May

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

May 10, 2018
Study Session
1:30 p.m.
Regular Board Meeting
2:00 p.m.

AGENDA

Study Session

Review FY 2018 Budget Summary and Proposed FY2019 Budget

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 – April 2018

   5.2 Accept YRCAA April 2018 Monthly Activity Report
6. **Regular Agenda**

   6.1 Executive Director's Report
7. **Action Items**

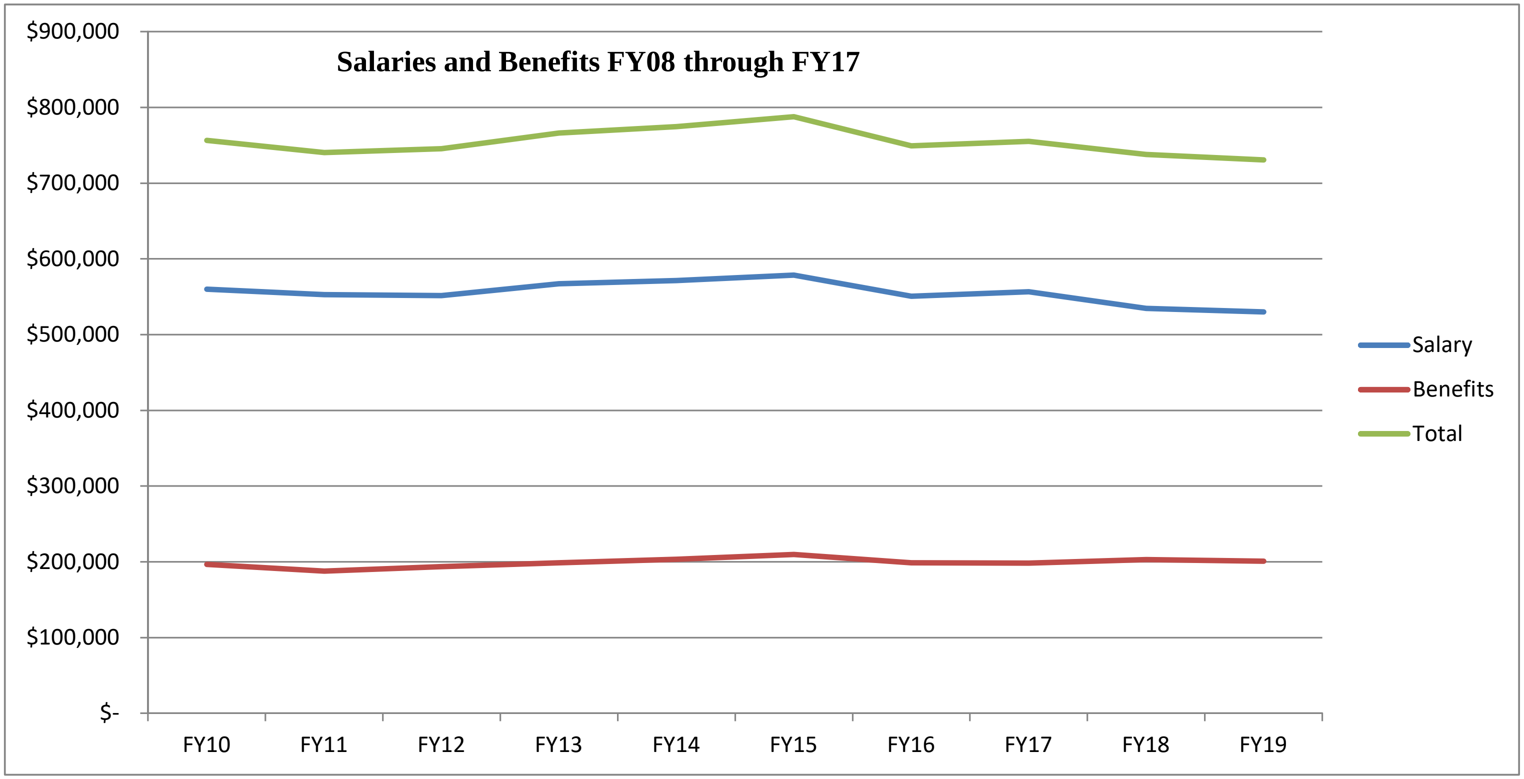
   7.1 Fiscal Vouchers and Payroll Authorization Transfers for April 2018
8. **Other business**
9. **Adjournment**

STUDY

SESSION

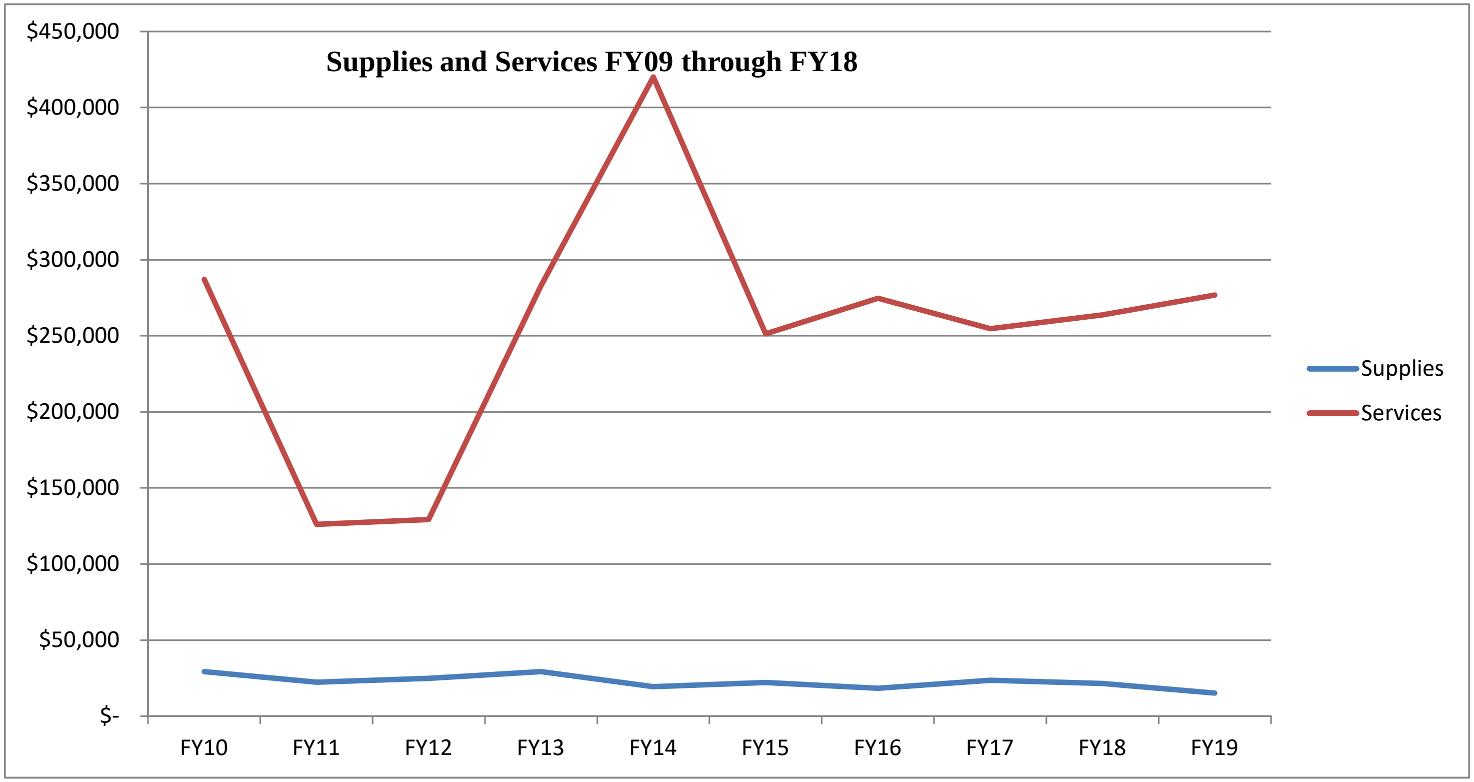
Salary and Benefits Comparison FY10 through FY19 Budgets

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Salary	$ 559,945	$ 552,719	$ 551,686	$ 567,184	$ 571,219	$ 578,423	$ 550,616	$ 556,616	$ 534,797	$ 529,957
Benefits	$ 196,608	$ 187,833	$ 193,789	$ 198,816	$ 203,430	$ 209,512	$ 198,812	$ 198,377	$ 203,074	$ 200,610
Total	$ 756,553	$ 740,552	$ 745,475	$ 766,000	$ 774,649	$ 787,935	$ 749,428	$ 754,993	$ 737,871	$ 730,568
Increase/Decrease		-2.1%	0.7%	2.8%	1.1%	1.7%	-4.9%	0.7%	-2.3%	-1.0%
Ten Yr. Trend		-3.4% (.4% per year)								



Supplies & Services Comparison FY09 through FY18 Budgets

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Supplies	$ 29,300	$ 22,259	$ 24,791	$ 29,406	$ 19,435	$ 22,218	$ 18,408	$ 23,541	$ 21,460	$ 15,150
Increase/Decrease		-24.0%	11.4%	18.6%	-33.9%	14.3%	-17.1%	27.9%	-8.8%	-29.4%
Ten Yr. Trend		-48.3%								
Services	$ 287,133	$ 126,049	$ 129,330	$ 282,914	$ 420,133	$ 251,327	$ 274,627	$ 254,793	$ 263,750	$ 276,832
Increase/Decrease		-56.1%	2.6%	118.8%	48.5%	-40.2%	9.3%	-7.2%	3.5%	5.0%
Ten Yr. Trend		-3.6%								



Yakima Regional Clean Air Agency

Fiscal Year 2019
Budget Report

Yakima Regional Clean Air Agency

Fiscal Year 2019 Budget Report

Table of Contents — ***Page***

Table of Contents (cont'd) ***Page***

Forward

This budget aligns all expenditures with their appropriate revenue sources. It contains itemized accounting of revenues and expenses for two organizational divisions conducting work within three Operational Areas; Base Operations, Grant Operations, and Enterprise Operations. Outlined below is the work plan for each area.

1.0 Purpose

This work plan defines the work to be accomplished and the resources needed to accomplish that work for the coming fiscal year.

2.0 Plan Elements

The plan contains the following elements for action required to determine what work should be done and how it will be funded:

- 2.1 Identify the Operational Area;
- 2.2 Identify the work programs to be carried out in each area;
- 2.3 Assign a level of importance (High, Medium or Low) to each work program;
- 2.4 Estimate resources required to accomplish the work, based on historical data and predictable future costs of salaries, supplies, services, and capital outlay;
- 2.5 Identify available revenues designated to fund the resources, per program;
- 2.6 Identify any programs which have shortfalls in revenue; and
- 2.7 Supplement designated revenues for programs which are underfunded, and/or eliminate work, to assure the most important work programs are fully funded.

3.0 Work Programs

Work programs carried out in the three operational areas are funded by specific funding sources. Programs that are under-funded are subsidized by *supplemental income*.

3.1 Base Operations (9.97 FTE, $668,503)

Base Operations work programs are funded by fees, supplemental income and base grants. Following is a list of the programs carried out by each division:

3.1.1 Administrative Division Programs (3.59 FTE, $240,661)

i. Administrative Programs

a. $PM_{2.5}$ Emissions Reduction Program - H
b. Information Technology Program - H
c. Front Office Administration - M
d. Grant Management - H
e. Program Development - L
f. Administrative Code Management - L
g. Human Resource Management - H
h. Fleet Management - M
i. Asset Management - M
j. Insurance Program - H
k. Legal Program - M
l. File System Management - M
m. Public Records Management - H
n. Legislative Program - L

o. Board of Directors - H
p. Stakeholder Liaison - H
q. Staff Training Program - M
r. Safety Program - H
s. Continuous Improvement Program - M

ii. Education / Outreach Programs
a. $PM_{2.5}$ / Wood Stove Education - H
b. Program Development - M
c. Interagency Liaison - M
d. Website Maintenance - H
e. Outreach Materials Development and Distribution - M
f. Small Business Assistance - M
g. Media Relations Program - M
h. Public Presentations and Workshops Program - H

iii. Fiscal Programs
a. Budget Development and Accountability - H
b. Accounts Payable / Receivable - H
c. Payroll - H
d. Retirement Program - M

3.1.2 Compliance & Engineering Division Programs (6.38 FTE, $427,842)
i. Permitting
a. Air Operating Permit Program - H
b. Registration Program - H
c. New Source Review Program - H
d. Daily Burn Status Program - H
e. Burn Allocation Program - H
f. Agricultural Burn Program - H
g. Residential Burn Program - H

ii. Planning
a. SIP Planning Program - H
b. SEPA Program - L
c. Emission Inventory Program - M
d. Air Quality Modeling - M
e. Rule Development Program - M
f. Interagency Coordination - L
g. Air Monitoring Data Analysis – L

iii. Compliance Assurance
a. $PM_{2.5}$ Emissions Reduction Program- H
b. Area Source Inspection Program - H
c. Air Operating Permit Source Inspection Program - H
d. Complaint Response Program - H
e. Asbestos Program - H
f. Dust Mitigation Program - H
g. Outdoor Burning Program - H

h. Agricultural Burning Program - H
i. Pollution Control Hearings Board Liaison - M
j. Upset / Breakdown Program - M
k. Enforcement Program – H

iv. Air Monitoring
a. Yakima PM_{10} Monitor Program (FEM) - H
b. Sunnyside $PM_{2.5}$ Nephelometer Monitor Program – H

v. Small Business Assistance
c. Compliance Assistance - H
d. Technical Assistance - H
e. Program Development - L

3.2 Grant Operations (.68 FTE, $45,785)
Grant Operations work is funded by special grants and currently includes the following grant programs:

3.2.1 Administrative Division Programs (.37 FTE, $24,735)
i. Wood Stove Education Grant Program - H
ii. Wood Stove Change-Out Grant Program - H

3.2.2 Compliance & Engineering Division Programs (.31 FTE, $21,050)
i. Yakima $PM_{2.5}$ Sequential Monitor Program (FEM) - H
ii. Yakima $PM_{2.5}$ Speciation Monitor Program - H
iii. Yakima $PM_{2.5}$ Continuous Monitor Program (FEM) - H

3.3 Enterprise Operations (.24 FTE, $16,280)
Enterprise Operations are self-funded and are managed by the Administrative Division.

4.0 Overview of Priorities
All work programs identified in Section 3 have been assigned an order of importance of High (H), Medium (M) or Low (L). Resources will be allocated according to the order of importance.

5.0 Resource Allocation
Resources to accomplish the work in each program were estimated. Resources include the costs of salaries, supplies, services and capital/fixed assets. Revenue sources to fund the resources were also identified. (See Appendix F - Resource Allocation Summary)

6.0 Accountability
The Fiscal Programs Manager will meet monthly with the Executive Director and will prepare a Budget Verification Analysis (BVA) to be presented at the monthly Board Meetings. The Executive Director will conduct Quarterly Budget Reconciliations with the Fiscal Programs Manager and Division Supervisors to determine if the work programs are within the budgetary constraints and to identify any necessary resource adjustments.

YRCAA FY 2019 Comparative Budget Analysis		FY2018 Adopted Budget	FY2018 Projected Final Actual	FY2019 Proposed Budget
REVENUE **614 YRCAA Base Operations**				
Stationary Source Permit Fees				
614-32190001	Minor Sources	$ 161,700	$ 175,237	$ 162,000
614-32190008	Synthetic Minor Sources	$ 21,280	$ 18,620	$ 19,950
614-32190006	Complex Sources	$ 19,554	$ 23,130	$ 20,300
614-32290001	Title V Sources	$ 122,845	$ 101,625	$ 122,500
614-32190002	New Source Review	$ 31,500	$ 43,678	$ 31,500
	Subtotal, Stationary Source Permit Fees	***$ 356,879***	***$ 362,290***	***$ 356,250***
Burn Permit Fees				
614-32290005	Residential Burn Permits	$ 63,120	$ 58,688	$ 60,500
614-32290007	Agricultural Burn Permits	$ 28,000	$ 36,252	$ 30,500
614-32290011	Conditional Use Burn Permits	$ 2,000	$ 2,654	$ 2,000
	Subtotal, Burn Permit Fees	***$ 93,120***	***$ 97,594***	***$ 93,000***
Compliance Fees				
614-32190005	Asbestos Removal Fees	$ 32,200	$ 30,795	$ 31,000
614-32190009	Construction Dust Control Fees	$ 8,365	$ 8,063	$ 8,200
	Subtotal, Compliance Fees	***$ 40,565***	***$ 38,858***	***$ 39,200***
	Subtotal, All Permit Fee Revenue	***$ 490,564***	***$ 498,742***	***$ 488,450***
Base Grants				
614-33366001	EPA, Core Grant	$ 97,172	$ 111,067	$ 107,395
614-33403101	DOE, Core Grant	$ 77,283	$ 78,301	$ 76,800
	Subtotal, Base Grants	***$ 174,455***	***$ 189,368***	***$ 184,195***
Fines & Penalties				
614-35990001	Civil Penalty	$ 2,500	$ 33,154	$ 2,500
614-35990001	Other Fines	$ -	$ -	$ -
	Subtotal, Fines & Penalties	***$ 2,500***	***$ 33,154***	***$ 2,500***
Supplemental Income				
614-33831001	Supplemental Income	$ 100,360	$ 100,259	$ 100,789
	Subtotal, Supplemental Income	***$ 100,360***	***$ 100,259***	***$ 100,789***
Other Income				
614-36111001	Interest	$ 2,024	$ 4,867	$ 2,100
614-36990014	Miscellaneous Income	$ 150	$ 1,143	$ 200
	Subtotal, Other Income	***$ 2,174***	***$ 6,010***	***$ 2,300***
	Total Base Operations Revenue	***$ 770,053***	***$ 827,533***	***$ 778,234***
REVENUE 614 YRCAA Grant Operations				
614-33403105	Wood Stove Ed	$ 5,331	$ 5,331	$ 5,331
614-33403108	PM 2.5	$ 21,050	$ 21,050	$ 21,050
614-33403107	Woodstove Change-out	$ 132,000	$ 42,164	$ 132,000
	Total Grant Operations Revenue	***$ 158,381***	***$ 68,545***	***$ 158,381***

YRCAA FY 2019 Comparative Budget Analysis	FY2018 Adopted Budget	FY2018 Projected Final Actual	FY2019 Proposed Budget
***REVENUE* Enterprise Operations**			
614-34317001 VE Certification Fees	$ 79,800	$ 90,025	$ 80,000
614-34317002 Other Enterprise Revenue	$ 413	$ 75	$ 100
Subtotal , Enterprise Revenue	***$ 80,213***	***$ 90,100***	***$ 80,100***
Total Base, Grant and Enterprise Revenue	***$ 1,008,647***	***$ 968,178***	***$ 1,016,715***
EXPENSES			
***EXPENSES* 614 YRCAA Base Operations**			
Salaries			
614-1001 Salaries	$ 495,855	$ 498,118	$ 484,932
614-2002 Benefits	$ 179,781	$ 175,014	$ 183,571
614-1003 Overtime	$ -	$ -	$ -
Subtotal, Salaries	***$ 675,636***	***$ 673,132***	***$ 668,503***
Supplies			
614-3101 Office Supplies	$ 7,180	$ 4,889	$ 6,500
614-3101 Safety Equipment	$ -	$ -	$ 500
614-3201 Vehicles, Gas	$ 2,780	$ 1,658	$ 2,500
614-3501 Small Tools/Equipment	$ 300	$ -	$ 200
614-3502 Computer Network	$ 8,900	$ 11,112	$ 4,000
Subtotal, Supplies	***$ 19,160***	***$ 17,659***	***$ 13,700***
Services			
614-4101 Professional Services	$ 20,365	$ 34,953	$ 35,000
614-4101 Laboratory Analyses	$ 200	$ 61	$ 200
614-4192 Yakima County Services	$ 1,375	$ 770	$ 1,014
614-4201 Communications, Phones/Internet	$ 13,152	$ 12,227	$ 12,800
614-4202 Postage	$ 3,690	$ 1,838	$ 3,500
614-4301 Travel & Transportation	$ 2,950	$ 3,698	$ 3,200
614-4401 Public Education	$ 4,000	$ 4,000	$ 4,000
614-4401 Publications, Legal Notices	$ 1,000	$ 3,099	$ 2,000
614-4501 Rents & Leases, Equipment	$ 3,260	$ 3,282	$ 3,282
614-4501 Rents & Leases, Space	$ 43,659	$ 43,659	$ 52,659
614-4601 Insurance	$ 12,662	$ 12,555	$ 12,600
614-4801 Maintenance, Motor Vehicles	$ 2,450	$ 2,316	$ 2,400
614-4801 Maintenance, Equipment	$ 2,065	$ 1,926	$ 2,000
614-4801 Maintenance, Computers	$ 265	$ -	$ 250
614-4801 Maintenance, Building	$ 875	$ 1,931	$ 1,500
614-4901 Memberships	$ 540	$ 855	$ 920
614-4901 Training	$ 2,900	$ 2,469	$ 2,500
614-4901 Service Chgs & Interest	$ 4,600	$ 5,113	$ 5,000
614-4901 Miscellaneous Services	$ 7,205	$ 900	$ 1,000
614-4901 DOE Oversight Fees	$ 4,787	$ 3,840	$ 4,787
Subtotal, Services	***$ 132,000***	***$ 138,360***	***$ 150,612***
Capital Out-Lay & Fixed Assets			
614-6401 Capital Out-Lay/Fixed Assets	$ 6,500	$ 25,416	$ -
Total Base Operations Expenses	***$ 833,296***	***$ 854,567***	***$ 832,815***

YRCAA FY 2019 Comparative Budget Analysis		FY2018 Adopted Budget	FY2018 Projected Final Actual	FY2019 Proposed Budget
EXPENSES	**614 YRCAA Grant Operations**			
	614-33403105 Wood Stove Ed			
Salaries				
614-1001	Salaries	$ 3,956	$ 3,956	$ 3,867
614-2002	Benefits	$ 1,462	$ 1,462	$ 1,464
614-1003	Overtime	$ -	$ -	$ -
	Subtotal, Salaries	***$ 5,418***	***$ 5,418***	***$ 5,331***
Supplies				
614-3101	Office Supplies	$ -	$ -	$ -
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***
Services				
614-4139	Professional Services	$ -	$ 120	$ 120
614-4202	Postage	$ -	$ -	$ -
	Subtotal, Services	**$ -**	**$ 120**	**$ 120**
	Subtotal, Woodstove Grant Expenses	***$ 5,418***	***$ 5,538***	***$ 5,451***
	614-33403108 PM2.5			
Salaries				
614-1001	Salaries	$ 15,367	$ 15,367	$ 15,270
614-2002	Benefits	$ 5,683	$ 5,683	$ 5,780
614-1003	Overtime	$ -	$ -	$ -
	Subtotal, Salaries	***$ 21,050***	***$ 21,050***	***$ 21,050***
Supplies				
614-3101	Office Supplies	$ -	$ -	$ -
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***
Services				
614-4101	Professional Services	$ -	$ -	$ -
	Subtotal, Services	***$ -***	***$ -***	***$ -***
Capital Out-Lay & Fixed Assets				
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -
	Subtotal, PM 2.5 Grant Expenses	***$ 21,050***	***$ 21,050***	***$ 21,050***
	614-33403107 Woodstove Change-out			
Salaries				
614-1001	Salaries	$ 12,715	$ 936	$ 14,076
614-2002	Benefits	$ 5,555	$ 329	$ 5,328
614-1003	Overtime	$ -	$ -	$ -
	Subtotal, Salaries	***$ 18,270***	***$ 1,265***	***$ 19,404***
Supplies				
614-3101	Office Supplies	$ -	$ 43	$ 50
	Subtotal, Supplies	***$ -***	***$ 43***	***$ 50***

YRCAA FY 2019 Comparative Budget Analysis		FY2018 Adopted Budget	FY2018 Projected Final Actual	FY2019 Proposed Budget
Services				
614-4101	Professional Services	$ 120,400	$ 4,620	$ 120,400
	Subtotal, Services	***$ 120,400***	***$ 4,620***	***$ 120,400***
Capital Out-Lay & Fixed Assets				
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -
	Subtotal, Woodstove Change-out Grant Expenses	***$ 138,670***	***$ 5928***	***$ 139,854***
	Total, Grant Operations Expenses	***$ 165,138***	***$ 32,516***	***$ 166,355***
***EXPENSES* 141 Enterprise Operations**				
Salaries				
141-1001	Salaries	$ 12,776	$ 16,125	$ 11,810
141-2002	Benefits	$ 4,722	$ 5,217	$ 4,470
141-1003	Overtime	$ -	$ -	$ -
	Subtotal, Salaries	***$ 17,498***	***$ 21,342***	***$ 16,280***
Supplies				
141-3101	Office Supplies	$ 400	$ 108	$ 200
141-3201	Vehicles, Gas	$ 1,700	$ 693	$ 1,000
141-3501	Small Tools/Equipment	$ 200	$ 200	$ 200
	Subtotal , Supplies	***$ 2,300***	***$ 1,001***	***$ 1,400***
Services				
141-4101	Professional Services	$ -	$ -	$ -
141-4202	Postage	$ -	$ -	$ -
141-4301	Travel & Transportation	$ 6,550	$ 2,021	$ 3,000
141-4501	Rents & Leases, Space	$ 4,100	$ 1,147	$ 2,000
141-4801	Maintenance, Motor Vehicles	$ 200	$ -	$ 200
141-4801	Maintenance, Equipment	$ 500	$ -	$ 500
141-4901	Miscellaneous Services	$ -	$ -	$ -
	Subtotal, Services	***$ 11,350***	***$ 3,168***	***$ 5,700***
Capital Out-Lay & Fixed Assets				
141-4500	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -
	Total Enterprise Operations Expenses	***$ 31,148***	***$ 25,511***	***$ 23,380***
Summary of Revenue vs Expenses:				
Prior-Year Carry Over Funds		**$ 125,000**	**$ 125,000**	**$ 125,000**
Total Revenue, Base, Grants, Enterprise & Carry Over		**$ 1,113,649**	**$ 1,111,178**	**$ 1,141,715**
Total Expenses, Base, Grants & Enterprise		**$ 1,029,582**	**$ 912,594**	**$ 1,022,550**
Fund Balance		**$ 104,067**	**$ 198,594**	**$ 119,165**
Operating and Capital Reserves Contribution/Withdrawal		**$ (20,933)**	**$ 73,584**	**$ (5,835)**
Estimated Available Fund Balance		**$ 125,000**	**$ 125,000**	**$ 125,000**

COMPARATIVE SUMMARY OF TOTAL YRCAA FY2019 REVENUE & EXPENSES

TOTAL YRCAA REVENUE SUMMARY $1,141,715

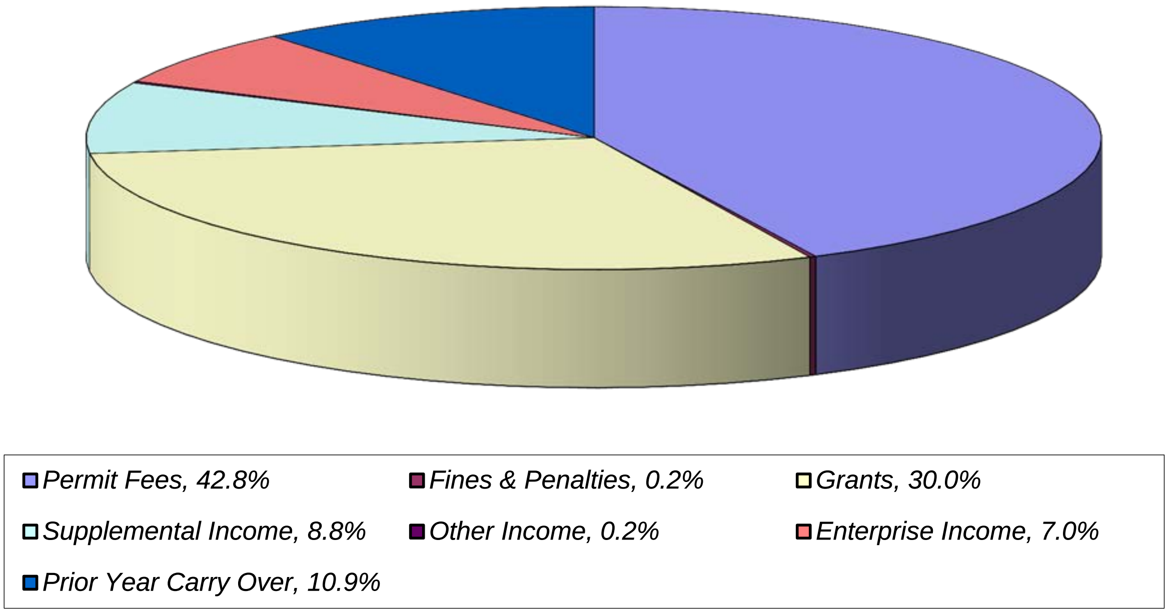


Figure 1

TOTAL YRCAA EXPENSE SUMMARY $1,022,550

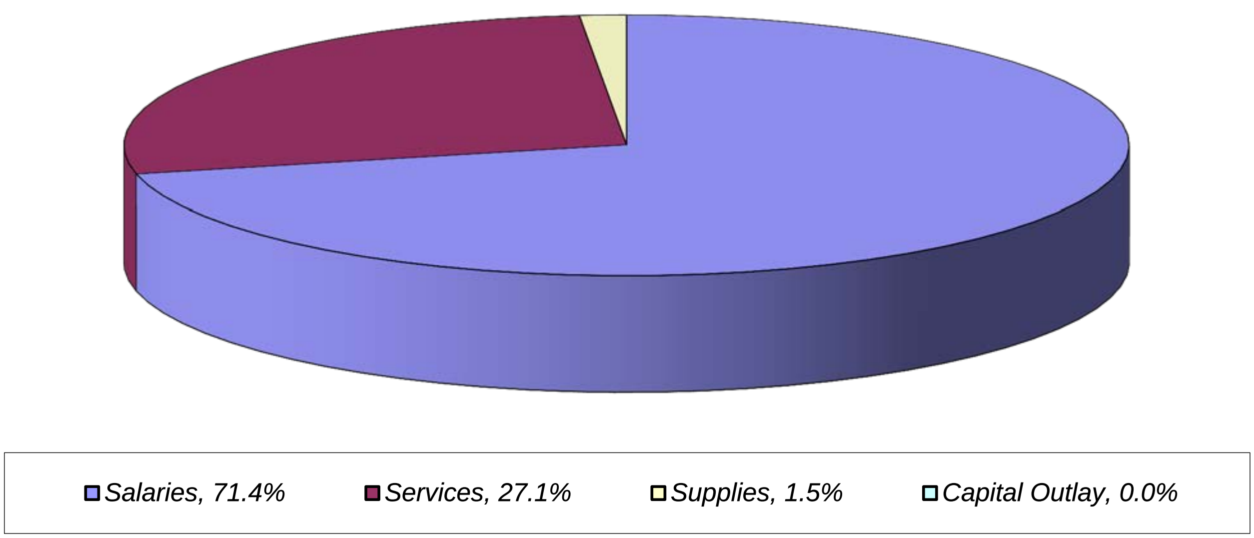


Figure 2

COMPARATIVE SUMMARY OF YRCAA FY2019 BASE OPERATIONS REVENUE & EXPENSES

BASE OPERATIONS REVENUE $778,234

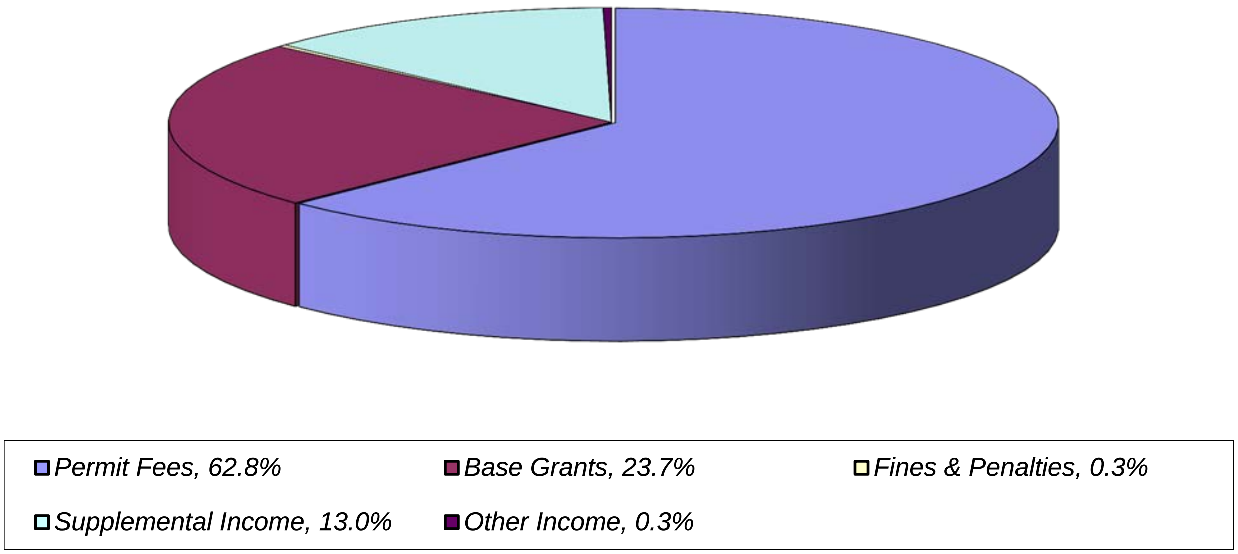


Figure 3

BASE OPERATIONS EXPENSES $832,815

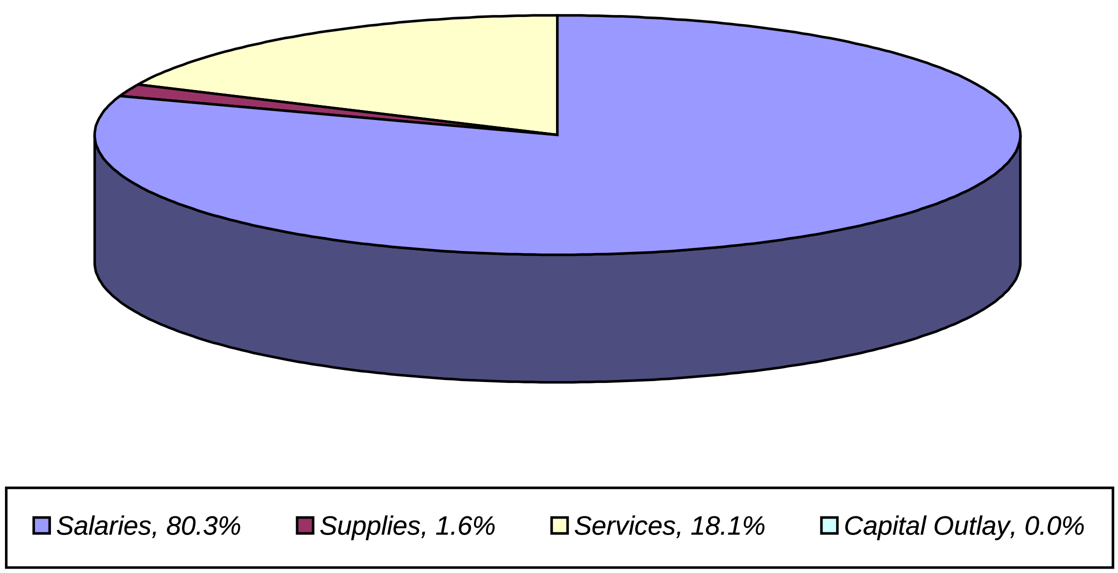


Figure 4

GRANT OPERATIONS REVENUE $158,381

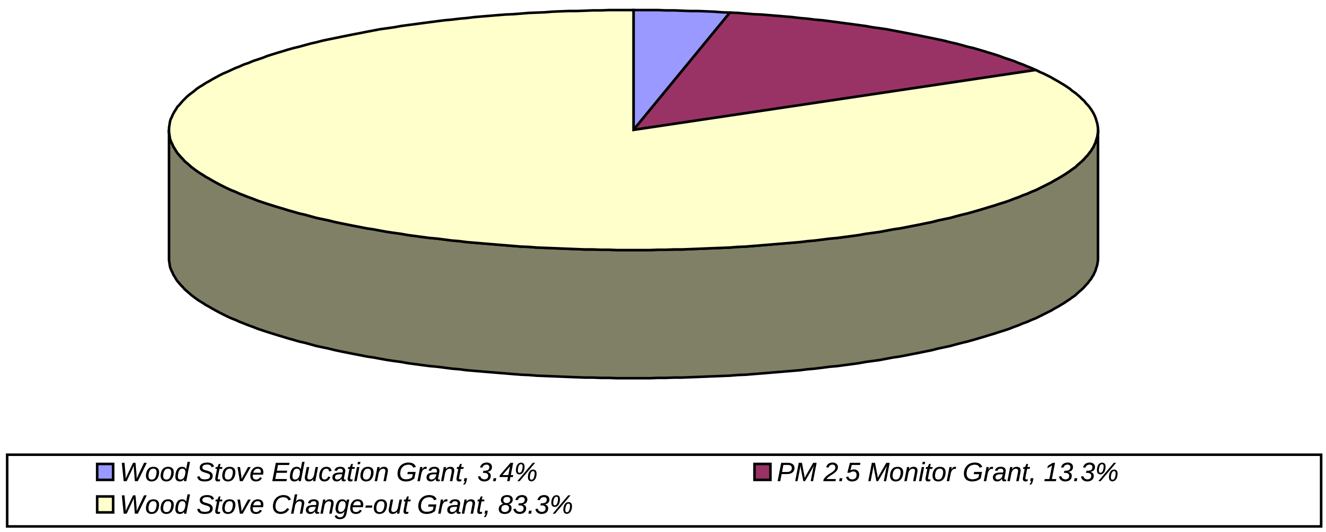


Figure 5

GRANT OPERATIONS EXPENSES $166,355

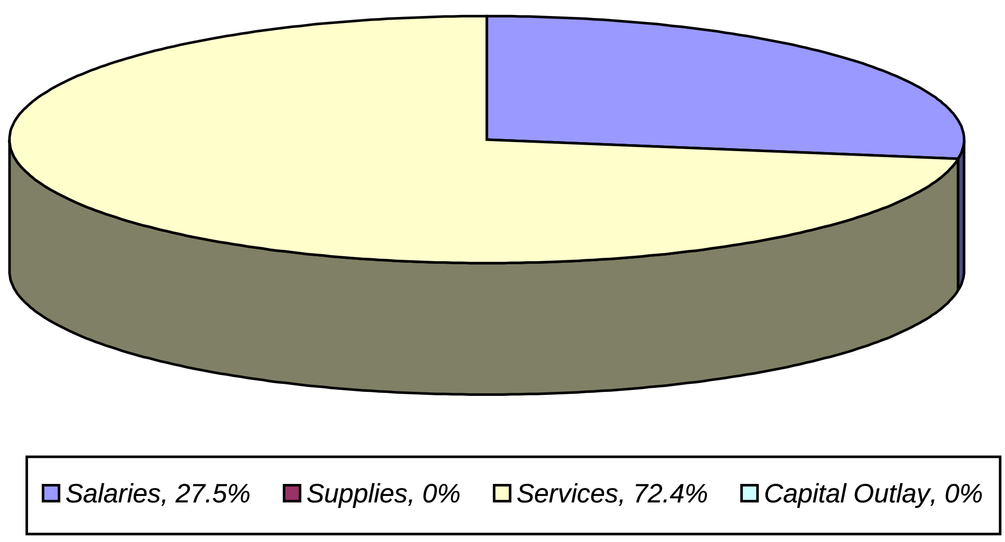


Figure 6

ENTERPRISE OPERATIONS REVENUE $80,100

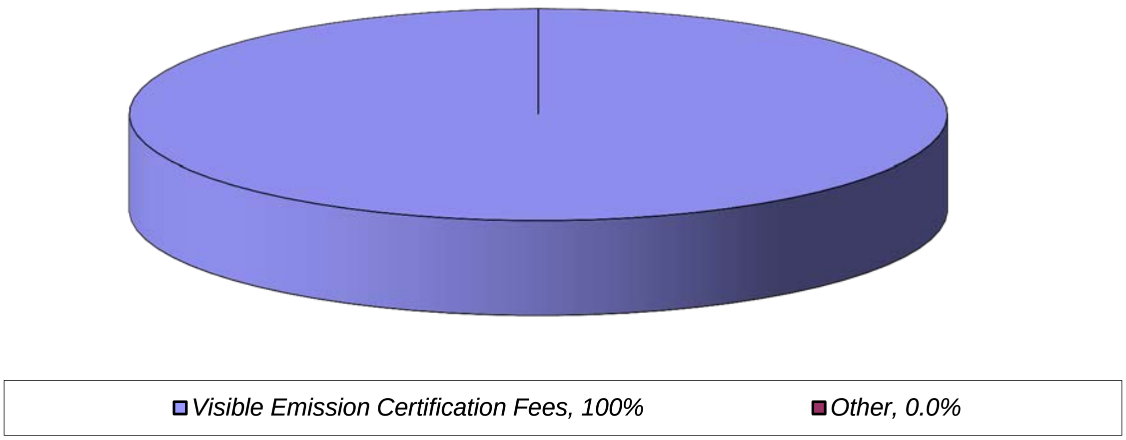


Figure 7

ENTERPRISE OPERATIONS EXPENSES $23,380

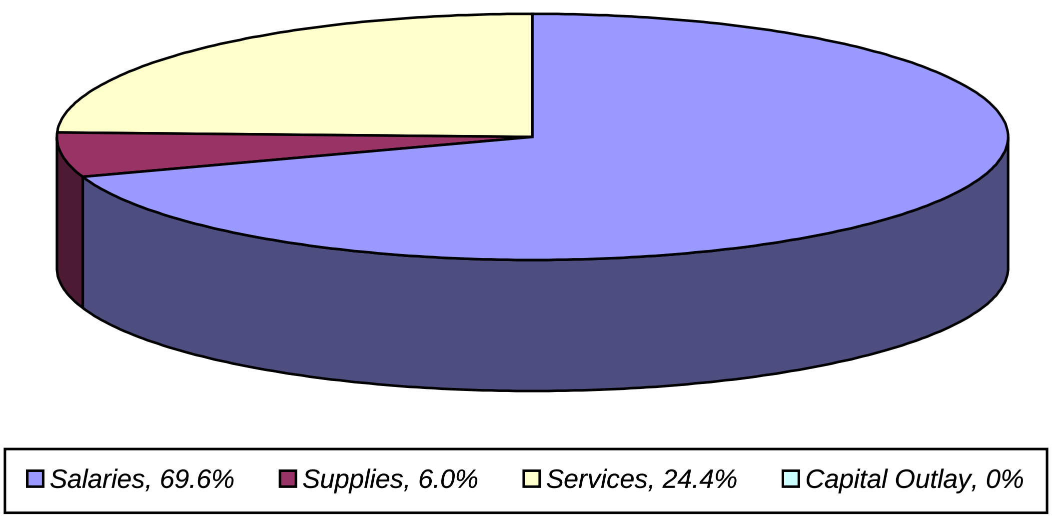


Figure 8

FY 2019 Budget - Itemized by Account

Base Operations Revenue Summary, Itemized by Account

Base Operations Accounts – Stationary Source Permit Fees

Account Number 614-32190001 Minor Source Registration Fees

Projected FY 2018 Actual	$175,237
Proposed FY 2019 Budget	$162,000

This account reflects revenue received pursuant to the Revised Code of Washington (RCW) 70.94.151 and YRCAA Regulation 1. RCW 70.94.151, Washington Administrative Code (WAC) 173-400-099 and YRCAA Regulation 1, Section 4.01, require sources emitting air contaminants to register with YRCAA and pay initial and Annual Registration fees.

Account Number 614-32190008 Synthetic Minor Registration Fees

Projected FY 2018 Actual	$18,620
Proposed FY 2019 Budget	$19,950

This account reflects Annual Registration fees from Synthetic Minor Sources received pursuant to RCW 70.94.151 and YRCAA Regulation 1. Synthetic minor sources are sources that effectively opt out of being defined as a Major Source by accepting operating limitations and permit conditions limiting emission of air contaminants.

Account Number 614-32190006 Complex Minor Source Registration Fees

Projected FY 2018 Actual	$23,130
Proposed FY 2019 Budget	$20,300

Complex minor sources are minor sources which have complex processes with multiple emission points or significant emission potential.

Account Number 614-32290001 Title V Source Permit Fees

Projected FY 2018 Actual	$101,625
Proposed FY 2019 Budget	$122,500

This account reflects permit fee revenue received from the implementation of the YRCAA Title V Permit Program. Title V sources are major stationary sources of air pollution defined in 40 CFR Part 70 as stationary sources of air pollution that directly emit, or have the potential to emit, 100 tons per year (TPY) or more of any air pollutant.

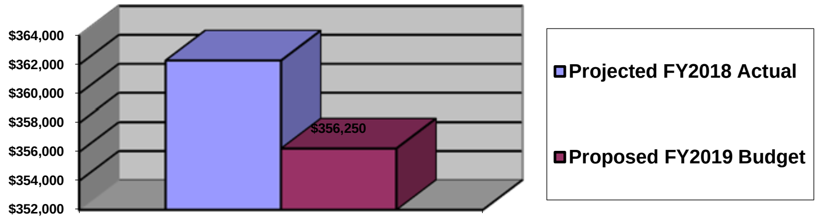
Account Number 614-32190002 New Source Review Fees

Projected FY 2018 Actual	$43,678
Proposed FY 2019 Budget	$31,500

This account reflects revenue received from permit evaluations for stationary sources subject to New Source Review (NSR) regulations. Sources subject to NSR regulations include sources regulated pursuant to WAC 173-400, WAC 173-460 and 40 CFR Part 60 and 40 CFR Part 61.

Subtotal, Stationary Source Permit Fee Revenue

Projected FY 2018 Actual	$362,290
Proposed FY 2019 Budget	$356,250



Base Operations Accounts – Burn Permit Fees

Account Number 614-32290005 Residential Burn Permit Fees

Projected FY 2018 Actual	$58,688
Proposed FY 2019 Budget	$60,500

This account reflects revenue received from burn permit fees required by YRCAA, Regulation 1. Residential burning has been banned inside all Urban Growth Areas in YRCAA's jurisdiction.

Account Number 614-32290007 Agricultural Burn Permit Fees

Projected FY 2018 Actual	$36,252
Proposed FY 2019 Budget	$30,500

This account reflects revenue received from agricultural burn permit fees for permits issued pursuant to YRCAA Regulation, Section 3.03 and WAC 173-430.

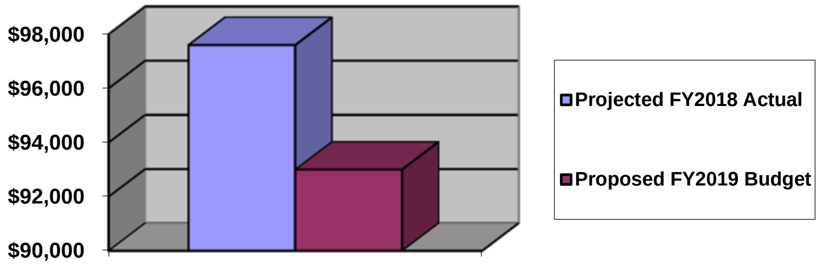
Account Number 614-32290011 Conditional Use Burn Permit Fees

Projected FY 2018 Actual	$2,654
Proposed FY 2019 Budget	$2,000

This account includes burn permit fees received for Conditional Use burn permits. Conditional Use burn permits are issued for burning that is not residential or agricultural burning including, but not limited to, training fires, land clearing burns, etc.

Subtotal, Burn Permit Fee Revenue

Projected FY 2018 Actual	$97,594
Proposed FY 2019 Budget	$93,000



Base Operations Accounts – Compliance Fees

Account Number 614-32190005 Asbestos Removal Fees

Projected FY 2018 Actual	$30,795
Proposed FY 2019 Budget	$31,000

This account includes fees required pursuant to the NESHAP and YRCAA Regulation 1, Section 3.07 for processing notifications and conducting inspections of demolition and renovation activity with the potential to cause the release of asbestos. This program is a federal requirement that has been delegated to YRCAA.

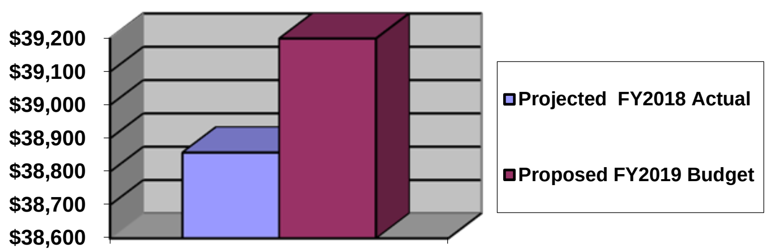
Account Number 614-32190009 Construction Dust Control Plan Fees

Projected FY 2018 Actual	$8,063
Proposed FY 2019 Budget	$8,200

This account includes revenue received for required construction dust mitigation plan evaluations, including Master or Site Plans required pursuant to YRCAA Regulation 1.

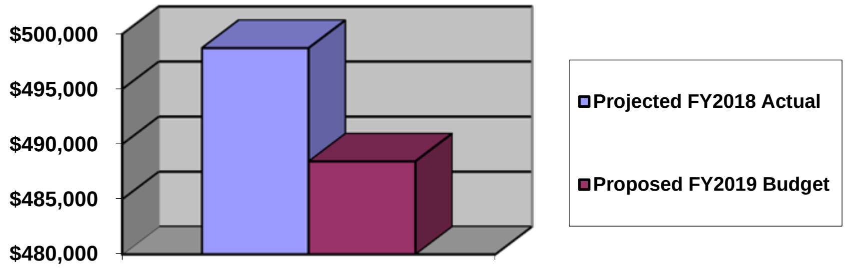
Subtotal, Compliance Fees

Projected FY 2018 Actual	$38,858
Proposed FY 2019 Budget	$39,200



Subtotal, All Permit Fee Revenue

Projected FY 2018 Actual	$498,742
Proposed FY 2019 Budget	$488,450



Base Operations Accounts – Base Grants

Account Number 614-33366001 EPA Core Grant

Projected FY 2018 Actual	$111,067
Proposed FY 2019 Budget	$107,395

This account reflects the federal share of federal performance partnership grants issued pursuant to FCAA, Section 105. The grant is issued to YRCAA by Washington State Department of Ecology passed through from USEPA. This federal-state grant is a two-year grant covering the period of FY 2017 and 2017, with an effective date of July 1, 2016. The grant provides partial funding for the YRCAA's seven basic air quality protection programs.

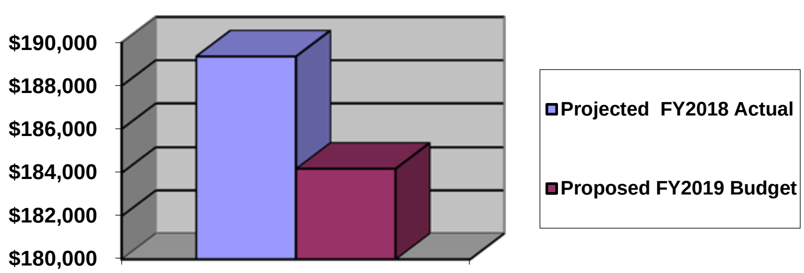
Account Number 614-33403101 DOE Core Grant

Projected FY 2018 Actual	$78,301
Proposed FY 2019 Budget	$76,800

This account includes the state share of the federal performance partnership grant issued pursuant to FCAA Section 105.

Subtotal, Base grants

Projected FY 2018 Actual	$189,368
Proposed FY 2019 Budget	$184,195



Base Operations Accounts - Fines & Penalties

Account Number 614-35990001 Civil Penalties

Projected FY 2018 Actual	$33,154
Proposed FY 2019 Budget	$2,500

This account reflects civil penalties assessed for specific infractions of Air Pollution Regulations. Civil penalty amounts vary based on the type and severity of the specific violation, culpability of the source in violating regulations, and the potential risk to human health. In order to prevent any potential interpretation that the Agency's enforcement program is, in part, a 'quota' program, YRCAA budgets minimal civil penalty revenue.

Base Operations Accounts - Supplemental Income

Account Number 614-33831001 Supplemental Income

Projected FY 2018 Actual	$100,259
Proposed FY 2019 Budget	$100,789

This account includes Supplemental Income. Supplemental Income is the specific income term used to describe required assessments paid to YRCAA by component cities, towns and the County of Yakima, pursuant to RCW 70.94.092 and 70.94.093. RCW 70.94.092 states, in part, "The budget shall contain an estimate of all revenues to be collected during the following budget year, including any surplus funds remaining unexpended from the preceding year. The remaining funds required to meet budget expenditures, if any, shall be designated as "supplemental income" and shall be obtained from the component cities, towns, and counties in the manner provided in this chapter." The proportionate shares of supplemental income for calendar year 2017 are as shown in Appendix E.

Base Operations Accounts - Other Income

Account Number 614-36111001 Interest

Projected FY 2018 Actual	$4,867
Proposed FY 2019 Budget	$2,100

This account includes the estimated interest earned from YRCAA funds on hand.

Account Number 614-36990013 Miscellaneous Income

Projected FY 2018 Actual	$1,143
Proposed FY 2019 Budget	$200

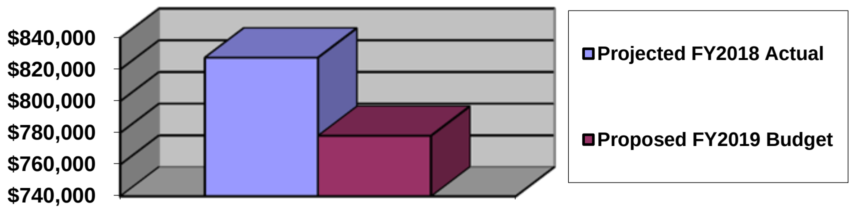
This account includes all other revenue not reflected in other accounts herein and otherwise classified as miscellaneous income.

Subtotal, Other Income

Projected FY 2018 Actual	$6,010
Proposed FY 2019 Budget	$2,300

Total, Base Operations Revenue

Projected FY 2018 Actual	$827,533
Proposed FY 2019 Budget	$778,234



Grant Operations Revenue Summary, Itemized by Account

Grant Operations Accounts

Account Number 614-33403105 DOE Wood Stove Education Grant

Projected FY 2018 Actual	$5,331
Proposed FY 2019 Budget	$5,331

This account includes special grant funding provided by the Washington State Department of Ecology (DOE) supporting YRCAA's wood stove education and enforcement programs. Under this program, YRCAA funds partial costs for residential woodstove replacements where older high-polluting wood burning stoves are replaced with new EPA-certified, less polluting wood stoves or other heating devices.

Account Number 614-33403108 DOE PM 2.5 Grant

Projected FY 2018 Actual	$ 21,050
Proposed FY 2019 Budget	$ 21,050

This account reflects compensation from DOE for the costs of operation and maintenance of one Federal Reference Monitor, one Federal Equivalency Monitor and two Chemical Speciation monitors measuring particulate matter (PM) equal to or smaller than 2.5 microns ($PM_{2.5}$).

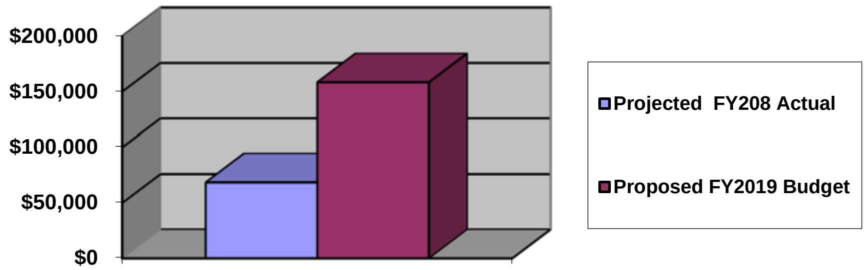
Account Number 614-33403107 Wood Stove Change-Out Grant

Projected FY 2018 Actual	$42,164
Proposed FY 2019 Budget	$132,000

This account includes grant funding provided by the Washington State Department of Ecology for YRCAA's wood stove change-out program. Under this program, YRCAA funds costs for residential woodstove replacements where older polluting wood burning stoves are replaced with new EPA-certified, less polluting wood stoves or other heating devices. The program has operated with numerous other contributing partners.

Total, Grant Operations Revenue

Projected FY 2018 Actual	$68,545
Proposed FY 2019 Budget	$158,381



Enterprise Operations Revenue Summary, Itemized by Account

Enterprise Operations Accounts

Account Number 614-34317001 VE Certification Fees

Projected FY 2018 Actual	$90,025
Proposed FY 2019 Budget	$80,000

Enterprise Operations revenues include primarily training and registration fees for individuals participating in the YRCAA's Northwest Opacity Certification (NOC) enterprise. NOC provides training, testing and certification for participants who must be certified to conduct visible emission evaluations (VEE) per Method 9 and 22 contained in 40 CFR 60, Appendix A.

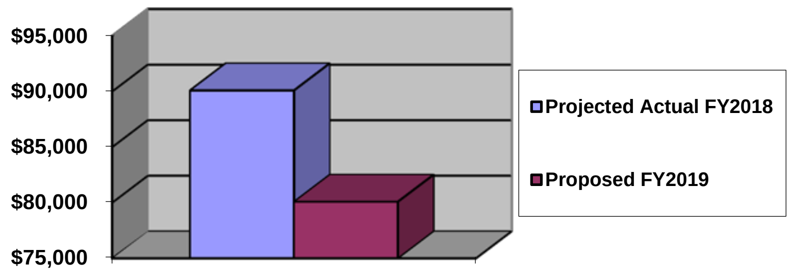
Account Number: 614-34317002 Other Enterprise Revenue

Projected FY 2018 Actual	$75
Proposed FY 2019 Budget	$100

This account is maintained in the event any opportunity for other enterprise revenue arises.

Subtotal, Enterprise Revenue

Projected FY 2018 Actual	$90,100
Proposed FY 2019 Budget	$80,100



Total Estimated YRCAA Revenue

	FY 2018	FY 2019
Estimated Base Operations YRCAA Revenue	$ 827,533	$ 778,234
Estimated Grants Revenue	$ 68,545	$ 158,381
Estimated Enterprise Revenue	$ 90,100	$ 80,100
Prior Year Carry Over	$ 125,000	$ 125,000
Total Revenue	**$ 1,111,178**	**$ 1,141,715**

Base Operations Expenditure Summary, Itemized by Account

Base Operations – Salaries and Benefits

Account Number 614-1001 Salaries

Projected FY 2018 Actual	$498,118
Proposed FY 2019 Budget	$484,932

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

Projected FY 2018 Actual	$175,014
Proposed FY 2019 Budget	$183,571

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Subtotal, Salaries and Benefits

Projected FY 2018 Actual	$673,132
Proposed FY 2019 Budget	$668,503

Base Operations – Supplies

Account Number 614-3101 Office Supplies

Projected FY 2018 Actual	$4,889
Proposed FY 2019 Budget	$6,500

This office supply account includes all disposable supplies and non-disposable supplies in value up to $ 4,999 and which are not charged to the fixed asset account.

Account Number 614-3102 Safety Equipment

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$500

Account Number 614-3201 Vehicles, Gasoline

Projected FY 2018 Actual	$1,658
Proposed FY 2019 Budget	$2,500

This account was established to allow tracking of YRCAA vehicle fuel costs.

Account Number 614-3501 Small Tools / Equipment

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$200

This account tracks the costs of small tools and equipment not otherwise debited to other accounts.

Account Number 614-3502 Computer Network

Projected FY 2018 Actual	$11,112
Proposed FY 2019 Budget	$4,000

This account tracks computer hardware and software user license costs.

Subtotal, Base Operation Supplies

Projected FY 2018 Actual	$17,659
Proposed FY 2019 Budget	$13,700

Base Operations – Services

Account Number 614-4101 Professional Services

Projected FY 2018 Actual	$34,953
Proposed FY 2019 Budget	$35,000

This account reflects the costs of most professional and specialized services. Specifically, the FY 2019 account includes the following: legal services, technical services, computer network security and hosted email services and other miscellaneous professional services.

Account Number 614-4101 Laboratory Analyses

Projected FY 2018 Actual	$61
Proposed FY 2019 Budget	$200

This account tracks laboratory analysis costs of air and bulk asbestos samples.

Account Number 614-4125 Yakima County Services

Projected FY 2018 Actual	$770
Proposed FY 2019 Budget	$1,014

This account reflects the costs of utilizing Yakima County financial services.

Account Number 614-4201 Communications, Phones/Internet

Projected FY 2018 Actual	$12,227
Proposed FY 2019 Budget	$12,800

This account reflects the cost of communications services, including monthly telephone and internet costs.

Account Number 614-4202 Postage

Projected FY 2018 Actual	$1,838
Proposed FY 2019 Budget	$3,500

This account includes the costs of individual stamps, postage, parcel post, and express mail.

Account Number 614-4301 Travel & Transportation

Projected FY 2018 Actual	$3,698
Proposed FY 2019 Budget	$3,200

This account reflects the costs of all transportation of persons and things, including the travel costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs, except where the cost of travel is more appropriately included as part of a charge in another account.

Account Number 614-4401 Public Education

Projected FY 2018 Actual	$2,868
Proposed FY 2019 Budget	$4,000

The YRCAA public education program is mandated and the funding is primarily derived directly from EPA-DOE Grants and Penalties. This account tracks expenses related to that function.

Account Number 614-4401 Publications, Legal Notices

Projected FY 2018 Actual	$3,099
Proposed FY 2019 Budget	$2,000

This account reflects YRCAA costs of publications legally required for reports and notices. The account includes costs of public notices of Board and Administrative meetings and notice of public hearings to adopt rules and regulations or take other action requiring a public notice.

Account Number 614-4501 Rents & Leases, Equipment

Projected FY 2018 Actual	$3,282
Proposed FY 2019 Budget	$3,282

This account reflects the rent and lease of equipment primarily for office use. The FY 2019 account will include rental cost for the postage machine, the copier and other office equipment.

Account Number 614-4501 Rents & Leases, Space

Projected FY 2018 Actual	$43,659
Proposed FY 2019 Budget	$52,659

This account includes office and other space lease costs. Presently, the YRCAA leases 2500 SF of base office space and an additional 800 SF of shared storage, lunch room and restrooms.

Account Number 614-4601 Insurance

Projected FY 2018 Actual	$12,555
Proposed FY 2019 Budget	$12,600

This account includes premiums for public liability, property damage including fire, burglary, and vehicle coverage, errors and omissions coverage, and money insurance coverage.

Account Number 614-4801 Maintenance, Motor Vehicles

Projected FY 2018 Actual	$2,316
Proposed FY 2019 Budget	$2,400

This account reflects agency vehicle repair costs. Vehicle repair costs set the foundation for identifying potential cost savings related to vehicle replacement.

Account Number 614-4801 Maintenance, Equipment

Projected FY 2018 Actual	$1,926
Proposed FY 2019 Budget	$2,000

This account reflects maintenance activity for equipment not specified in other maintenance accounts, for example, repair of office furnishings, and maintenance of copy machines.

Account Number 614-4801 Maintenance, Computers

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$250

This account includes general maintenance costs for YRCAA computers and network. The vast majority of work is now done in-house by the Information Technology Manager.

Account Number 614-4801 Maintenance, Building

Projected FY 2018 Actual	$1,931
Proposed FY 2019 Budget	$1,500

This account reflects costs for general mechanical, electrical, janitorial, garbage pick-up, and general maintenance services.

Account Number 614-4901 Memberships

Projected FY 2018 Actual	$855
Proposed FY 2019 Budget	$920

This account tracks YRCAA costs of memberships in societies, associations of officials, trade and other organizations whose membership may meet and discuss issues related to the useful conduct of the YRCAA business.

Account Number 614-4901 Training

Projected FY 2018 Actual	$2,469
Proposed FY 2019 Budget	$2,500

This account tracks YRCAA employee education and training costs.

Account Number 614-4901 Service Charges and Interest

Projected FY 2018 Actual	$5,113
Proposed FY 2019 Budget	$5,000

This account reflects charges on accounts payable and service charges such as customer credit card and online payment.

Account Number 614-4901 Miscellaneous Services

Projected FY 2018 Actual	$900
Proposed FY 2019 Budget	$1,000

This account reflects specialized services, generally particular to the conduct of the YRCAA operations, such as the Woodstove Rebate Program, and for which an account has not otherwise been established.

Account Number 614-4901 Ecology Oversight Fees

Projected FY 2018 Actual	$3,840
Proposed FY 2019 Budget	$4,787

This account reflects fees paid to Department of Ecology for maintaining oversight of the agency Title V Air Operating Permit Program.

Subtotal, Base Operations Services

Projected FY 2018 Actual	$138,360
Proposed FY 2019 Budget	$150,612

Base Operations – Fixed Assets

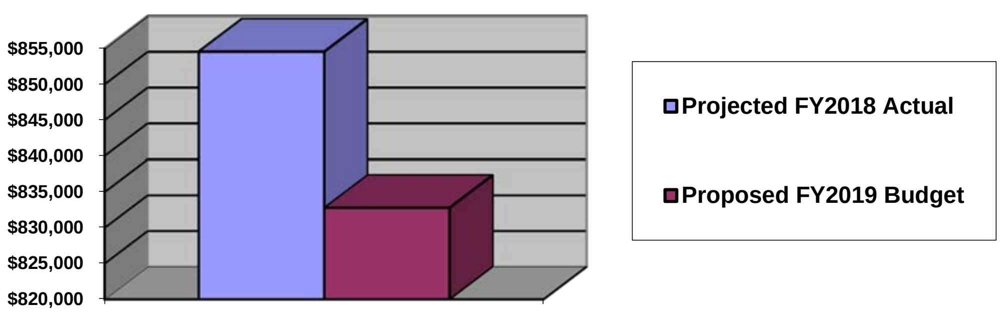
Account Number 614-6401 Capital Outlay, Fixed Assets

Projected FY 2018 Actual	$25,416
Proposed FY 2019 Budget	$ 0

Capital fixed assets are those items of tangible property that are non-consumable, of $5,000 value or more, and that have a useful life of at least two (2) years. These assets are depreciated over the useful life of the asset.

Total, Base Operations Expenditure

Projected FY 2018 Actual	$854,567
Proposed FY 2019 Budget	$832,815



Grants Operations Expenditure Summary, Itemized by Account

Wood Stove Education Grant

Wood Stove Education Grant Salaries

Account Number 614-1001 Salaries

Projected FY 2018 Actual	$3,956
Proposed FY 2019 Budget	$3,867

The Salaries account reflects the base wage costs for all full time and part time employees

Account Number 614-2002 Benefits

Projected FY 2018 Actual	$1,462
Proposed FY 2019 Budget	$1,464

Benefits include employer contributions to employee healthcare costs, to the Public Employees Retirement System (PERS) and industrial insurance.

Wood Stove Education Grant Supplies

Account Number 614-3101 Office Supplies

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This office supply account includes all disposable supplies and non-disposable supplies in value up to $ 4,999 and which are not charged to the fixed asset account.

Wood Stove Education Grant Services

Account Number 614-4139 Professional Services

Projected FY 2018 Actual	$120
Proposed FY 2019 Budget	$120

This account reflects the costs of most professional and specialized services.

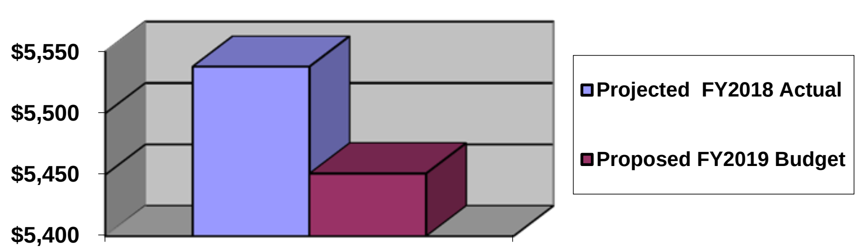
Account Number 614-4202 Postage

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This account includes the costs of individual stamps, postage, parcel post, and express mail.

Subtotal, Woodstove Education Grant Expenditures

Projected FY 2018 Actual	$5,538
Proposed FY 2019 Budget	$5,451



$PM_{2.5}$ Grant

$PM_{2.5}$ Grant Salaries

Account Number 614-1001 Salaries

Projected FY 2018 Actual	$15,367
Proposed FY 2019 Budget	$15,270

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

Projected FY 2018 Actual	$5,683
Proposed FY 2019 Budget	$5,780

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

$PM_{2.5}$ Grant Supplies

Account Number 614-3101 Office Supplies

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This office supply account includes all disposable supplies and non-disposable supplies in value up to $ 4,999 and which are not charged to the fixed asset account.

$PM_{2.5}$ Grant Services

Account Number 614-4101 Professional Services

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This account reflects the costs of most professional and specialized services

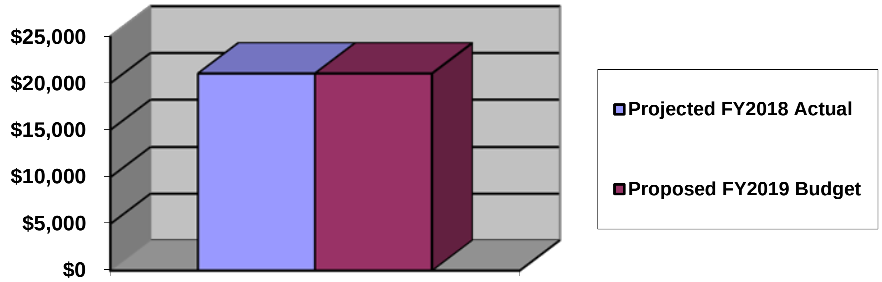
Account Number 614-6401 Capital Outlay, Fixed Assets

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

Capital fixed assets are those items of tangible property that are non-consumable, of $5,000 value or more, and that have a useful life of at least two (2) years. These assets are depreciated over the useful life of the asset.

Subtotal, $PM_{2.5}$ Grant Expenditures

Projected FY 2018 Actual	$ 21,050
Proposed FY 2019 Budget	$ 21,050



Wood Stove Change-out Grant

Wood Stove Change-out Grant Salaries

Account Number 614-1001 Salaries

Projected FY 2018 Actual	$936
Proposed FY 2018 Budget	$14,076

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

Projected FY 2018 Actual	$329
Proposed FY 2019 Budget	$5,328

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Wood Stove Change-out Grant Supplies

Account Number 614-3101 Office Supplies

Projected FY 2018 Actual	$43
Proposed FY 2019 Budget	$50

This office supply account includes all disposable supplies and non-disposable supplies in value up to $ 4,999 and which are not charged to the fixed asset account.

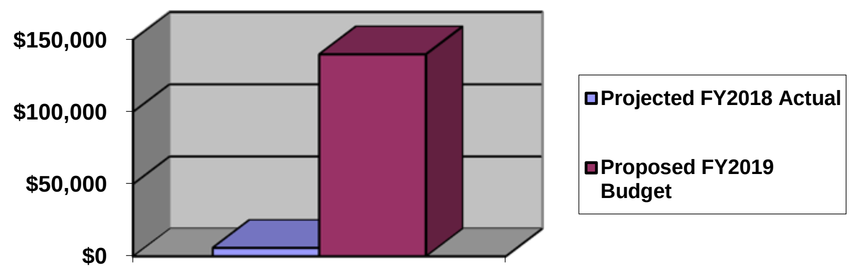
Account Number 614-4101 Professional Services

Projected FY 2018 Actual	$4,620
Proposed FY 2019 Budget	$120,400

This account reflects the costs of most professional and specialized services, including removal of old high-polluting wood stoves and purchase and installation of cleaner burning devices.

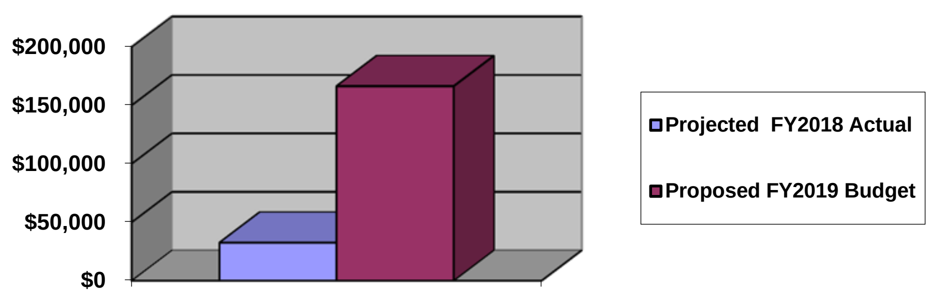
Subtotal, Wood Stove Change-out Grant Expenditures

Projected FY 2018 Actual	$5,928
Proposed FY 2019 Budget	$139,854



Total, Grant Operations Expenditures

Projected FY 2018 Actual	$32,516
Proposed FY 2019 Budget	$166,355



Enterprise Operations Expenditure Summary, Itemized by Account

Enterprise Operations – Salaries and Benefits

Account Number 141-1001 Salaries

Projected FY 2018 Actual	$16,125
Proposed FY 2019 Budget	$11,810

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 141-2002 Benefits

Projected FY 2018 Actual	$5,217
Proposed FY 2019 Budget	$4,470

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Subtotal, Salaries, Benefits

Projected FY 2018 Actual	$21,342
Proposed FY 2019 Budget	$16,280

Enterprise Operations - Supplies

Account Number 141-3101 Office Supplies

Projected FY 2018 Actual	$108
Proposed FY 2019 Budget	$200

This office supply account includes all Enterprise disposable supplies and non-disposable supplies in value up to $ 4,999 and which are not charged to the fixed asset account.

Account Number 141-3201 Vehicles, Gasoline

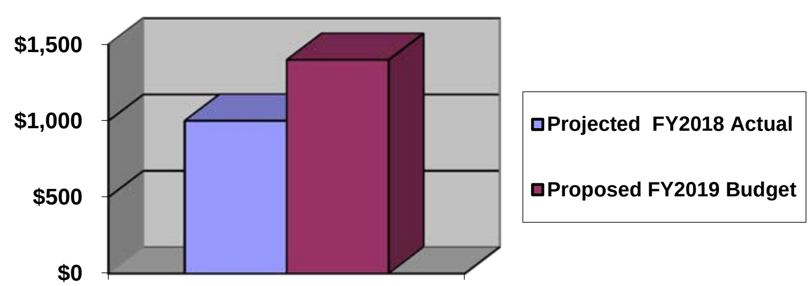
Projected FY 2018 Actual	$693
Proposed FY 2019 Budget	$1,000

Account Number 141-3501 Small Tools / Equipment

Projected FY 2018 Actual	$200
Proposed FY 2019 Budget	$200

Subtotal, Supplies

Projected FY 2018 Actual	$1,001
Proposed FY 2019 Budget	$1,400



Enterprise Operations - Services

Account Number 141-4101 Professional Services

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This account reflects the costs of most professional services and specialized services.

Account Number 141-4202 Postage

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

Account Number 141-4301 Travel & Transportation

Projected FY 2018 Actual	$2,021
Proposed FY 2019 Budget	$3,000

This account reflects the costs of all transportation of persons and things, including the costs of meals and lodging, commercial transportation, and other travel costs.

Account Number 141-4502 Rents & Leases, Space

Projected FY 2018 Actual	$1,147
Proposed FY 2019 Budget	$2,000

This account includes the costs for acquiring facilities used for conducting the training and testing provided by NOC and other enterprise activities.

Account Number 114-4801 Maintenance, Motor Vehicles

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$200

This account tracks vehicle repair and maintenance costs. Vehicle repair costs set the foundation for identifying potential cost savings related to vehicle replacement.

Account Number 141-4801 Maintenance, Equipment

Projected FY 2018 Actual	$ 0
Proposed FY 2018 Budget	$500

This account reflects maintenance activity for equipment not specified in other maintenance accounts.

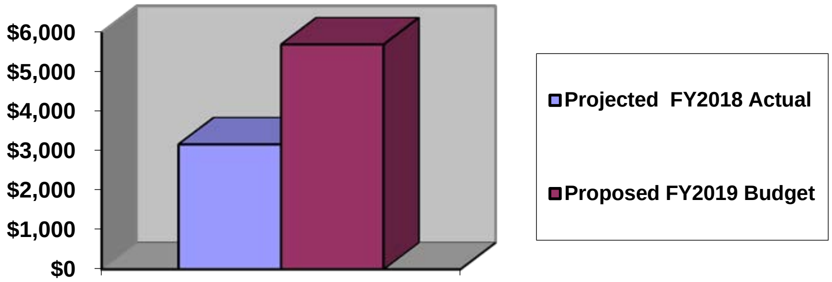
Account Number 141-4901 Miscellaneous Services

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

This account reflects comparatively specialized supplies and services, generally particular to the conduct of the NOC operations, and for which an account has not otherwise been established.

Subtotal, Services

Projected FY 2018 Actual	$3,168
Proposed FY 2019 Budget	$5,700



Enterprise Operations - Fixed Assets

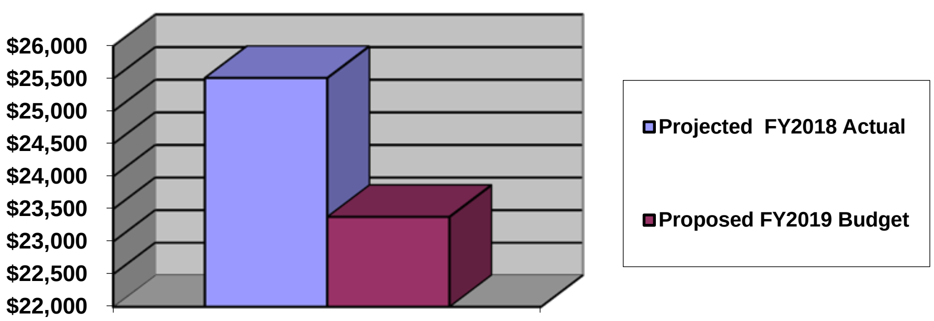
Account Number 141-4500 Capital Outlay, Fixed Assets

Projected FY 2018 Actual	$ 0
Proposed FY 2019 Budget	$ 0

Capital fixed assets are those items of tangible property that are non-consumable, of $5,000 value or more, and that have a useful life of at least two (2) years.

Subtotal, Enterprise Operations Expenditures

Projected FY 2018 Actual	$25,511
Proposed FY 2019 Budget	$23,380



Total Estimated YRCAA Expenditures

	FY 2018	FY 2019
Estimated Base Operations Expenditure	$ 854,567	$ 832,815
Estimated Grants Expenditure	$ 32,516	$ 166,355
Estimated Enterprise Expenditure	$ 25,511	$ 23,380
Total Expenditure	**$ 912,594**	**$ 1,022,550**

RESOLUTIONS FOR IMPLEMENTING THE BUDGET

Resolution No. 2018-04, Approving FY 2019 Employee Salaries and Employer Contributions to Employee Health Insurance

Resolution No. 2018-05, Approving 2019 Supplemental Income Assessments

Resolution No. 2018-06, Adopting the FY 2019 Budget

RESOLUTION NO. 2018-04
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Approving FY 2019 Employee Salaries and…………..)
Employer Contributions to Employee Health Insurance)

WHEREAS, RCW 70.94.130 authorizes the Governing Board of Directors (Board) to approve employee salaries; and

WHEREAS, the Board desires to approve salaries and the discretionary benefit of health insurance for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby adopts the employee salaries as published in the FY 2019 Budget Appendix A, "FY 2019 YRCAA Employee Salary Costs," and

BE IT FURTHER RESOLVED, that the Board hereby adopts the employer contributions to employee health insurance as published in Appendix B, "FY 2019 Employer Monthly Contribution to Health Insurance," and

BE IT FURTHER RESOLVED that the Executive Director and Fiscal Programs Manager shall implement the payment of employee salaries and contributions to employee health insurance for FY 2019.

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 14th day of June, 2018.

Jon DeVaney, Chair	Ron Anderson, Director
Steven Jones, Director	Carmen Mendez, Director
Norm Childress, Director	Mary Wurtz, Clerk of the Board

RESOLUTION NO. 2018-05
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Approving Calendar Year 2019 Proportional Shares of Supplemental Income Assessment……)

WHEREAS, Sections 70.94.092 and 70.94.093(1)(c) and (2)(c) RCW provide for an activated local authority to adopt, as supplemental income, assessments to each component city, town, and county; and

WHEREAS, the YRCAA Governing Board of Directors (Board) finds that certain program costs are not otherwise funded as described in Section 70.94.092 RCW; and

WHEREAS, the Board accepts the 2010 Census, updated and estimated April 1, 2017, for purposes of assessing proportional shares of supplemental income to the component cities, towns, and county;

NOW THEREFORE, BE IT RESOLVED, the Board hereby approves and adopts the assessment of $.40 per capita to each component city, town and county, as expressed in Appendix D, "YRCAA 2019 Supplemental Income Assessments" for Calendar Year 2019; and

BE IT FURTHER RESOLVED, the Executive Director is instructed to certify to each city, town and county, per RCW 70.94.093(3), that their proportional share of supplemental income shall be as expressed in the FY 2019 Budget, Appendix D, "YRCAA 2019 Supplemental Income Assessments," for the calendar year 2019.

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 14th day of June, 2018.

______________________________	______________________________
Jon DeVaney, Chair	Ron Anderson, Director
______________________________	______________________________
Steven Jones, Director	Carmen Mendez, Director
______________________________	______________________________
Norm Childress, Director	Mary Wurtz, Clerk of the Board

RESOLUTION NO.: 2018-06
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting the Agency Fiscal Year (FY) 2019 Budget……………………)

WHEREAS, the YRCAA Governing Board of Directors (Board) held a public meeting on May 10th, 2018 for the purpose of reviewing the Draft FY 2019 Budget and has provided the public with the 30-day opportunity to comment from May 1st, 2018 through May 31st, 2018; and

WHEREAS, the Board held a Public Hearing on this, the 14th day of June, 2018 to consider adopting the Proposed FY 2019 Budget;

NOW THERFORE BE IT RESOLVED, the Board has reviewed and hereby adopts the Proposed FY 2019 Budget in the amount of $1,141,715; and

BE IT FURTHER RESOLVED, the YRCAA Executive Director shall implement said budget according to the FY 2019 Budget Work Plan and Appendix E, "FY 2019 YRCAA Resource Allocation Summary."

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 14th day of June, 2018.

______________________________	______________________________
Jon DeVaney, Chair	Ron Anderson, Director
______________________________	______________________________
Steven Jones, Director	Carmen Mendez, Director
______________________________	______________________________
Norm Childress, Director	Mary Wurtz, Clerk of the Board

Appendices

Appendix A:	FY 2019 YRCAA Employee Salary Costs
Appendix B:	FY 2019 Employer Contribution to Health Insurance
Appendix C:	2018 YRCAA Permit Fees
Appendix D:	YRCAA 2019 Supplemental Income Assessments
Appendix E:	FY 2019 YRCAA Resource Allocation Summary

Appendix A

FY 2019 YRCAA Employee Salary Costs

Name / Class	Salary		Benefits		Total	
Keith Hurley / Director	$	87,864	$	28,097	$	115,961
Carl Brookshire / AQS II	$	32,196	$	6,826	$	39,022
Michelle Blanchard / AS I	$	36,206	$	19,781	$	55,987
Mary Wurtz / AS I	$	45,760	$	16,933	$	62,693
Wade Porter / ES I	$	35,969	$	14,709	$	50,678
Christa Owen / AS III	$	48,159	$	16,605	$	64,764
Kelsey Sanford / AQS I	$	34,800	$	18,281	$	53,081
Dustin Harrington / AQS II	$	45,018	$	18,399	$	63,417
Jodell Gonzalez / AQS I	$	33,449	$	16,664	$	50,113
Hasan Tahat / DS III	$	78,824	$	24,669	$	103,493
Mark Edler / AQS II-DS1	$	51,712	$	19,645	$	71,357
Totals	**$**	**529,957**	**$**	**200,610**	**$**	**730,567**

Appendix B

FY 2019 Employer Monthly Contribution to Health Insurance

Employee Only	Entire Cost (maximum of $880.00)
Employee and Children	$ 970.00
Employee and Spouse	$1,050.00
Full Family	$1,175.00
Executive Director	Entire Cost (Currently $1,222.73)
Waived Coverage*	Entire Cost (Currently $145.53)

*Employer pays only for Dental and Basic Life.

Appendix C

YAKIMA REGIONAL CLEAN AIR AGENCY CY2018 FEE SCHEDULE

Permit Type	Permit Fee	Fee Basis
Registration		
Minor Source	$ 453	Annual
Complex Minor Source	$ 1,285	Annual
Synthetic Minor Source	$ 2,660	Annual
Air Operating Permit	Varies	Basic Fee + actual annual cost
New Source Review	$ 400 +	Application Fee + actual cost
Temporary Source Relocation	$ 125	One-time Inspection Fee
Regulatory Order	$ 400 +	Application + actual cost
General Permit	$ 400 +	Application + actual cost
SEPA	$ 400 +	Application + actual cost
Dust Control		
Project & Master Plans	$ 327	One-time Fee
Site Notification	$ 155	One-time Fee Each Site
Burn Permits		
Residential	$ 48	Annual from March 15th to October 15th
Agricultural Piles	$ 1.00	Per Ton, $80 minimum
Agricultural Acres	$ 3.75	Per Acre, $37.50 minimum
Land Clearing Piles	$ 2.18	Per Ton, $218 minimum
Land Clearing Acres	$ 8.13	Per Acre, $218 minimum
Structure Fire Training	$ 218	Per Event
Conditional Use	$ 2.18	Per Ton, $218 minimum

Demolition / Renovation / Asbestos | | **Amount of Asbestos**

Demolition / Renovation / Asbestos		**Amount of Asbestos**
Asbestos Removal Notification	$ 867	Over 10K LF or over 50K SF
	$ 425	1001-10K LF or 5001-50K SF
	$ 164	261 - 1K LF or 161 - 5K SF
	$ 86	11-260 LF or 49-160 SF
	$ 44	Demolition only 0-10 LF or 0-48 SF
	$ 77	Any Amount by Owner Occupant
	$ 167	Any Amount Commercial Flat Built-Up Roofs
	$ 338	Annual Notice (Up to 260 LF or 160 SF)
	$ 87	Emergency Notice
	$ 39	Revision to Existing Notice

FEE SCHEDULE FOR OBTAINING PUBLIC RECORDS

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

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

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

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

Appendix D

FY 2019 YRCAA Resource Allocation

Salaries by Work Program

Staff	*Rate	Compl Permit	Compl Non-per	Permit	Pub Ed	Planning	Bus Asst	Admin	Title V	Enterprise	Monitor	WS	Leave	Hr Total	$ Total
Hurley	$ 55.75	480	325	280		220	22	148	240				365	2080	$ 115,960
Tahat	$ 49.76	100		800		70			750				360	2080	$ 103,501
	$ -														$ -
Porter	$ 24.36	605		744		425			206				100	2080	$ 50,669
Sanford	$ 25.52	620	723								673		64	2080	$ 53,082
	$ -														$ -
Brookshire	$ 18.76	280	280	230	198			350	181	225			336	2080	$ 39,021
Wurtz	$ 30.14	283	329	253	191	127	45	433	323				96	2080	$ 62,691
Gonzalez	$ 24.09	892	362	325	60	57	25	109	100				150	2080	$ 50,107
Owen	$ 31.14	152	140	190	140		120	585	180	123	34	55	361	2080	$ 64,771
Blanchard	$ 26.92	220	160	220	420		255	200				455	150	2080	$ 55,994
Harrington	$ 30.49	925	521	25					366		93		150	2080	$ 63,419
Edler	$ 34.31	213	213	150	240		155	347		240		238	284	2080	$ 71,365
	Hr Totals	4,770	3,053	3,217	1,249	899	622	2,172	2,346	588	800	740	2,416	22880	**$ 730,567**
	Cost	$ 143,734	$ 92,319	$ 111,059	$ 34,817	$ 31,302	$ 19,105	$ 66,000	$ 88,022	$ 16,286	$ 21,050	$ 22,127	$ 84,739		**$ 730,567**
Revenue Available		$ 143,756	$ 92,293	$ 111,006	$ 34,820	$ 31,300	$ 19,109	$ 66,021	$ 88,018	$ 16,280	$ 21,050	$ 22,133	$ 84,739		**$ 730,524**
% of Available		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		**100.0%**

*Rate = hourly wage + benefits average for the year

Revenue Source		**Estimated Revenue**	**Available For Salary**	**Allocation Planning Formula**
Title V Fees	13.4%	$ 122,500	$ 97,804	100% Title V after Audit & DOE Oversight Fees
Permit Fees (except T-V)	37.5%	$ 365,950	$ 274,280	50% Compl Per; 50% Permit
Base Grants	17.6%	$ 184,195	$ 128,937	33% Compl Non-per; 33% Pub Ed; 10% Planning; 10% Bus Asst; 10% Admin; 4% Monitor
Penalty	0.0%	$ 2,500		
Supplemental Income	10.3%	$ 100,780	$ 75,182	10% Planning; 40% Admin; 35% Compl Non-per; 15% Pub Ed
Enterprise	2.2%	$ 80,100	$ 16,280	100% Enterprise
Grants:				
PM2.5	2.9%	$ 21,050	$ 21,050	100% Monitor
WSE	0.7%	$ 5,331	$ 5,331	
WSCO	2.7%	$ 132,000	$ 19,404	100% WS
Other	0.3%	$ 2,300	$ 2,300	15% Admin; 85% Compl Non-per
Fund Balance	12.3%	$ 125,000	$ 90,000	47% Compl Non-per; 5% Pub Ed; 15% Planning; 33% Admin
	100.0%	**$ 1,141,706**	**$ 730,567**	

FY 2019 YRCAA Resource Allocation

All Costs by Division and Operation

Salaries by Operation

Operation	**Base Operations**			**Grant Operations**			**Enterprise Operations**			
Division	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	
Costs	$ 240,661	$200,551	$227,291	$ 24,735	$ -	$ 21,050	$ 16,280	$ -	$ -	**Total**
		Subotal	**$668,503**		**Subotal**	**$ 45,785**		**Subotal**	**$ 16,280**	**$730,568**
			9.97	FTE		0.68	FTE		0.24	FTE

Supplies, Services and Capital Outlay By Operation

Operation	**Base Operations**			**Grant Operations**			**Enterprise Operations**			
Division	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	**Totals**
Supplies	$ 4,932	$ 4,110	$ 4,658	$ 50	$ -	$ -	$ 1,400	$ -	$ -	$ 15,150
Services	$ 54,220	$ 45,184	$ 51,208	$120,520	$ -	$ -	$ 5,700	$ -	$ -	$276,832
Capital	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotals	**$ 59,152**	**$ 49,294**	**$ 55,866**	**$120,570**	**$ -**	**$ -**	**$ 7,100**	**$ -**	**$ -**	**$291,982**
		Supplies	**$ 13,700**		**Supplies**	**$ 50**		**Supplies**	**$ 1,400**	
		Services	**$150,612**		**Services**	**$120,520**		**Services**	**$ 5,700**	
		Capital	**$ -**		**Capital**	**$ -**		**Capital**	**$ -**	

All Costs By Division

Category	**Salaries**	**Supplies**	**Services**	**Capital**	**Totals**
Administrative	$ 281,676	$ 6,382	$ 180,440	$ -	$ 468,498
Engineering	$ 200,551	$ 4,110	$ 45,184	$ -	$ 249,845
Compliance	$ 248,341	$ 4,658	$ 51,208	$ -	$ 304,207
Subtotals	**$ 730,568**	**$ 15,150**	**$ 276,832**	**$ -**	**$ 1,022,550**

Appendix E

YRCAA FY 2019 Supplemental Income Assessments

City / Town:	Population	Assessment	% of Total
Grandview	11,170	$ 4,468	4.42%
Granger	3,905	$ 1,562	1.54%
Harrah	660	$ 264	0.26%
Mabton	2,315	$ 926	0.92%
Moxee	4,010	$ 1,604	1.58%
Naches	860	$ 344	0.34%
Selah	7,630	$ 3,052	3.02%
Sunnyside	16,640	$ 6,656	6.58%
Tieton	1,300	$ 520	0.51%
Toppenish	9,085	$ 3,634	3.59%
Union Gap	6,220	$ 2,488	2.46%
Wapato	5,040	$ 2,016	1.99%
Yakima, City	93,900	$ 37,560	37.11%
Zillah	3,150	$ 1,260	1.25%
Unincorporated Yakima County	87,115	$ 34,846	34.43%
TOTAL COUNTY:	**253,000**	**$ 101,200**	**100%**

(Per Capita Rate: $ 0.40)

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FY 2019 YRCAA Budget

A Report of Estimated Revenues and Expenditures

The Process

April 12th Board Meeting – Executive Director announced the public comment period beginning May 1st and closing May 31st.

April 16th & April 23rd – Public Announcements in Yakima Herald and Daily Sun News announcing the proposed budget is available for viewing and comment from May 1st - May 31st.

April 27th – Proposed Budget posted on the agency website.

The Process (cont'd)

May 10th Board Meeting - Proposed budget offered for discussion during study session.

May 24th - Advertise budget hearing to be held on June 14th.

May 31st – Public comment period ends.

June 14th Board Meeting – Board Chair conducts budget hearing during the meeting to accept public testimony, conduct Board discussion, and consideration for adoption. Hearing is then closed and Board acts on adoption during Action Items.

Four-Part Budget Format

1. An itemized, comparative analysis
2. Account-by-account explanations
3. Proposed resolutions to implement
4. Appendices which are the basis for the budget

Budget Strategies

1. Maintain Operational Reserves at 25% of current year Base Operations costs (currently $208,769)
2. Maintain Capital Reserves at 10% of Total Capital Replacement costs (currently $14,015)
3. Identify opportunities to reduce program costs to accommodate declining Grant Revenues
4. Identify fees needing adjustment to ensure cost recovery.

Task #1 – Reconcile FY 2018 Budget

1. Identify actual revenues and expenses for July through March FY18
2. Estimate revenues and expenses for April through June (4th Qtr. FY18)
3. Estimate FY18 budget surplus/deficit
4. Identify FY18 surplus funds available for carry over to FY19 budget, or
5. Identify any need to supplement the proposed FY19 Budget with Reserve Funds

Task #2 – Estimate FY 2019 Budget

1. Review work programs in each of three Operational Areas (OA) – Base, Grants & Enterprise Operations
2. Estimate expenses of programs in each OA
3. Estimate revenues available for each OA
4. Determine adequacy of revenues to fund each OA

Task #3-Determine FY 2019 additional funding requirements

5. If a shortfall of estimated revenue exists within any OA:
   a. Carry over adequate funds from FY18 surplus funds
   b. Supplement budget with reserve funds
   c. Reduce program work/costs
   d. Increase fees
   e. Increase supplemental income per capita assessment

FY19 Budgetary Notes

1. Projected Final FY18 Revenues down 2% ($22,471)
2. Projected Final FY18 Expenses down 11% (116,988)
3. Operational Reserves are currently funded at the 25% limit of FY18 Base Operations Budget ($208,769)
4. Capital Replacement Reserves are currently funded at the 10% limit for Capital Replacement ($14,015)
5. Federal 105 Base Grant Funding is forecast to remain level for FY19 ($107,395)

2019 Budgetary Notes (cont'd)

6. State Base Grant is forecast to remain level for FY19 ($76,800)
7. FY19 Salaries reduced by approximately 1%
8. FY19 Benefits reduced by approximately 1%
9. Total reduction in FY19 Salaries & Benefits of approximately 1%
10. FY19 Total Supplies reduced by approximately 29.4%
11. FY19 Total Services increased by 5%
    - FY18 Base Operations Professional Services increased by approximately 42%

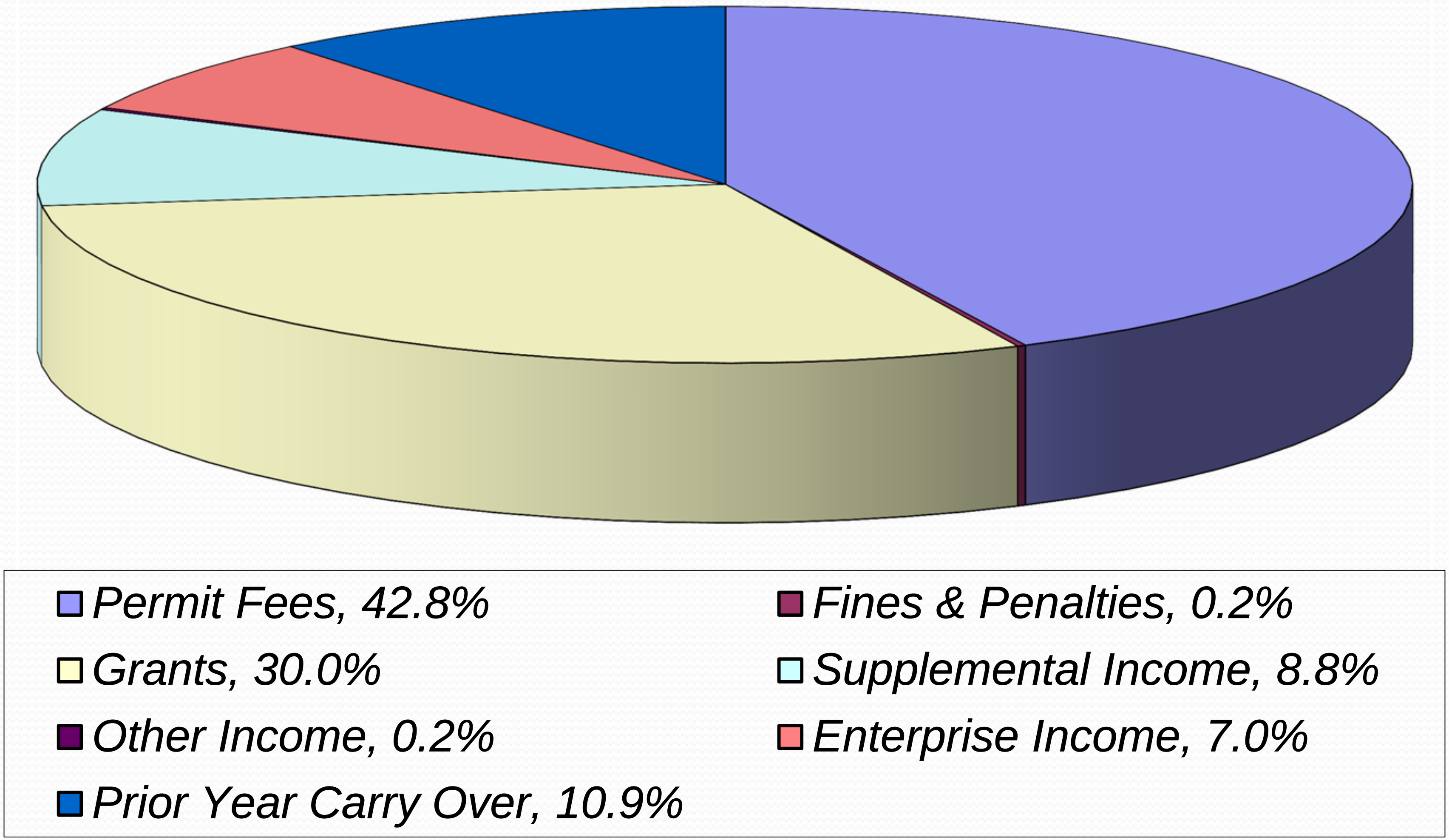
2019 Budgetary Issues

- Base Operations Expenditures anticipated to continue to increase primarily due to:
  - Professional Services (Legal Costs):
  - Rent & Leases, Space –Current Lease expires Jan 31, 2019
- The agency is projecting a FY19 budget surplus available for carry over to FY20 of $119,165 after accounting for increased expenditures in the categories above.

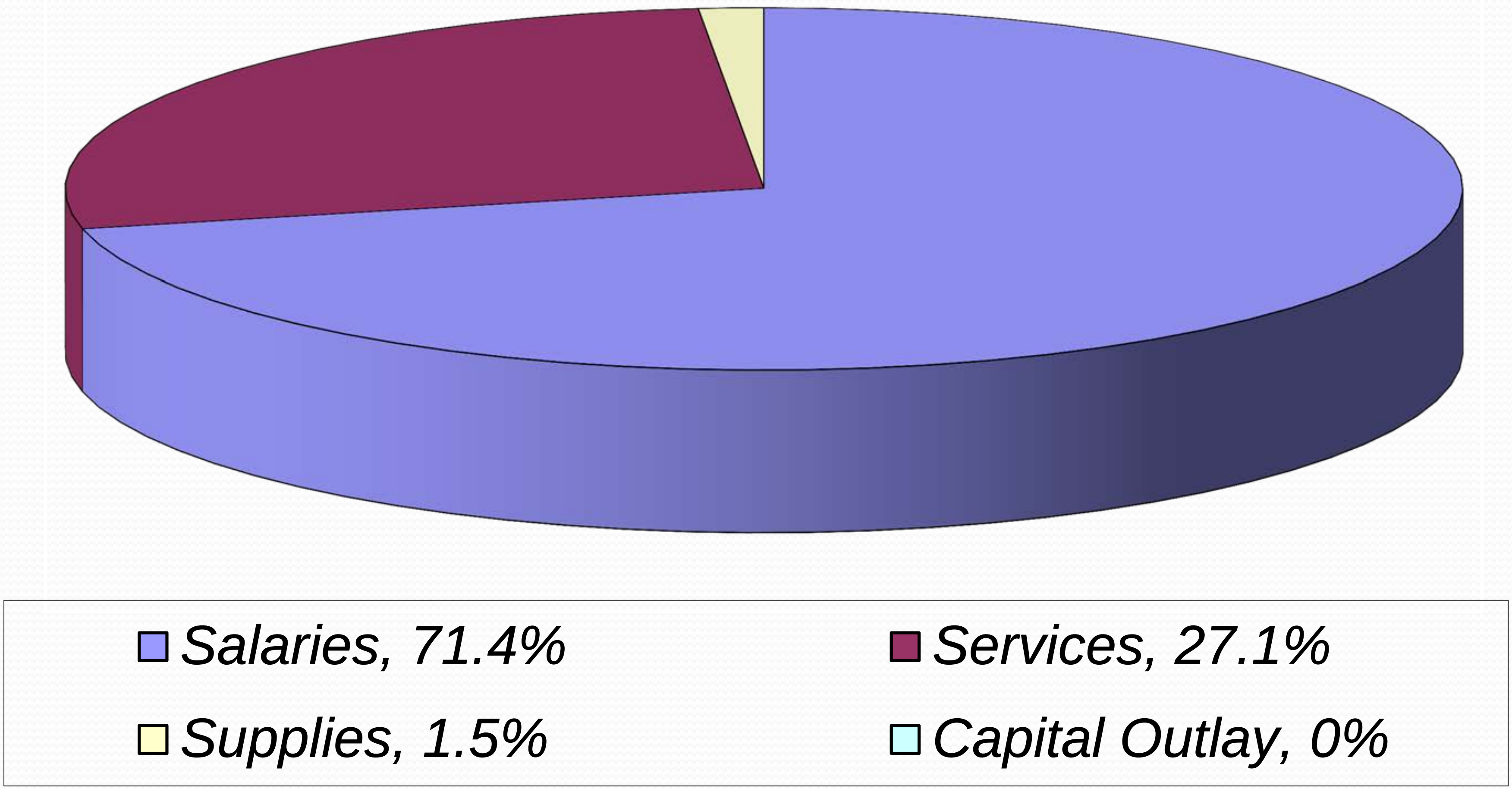
2019 Budgetary Issues (cont'd)

- At the end of FY19 $5,835 would have to be added to the projected surplus of $119,165 to achieve a $125,000 FY19 carry over amount for FY20

FY19 Proposed Revenue ~ $1,141,715
(~1% Increase over FY2018)



FY19 Proposed Expenditures ~$1,022,550
(~1% Decrease over FY2018)



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FY 2019 YRCAA Budget

Questions?

CONSENT AGENDA ITEMS

SUMMARYOF THE GOVERNING
BOARD OF DIRECTORS
STUDY SESSION MEETING

April 12, 2018

Location and Time:
Yakima City Hall Council Chambers **1:30 pm**

Study Session
Called to Order at 1:30 pm by Chairman Jon DeVaney

Topic: Review of legal costs and exposure related to the Air Quality Management Policy for Dairy Operations

At the request of Chair DeVaney this Study Session was called to discuss legal costs and exposure of the Air Quality Management Policy for Dairy Operations. Mr. Hurley read his Executive Memorandum addressing the subject matter.

YRCAA was sued in 2011 over a records request for dairy information. This lawsuit cost YRCAA a total of $180,000. This amount consisted of a settlement for $120,000 and $60,000 in legal fees. He reiterated that the agency is currently in the middle of a lawsuit that was brought in October 2017 concerning dairy inspections and score sheets. To date, for the current suit, YRCAA has incurred $11,531 in legal costs.

The PRR work hours for all of YRCAA staff have been tracked since July 2013. An average of 415 hours is worked annually to fulfill records requests at a cost of approximately $14,968. Although dairy centric PRRs represent only 19% of all requests, they account for a disproportionate amount of all PRR costs since they tend to be broader. All past and current agency PRR litigation costs are due to the two lawsuits and as of today the total costs are in excess of $191,531.

Chair DeVaney inquired if we have a total cost estimate for the 2017 lawsuit; if the money is budgeted; where is the money coming from? Mr. Hurley reiterated the current total of $11,531 but also stated that estimate was probably not accurate as more legal fees were incurred since he received that figure. The legal costs are tracked under Professional Services for Base Operations. Mr. Hurley stated litigation costs have not been budgeted for in the past but he is trying to account for a portion of litigation costs within the FY 2019 budget.

Chair DeVaney asked how the agency recovers costs associated with public records requests as he wants to make sure that the costs are paid for and not taken from unauthorized sources. Mr. Hurley stated YRCAA does track total work hours and that all costs are apportioned to Base Operations expenses.

Mr. Anderson asked how many public records requests we get in a year, a ball park figure. Mr. Hurley answered that we average approximately 45 requests a year.

Mr. Jones inquired if all record requests end up in a lawsuit and if not what type of requests do? Mr. Hurley said not every record request ends up in a lawsuit and the two lawsuits we have had are due to dairy centric PRRs.

Mr. Childress wondered why we paid the $120,000 in the first lawsuit. Mr. Hurley stated the lawsuit was based on alleged violations of the Public Records Act but he did not have the specific information in front of him.

Chair DeVaney understood the records requested are due to people's interest in the dairy community and that the formation collected by the agency has exposed the agency to increased risk for litigation. In our attempts to do good work and lead by example we have incurred additional legal liability. Mr. Hurley agreed and stated that when the agency collects data for the Air Quality Management Plan there is information that is protected under RCW 70.94.205, the Washington Clean Air Act, and RCW 42.56.610, the Public Records Act. He also stated that the agency must protect the information cited and err on the liberal side of interpretation of the Public Records Act.

Chair DeVaney found the study session useful and recommended we look at the issue again in more detail and have a lengthier discussion about alternate methods to the Dairy Policy; providing guidelines for reducing air emissions from dairies and ensuring best practices are being followed without opening up the agency to increased liability.

Ms. Funk asked if the agency has records in electronic or paper format. She also asked how the agency deals with electronic records. Mr. Hurley stated the agency has both electronic and paper records. He also informed Ms. Funk that, in some situations, working with electronic records can be more work intensive when dealing with redactions and the various programs, such as Adobe, that are used to redact eligible information.

Chair DeVaney recommended Mr. Hurley look at this further and come back to the board with specific recommendations. He also stated that it was never the Board's intention to cause unnecessary costs due to a voluntary dairy program.

____

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.

SUMMARYOF THE GOVERNING
BOARD OF DIRECTORS
REGULAR BOARD MEETING

April 12, 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 Ron Anderson, County Commissioners Steven Jones, Ph.D., County Representative Kay Funk, Alternate, Large City Representative **ABSENT:** 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 *31:44*

None

Chair DeVaney announced that the comment period for the proposed FY 2019 budget runs from May 1 through May 31, 2018

4. **Public Comment** *32:08*

None

5. **Consider approving the Consent Agenda items 5.1 and 5.2** *32:31*

5.1 Approve Board Meeting Minutes – March 2018

5.2 Accept YRCAA March 2018 Monthly Activity Report

Mr. Childress moved to accept the Board Meeting Minutes. **Mr. Anderson** seconded. Motion approved with no dissension.

AGENDA ITEM 5.1

Mr. Anderson moved to accept the March 2018 Monthly Activity Report.
Mr. Jones seconded. Motion approved with no dissension.

6. Regular Agenda *33:15*

FY2019 Budget Public Comment Period: Director Hurley stated the proposed budget will be presented during the May 10th board meeting and made available at the www.yakimacleanair.org website on April 27, 2018. Public comment will be taken between May 1and May 31, 2018 and the comments must be in writing and sent to YRCAA. The public hearing for the budget will be conducted at the June 14, 2018 board meeting and a vote to approve the proposed budget will be taken at the same meeting.

The Current Lease Term: Current building lease will end at midnight January 31, 2019 and the agency has begun looking for a new location. The goals for the new office space are vehicle and employee security, increased parking capacity and provisions for sufficient operational space for all staff. Although keeping the costs for the common area maintenance and rent at or below current level is our goal, costs have gone up.

Chair DeVaney inquired if the present space will not be available or if it doesn't meet our needs. Mr. Hurley stated it would most likely be available but our work space is 2200 or 2300 sq. ft. and we need 2500 to 2700 sq. ft. for work space and an additional 300 sq. ft. for storage. Over the course of time we've been there, we have had six vehicle break-ins. Parking space is at a premium especially when there is a meeting or a forum.

Ms. Funk asked if the vehicle break-ins were after hours. Mr. Hurley replied that two of them were during the day.

Update on Ecology's Residential Wood Smoke Reduction Grant: On March 29, 2018 YRCAA submitted an application to the Department of Ecology for $600,000 for the Wood Stove Change-Out Program The award announcement is anticipated for some time in early May.

Air Monitoring Data: Mr. Hurley reviewed the graphs in the report.

Mr. Childress asked if the monitoring station in Sunnyside measured the air quality in Grandview. Mr. Hurley stated the Sunnyside monitor is not a federal compliance monitor but a nephelometer and is used for informational purposes only. The monitor is sited to represent air quality conditions on a neighborhood scale and does not represent air quality in the Grandview area. Mr. Childress stated he gets complaints about odors from his constituents and wanted to know what can be done. Mr. Hurley replied that the people can contact Yakima Regional Clean Air Agency and we would investigate the complaint.

Chair DeVaney recalled that the agency had requested grant funding for some mobile monitors but they were not approved. Mr. Hurley replied that Mr. Tahat did request funding for a study that the EPA denied.

Ms. Funk commented that odor monitoring would be an interesting topic to explore.

7. Action Items *53:35*

7.1 Fiscal Vouchers and Payroll Authorization Transfers for March 2018

Mr. Jones moved to accept the Fiscal Vouchers and Payroll Authorizations.
Mr. Childress seconded. Motion approved with no dissension.

7.2 Uncollectable Debt Dismissal

Mr. Childress moved to accept Resolution 2018-03 Uncollectable Debt Dismissal
Mr. Anderson seconded. Motion approved with no dissension.

Mr. Hurley questioned if the format for the Uncollectable Debt Dismissal was acceptable to the Board. Would they want to remove the individual's name and replace it with an invoice number? Chair DeVaney replied he would hesitate to suppress details of the actions as fines have already been assessed. Mr. Childress stated at the City of Grandview, when debts are dismissed, the names of the individuals are never redacted.

7.3 Appeal of Denial of Payment for Vehicle Storage Fees

Gary Pruitt is the previous director of YRCAA. While in his position he directed the truck and trailer used for smoke school to be stored on his property to save the Agency some cost. When Mr. Pruitt left his position on October 30, 2016 there was no discussion about charges for continuing storage of the vehicles on his property. Mr. Hurley became aware of the charges in January 2018 when an invoice was received for storage fees for 2017. Upon receipt Mr. Hurley found storage for the vehicles that was less than what was being billed by Mr. Pruitt and moved the vehicles on January 10, 2018. Mr. Hurley did allow a prorated payment to Mr. Pruitt covering the period January 1 through January 10, 2018. Mr. Hurley did not allow the retroactive payment for CY2017storage fees. Mr. Hurley talked with counsel and was told YRCAA was not obligated to pay the storage fees since there was not a signed contract.

According to legal counsel the options are for the Board to affirm, oppose, or table the denial of payment.

Mr. Jones asked if the vehicles were stored at Gary's place. He also asked if the agency is claiming Mr. Pruitt never informed YRCAA of a cost for the storage. Mr. Hurley agreed and stated YRCAA stored the vehicles for three to five years under Mr. Pruitt's direction as Executive Director at no charge to the agency.

Mr. Childress asked if Mr. Pruitt would be able to appeal a denial of the retroactive storage fees. Mr. Hurley believed he could do so.

Chair DeVaney interjected that he saw no reason to pay the retroactive fees as there was no legal contract.

A motion was made and seconded to affirm Mr. Hurley's denial of Mr. Pruitt's retroactive storage fees. Chair DeVaney asked for comments.

Ms. Funk commented that it appeared that Mr. Pruitt's public records request was a little mean spirited. She also stated that if the past relationship between Pruitt and the YRCAA was in good faith and satisfactory to all she feels the agency could reimburse him perhaps the price that is equivalent to what we are paying for the current storage.

Mr. Jones stated there is a dispute as to whether there is a verbal contract or an official contract and believes Mr. Pruitt should be given the opportunity to present his case and he would like to hear what Mr. Pruitt has to say.

Mr. Anderson moved to affirm Director Hurley's denial of the claim. **Mr. Childress** seconded.

In Favor: Mr. Childress, Mr. Anderson, Ms. Funk was silent*. Against: Mr. Jones

*NOTE: According to Administrative Code Part A, Section 5.2 "If a Board member remains silent on a voice or roll-call vote, the Board member shall be deemed to have voted "aye", or yes, on the question presented."

8. Other Business *1:10:05*

Mr. Hurley announced there were no topics submitted for the Community Forum and it has been cancelled.

9. Adjournment *1:10:30*

Mr. Anderson moved to adjourn the meeting **Mr. Childress** seconded**.**
Motion approved with no dissension

Meeting was adjourned at 2:40 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: May 3, 2018
Date of Consideration: May 10, 2018
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY17	Feb.18	Mar.18	Apr. 18	FY17 thru Apr.	FY18 thru Apr.
Minor Source Inspections	155	13	6	0	121	65
Complaints Received	250	11	11	14	202	146
NOVs Issued	100	3	7	16	94	62
AODs Issued	16	0	1	0	15	3
Warning Notices Issued	16	0	0	0	15	2
NOPs Issued	57	1	3	2	46	24
SEPA Reviews	198	25	22	17	166	208
AOP Applications Received	1	0	0	0	0	0
AOPs Issued or Renewed	4	0	0	0	4	0
Deviations/Upsets Reported	12	1	1	1	10	10
AOP Inspections	5	0	0	2	5	4
Public Workshops	0	0	0	0	0	1
Media Events	0	0	0	0	0	0
Media Contacts	11	0	1	2	10	17
Education Outreach Events	8	0	0	1	4	9
Sources Registered	365	188	12	5	362	333
NSR Applications Received	24	0	0	1	22	13
NSR Approvals Issued-Temporary	0	0	0	0	0	0
NSR Approvals Issued-Permanent	24	0	1	0	23	8
NODRs Received	221	18	17	20	184	180
Agricultural Burn Permits Issued	184	51	37	15	166	157
Conditional Use Permits Issued	5	0	6	1	3	7
Residential Burn Permits Issued	1264	0	350	400	883	810
Burn Ban Days	63	0	0	0	63	66
Public Records Requests Fulfilled	51	5	1	6	41	23

Acronyms:
AOP - Air Operating Permit; **NODR -** Notification of Demolition and Renovation; **NOP -** Notice of Penalty;
NOV **-** Notice of Violation; **NSR -** New Source Review; **SEPA -** State Environmental Policy Act

Agenda Item 5.2

REGULAR

AGENDA

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

Executive Memorandum

Date of Release: May 3, 2018

Date of Consideration: May 10, 2018

To: The YRCAA Board of Directors

From: Office of the Executive Director

Subject: Executive Director's Report

Keith M. Hurley

1. **American Lung Association State of the Air 2018 publication (Excerpts Attached)**
   The American Lung Association's "State of the Air 2018" was officially released on April 18, 2018. In their report the ALA examines ozone, year-round and short-term particle pollution data collected from official monitoring sites across the United States in 2014, 2015 and 2016. In analyzing short-term pollution data, the report utilizes the most current quality assured data available from EPA for the report period. In the report Yakima is ranked as the 17th most polluted city in the nation for short-term (24hour) particle pollution ($PM_{2.5}$). This represents a slight improvement from being ranked 16th in the 2017 report and the second consecutive year that Yakima has shown improvement. Yakima is also mentioned as one of only twenty cities that showed improvement over the 2017 report, with a reduction in the number of days of elevated/spiked $PM_{2.5}$ levels during the report period.

   The full document can be viewed on the American Lung Association's website http://www.lung.org

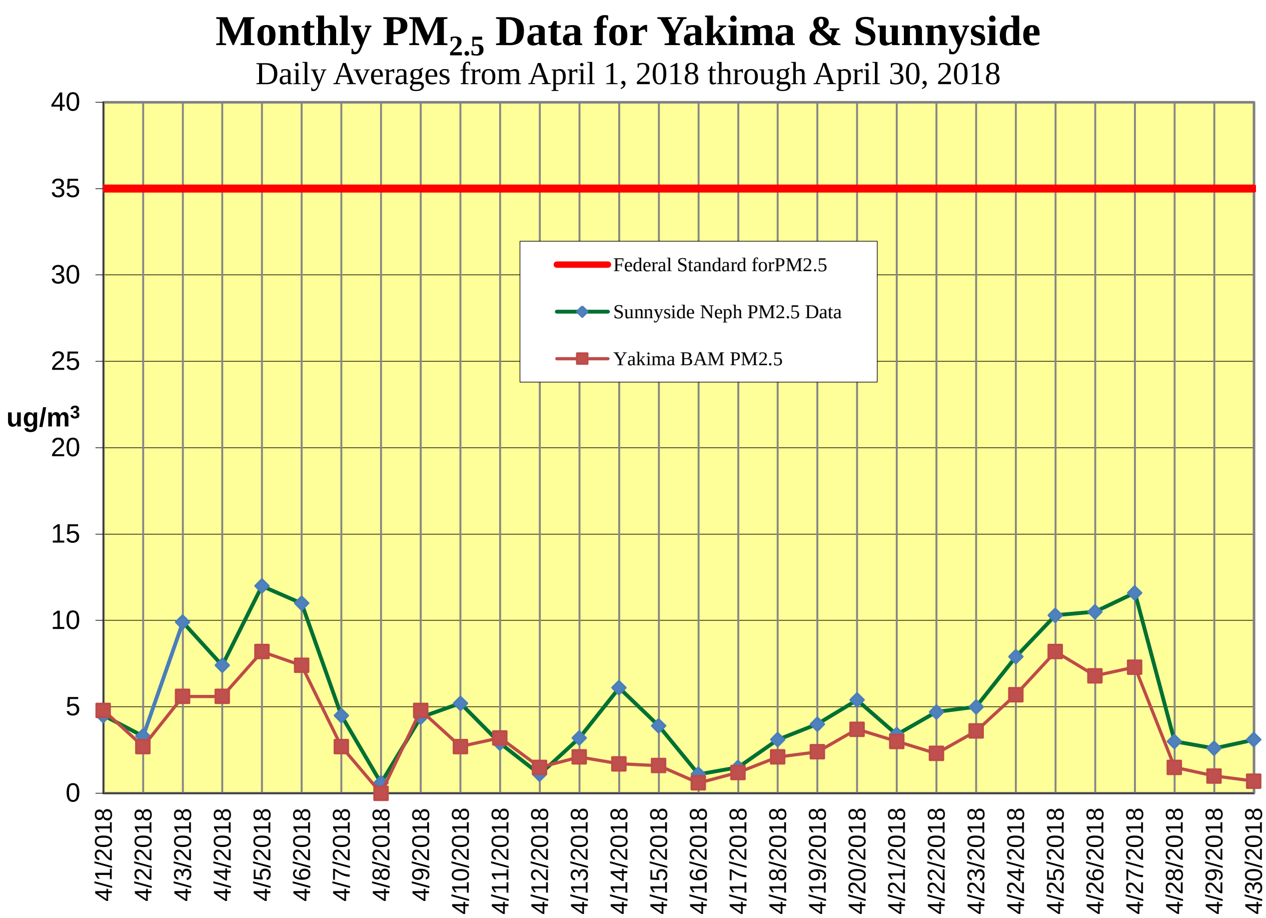
2. **Department of Ecology's Data Quality Assessment Report for 4th Quarter of 2017** (Attached)
   Key Data Points:
   - P. 10 – Fine Particulate Matter (FEM $PM_{2.5}$- Continuous) % Valid Data = 95
   - P. 10 – Particulate Matter (PM_{10} FEM- Continuous) % Valid Data = 100
   - P. 12 – Fine Particulate Matter ($PM_{2.5}$ Class I FEM – 24-hour) % Valid Data = 97
   - P. 13 – $PM_{2.5}$ Chemical Speciation Network;
     - SASS Audit % Flow = No evaluation performed during this quarter
     - URG Audit % Flow = No evaluation performed during this quarter

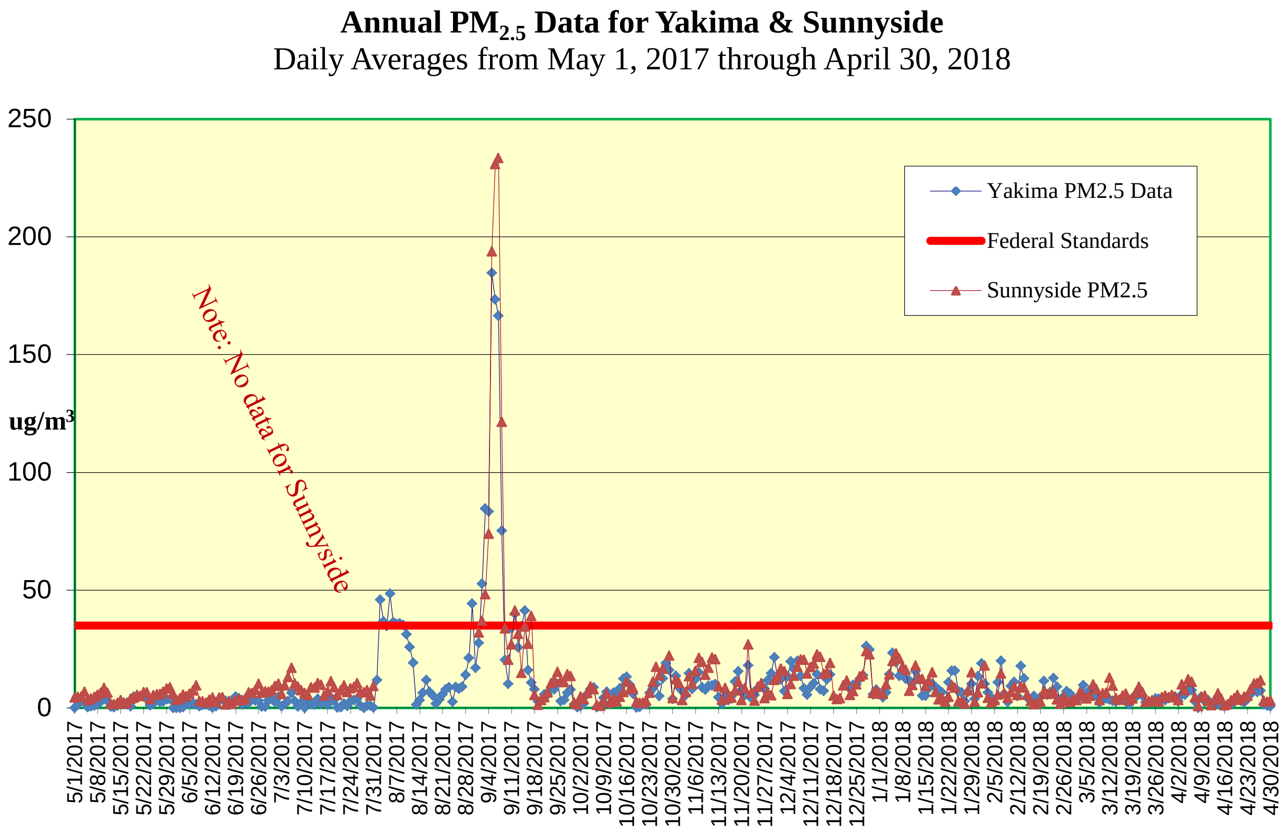
3. **Compliance & Engineering**
   The following table itemizes, by type, the complaints received and the number of NOVs issued for the month of April 2018:

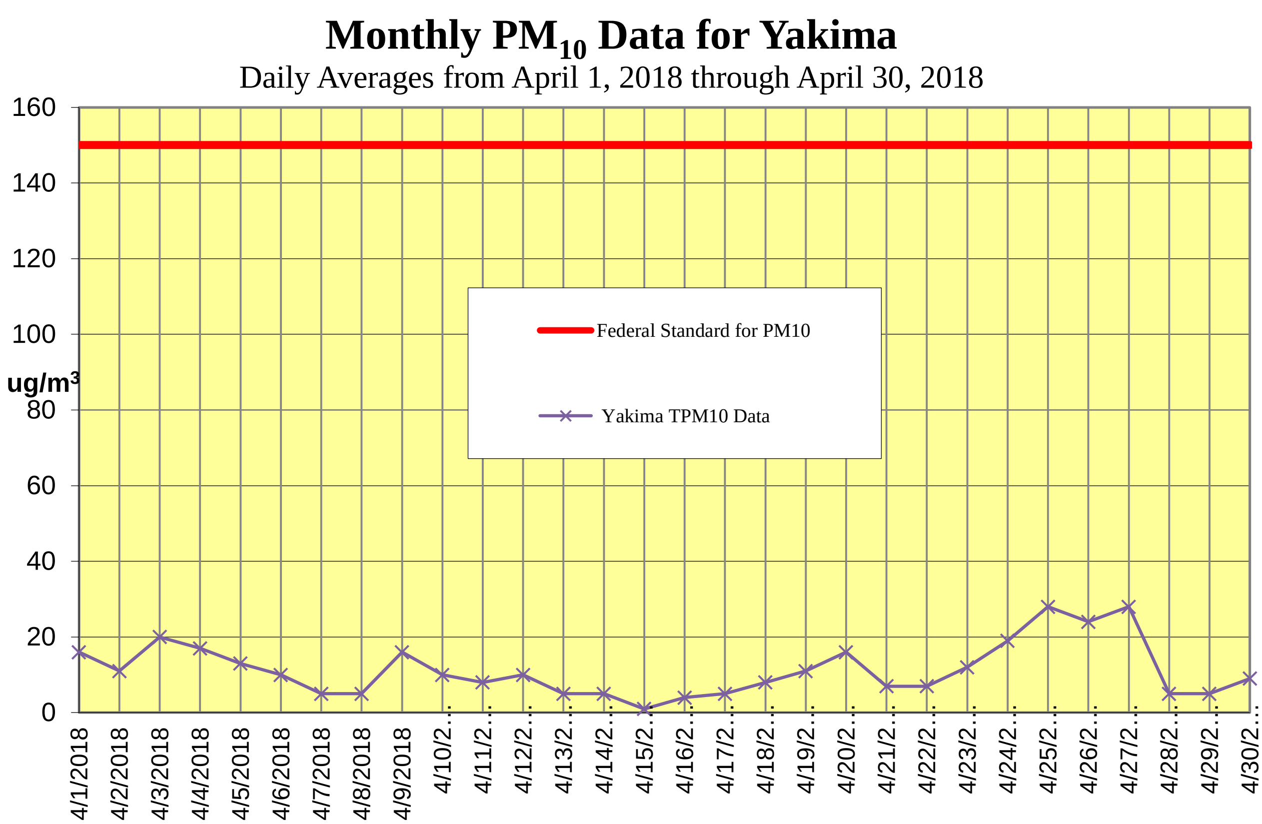
Type of Complaint	# of Complaints	# of NOVs	# of AODs
Residential Burning	7	1	2
Agricultural Burning	0	0	0
Other Burning	1	0	0
Fugitive Dust	6	0	0
Agricultural Dust	0	0	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0

Odor	0	0	0
Asbestos	0	1	0
Others	0	13-Registration	0
TOTALS	**14**	**17**	**2**

Air Monitoring Data:




Annual PM2.5 Data for Yakima & Sunnyside
Daily Averages from May 1, 2017 through April 30, 2018
ug/m3
Note: No data for Sunnyside
Yakima PM2.5 Data
Federal Standards
Sunnyside PM2.5


Monthly PM10 Data for Yakima
Daily Averages from April 1, 2018 through April 30, 2018
ug/m3
Federal Standard for PM10
Yakima TPM10 Data

4. **Wood Stove Change-Out & Education and Outreach Programs**
   - The agency continues to place low-income families on the woodstove change out waiting list and currently has 65 customers waiting for funding from the state. The agency anticipates award announcements sometime in May. The agency also added Catholic Charites of Central Washington as an additional qualification organization.
   - The agency participated in the annual Arbor Fest, at the Yakima Arboretum on April 21st. Michelle Blanchard set up a station with "Fun Facts about Forests". The Arboretum staff estimated about 700 families would visit this event.

Data remain missing on particle pollution in all of Illinois as it has since our 2014 report covering 2010-2012 data. That means that large cities, including Chicago and St. Louis (which is missing suburban counties in Illinois), have not known how much particulate matter they are breathing for four years. Data are now missing from all of Mississippi and two large counties in California: Los Angeles County and San Bernardino County. The new information on the extremely high levels in Fairbanks shows how important these data are to protecting health.

Short-Term Particle Pollution

Twenty cities among the 25 most-polluted cities experienced fewer days when particle pollution levels spiked, a positive turnaround from the 2017 report when eight had reached their highest number of episodes ever.

One city that did better in 2014-2016 is **Bakersfield, CA, which retains its ranking as the most polluted city** for particle pollution spikes. Bakersfield has held this position for all but two years since the 2010 report, covering data from 2006-2008.

Four of the 20 cities improved to their fewest days ever on average of high particles in 2014-2016: Fresno- Madera, CA; Salt Lake City; Logan, UT; and Eugene, OR. Also improving over the 2017 report were: San Jose-San Francisco; Los Angeles; Phoenix; Denver; Visalia-Porterfield, CA; Fairbanks, AK; Modesto-Merced, CA; Missoula, MT; Lancaster, PA; Anchorage, AK; South Bend, IN; Yakima, WA; Sacramento, CA; Reno-Carson City, NV; and Harrisburg-York-Lebanon, PA.

Four cities suffered more spikes in particles in 2014-2016: El Centro, CA; Pittsburgh; Seattle; and Salinas, CA. One city—Indianapolis—remained the same.

Regional differences. Western states, especially California, but also Utah, Montana, Arizona, Colorado and Washington have multiple or large cities on this list. Some reflect ongoing experiences with emissions from high emitting sources trapped by weather inversions that do not allow them to blow away, including, for example, Bakersfield, Visalia, Fresno and Modesto-Merced. Others, like some in California and Missoula, MT, reflect increased wildfires built from the ongoing low rainfall and climate impacts. Several include areas with high use of wood-burning or solid-fuel-burning stoves, including two cities in Alaska—Fairbanks and Anchorage—as well as Logan, UT, and Eugene, OR.

In the eastern states, most of the cities listed here are cities with high year-round levels as well, with three cities in Pennsylvania and two in Indiana on this list. Weather patterns here, too, may have helped build up particles to unhealthy short-term levels.

Data remain missing for Illinois and Mississippi here as well. Most of the other states have at least some data.

Cleanest Cities

Six cities ranked on all three cleanest-cities lists for ozone, year-round particle pollution and short-term particle pollution. They had zero high ozone or high particle pollution days, and were among the 25 cities with the lowest year-round particle levels. Four have repeated their ranking on this list, but two join this list for the first time. Listed alphabetically below, these six cities are:

Bellingham, WA
Burlington-South Burlington, VT
Casper, WY
Honolulu, HI
Palm Bay-Melbourne-Titusville, FL
Wilmington, NC

People at Risk In 25 U.S. Cities Most Polluted by Short-Term Particle Pollution (24-hour $PM_{2.5}$)

2018 Rank[1]	Metropolitan Statistical Areas	Total Population[2]	Under 18[3]	65 and Over[3]	Pediatric Asthma[4,6]	Adult Asthma[5,6]	COPD[7]	Lung Cancer[8]	CV Disease[9]	Diabetes[10]	Poverty[11]
1	Bakersfield, CA	884,788	258,054	91,719	19,840	48,388	25,731	377	36,967	57,988	190,993
2	Visalia-Porterville-Hanford, CA	610,222	184,746	64,889	14,204	32,845	17,612	260	25,364	39,595	135,634
3	Fresno-Madera, CA	1,134,612	323,032	136,983	24,836	62,984	34,873	482	50,921	78,731	275,160
4	Fairbanks, AK	100,605	24,518	8,884	1,975	6,611	4,353	55	3,893	5,074	8,144
5	Modesto-Merced, CA	810,232	227,322	98,506	17,477	45,364	25,251	345	37,012	57,294	131,330
6	San Jose-San Francisco-Oakland, CA	8,751,807	1,874,550	1,250,653	144,121	539,410	309,563	3,721	460,334	708,929	857,722
7	Los Angeles-Long Beach, CA	18,688,022	4,353,354	2,444,450	334,698	1,119,385	628,200	7,942	925,418	1,433,318	2,788,201
8	Salt Lake City-Provo-Orem, UT	2,514,748	765,804	241,347	44,770	145,432	66,492	654	91,659	122,337	234,142
9	El Centro, CA	180,883	51,832	22,953	3,985	10,037	5,646	77	8,295	12,757	40,601
10	Pittsburgh-New Castle-Weirton, PA-OH-WV	2,635,228	504,285	506,493	44,123	225,518	163,462	1,709	214,263	247,735	297,285
11	Logan, UT-ID	136,159	42,104	13,031	2,559	7,903	3,536	39	4,819	6,215	16,448
12	Missoula, MT	116,130	22,378	16,999	1,297	7,948	6,368	62	6,756	6,585	17,206
13	Lancaster, PA	538,500	128,457	92,089	11,288	43,467	29,881	347	39,063	45,440	56,082
14	Anchorage, AK	402,557	102,330	40,390	8,243	26,246	17,868	220	16,970	21,850	30,749
15	Seattle-Tacoma, WA	4,684,516	1,012,980	653,868	74,047	355,494	211,282	2,637	274,294	335,033	456,972
16	Salinas, CA	435,232	114,665	55,240	8,816	24,946	13,945	186	20,462	31,599	53,898
17	South Bend-Elkhart-Mishawaka, IN-MI	725,087	177,793	115,642	14,872	56,622	46,031	496	55,932	63,528	105,563
17	Yakima, WA	249,636	74,588	33,451	5,452	16,898	10,109	141	13,327	15,999	44,819
19	Sacramento-Roseville, CA	2,567,451	595,320	389,039	45,770	155,308	91,493	1,090	137,379	209,852	365,816
20	Phoenix-Mesa-Scottsdale, AZ	4,661,537	1,138,270	703,512	91,762	331,403	233,308	2,213	311,232	373,254	685,602
21	Indianapolis-Carmel-Muncie, IN	2,386,199	584,597	323,083	47,845	183,229	142,178	1,668	172,926	200,891	314,989
22	Harrisburg-York-Lebanon, PA	1,252,820	273,228	215,572	24,009	104,213	72,168	809	94,237	109,710	118,036
22	Reno-Carson City-Fernley, NV	613,608	131,267	107,052	8,531	38,542	35,393	319	47,039	56,833	74,027
24	Denver-Aurora, CO	3,470,235	803,223	427,601	64,700	234,863	112,500	1,483	164,390	167,799	335,377
24	Eugene, OR	369,519	69,498	68,269	3,883	31,356	19,904	198	25,929	28,502	66,339

Notes:

1. Cities are ranked using the highest weighted average for any county within that Combined Metropolitan Statistical Area or Metropolitan Statistical Area.
2. **Total Population** represents the at-risk populations for all counties within the respective Combined Metropolitan Statistical Area or Metropolitan Statistical Area.
3. Those **under 18** and **65 and over** are vulnerable to $PM_{2.5}$ and are, therefore, included. They should not be used as population denominators for disease estimates.
4. **Pediatric asthma** estimates are for those under 18 years of age and represent the **estimated** number of people who had asthma in 2016 based on state rates (BRFSS) applied to population estimates (U.S. Census).
5. **Adult asthma** estimates are for those 18 years and older and represent the **estimated** number of people who had asthma in 2016 based on state rates (BRFSS) applied to population estimates (U.S. Census).
6. Adding across rows does not produce valid estimates. Adding the disease categories (asthma, COPD, etc.) will double-count people who have been diagnosed with more than one disease.
7. **COPD** estimates are for adults 18 and over who have been diagnosed within their lifetime, based on state rates (BRFSS) applied to population estimates (U.S. Census).
8. **Lung cancer** estimates are the number of new cases diagnosed in 2014.
9. **CV disease** is cardiovascular disease, and estimates are for adults 18 and over who have been diagnosed within their lifetime, based on state rates (BRFSS) applied to population estimates (U.S. Census).
10. **Diabetes** estimates are for adults 18 and over who have been diagnosed within their lifetime, based on state rates (BRFSS) applied to population estimates (U.S. Census).
11. **Poverty** estimates come from the U.S. Census Bureau and are for all ages.

Air Monitoring Data Quality Assessment Report

4th Quarter 2017

April 2018

Contact Information

For more information contact:

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Washington State Department of Ecology

• 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 Accessibility & the Americans with Disabilities Act. 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

4th 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 4th Quarter 2017 describes the quality of the data collected from October 1 through December 31, 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	*	*	*
Cheeka Peak	530090013	2.79	± 2.33	91
Cheney	530630001	*	*	*
Custer	530730005	*	*	*
Enumclaw	530330023	*	*	*
Greenbluff	530630046	*	*	*
Issaquah	530330010	*	*	*
Kennewick, S. Clodfelter	530050003	*	*	*
Mt. Rainier, JVC	530530012	1.70	± 1.37	88
North Bend	530330017	*	*	*
Seattle, Beacon Hill (BH)	530330080	1.37	- 2.30	96
Vancouver	530110011	*	*	*
Yelm	530670005	*	*	*
* Seasonal monitor (May–September).				

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	*	*	*	*	*	*
Cheeka Peak	†	- 2.00	†	†	3.33	1.10
Cheney	*	*	*	*	*	*
Custer	*	*	*	*	*	*
Enumclaw	*	*	*	*	*	*
Greenbluff	*	*	*	*	*	*
Issaquah	*	*	*	*	*	*
Kennewick, S. Clodfelter	*	*	*	*	*	*
Mt. Rainier, JVC	†	- 12.00	†	†	- 2.64	- 2.30
North Bend	*	*	*	*	*	*
Seattle, BH	†	- 1.88	†	†	- 1.37	- 1.64
Vancouver	*	*	*	*	*	*
Yelm	*	*	*	*	*	*

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

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	3.72	± 2.89	75*
Seattle, BH (NC)	530330080	1.66	- 2.03	94
Seattle, 10th & Weller (near-road)	530330030	4.28	± 3.60	83

* Telemetry communication error. Issue has been corrected.

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 (NC)	*	2.14	- 1.67	- 0.74	*	*	*	*
Seattle, BH (NC)	†	†	†	†	†	†	†	†
Seattle, 10th & Weller	†	†	†	†	†	†	†	†

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

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	1.66	1.98	97
Cheeka Peak	530090013	2.57	± 2.60	86
Ferndale, Kickerville	530730013	3.13	± 2.56	80
Ferndale, Mtn. View Rd.	530730017	1.07	1.72	97
Malaga	530070012	2.23	- 4.45	96
Seattle, BH	530330080	1.43	2.41	87

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	*	*	*	*	*	*
Cheeka Peak	- 12.00 (- 0.3 ppb)	†	- 12.00	†	- 3.56	†
Ferndale, Kickerville	*	*	*	*	*	*
Ferndale, Mtn. View Rd.	*	*	*	*	*	*
Malaga	*	*	*	*	*	*
Seattle, BH	- 14.29 (-0.4 ppb)	†	- 9.33	†	- 6.00	†

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

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	530251003	7.71	± 6.08	89
Seattle, 10th & Weller	530330030	11.75	8.69	41*
Seattle, BH	530330080	1.64	± 1.50	90
Tacoma, S 36th St.	530530024	5.72	6.76	96

* QC check failures in October; the analyzer was taken offline for repair through December.

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	*	*	*	*	*	*	*
Seattle, 10th & Weller, near-road	*	*	*	*	*	*	*
Seattle, BH	†	†	†	6.67	- 10.00	- 2.56	†
Tacoma, S 36th St.	*	*	*	*	*	*	*

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

2.1.5. Trace nitric oxide (trace NO)

The MQO for the measurement of trace NO is the relative precision (CV%) and bias be within ± 15 percent. Note that the sites listed here use reative nitrogen oxides (NOy) analyzers to measure low ambient NO and NOy concentrations as part of the NCore network. Reported CV% and bias are based on the NO channel of the NOy analyzer per EPA requirements.

Table 9: DQI Results for NOy Analyzers in Percentage

Location	AQS Number	CV%	Bias	% Valid Data
Cheeka Peak	530090013	3.22	± 2.51	70*
Seattle, BH	530330080	1.87	3.19	97

* QC check failures and power outage at the site. Issues have been corrected.

Annual Performance Evaluations for trace 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 NOy 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	*	*	- 1.33	*	3.50	*	6.50
Seattle, BH	*	*	1.33	*	14.22	*	6.67

* No evaluation performed at this level.

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 $PM_{2.5}$ 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	- 0.71	- 1.18	*	96
Bellingham (1405F TEOM)	530730015	0.65	1.09	*	99
Bremerton (8500 TEOM)	530350007	0.00	± 0.41	*	99
Darrington (8500 TEOM)	530610020	0.34	± 1.31	- 0.99	98
Ellensburg (BAM 1020)	530370002	1.21	2.25	*	95
Kent (8500 TEOM)	530332004	1.02	1.58	*	90

Location	AQS Number	Average % D	Bias	Audit % D	% Valid Data
Lynnwood (8500 TEOM)	530610005	- 0.98	- 2.12	*	99
Marysville (1405F TEOM)	530611007	0.74	1.47	*	99
Omak (BAM 1020)	530470013	0.20	± 0.79	- 1.18	93
Seattle, 10th & Weller (BAM 1020)	530330030	1.42	2.61	- 2.34	75†
Seattle, BH (NC) (8500 TEOM)	530330080	- 1.85	- 2.68	*	99
Seattle, Duwamish (8500 TEOM)	530330057	1.70	2.70	*	99
Spokane, Augusta (BAM 1020)	530630021	- 1.18	- 2.16	- 1.18	94
Tacoma, S. 36th St. (BAM 1020)	530530024	- 0.79	± 2.30	*	100
Tacoma, S. L St. (8500 TEOM)	530530029	0.17	± 0.80	*	98
Toppenish (BAM 1020)	530770015	- 0.20	± 0.78	- 0.60	93
Vancouver 84th Ave. (BAM 1020)	530110024	- 1.37	- 2.87	*	72†
Yakima S. 4th Ave. (BAM 1020)	530770009	0.81	± 2.38	*	95

* No evaluation performed during this quarter.

† Leak check failures. Issue has been corrected.

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

The MQO for the measurement of PM_{10} 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	530710006	- 2.85	± 7.41	- 9.09	99
Colville, E. 1st St.	530650005	2.13	± 5.53	- 0.65	100
Kennewick	530050002	0.04	± 2.02	0.00	100
Spokane, Augusta	530630021	- 1.36	- 3.11	- 2.61	99
Yakima S. 4th Ave.	530770009	- 0.11	± 0.42	*	100

* 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 Environmental 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. Note that this method for $PM_{2.5}$ monitoring is now designated as Class I FEM with the configuration of a BGI VSCC™ $PM_{2.5}$ size separator per CFR 40 Part 50 Appendix L.

- 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 $PM_{2.5}$ sample.

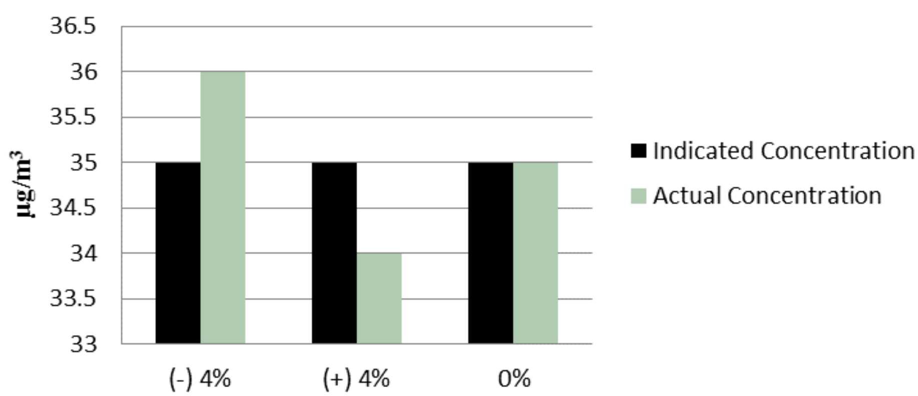

Figure 1: Graph illustrating how flows impact actual concentrations

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 ($PM_{2.5}$ Class I FEM – 24-hour)

The MQO for the measurement of $PM_{2.5}$ using Class I 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	- 0.28	± 0.89	*	97
Tacoma, S. L St.	530530029	- 0.30	- 0.57	*	90
Tacoma, S. L St. (collocated)	530530029	- 0.56	- 0.88	*	86
Yakima, S. 4th Ave.	530770009	0.10	± 0.40	*	97
* No evaluation performed during the quarter.					

Precision Estimate for Manual and Continuous Collocated Samples ($PM_{2.5}$)

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 $PM_{2.5}$ 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 (24-hour) $PM_{2.5}$	530530029	2.84

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 $PM_{2.5}$. 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	- 5.37	- 4.09			6.70
Seattle, BH	530330080	*	*	*	*	*
Tacoma, S. L St.	530530029	*	*			*
Yakima S. 4th Ave.	530770009	*	*			*
* 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	93	93	95	95	95
Colville, E 1st St.	530650005	96	96	100	---	---
Enumclaw	530330023	40*	40*	100	---	---
Ferndale, Mtn. View Rd.	530730017	100	100	100	---	---
Kennewick	530050002	100	100	94	---	---
Malaga	530070012	98	98	99	---	---
North Bend	530330017	100	100	100	---	---
Omak	530470013	100	100	100	---	---
Quincy	530251003	98	98	99	---	---
Seattle, 10th & Weller	530330030	100	100	100	---	---
Seattle, BH	530330080	100	100	100	100	100
Spokane, Augusta	530630021	99	99	100	---	---
Tacoma, 36th St.	530530024	100	100	100	---	---
Tacoma, Tower Dr.	530531016	100	100	100	---	---

Location	AQS Number	WS	WD	AT	PA	RH
Toppenish	530770015	100	100	100	---	---
Vancouver, Blairmont	530110011	100	100	100	---	---
Wenatchee	530070011	100	100	100	---	---
White Swan	530770016	99	99	100	---	---

* Vane alignment failure. Issue has been corrected.

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	100
Bellevue, 12th St.	530330031	100
Cheeka Peak	530090013	95
Chehalis	530410004	100
Chelan	530070007	90
Clarkston	530030004	95
Colville, E 1st St.	530650005	100
Dayton	530130002	100
Kennewick	530050002	100
Lacey	530670013	98
LaCrosse	530750005	100
Leavenworth	530070010	100
Longview	530150015	100
Mesa	530210002	100
Moses Lake	530251002	99
Mount Vernon	530570015	100
Neah Bay	530090015	96

Location	AQS Number	% Valid Data
North Bend	530330017	100
Okanogan	530470004	100
Pomeroy	530230001	100
Port Angeles	530090017	87
Pt. Townsend	530310003	100
Pullman	530750003	81
Puyallup, 128th Ave.	530531018	100
Quincy	530251003	99
Ritzville	530010003	98
Rosalia	530750006	100
Seattle, South Park	530331011	79*
Shelton	530450007	100
Spokane, Monroe	530630047	100
Sunnyside	530770005	81
Tacoma, Alexander Ave.	530530031	95
Taholah	530270011	99
Tukwila	530330069	91
Twisp	530470009	100
Walla Walla	530710005	72*
Wellpinit	530650002	95
Wenatchee, 5th St.	530070011	100
White Swan	530770016	100
Winthrop	530470010	100
Yacolt	530110022	99

* QC check failures. The nephelometer has been recalibrated.

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:	May 3, 2018
Date of Consideration:	May 10, 2018
To:	YRCAA Board of Directors
From:	Office of the Executive Director
Subject:	Fiscal Program Report

Keith M. Hurley

Issue: Fiscal Reports

Discussion: April 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 April 2018 AP Fiscal Vouchers, in the amount of $15,961.94, and the April Payroll Authorization in the amount of $60,594.30.

Encl (5)

AGENDA ITEM NO. 7.1

CLEAN AIR

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

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

April 13, 2018 **Fund 614-614 YRCAA**

Fund 614-141 Enterprise

Name	Warrant/MICR #	GL #	Amount	Date
Alliant Communications	33371	3502	$ 26.78	4/16/2018
Bradley A. Mellotte	33372	4501	$ 3,668.91	4/16/2018
Charter Communications	33373	420	$ 643.10	4/16/2018
Coleman Oil Company**	33374	3201	$ 375.74	4/16/2018
Crystal Springs	33375	3101	$ 14.51	4/16/2018
Cuillier Law Office	33376	4101	$ 84.00	4/16/2018
Enduris of Washington	33377	4601	$ 236.00	4/16/2018
Invisible Ink	33378	4101	$ 75.00	4/16/2018
Leaf	33379	4501	$ 186.07	4/16/2018
Ron's Office Equipment	33380	3101	$ 219.04	4/16/2018
Splash Express	33381	4801	$ 14.00	4/16/2018
Verizon Wireless	33382	4201	$ 337.76	4/16/2018
YRCAA	33383	4901	$ 487.32	4/16/2018
Yakima County Printing Department**	33384	3101	$ 703.73	4/16/2018

$ 7,071.96

***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: **$ 7,071.96**

Christa Owen 4/16/2018
Christa Owen, Alternate Auditing Officer

5/10/2018
Jon DeVaney, Board Chairman

Keith M. Hurley 4/16/2018
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

April 27, 2018 **Fund 614-614 YRCAA**

Fund 614-141 Enterprise

Name	Warrant/MICR #	GL #	Amount	Date
Abadan Reprographics	33385	4801	$ 77.97	4/30/2018
Alliant Communications	33386	4101	$ 229.12	4/30/2018
Bradley A. Mellotte	33387	4501	$ 3,801.40	4/30/2018
Daily Sun News	33388	4401	$ 30.00	4/30/2018
KeyBank**	33389	Various	$ 2,532.47	4/30/2018
Menke Jackson Law Firm	33390	4101	$ 1,633.56	4/30/2018
Pitney Bowes Reserve Account	33391	4202	$ 500.00	4/30/2018
Yakima Herald Republic	33392	4401	$ 85.46	4/30/2018

$ 8,889.98

***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: **$ 8,889.98**

Christa Owen 4/30/2018
Christa Owen, Alternate Auditing Officer

5/10/2018 Keith M. Hurley 4/30/2018
Jon DeVaney, Board Chairman Keith M. Hurley, Auditing Officer

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 4/27/2018

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: May 1, 2018

Transfer Amount(s): **$ 60,594.30**

Total Amount of Electronic Transfer: $ 60,594.30

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

Keith M. Harris
Auditing Officer

Chairman Board of Directors

Christa Owen
Alternate Auditing Officer

Date April 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

April 2018 Report Date: May10, 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	$ 8,607	$ 161,647	100.0%
614-32190008	Synthetic Minor Sources	$ 21,280	$ -	$ 18,620	87.5%
614-32190006	Complex Sources	$ 19,554	$ 2,570	$ 23,130	118.3%
614-32290001	Title V Sources	$ 122,845	$ -	$ 101,625	82.7%
614-32190002	New Source Review	$ 31,500	$ 10,692	$ 51,269	162.8%
	Subtotal, Stationary Source Permit Fees	***$ 356,879***	***$ 21,869***	***$ 356,291***	***99.8%***
Burn Permit Fees					
614-32290005	Residential Burn Permits	$ 63,120	$ 23,856	$ 39,792	63.0%
614-32290007	Agricultural Burn Permits	$ 28,000	$ 1,925	$ 32,201	115.0%
614-32290011	Conditional Use Burn Permits	$ 2,000	$ 654	$ 2,108	105.4%
	Subtotal, Burn Permit Fees	***$ 93,120***	***$ 26,435***	***$ 74,101***	***79.6%***
			$ -	$ -	
Compliance Fees			$ -	$ -	
614-32190005	Asbestos Removal Fees	$ 32,200	$ 2,483	$ 24,008	74.6%
614-32190009	Construction Dust Control Fees	$ 8,365	$ 637	$ 6,215	74.3%
	Subtotal, Compliance Fees	***$ 40,565***	***$ 3,120***	***$ 30,223***	***74.5%***
	Subtotal, All Permit Fee Revenue	***$ 490,564***	***$ 51,424***	***$ 460,616***	***93.9%***
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	$ 300	$ 24,264	
614-35990001	Other Fines	$ -	$ -	$ -	
	Subtotal, Fines & Penalties	***$ 2,500***	***$ 300***	***$ 24,264***	
Supplemental Income					
614-33831001	Supplemental Income	$ 100,360	$ 19,982	$ 100,258	99.9%
	Subtotal, Supplemental Income	***$ 100,360***	***$ 19,982***	***$ 100,258***	***99.9%***
Other Income					
614-36111001	Interest	$ 2,024	$ 489	$ 4,156	205.3%
614-36990014	Miscellaneous Income	$ 150	$ -	$ 1,143	762.0%
	Subtotal, Other Income	***$ 2,174***	***$ 489***	***$ 5,299***	***243.7%***
	Total YRCAA Base Operations Revenue	***$ 770,053***	***$ 72,194***	***$ 733,751***	***95.3%***
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	$ 5,331	$ -	$ 5,331	100.0%
614-33403108	PM 2.5	$ 21,050	$ -	$ 15,788	75.0%
614-33403107	Woodstove Change-out	$ 132,000	$ -	$ 42,164	31.9%
	Total YRCAA Grant Operations Revenue	***$ 158,381***	***$ -***	***$ 63,282***	***40.0%***
REVENUE Enterprise Operations			$ -	$ -	
614-34317001	VE Certification Fees	$ 79,800	$ 9,925	$ 62,125	77.9%
614-34317002	Other Enterprise Revenue	$ 415	$ -	$ 75	18.1%
	Subtotal , Enterprise Revenue	***$ 80,215***	***$ 9,925***	***$ 62,200***	***77.5%***
	Total Base, Grant and Enterprise Revenue	***$ 1,008,649***	***$ 82,119***	***$ 859,234***	***85.2%***

FY 2018 Monthly BVA

April 2018 **Report Date:** May10, 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	$	42,484	$	412,002	83.1%
614-2002 Benefits	$	179,781	$	14,927	$	144,757	80.5%
614-1003 Overtime	$	-	$	-	$	-	#DIV/0!
Subtotal, Salaries	***$***	***675,636***	***$***	***57,411***	***$***	***556,759***	***82.4%***
Supplies							
614-3101 Office Supplies	$	7,180	$	845	$	3,763	52.4%
614-3101 Safety Equipment	$	-	$	-	$	-	#DIV/0!
614-3201 Vehicles, Gas	$	2,780	$	126	$	1,385	49.8%
614-3501 Small Tools/Equipment	$	300	$	-	$	-	0.0%
614-3502 Computer Network	$	8,900	$	72	$	9,684	108.8%
Subtotal, Supplies	***$***	***19,160***	***$***	***1,042***	***$***	***14,832***	***77.4%***
Services							
614-4101 Professional Services	$	20,365	$	2,048	$	30,002	147.3%
614-4101 Laboratory Analyses	$	200	$	-	$	11	5.5%
614-4125 Treasurer, Yakima County	$	1,375	$	85	$	601	43.7%
614-4201 Communications, Phones/Internet	$	13,152	$	981	$	10,265	78.0%
614-4202 Postage	$	3,690	$	500	$	1,817	49.2%
614-4301 Travel & Transportation	$	2,950	$	-	$	2,837	96.2%
614-4401 Public Education	$	4,000	$	-	$	1,857	46.4%
614-4401 Publications, Legal Notices	$	1,000	$	115	$	2,845	284.5%
614-4501 Rents & Leases, Equipment	$	3,260	$	186	$	2,653	81.4%
614-4501 Rents & Leases, Space	$	43,659	$	7,470	$	40,215	92.1%
614-4601 Insurance	$	12,662	$	236	$	12,791	101.0%
614-4801 Maintenance, Motor Vehicles	$	2,450	$	14	$	2,183	89.1%
614-4801 Maintenance, Equipment	$	2,065	$	78	$	1,557	75.4%
614-4801 Maintenance, Computers	$	265	$	-	$	-	0.0%
614-4801 Maintenance, Building	$	875	$	-	$	1,686	192.7%
614-4901 Memberships	$	540	$	-	$	160	29.6%
614-4901 Training	$	2,900	$	-	$	2,294	79.1%
614-4901 Service Chgs & Interest	$	4,600	$	487	$	5,118	111.3%
614-4901 Miscellaneous Services	$	7,205	$	-	$	500	6.9%
614-4901 DOE Oversite Fees	$	4,787	$	-	$	3,840	80.2%
Subtotal, Services	***$***	***132,000***	***$***	***12,201***	***$***	***123,230***	***93.4%***
Capital Out-Lay & Fixed Assets							
614-6401 Capital Out-Lay/Fixed Assets	$	6,500	$	-	$	25,416	391.0%
Total YRCAA Base Operations Expenses	***$***	***833,296***	***$***	***70,655***	***$***	***720,237***	***86.4%***
EXPENSES 614 YRCAA Grant Operations							
614-33403105 Wood Stove Ed							
Salaries							
614-1001 Salaries	$	3,956	$	598	$	1,264	31.9%
614-2002 Benefits	$	1,462	$	210	$	444	30.4%
614-1003 Overtime	$	-	$	-	$	-	#DIV/0!
Subtotal, Salaries	***$***	***5,418***	***$***	***808***	***$***	***1,708***	***31.5%***
Supplies							
614-3101 Office Supplies	$	-	$	-	$	-	#DIV/0!
Subtotal, Supplies	***$***	***-***	***$***	***-***	***$***	***-***	***#DIV/0!***

FY 2018 Monthly BVA

April 2018 **Report Date:** May10, 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***	***$ 808***	***$ 1,828***	***33.7%***
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	$ 15,367	$ 1,295	$ 11,713	76.2%
614-2002	Benefits	$ 5,683	$ 455	$ 4,115	72.4%
614-1003	Overtime	$ -	$ -	$ -	#DIV/0!
	Subtotal, Salaries	***$ 21,050***	***$ 1,750***	***$ 15,829***	***75.2%***
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***	***$ 1,750***	***$ 15,829***	***75.2%***
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***	***$ 2,557***	***$ 23,541***	***14.3%***
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	$ 12,776	$ 463	$ 15,649	122.5%
141-2002	Benefits	$ 4,722	$ 163	$ 5,498	116.4%
141-1003	Overtime	$ -	$ -	$ -	#DIV/0!
	Subtotal, Salaries	***$ 17,498***	***$ 626***	***$ 21,147***	***120.9%***

FY 2018 Monthly BVA

April 2018 **Report Date:** May10, 2018		**Budget**	**Actual Current**	**Actual Year to Date**	**Year to Date % of Budget**
Supplies					
141-3101	Office Supplies	$ 400	$ 514	$ 1,018	254.4%
141-3201	Vehicles, Gas	$ 1,700	$ 402	$ 1,065	62.7%
141-3501	Small Tools/Equipment	$ 200	$ -	$ -	0.0%
	Subtotal , Supplies	***$ 2,300***	***$ 915***	***$ 2,083***	***90.6%***
Services					
141-4101	Professional Services	$ -	$ -	$ -	#DIV/0!
141-4202	Postage	$ -	$ -	$ -	#DIV/0!
141-4301	Travel & Transportation	$ 6,550	$ 1,836	$ 7,794	119.0%
141-4501	Rents & Leases, Space	$ 4,100	$ -	$ 2,584	63.0%
141-4801	Maintenance, Motor Vehicles	$ 200	$ 52	$ 52	26.0%
141-4801	Maintenance, Equipment	$ 500	$ -	$ 477	95.5%
141-4901	Miscellaneous Services	$ -	$ -	$ -	#DIV/0!
	Subtotal, Services	***$ 11,350***	$ 1,888	$ 10,907	***96.1%***
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	#DIV/0!
	Total Enterprise Operations Expenses	***$ 31,148***	***$ 3,429***	***$ 34,137***	***109.6%***
Summary of Revenue vs Expenses:					
Prior-Year Carry Over Funds		***$ 125,000***	***$ -***	***$ 125,000***	
Total Revenue, Base, Grants & Enterprise		***$ 1,133,649***	***$ 82,119***	***$ 984,234***	***86.8%***
Total Expenses, Base, Grants & Enterprise		***$ 1,029,582***	***$ 76,641***	***$ 777,915***	***75.6%***
Fund Balance		***$ 104,067***	***$ 5,479***	***$ 206,319***	
Operating Reserves		**$ (20,933)**			
Estimated Available Fund Balance		**$ 125,000**			

YAKIMA REGIONAL CLEAN AIR AGENCY

SUPPLEMENTAL INCOME STATUS for CY 2018 on April 30, 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; 4/16/2018	$ 776	$ 776	Pd 1/2
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; 4/13/2018	$ 3,308	$ 3,308	Pd 1/2
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; 4/16/2018	$ 18,682	$ 18,682	Pd 1/2
Zillah	$ -	$ 1,258	$ 1,258	1/22/2018	$ 1,258	$ -	Paid in full
Yakima Co.	$ -	$ 34,358	$ 34,358	1/1/2018; 4/1/2018	$ 17,197	$ 17,161	Pd 1/2
Totals:	**$ -**	**$ 100,360**	**$ 100,360**		**$ 60,433**	**$ 39,927**	