzer with gas concentrations at levels that best reflect ambient concentrations observed at the monitoring site. The difference is compared between the actual CO concentrations (generated by the QA personnel equipment) against the station analyzer response.

The NCore and near-road instruments are challenged with independent gas concentrations (Levels 1–5) to best reflect ambient concentrations observed at the monitoring sites. The MQO for performance evaluation results is that the difference be within ± 10 percent for Levels 3–8 and within ± 30 ppb or ± 15 percent for Levels 1–2.

Table 4: Performance Evaluation Results for CO Analyzers in Percentage

Location	Level 1 20–59 ppb	Level 2 60–199 ppb	Level 3 200–899 ppb	Level 4 900–2999 ppb	Level 5 3000–7999 ppb	Level 6 8000–15999 ppb	Level 7 16000–30999 ppb	Level 8 31000–39999 ppb
Cheeka Peak (NCore)	†	†	†	†	†	†	†	†
Seattle, BH (NCore)	*	- 2.93	- 4.57	- 2.58	*	*	*	*
Seattle, 10th & Weller	*	*	1.25	1.31	2.63	*	*	*

† No evaluation performed during this quarter.

* No evaluation performed at this level.

2.1.3. Sulfur dioxide (SO_2)

The MQO for the measurement of SO_2 is the relative precision (CV%) and bias be within ± 10 percent.

Table 5: DQI Results for SO_2 Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Anacortes	530570011	6.09	± 5.39	96
Cheeka Peak	530090013	3.83	- 4.01	80
Ferndale, Kickerville	530730013	1.66	± 1.38	97
Ferndale, Mtn. View Rd.	530730017	0.65	2.62	96
Malaga	530070012	1.70	- 4.72	93
Seattle, BH	530330080	1.34	2.46	88

Annual Performance Evaluations for SO_2

An evaluation involves an independent assessment by AQP QA personnel who use independent equipment to challenge the station analyzer with gas concentrations at levels that best reflect ambient concentrations observed at the monitoring site. The difference is compared between the actual SO_2 concentrations (generated by the QA personnel equipment) against the station analyzer response.

The analyzers are challenged with independent gas concentrations (Levels 1–6) to best reflect ambient concentrations observed at the monitoring site. The MQO for performance evaluation results is that the difference be within ± 10 percent for Levels 4–6, within ± 15 for Level 3, and within ± 1.5 ppb or ± 15 percent for Levels 1–2.

Table 6: Performance Evaluation Results for SO_2 Analyzers in Percentage

Location	Level 1 0.3–2.9 ppb	Level 2 3–4.9 ppb	Level 3 5–7.9 ppb	Level 4 8–19.9 ppb	Level 5 20–49.9 ppb	Level 6 50–99.9 ppb
Anacortes	- 7.41	*	- 4.05	*	- 2.61	*
Cheeka Peak	†	†	†	†	†	†
Ferndale, Kickerville	*	*	*	- 5.56	- 5.56	- 2.13
Ferndale, Mtn. View Rd.	*	*	*	- 7.78	- 6.22	- 4.13
Malaga	*	*	*	2.00	0.40	3.73
Seattle, BH	†	†	†	†	†	†

* No evaluation performed at this level.
† No evaluation performed during this quarter.

2.1.4. Nitrogen dioxide (NO_2)

The MQO for the measurement of NO_2 is the relative precision (CV%) and bias be within ± 15 percent.

Table 7: DQI Results for NO_2 Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Quincy, est. 8/10/2017	530251003	4.65	11.68	82
Seattle, 10th & Weller	530330030	0.81	5.35	92
Seattle, BH	530330080	14.57	12.65	8*
Tacoma, S 36th St.	530530024	4.42	± 3.67	95

* Analyzer malfunction and was taken offline for repair in Aug.–Sept. The analyzer has been repaired and reinstalled.

Annual Performance Evaluations for NO_2

An evaluation involves an independent assessment by AQP QA personnel who use independent equipment to challenge the station analyzer with gas concentrations at levels that best reflect ambient concentrations observed at the monitoring site. The difference is compared between the actual NO2 concentrations (generated by the QA personnel equipment) against the station analyzer response.

The analyzers are challenged with independent gas concentrations (Levels 1–6) to best reflect ambient concentrations observed at the monitoring site. The MQO for performance evaluation results is that the difference be within ± 15 percent for Levels 3–7 and within ± 1.5 ppb or 15 percent for Levels 1–2.

Table 8: Performance Evaluation Results for NO_2 Analyzers in Percentage

Location	Level 1 0.3–2.9 ppb	Level 2 3–4.9 ppb	Level 3 5–7.9 ppb	Level 4 8–19.9 ppb	Level 5 20–49.9 ppb	Level 6 50–99.9 ppb	Level 7 100–299.9 ppb
Quincy	*	*	*	*	- 12.44	- 11.38	- 11.71
Seattle, 10th & Weller, near-road	*	*	*	*	- 11.78	- 11.25	- 7.50
Seattle, BH	†	†	†	†	†	†	†
Tacoma, S 36th St.	*	*	*	*	- 7.33	- 6.88	- 4.15

* No evaluation performed at this level.

† No evaluation performed during this quarter.

2.1.5. Nitric oxide (NO)

The MQO for the measurement of NO is the relative precision (CV%) and bias be within ± 15 percent.

Table 9: DQI Results for NO Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Cheeka Peak	530090013	3.60	3.53	91
Seattle, BH (NC)	530330080	1.05	1.92	94

Annual Performance Evaluations for NO

The MQO for performance evaluation results is that the difference be within ±10 percent for Levels 6–7, within ± 15 percent for Levels 3–5, and ± 1.5 ppb or ± 15 percent for Levels 1–2.

Table 10: Performance Evaluation Results for NO Analyzers in Percentage

Location	Level 1 0.3–2.9 ppb	Level 2 3–4.9 ppb	Level 3 5–7.9 ppb	Level 4 8–19.9 ppb	Level 5 20–49.9 ppb	Level 6 50–99.9 ppb	Level 7 100–300 ppb
Cheeka Peak	*	*	*	*	*	*	*
Seattle, BH	*	*	*	*	*	*	*

* No evaluation performed during this quarter.

Data Quality Indicators for Particulate Pollutants

- One-Point QC Precision Estimate for Particulate Pollutants (Average % D)

Every 30 days, a one-point flow rate verification (QC check) is performed on particulate instruments by measuring the actual and indicated flow of the instrument. The actual instrument

flow is measured by the station operator using NIST-traceable standards. The difference between the actual flow and the indicated instrument flow is calculated and recorded by the station operator and submitted to the AQS.

- One-Point Flow Rate Bias Estimate (Bias)

The bias estimate is the systematic difference of the expected flows and the measured flows over time, in percentage. As described in the Monitoring Rule, bias estimates are calculated to determine if there is a systematic or persistent distortion of the data, which causes error in one direction.

Instrument flow rates can fluctuate over time. Therefore, a one-point flow rate verification (QC check) on the instrument is required every 30 days. The objective of the QC check is to measure the true flow rate of the instrument, using NIST traceable standards, while recording the indicated flow rate of the instrument. A positive (+) bias indicates that the instrument flow rates are operating above the actual (true) value while a negative (-) bias indicates that the instruments flow rate is below the actual value. A "±" symbol indicates that the instrument "straddles the line" and is neither positively nor negatively biased. The checks are aggregated by quarter, annual, and 3-year periods.

- Semi-Annual Flow Rate Audits (Audit % D)

In addition to monthly QC checks, QA personnel on a semi-annual basis perform an independent flow rate audit. The objective of the auditor is to measure the actual flow rate of the instrument using an independent, NIST-traceable standard, while recording the indicated flow rate of the instrument. The deviation between the two flows is calculated, recorded, and submitted to AQS.

2.1.6. Fine particulate matter ($PM_{2.5}$ FEM – Continuous)

The MQO for the measurement of PM2.5 using an FEM instrument is that bias and precision (Average % D) be within ± 4 percent. Audit results (Audit % D) must be within ± 4 percent and the Design Flow must be within ± 5 percent.

Table 11: DQI Results for Continuous FEM $PM_{2.5}$ Monitors in Percentage

Location	AQS Number	Average % D	Bias	Audit % D	% Valid Data
Anacortes (BAM 1020)	530570011	- 1.09	- 1.28	- 1.76	97
Bellingham (1405F TEOM)	530730015	- 2.38	- 3.12	3.09	99
Bremerton (8500 TEOM)	530350007	0.34	± 1.01	- 2.28	98
Darrington (8500 TEOM)	530610020	0.80	± 2.92	*	98
Ellensburg (BAM 1020)	530370002	1.71	2.46	1.83	98
Kent (8500 TEOM)	530332004	0.84	1.11	- 0.99	98
Lynnwood (8500 TEOM)	530610005	- 0.50	- 0.86	- 0.66	97
Marysville (1405F TEOM)	530611007	- 0.09	± 1.00	- 3.53	71†
Omak (BAM 1020)	530470013	0.00	± 0.00	*	100
Seattle, 10th & Weller (BAM 1020)	530330030	- 0.39	± 1.36	*	99

Location	AQS Number	Average % D	Bias	Audit % D	% Valid Data
Seattle, BH (NC) (8500 TEOM)	530330080	- 0.44	± 1.09	- 0.66	99
Seattle, Duwamish (8500 TEOM)	530330057	0.11	± 0.59	- 2.60	92
Spokane, Augusta (BAM 1020)	530630021	- 0.52	± 4.59	*	99
Tacoma, S. 36th St. (BAM 1020)	530530024	- 0.29	± 1.16	- 0.60	98
Tacoma, S. L St. (8500 TEOM)	530530029	- 0.70	± 1.25	- 1.96	93
Toppenish (BAM 1020)	530770015	- 1.76	- 1.76	*	99
Vancouver 84th Ave. (BAM 1020)	530110024	- 0.40	± 0.98	- 1.18	100
Yakima S. 4th Ave. (BAM 1020)	530770009	- 0.19	± 1.58	- 1.18	96

* No evaluation performed during this quarter.
† QC check failure. Instrument has been recalibrated.

2.1.7. Particulate matter (PM_{10} FEM – Continuous)

The MQO for the measurement of PM10 using an FEM instrument is that total bias be within ± 10 percent; precision (Average % D) and performance evaluation results (Audit % D) be within ± 4 percent.

Table 12: DQI Results for Continuous FEM PM_{10} Monitors in Percentage

Location	AQS Number	Average % D	Bias	Audit % D	% Valid Data
Burbank, est. 8/1/2017	530710006	- 2.49	- 16.03	- 8.54	82
Colville, E. 1st St.	530650005	2.91	5.26	*	100
Kennewick	530050002	4.10	6.74	*	100
Spokane, Augusta	530630021	0.19	± 3.48	*	99
Yakima S. 4th Ave.	530770009	0.11	± 0.44	- 1.98	64†

* No evaluation performed during the quarter.
† Low flow rate due to blockage in filter. Issue was corrected in August.

2.2. Manual Data

Manual data refers to filter-based monitoring methods, which require an operator to physically install and retrieve sample filters. Particulate matter is collected on a sample filter over a 24-hour period. After sampling has been completed, sample filters are collected by the operator and sent to the Manchester laboratory for gravimetric analysis. Depending on the method used at the monitoring site, the instrument is designed to selectively collect particulate matter at a specific flow rate on scheduled days.

- One-Point QC Precision Estimate for Particulate Pollutants (Average % D)

Monthly QC checks are performed on the instrument by monitoring personnel. The difference between the actual flow and the indicated instrument flow is calculated, recorded, and submitted into the AQS.

- One-Point Flow Rate Bias Estimate (Bias)

Manual data monitoring methods require accurate flow rate measurements in order to accurately determine pollutant concentrations. Particulate matter concentrations are calculated by the mass of the sample on a filter divided by the volume of air. The volume of air is calculated by the flow rate of the instrument over the elapsed sampling time. Instruments are calibrated to operate at a designed flow rate. Differences in flow rates affect actual concentrations. Figure 1 illustrates how a four percent difference in flow rate impacts the actual concentration of a PM2.5 sample.

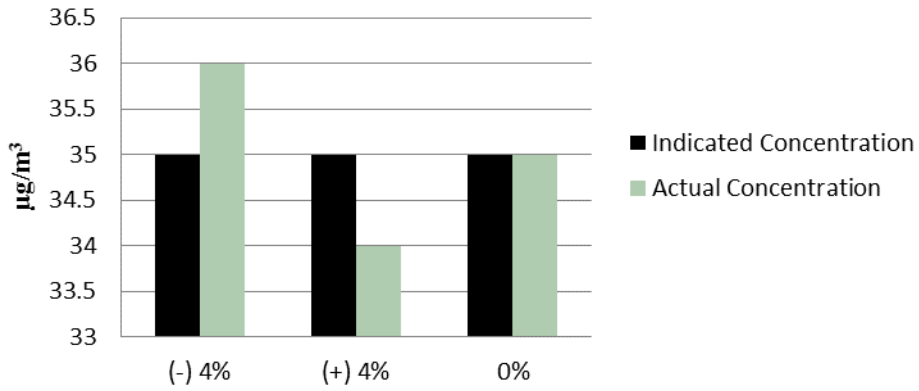

Figure 1: Graph illustrating how flows impact actual concentrations

Instrument flow rates can fluctuate over time. Therefore, a one-point flow rate verification (QC check) on the instrument is required every 30 days. The objective of the check is to measure the true flow rate of the instrument using NIST-traceable standards while recording the indicated flow rate of the instrument. The difference between the two is calculated in percentage to determine how "true" the indicated flow is. A positive (+) bias indicates that the instrument flow rate over time is operating above the actual (true) value. A negative (-) bias represents the instruments flow rate is below the actual value. A "±" symbol represents the instrument "straddles the line" and is neither positively nor negatively biased.

- Semi-Annual Flow Rate Audits (Audit % D)

In addition to monthly QC checks, QA personnel on a semi-annual basis perform an independent flow rate check. The objective of the auditor is to measure the actual flow rate of the instrument using independent NIST traceable standards while recording the indicated flow rate of the instrument. The deviation between the two flows is then calculated and submitted to the AQS.

2.2.1. Fine particulate matter ($PM_{2.5}$ FEM – Daily)

The MQO for the measurement of PM2.5 using FEM manual, filter-based sampling is that total bias be within ± 10 percent; precision (Average % D) and performance evaluation results (Audit % D) be within ± 4 percent.

Table 13: DQI Results for FEM $PM_{2.5}$ Samplers in Percentage

Location	AQS Number	Average % D	Bias	Audit % D	% Valid Data
Seattle, BH	530330080	- 0.82	± 2.22	- 1.13	90
Tacoma, S. L St.	530530029	- 1.52	- 1.90	1.28	88
Tacoma, S. L St. (collocated)	530530029	- 1.54	- 1.80	0.24	75*
Yakima, S. 4th Ave.	530770009	- 0.88	± 3.64	0.24	93

* Sample unable to be weighed within filter hold time due to out of control relative humidity in the Manchester $PM_{2.5}$ gravimetric lab.

Precision Estimate for Manual and Continuous Collocated Samples (PM2.5)

Precision for manual and automated particulate method sampling is estimated using collocated sampling. Unlike the gaseous criteria, pollutants where one can use a standard of a known concentration to estimate instrument precision, duplicate measurements are made on-site for comparison. The precision (CV %) should be within ± 10 percent. Note that the relatively low ambient PM2.5 concentrations and the limited number of collected samples (every 12 days) at Tacoma South L St. may yield high imprecision that can be challenging to meet the recommended acceptance range.

Table 14: Precision Estimates for Collocated Samplers in Percentage

Location	EPA Method-Parameter	AQS Number	CV%
Tacoma, S. L St.	145 - FEM (daily) $PM_{2.5}$	530530029	8.88

2.2.2. $PM_{2.5}$ Chemical Speciation Network

The Chemical Speciation Network (CSN) is a national network of sites used to determine, over a period of several years, trends in concentration levels of selected ions, metals, carbon species, and organic compounds in PM2.5. Flow checks are performed by station operators every 30 days and submitted to a national repository contracted by OAQPS.

In addition to monthly QC checks, QA personnel on a semi-annual basis perform an independent flow rate audit. The primary objective of the audit is to measure the true flow rate of the instrument using independent, NIST-traceable, standards while recording the indicated flow rate of the instrument. The deviation between the two flows is calculated. The MQO for the CSN is that the results be within ± 10 percent. Note that the Beacon Hill station is equipped with a Super SASS sampler that has two extra flow channels.

Table 15: Audit Results for Speciation Samplers in Percentage

Location	AQS Number	SASS CH 1 Audit % D	SASS CH 2 Audit % D	SASS CH 3 Audit % D	SASS CH 4 Audit % D	URG Audit % D
Seattle 10th & Weller	530330030	*	*			*
Seattle, BH	530330080	- 5.31	- 6.06	- 5.56	- 5.34	- 2.32
Tacoma, S. L St.	530530029	- 1.18	- 0.75			- 0.41
Yakima S. 4th Ave.	530770009	- 3.40	2.16			- 7.88

* No evaluation performed during this quarter.

2.3. Meteorological Data

To ensure data of sufficient quality for modeling applications and permitting use, EPA guidelines for continuous monitoring for Prevention of Significant Deterioration (PSD) are followed for wind speed (WS), wind direction (WD), ambient temperature, ambient pressure (PA) and relative humidity (RH).

Table 16: Data Capture for Meteorological Parameters

Location	AQS Number	WS	WD	AT	PA	RH
Cheeka Peak	530090013	97	97	98	98	98
Colville, E 1st St.	530650005	100	100	100	---	---
Enumclaw	530330023	99	99	100	---	---
Ferndale, Mtn. View Rd.	530730017	99	99	56*	---	---
Kennewick	530050002	100	100	91	---	---
Malaga	530070012	100	100	100	---	---
North Bend	530330017	99	99	99	---	---
Omak	530470013	100	100	100	---	---
Quincy, est. 8/10/2017	530251003	68†	68†	98	---	---
Seattle, 10th & Weller	530330030	100	100	100	---	---
Seattle, BH	530330080	100	100	100	100	100
Spokane, Augusta	530630021	100	100	100	---	---
Tacoma, 36th St.	530530024	98	98	98	---	---
Tacoma, Tower Dr.	530531016	100	100	95	---	---
Toppenish	530770015	100	100	100	---	---
Vancouver, Blairmont	530110011	99	99	99	---	---
Wenatchee	530070011	100	100	100	---	---
White Swan	530770016	100	100	100	---	---

* Performance audit failure. The temperature sensor has been recalibrated.

† Wiring misconnection inside anemometer. Issue was corrected on 8/25/2017.

2.4. Washing Air Quality Advisory Data

2.4.1. Light scattering of fine particulates (nephelometer)

The AQP uses a large network of instruments to report $PM_{2.5}$ air pollution information to the public in in near real-time via its WAQA that can be found on its public website. The majority of these instruments (nephelometers) measure light scattering of particulates, not $PM_{2.5}$ directly. Ecology and its partners follow EPA guidance to use nephelometers to report "FRM-like" $PM_{2.5}$ data. Because nephelometers are not an FRM or FEM, $PM_{2.5}$ data collected using nephelometers cannot be used for NAAQS compliance determinations. The data are displayed in near real-time on Ecology and EPA websites for public information.

Table 17: Completeness Results for Nephelometers

Location	AQS Number	% Valid Data
Aberdeen	530272002	96
Bellevue, 12th St.	530330031	84
Cheeka Peak	530090013	97
Chehalis	530410004	100
Chelan	530070007	79*
Clarkston	530030004	96
Colville, E 1st St.	530650005	81
Dayton	530130002	100
Kennewick	530050002	100
Lacey	530670013	98
LaCrosse	530750005	91
Leavenworth	530070010	70*
Longview	530150015	100
Mesa	530210002	100
Moses Lake	530251002	100
Mount Vernon	530570015	76†
Neah Bay	530090015	100
North Bend	530330017	98
Okanogan	530470004	97
Pomeroy	530230001	96
Port Angeles	530090017	97
Pt. Townsend	530310003	100
Pullman	530750003	68†
Puyallup, 128th Ave.	530531018	100

Location	AQS Number	% Valid Data
Quincy, est. 8/10/2017	530251003	98
Ritzville	530010003	95
Rosalia	530750006	100
Seattle, South Park	530331011	83
Shelton	530450007	99
Spokane, Monroe	530630047	100
Sunnyside	530770005	58‡
Tacoma, Alexander Ave.	530530031	81
Taholah	530270011	100
Tukwila, est. 7/1/2017	530330069	86
Twisp	530470009	100
Walla Walla	530710005	100
Wellpinit	530650002	100
Wenatchee, 5th St.	530070011	100
White Swan	530770016	100
Winthrop	530470010	100
Yacolt	530110022	100

* Instrument malfunction due to heavy wildfire smoke.
  Instrument was cleaned and recalibrated after the wildfire events.

† QC check failures. The nephelometer has been recalibrated.

‡ Instrument malfunction due to heavy wildfire smoke. Instrument was replaced on 8/31/2017.

Note: No QA evaluations are performed on nephelometers. The quality of the data is not assessed.

ACTION

ITEMS

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

Executive Memorandum

Date of Release: March 1, 2018

Date of Consideration: March 8, 2018

To: YRCAA Board of Directors

From: Office of the Executive Director

Subject: Fiscal Program Report

Keith M. Hurley

Issue: Fiscal Reports

Discussion: February 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 February 2018 AP Fiscal Vouchers, in the amount of $23,419.06, and the February Payroll Authorization in the amount of $56,531.83.

Encl (5)

AGENDA ITEM NO. 7.1

Yakima Regional Clean Air Agency
Phone: (509) 834-2050

329 North First Street, Yakima WA 98901
www.yakimacleanair.org

February 14, 2018

Fund 614-614 YRCAA

Fund 614-141 Enterprise

Name	Warrant/MICR #	GL #	Amount	Date
Alliant Communications	33321	Various	$ 5,343.09	2/15/2018
CI Information Management	33322	4101	$ 115.44	2/15/2018
Charter Communications	33323	4201	$ 705.92	2/15/2018
Coleman Oil Company	33324	3201	$ 69.69	2/15/2018
Crystal Springs	33325	3101	$ 14.44	2/15/2018
Cuillier Law Office	33326	4101	$ 691.50	2/15/2018
EMSL Analytical, Inc.	33327	4102	$ 11.00	2/15/2018
FedEx	33328	4202	$ 24.17	2/15/2018
Five K Technologies	33329	3502	$ 25.00	2/15/2018
Leaf	33330	4501	$ 186.07	2/15/2018
Menke Jackson Law Firm	33331	4101	$ 5,906.25	2/15/2018
Ron's Office Equipment	33332	3101	$ 199.39	2/15/2018
Splash Express	33333	4801	$ 10.15	2/15/2018
Verizon Wireless	33334	4201	$ 329.52	2/15/2018
YRCAA	33335	4901	$ 938.61	2/15/2018
Yakima County Printing Department	33336	3101	$ 32.68	2/15/2018
Yakima Herald Republic	33337	4401	$ 569.44	2/15/2018

$ 15,172.36

***Reimbursement from Grant**

****NOC/Enterprise**

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

Total Amount: **$ 15,172.36**

Christa Owen 2/15/2018
Christa Owen, Alternate Auditing Officer

3/8/2018
Jon DeVaney, Board Chairman

Keith M. Hurley 2/15/2018
Keith M. Hurley, Auditing Officer

CLEAN AIR

Yakima Regional Clean Air Agency
Phone: (509) 834-2050

329 North First Street, Yakima WA 98901
www.yakimacleanair.org

February 27, 2018

Fund 614-614 YRCAA

Fund 614-141 Enterprise

Name	Warrant/MICR #	GL #	Amount	Date
Abadan Reprographics	33338	4801	$ 143.33	2/28/2018
Alliant Communications	33339	3502	$ 130.93	2/28/2018
Bradley A. Mellotte	33340	4501	$ 3,638.29	2/28/2018
Capital Press	33341	4901	$ 49.99	2/28/2018
Christa Owen	33342	4301	$ 29.00	2/28/2018
KeyBank**	33343	Various	$ 2,290.12	2/28/2018
Michelle Blanchard	33344	4301	$ 139.09	2/28/2018
Nth Degree Environmental Engineering Solutions	33345	4101	$ 1,250.00	2/28/2018
Pitney Bowes Reserve Account	33346	4202	$ 500.00	2/28/2018
Yakima County Sheriff's Department	33347	4101	$ 75.95	2/28/2018

$ 8,246.70

***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: **$ 8,246.70**

Christa Owen 2/28/2018
Christa Owen, Alternate Auditing Officer

3/8/2018
Jon DeVaney, Board Chairman

Keith M. Hurley 2/28/2018
Keith M. Hurley, Auditing Officer

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 2/27/2018

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: [redacted]

Bank Account Number: [redacted]

Payroll Date: **March 1, 2018**

Transfer Amount(s): **$ 56,531.83**

Total Amount of Electronic Transfer: **$ 56,531.83**

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

Keith M. Hurley
Auditing Officer

Chairman Board of Directors

Christa Owen
Alternate Auditing Officer

Date February 27, 2018

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

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

Telephone Number: 509-574-2780 Telefax Number: 509-574-2801

(01-2008)

FY 2018 Monthly BVA

February 2018 **Report Date:** March 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	$ 88,329	$ 146,766	90.8%
614-32190008	Synthetic Minor Sources	$ 21,280	$ 2,660	$ 18,620	87.5%
614-32190006	Complex Sources	$ 19,554	$ 12,850	$ 20,560	105.1%
614-32290001	Title V Sources	$ 122,845	$ -	$ 101,625	82.7%
614-32190002	New Source Review	$ 31,500	$ 1,287	$ 34,751	110.3%
	Subtotal, Stationary Source Permit Fees	***$ 356,879***	***$ 105,126***	***$ 322,322***	***90.3%***
Burn Permit Fees					
614-32290005	Residential Burn Permits	$ 63,120	$ -	$ 10,032	15.9%
614-32290007	Agricultural Burn Permits	$ 28,000	$ 6,327	$ 24,272	86.7%
614-32290011	Conditional Use Burn Permits	$ 2,000	$ 80	$ 80	4.0%
	Subtotal, Burn Permit Fees	***$ 93,120***	***$ 6,407***	***$ 34,384***	***36.9%***
Compliance Fees					
614-32190005	Asbestos Removal Fees	$ 32,200	$ 2,903	$ 19,430	60.3%
614-32190009	Construction Dust Control Fees	$ 8,365	$ 310	$ 4,941	59.1%
	Subtotal, Compliance Fees	***$ 40,565***	***$ 3,213***	***$ 24,371***	***60.1%***
	Subtotal, All Permit Fee Revenue	***$ 490,564***	***$ 114,747***	***$ 381,078***	***77.7%***
Base Grants					
614-33366001	EPA, Core Grant	$ 97,172	$ -	$ 84,218	86.7%
614-33403101	DOE, Core Grant	$ 77,283	$ -	$ 59,097	76.5%
	Subtotal, Base Grants	***$ 174,455***	***$ -***	***$ 143,315***	***82.2%***
			$ -	$ -	
Fines & Penalties			$ -	$ -	
614-35990001	Civil Penalty	$ 2,500	$ 5,550	$ 21,214	
614-35990001	Other Fines	$ -	$ -	$ -	
	Subtotal, Fines & Penalties	***$ 2,500***	***$ 5,550***	***$ 21,214***	
Supplemental Income					
614-33831001	Supplemental Income	$ 100,360	$ -	$ 76,657	76.4%
	Subtotal, Supplemental Income	***$ 100,360***	***$ -***	***$ 76,657***	***76.4%***
Other Income					
614-36111001	Interest	$ 2,024	$ 459	$ 3,218	159.0%
614-36990014	Miscellaneous Income	$ 150	$ -	$ 1,143	762.0%
	Subtotal, Other Income	***$ 2,174***	***$ 459***	***$ 4,361***	***200.6%***
	Total YRCAA Base Operations Revenue	***$ 770,053***	***$ 120,755***	***$ 626,624***	***81.4%***
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	$ 5,331	$ -	$ 5,331	100.0%
614-33403108	PM 2.5	$ 21,050	$ 5,263	$ 15,788	75.0%
614-33403107	Woodstove Change-out	$ 132,000	$ -	$ 42,164	31.9%
	Total YRCAA Grant Operations Revenue	***$ 158,381***	***$ 5,263***	***$ 63,282***	***40.0%***
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	$ 79,800	$ 350	$ 51,525	64.6%
614-34317002	Other Enterprise Revenue	$ 415	$ -	$ -	0.0%
	Subtotal , Enterprise Revenue	***$ 80,215***	***$ 350***	***$ 51,525***	***64.2%***
	Total Base, Grant and Enterprise Revenue	***$ 1,008,649***	***$ 126,368***	***$ 741,432***	***73.5%***

FY 2018 Monthly BVA

February 2018 **Report Date:** March 8, 2018		**Budget**	**Actual Current**	**Actual Year to Date**	**Year to Date % of Budget**
EXPENSES					
EXPENSES 614 YRCAA Base Operations					
Salaries					
614-1001	Salaries	$ 495,855	$ 40,494	$ 331,339	66.8%
614-2002	Benefits	$ 179,781	$ 14,228	$ 116,416	64.8%
614-1003	Overtime	$ -	$ -	$ -	#DIV/0!
	Subtotal, Salaries	***$ 675,636***	***$ 54,721***	***$ 447,755***	***66.3%***
Supplies					
614-3101	Office Supplies	$ 7,180	$ 419	$ 2,817	39.2%
614-3101	Safety Equipment	$ -	$ -	$ -	#DIV/0!
614-3201	Vehicles, Gas	$ 2,780	$ 70	$ 1,120	40.3%
614-3501	Small Tools/Equipment	$ 300	$ -	$ -	0.0%
614-3502	Computer Network	$ 8,900	$ 1,108	$ 9,205	103.4%
	Subtotal, Supplies	***$ 19,160***	***$ 1,597***	***$ 13,141***	***68.6%***
Services					
614-4101	Professional Services	$ 20,365	$ 9,500	$ 23,577	115.8%
614-4101	Laboratory Analyses	$ 200	$ 11	$ 11	5.5%
614-4125	Treasurer, Yakima County	$ 1,375	$ 85	$ 432	31.4%
614-4201	Communications, Phones/Internet	$ 13,152	$ 1,035	$ 8,253	62.8%
614-4202	Postage	$ 3,690	$ 550	$ 1,317	35.7%
614-4301	Travel & Transportation	$ 2,950	$ 168	$ 2,306	78.2%
614-4401	Public Education	$ 4,000	$ 4	$ 1,857	46.4%
614-4401	Publications, Legal Notices	$ 1,000	$ 569	$ 2,540	254.0%
614-4501	Rents & Leases, Equipment	$ 3,260	$ 186	$ 2,024	62.1%
614-4501	Rents & Leases, Space	$ 43,659	$ 3,638	$ 29,106	66.7%
614-4601	Insurance	$ 12,662	$ -	$ 12,555	99.2%
614-4801	Maintenance, Motor Vehicles	$ 2,450	$ 10	$ 2,099	85.7%
614-4801	Maintenance, Equipment	$ 2,065	$ 143	$ 1,377	66.7%
614-4801	Maintenance, Computers	$ 265	$ -	$ -	0.0%
614-4801	Maintenance, Building	$ 875	$ -	$ 1,686	192.7%
614-4901	Memberships	$ 540	$ 50	$ 160	29.6%
614-4901	Training	$ 2,900	$ 294	$ 2,294	79.1%
614-4901	Service Chgs & Interest	$ 4,600	$ 939	$ 2,924	63.6%
614-4901	Miscellaneous Services	$ 7,205	$ -	$ 328	4.6%
614-4901	DOE Oversite Fees	$ 4,787	$ -	$ -	0.0%
	Subtotal, Services	***$ 132,000***	***$ 17,183***	***$ 95,413***	***72.3%***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ 6,500	$ 3,600	$ 25,416	391.0%
	Total YRCAA Base Operations Expenses	***$ 833,296***	***$ 77,101***	***$ 581,725***	***69.8%***
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

February 2018 **Report Date:** March 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!
	Subtotal, Services	***$ -***	***$ -***	***$ 120***	***#DIV/0!***
	Subtotal, Woodstove Grant Expenses	***$ 5,418***	***$ -***	***$ 1,020***	***18.8%***
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	$ 15,367	$ 1,140	$ 9,644	62.8%
614-2002	Benefits	$ 5,683	$ 401	$ 2,971	52.3%
614-1003	Overtime	$ -	$ -	$ -	#DIV/0!
	Subtotal, Salaries	***$ 21,050***	***$ 1,541***	***$ 13,033***	***61.9%***
Supplies					
614-3101	Office Supplies	$ -	$ -	$ -	#DIV/0!
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***	***#DIV/0!***
Services					
614-4101	Professional Services	$ -	$ -	$ -	#DIV/0!
	Subtotal, Services	***$ -***	***$ -***	***$ -***	***#DIV/0!***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	#DIV/0!
	Subtotal, PM 2.5 Grant Expenses	***$ 21,050***	***$ 1,541***	***$ 13,033***	***61.9%***
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!
	Subtotal, Salaries	***$ 18,270***	***$ -***	***$ 1,265***	***6.9%***
Supplies					
614-3101	Office Supplies	$ -	$ -	$ -	#DIV/0!
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***	***#DIV/0!***
Services					
614-4101	Professional Services	$ 120,400	$ -	$ 4,620	3.8%
	Subtotal, Services	***$ 120,400***	***$ -***	***$ 4,620***	***3.8%***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	#DIV/0!
	Subtotal, Woodstove Change-out Grant Expenses	***$ 138,670***	***$ -***	***$ 5,885***	***4.2%***
	Total, Grant Operations Expenses	***$ 165,138***	***$ 1,541***	***$ 19,938***	***12.1%***
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	$ 12,776	$ 199	$ 9,238	72.3%
141-2002	Benefits	$ 4,722	$ 70	$ 2,798	59.3%
141-1003	Overtime	$ -	$ -	$ -	#DIV/0!
	Subtotal, Salaries	***$ 17,498***	***$ 269***	***$ 12,484***	***71.3%***

FY 2018 Monthly BVA

February 2018 **Report Date:** March 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%
	Subtotal , Supplies	***$ 2,300***	$ -	$ 1,168	***50.8%***
Services					
141-4101	Professional Services	$ -	$ -	$ -	#DIV/0!
141-4202	Postage	$ -	$ -	$ -	#DIV/0!
141-4301	Travel & Transportation	$ 6,550	$ 424	$ 4,901	74.8%
141-4501	Rents & Leases, Space	$ 4,100	$ 700	$ 2,584	63.0%
141-4801	Maintenance, Motor Vehicles	$ 200	$ -	$ -	0.0%
141-4801	Maintenance, Equipment	$ 500	$ -	$ 477	95.5%
141-4901	Miscellaneous Services	$ -	$ -	$ -	#DIV/0!
	Subtotal, Services	***$ 11,350***	***$ 1,124***	***$ 7,962***	***70.2%***
			$ -	$ -	
Capital Out-Lay & Fixed Assets			$ -	$ -	
141-4500	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	#DIV/0!
	Total Enterprise Operations Expenses	***$ 31,148***	***$ 1,394***	***$ 21,614***	***69.4%***
Summary of Revenue vs Expenses:					
Prior-Year Carry Over Funds		***$ 125,000***	***$ -***	***$ 125,000***	
Total Revenue, Base, Grants & Enterprise		***$ 1,133,649***	***$ 126,368***	***$ 866,432***	***76.4%***
Total Expenses, Base, Grants & Enterprise		***$ 1,029,582***	***$ 80,035***	***$ 623,277***	***60.5%***
Fund Balance		***$ 104,067***	***$ 46,332***	***$ 243,155***	
Operating Reserves		**$ (20,933)**			
Estimated Available Fund Balance		**$ 125,000**			

YAKIMA REGIONAL CLEAN AIR AGENCY

SUPPLEMENTAL INCOME STATUS for CY 2018 on February 28, 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**	