

November
2018
STUDY SESSION
AND
BOARD MEETING
for
Yakima Regional Clean
Air Agency



November 8, 2018

Study Session

1:30 p.m.

Regular Board Meeting

2:00 p.m.

AGENDA

Study Session

YRCAA proposed CY 2019 Fee Schedule

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 wish to address. Please limit your comments to three (3) minutes.

5. Approval of Consent Agenda

5.1 Board Meeting Minutes – October 2018

5.2 Accept YRCAA October 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 October 2018

7.2 CY 2019 proposed Fee Schedule

7.3 Member-at-Large position for the Board of Directors

8. Other business

9. Adjournment

STUDY SESSION



EXECUTIVE MEMORANDUM

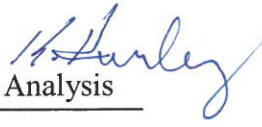
DATE OF RELEASE: November 1, 2018

DATE OF CONSIDERATION: November 8, 2018

TO: The Board of Directors

FROM: Office of the Executive Director

SUBJECT: 2019 YRCAA Permit Program Cost & Revenue Analysis



Purpose

The purpose of the analysis is to determine the appropriate Air Pollution Source Registration, Asbestos / Demolition Notification, Dust Plan, and Burn Permit fee amounts for Calendar Year (CY) 2019. For this analysis, “appropriate fee amount” is defined as that amount, when multiplied by the number of expected permits for 2019, which will equal that permit type’s share of projected total Base Operations costs for FY2019. “Permit share” is further defined as the cost associated with receiving and reviewing a permit application and any accompanying documents, drafting and issuing an agency permit or order of approval, and assuring compliance with such permits and approvals.

Permit Program Costs

Costs were projected in the FY2019 Budget. Cost categories include salaries and benefits, supplies, services and capital outlay.

Permit Program Revenue

Permit Program Revenue sources include registration fees, asbestos / demolition notification fees, dust plan filing and review fees, and burn permit fees (*excluding agricultural burning). Revenue from penalties, Title V Permits, New Source Review, Regulatory Permits, General Permits, Agricultural Burning Permits and SEPA are not considered in this analysis.

Rationale

The permit program’s share of total Base Operations costs should be equivalent to its share of Base Operations revenue and a specific permit type’s share of total permit program costs should be equivalent to its share of the total permit program revenue. This analysis examined the costs and revenues for the permit program and determined the recommended appropriate fees for CY 2019.

The following procedure was used to arrive at the appropriate permit fee amounts:

1. Calculate the permit program’s share of the total base operations costs:
2. Calculate each permit type’s share of the permit program costs:
3. Calculate the needed increase for each permit type:
4. Calculate the appropriate permit fee:



Findings

Fees for Title V Permits, New Source Review, Regulatory Orders and General Permits are structured to recover actual costs per permit and require no adjustments. Additionally, fees for source registration, asbestos / demolition, dust plans and all burning (except *agricultural burning) require no increase to cover projected FY 2019 costs.

Recommendations

This Office recommends the Board of Directors adopt the proposed fee schedule for Calendar Year 2019.

***NOTE:** Agricultural Burning permit fees are determined by the state Agricultural Burning Practices and Research Task Force (ABPRTF) and are set in accordance with procedures contained within WAC 173-430. Current burning rates were established by the ABPRTF on July 1, 2012 and are reflected on the proposed Agency fee schedule.

YRCAA NINE YEAR FEE COMPARISON

Fee Type	2011	2012	2013	2014	2015	2016	2017	2018	2019
Source Registration									
Minor	395	439	439	453	453	453	453	453	453
Complex Minor	1,128	1,245	1,245	1,285	1,285	1,285	1,285	1,285	1,285
Synthetic Minor	2,315	2,578	2,578	2,660	2,660	2,660	2,660	2,660	2,660
Air Operating Permit	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
New Source Review	346+	400 +	400 +	400 +	400 +	400 +	400 +	400 +	400 +
Regulatory Order	346+	400 +	400 +	400 +	400 +	400 +	400 +	400 +	400 +
General Permit	346+	400 +	400 +	400 +	400 +	400 +	400 +	400 +	400 +
SEPA	110+	400 +	400 +	400 +	400 +	400 +	400 +	400 +	400 +
Dust Control									
Mater Plan	290	314	314	327	327	327	327	327	327
Site Notification	117	149	149	155	155	155	155	155	155
Demolition, Renovation, Asbestos Removal	41+qty	43+qty	43+qty	44+qty	44+qty	44+qty	44+qty	44+qty	44+qty
Burn Permits									
Agricultural	Per acre	.80/ton 3.00/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre	1.00/ton 3.75/acre
Residential	46	47	47	48	48	48	48	48	48
Land Clearing	184	2.11/ton 7.87/acre	2.11/ton 7.87/acre	2.18/ton 8.13/acre	2.18/ton 8.13/acre	2.18/ton 8.13/acre	2.18/ton 8.13/acre	2.18/ton 8.13/acre	2.18/ton 8.13/acre
Fire Training	184	211	211	218	218	218	218	218	218

YAKIMA REGIONAL CLEAN AIR AGENCY CY2019 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 15 th to October 15 th
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
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

<u>SERVICE/DELIVERY METHOD</u>	<u>UNIT</u>	<u>COST</u>
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
- Charges above can be combined if more than one type of charge applies

CONSENT AGENDA ITEMS



Yakima Regional Clean Air Agency
 186 Iron Horse Court, Suite 101
 Yakima, WA 98901
 (509) 834-2050, Fax (509) 834-2060
yakimacleanair.org

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

October 11, 2018

Location and Time:
Yakima City Hall Council Chambers

2:00 pm

REGULAR MEETING

1. Chairman 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: Steven Jones, Ph.D., County Representative Norm Childress, Small City Representative Jon DeVaney, Member at Large Carmen Mendez, Large City Representative Ron Anderson, County Commissioners ABSENT:	LEGAL COUNSEL: Gary Cuillier STAFF: Keith Hurley, Executive Director Mary Wurtz, Clerk of the Board

3. Additions or Deletions to the Agenda

None

4. Public Comment 5:12

None

5. Consider Approving the Consent Agenda Items 5.1 and 5.2 5:32

5.1 Board Meeting Minutes – September 2018

5.2 Accept YRCAA September 2018 Monthly Activity Report

Mr. Anderson motioned to approve
 Motion approved with no dissension.

Mr. Childress seconded.

AGENDA ITEM NO. 5.1



6. Regular Agenda 5:50

Mr. Hurley stated YRCAA has begun reviewing the fees for next year and we will have a study session before the November 2018 meeting. He also mentioned the Community Forum that was held on Monday, September 17 at the YRCAA office. Mr. Hurley reviewed the air monitoring charts from the States' website. Monday, October 15th is the end of our residential burn season until March 15, 2019. Update on woodstove change-out, we have 80% of the money spent or obligated.

Ms. Mendez inquired if a residential burn meant people were burning wood to heat their homes. Mr. Hurley replied the burn program is for outside burning not within a home. Burning is not allowed inside the Urban Growth Area.

Chair DeVaney asked if we would send out a media advisory about the ending of the burn season and Mr. Hurley replied we would put the advisory on our website. We will be running the notice on the ticker tape.

7. Action Items 8:46

7.1 Fiscal Vouchers and Payroll Authorization Transfers for October 2018

Ms. Mendez motioned to approve
 Motion approved with no dissension.

Mr. Anderson seconded.

7.2 Air Quality Management Policy for Dairy Operations

Mr. Hurley reviewed the two competing resolutions, 2018-11A ends the dairy program in its entirety but preserves the Resource Guide, 2018-11B ends the dairy program but continues the registration of the dairies and preserves the Resource Guide,

Chair DeVaney clarified that each resolution has the Resource Guide mentioned and that only one resolution keeps the registration program. He also asked if the vacant position that supported the program would be filled if the program was continued. Mr. Hurley replied the dairy inspections took up 75-80% of the position's time but he has held off filling the position until the Board made a decision on the Dairy Program.

Mr. Childress asked what budget ramifications would be if discontinuing the program? Mr. Hurley replied a rough estimate of \$20,000 - \$22,000 will be lost if the registration of dairies did not continue. He has not worked the numbers to see what the budget impact would be if they kept a reduced registration fee of \$124.

Mr. Childress asked how long YRCAA has been collecting the registration fee and Mr. Hurley replied since June of 2013 when the policy was implemented, a little over five years ago.



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Chair DeVaney called for a motion to discuss the resolutions. Mr. Childress suggested the Board discuss the resolutions as they are listed and it was decided to start with Resolution 2018-11A, repealing the entire dairy policy but preserving the Resource Guide.

Mr. Childress motioned to adopt Resolution 2018-11A 13:52
Discussion went as follows:

Mr. Jones seconded

Ms. Mendez voiced concern the dairies will not be required to register and asked if we can make it mandatory for the dairies to register. She said her understanding was the registration program was voluntary and only a few dairies wanted to register. Mr. Hurley stated the registration program was mandated, the voluntary part was how a dairy chose to implement the BMP's. Mr. Hurley replied we will publish the Resource Guide as a free resource; rescind the original resolution, and there will be no registration paperwork or fees. YRCAA has the authority to register any air pollution source and determine the work for that source. In the past the dairy policy included inspections and the scientific work done behind the scenes. Mr. Hurley suggested cancelling the dairy policy to reduce our litigation risk by cutting back on the amount of paperwork generated. We are in the midst of a second public records lawsuit that could potentially cost us a lot of money.

Mr. Childress reiterated that by doing away with this we will still have the ability to get the dairy numbers and locations from another source. Mr. Hurley agreed. We would make the request to the Department of Agriculture for the numbers.

Ms. Mendez wondered if the board moved ahead with this change, and the dairies are a source of air pollution, will we do anything to deal with this source. Mr. Childress also asked if complaints of dairies would still be investigated. Mr. Hurley replied the Clean Air Act gives the dairies an exemption from fugitive dust and odor. YRCAA would handle a complaint the way we always have. The complaint is received and we would go out and investigate it. For a fugitive dust and odor complaint we would work with the dairy and discuss the ways they can cut down on the dust and odors, as well as touch base with the complainant.

Chair DeVaney said we have discussed that we are able to have the list sent to us from the Dept. of Agriculture and they have an enforcement office. Ms. Mendez asked if there is an infraction would the WSDA take care of it. Mr. Hurley stated the WSDA has options to enforce infractions.

Chair DeVaney stated the motion is on the floor to adopt Resolution 2018-11A which when adopted would just be Resolution 2018-11.

Chair DeVaney called for a vote
Resolution 2018-11 was adopted with a 4-0 25:33



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Chair DeVaney asked since not having the registration fee and not having to fill the vacant position would the fiscal impact be reflected in the discussion on the fees for the study session next month. Mr. Hurley replied those figures will be reflected in February when we have the budget review and next year's budget.

Chair DeVaney asked for a motion to adjourn.

Ms. Mendez motioned to adjourn.
Motion approved with no dissension.

Mr. Anderson seconded

Meeting was adjourned at 2:22 p.m.

Jon DeVaney, Board Chairman

Mary Wurtz, Clerk of the Board

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

Activity	FY18				FY19	
	FY18	Aug18	Sept18	Oct18	thru Oct	thru Sept
Minor Source Inspections	155	8	0	10	17	44
Complaints Received	250	9	11	12	53	36
NOVs Issued	100	1	4	3	8	8
AODs Issued	16	0	0	0	0	0
Warning Notices Issued	16	0	0	0	0	0
NOPs Issued	57	1	2	1	10	5
SEPA Reviews	198	31	20	34	60	111
AOP Applications Received	1	0	0	0	0	0
AOPs Issued or Renewed	4	0	0	0	2	0
Deviations/Upsets Reported	12	1	1	1	3	4
AOP Inspections	5	1	0	0	1	2
Public Workshops	0	0	0	0	0	0
Media Events	0	0	0	0	0	0
Media Contacts	11	7	0	0	2	11
Education Outreach Events	8	1	0	1	1	3
Sources Registered	365	0	0	0	7	0
NSR Applications Received	24	0	0	0	5	0
NSR Approvals Issued-Temporary	0	0	0	0	0	0
NSR Approvals Issued-Permanent	24	0	1	4	5	5
NODRs Received	221	16	20	19	38	69
Agricultural Burn Permits Issued	184	2	6	18	13	33
Conditional Use Permits Issued	5	10	0	0	0	10
Residential Burn Permits Issued	1264	10	0	0	195	12
Burn Ban Days	63	18	0	6	0	24
Public Records Requests Fulfilled	51	1	5	4	15	12

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 ITEMS



Executive Memorandum

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

1. Agency Move & Open House

The agency has completed the move to its new location. The board and the public are cordially invited to join us for a ribbon cutting ceremony and open house on Friday, November 16th, from 1pm to 4pm.

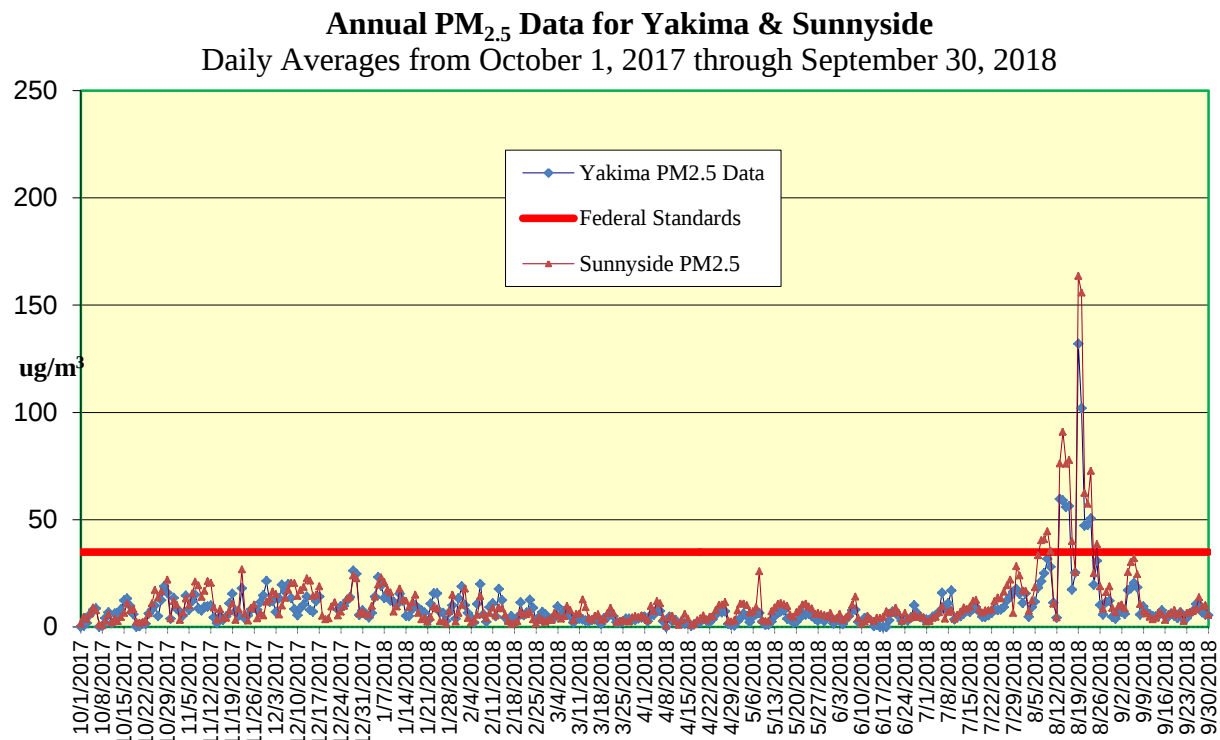
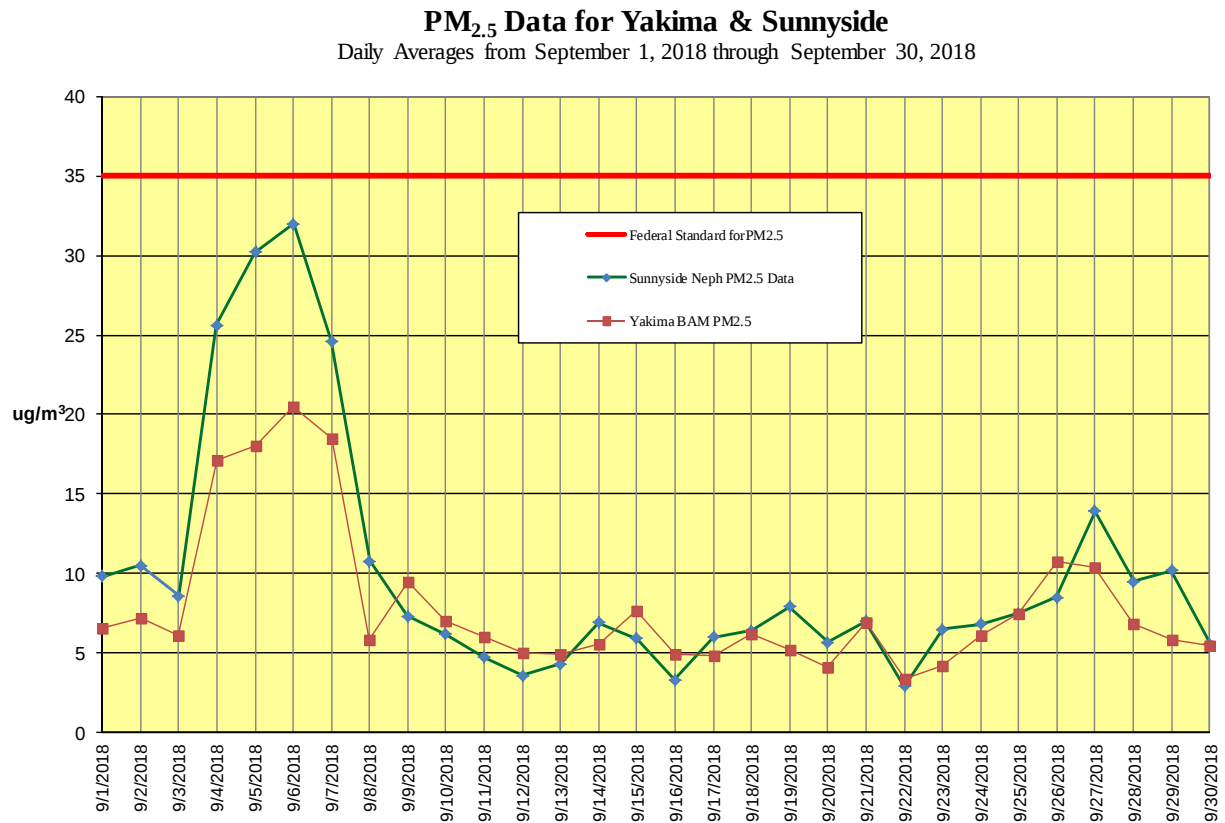
2. Northwest Air Directors Meeting

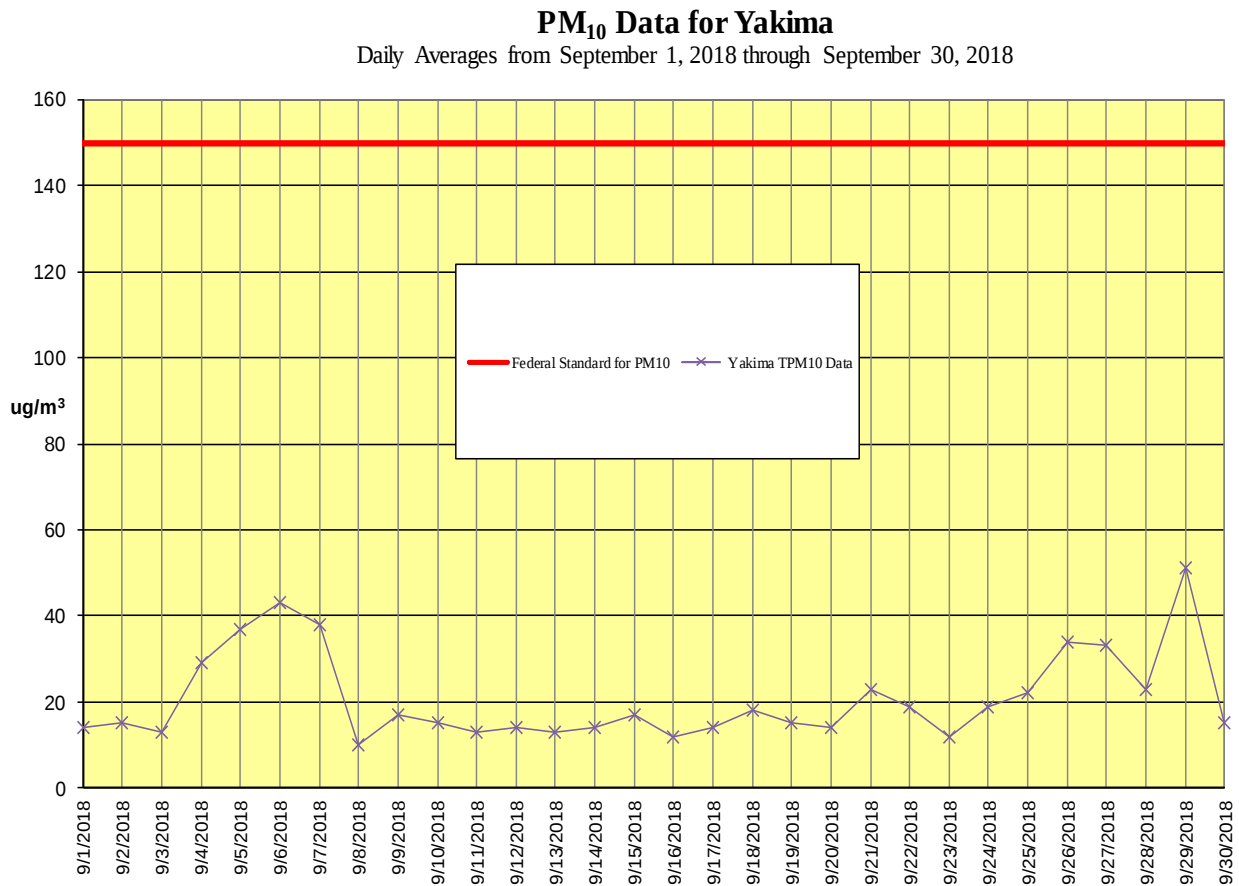
On November 26th & 27th I will be attending the annual Northwest Air Directors Meeting in Seattle. The meeting is hosted by EPA's Region X Headquarters and provides an opportunity for EPA, State and Local Air Directors to come together to discuss important air pollution issues and topics. Usual attendees include Air Directors for the states of Washington, Idaho, Alaska, Oregon, the seven Washington local air agencies and Lane Regional Air Protection Agency from Oregon.

3. Compliance & Engineering

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

<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AOD's</u>
Residential Burning	6	4	0
Agricultural Burning	1	0	0
Other Burning	0	0	0
Fugitive Dust	2	0	0
Agricultural Dust	2	0	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0
Odor	0	0	0
Asbestos	0	0	0
Others	0	0	0
<u>TOTALS</u>	<u>11</u>	<u>4</u>	<u>0</u>

Air Monitoring Data:



4. 2019 Woodstove Change-Out Grant

The agency has expended a total of \$285,083.10 for 42 woodstove change outs, 14 rebates for the purchases of new devices and 66 bounties for the destruction of old devices. Currently the agency has \$260,577.50 in scheduled outstanding work to be completed for an additional 32 change outs, 27 rebates and 16 bounties. The total amount of \$545,660.60 represents a 99% commitment of the initial grant amount of \$550,000.

5. YRCAA Regulation 1 Update

The agency continues preliminary planning work on updating the regulation. On October 23rd and October 30th the agency participated in initial discussions with the Washington State Department of Ecology and the EPA to identify any potential coordination issues and potential State Implementation Plan (SIP) revisions. The agency anticipates completing preliminary planning requirements in early to mid-spring of 2019 and will present the board with a Preliminary Planning Report at that time or sooner if possible.

ACTION

ITEMS



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

Executive Memorandum

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

Issue:
Fiscal Reports

Discussion:

October 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:

Accept and approve by minute action the October 2018 AP Fiscal Vouchers, totaling \$64,000.85, and the October Payroll Authorization, totaling \$56,493.23.

Encl. 2

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER**Direct Deposit Payroll & Payroll Taxes**Date: 10/30/2018District: Yakima Regional Clean Air AgencyContact Person: Christa OwenAddress: 329 North First Street, Yakima, WA 98901Telephone 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 WashingtonABA Routing Number: XXXXXXXXXXBank Account Number: XXXXXXXXXXPayroll Date: November 1, 2018Transfer Amount(s): \$ 56,493.23Total Amount of Electronic Transfer: \$ 56,493.23**Authorizing Signatures (No facsimile signatures accepted.):**_____
Auditing Officer_____
Chairman Board of DirectorsChrista Owen
Alternate Auditing Officer

Date October 30, 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
(01-2008)

Telefax Number: 509-574-2801



October 9, 2018

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	33577	4801	\$ 116.48	10/10/2018
Absolute Comfort Technology, LLC*	33578	4101	\$ 6,000.00	10/10/2018
Apple Valley Broadcasting, Inc.*	33579	4101	\$ 2,500.00	10/10/2018
Charter Communications	33580	4201	\$ 649.87	10/10/2018
Coleman Oil Company**	33581	3201	\$ 545.21	10/10/2018
Crystal Springs	33582	3101	\$ 98.25	10/10/2018
Cuillier Law Office	33583	4101	\$ 616.00	10/10/2018
Clinton W. Dean*	33584	4101	\$ 250.00	10/10/2018
Ron Duffield*	33585	4101	\$ 3,000.00	10/10/2018
Mark Edler	33586	3101	\$ 254.00	10/10/2018
Karen Goureau*	33587	4101	\$ 400.00	10/10/2018
Tony Hillerman*	33588	4101	\$ 500.00	10/10/2018
David A. Holm*	33589	4101	\$ 250.00	10/10/2018
Invisible Ink	33590	4101	\$ 75.00	10/10/2018
KCYU*	33591	4101	\$ 423.00	10/10/2018
Roberta Lucas*	33592	4101	\$ 750.00	10/10/2018
Menke Jackson Law Firm	33593	4101	\$ 112.50	10/10/2018
Nth Degree Environmental Engineering	33594	4101	\$ 750.00	10/10/2018
Nathaniel Porter*	33595	4101	\$ 1,000.00	10/10/2018
Tom Smith*	33596	4101	\$ 750.00	10/10/2018
Verizon Wireless	33597	4201	\$ 337.80	10/10/2018
YRCAA	33598	4901	\$ 384.11	10/10/2018
Yakima County Printing Department**	33599	3101	\$ 426.96	10/10/2018

\$ 20,189.18

***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.

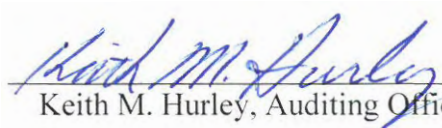
Total Amount: **\$ 20,189.18**

10/10/2018

Christa Owen, Alternate Auditing Officer

11/8/2018

Jon DeVaney, Board Chairman


Keith M. Hurley, Auditing Officer

10/10/2018



October 26, 2018

Fund 614-614 YRCAA

Fund 614-141 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	33600	4801	\$ 31.76	10/29/2018
Armstrong's Stove & Spa*	33601	4101	\$10,682.82	10/29/2018
Bradley A. Mellotte	33602	4501	\$ 3,801.40	10/29/2018
Central Washington HBA	33603	4901	\$ 225.00	10/29/2018
Ron Duffield*	33604	4101	\$ 2,474.28	10/29/2018
Dustin Harrington	33605	4301	\$ 152.00	10/29/2018
Mark Edler	33606	4301	\$ 110.64	10/29/2018
Farwest Climate Control, Inc.*	33607	4101	\$ 4,709.84	10/29/2018
Hispanavision Television*	33608	4101	\$ 500.00	10/29/2018
Seth Jones*	33609	4101	\$ 250.00	10/29/2018
KeyBank**	33610	Various	\$ 1,980.93	10/29/2018
Derek McElwee*	33611	4101	\$ 400.00	10/29/2018
Gary Newman*	33612	4101	\$ 250.00	10/29/2018
Jane Nix*	33613	4101	\$ 400.00	10/29/2018
Platte Heating & Air Conditioning, Inc.*	33614	4101	\$12,000.00	10/29/2018
Kelsey Sanford	33615	4301	\$ 152.00	10/29/2018
Sinclair Broadcast Group*	33616	4101	\$ 2,517.00	10/29/2018
Ronald Stafford*	33617	4101	\$ 250.00	10/29/2018
Stephens Media Group*	33618	4101	\$ 1,352.00	10/29/2018
Paul H. Taylor*	33619	4101	\$ 250.00	10/29/2018
Jennifer Thompson*	33620	4101	\$ 400.00	10/29/2018
John Thompson*	33621	4101	\$ 400.00	10/29/2018
Washington County Fair Complex	33622	4501	\$ 522.00	10/29/2018

\$ 43,811.67

***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: **\$ 43,811.67**

10/29/2018

Christa Owen, Alternate Auditing Officer

11/8/2018

Jon DeVaney, Board Chairman

Keith M. Hurley, Auditing Officer

10/29/2018



EXECUTIVE MEMORANDUM

DATE OF RELEASE: November 1, 2018
DATE OF CONSIDERATION: November 8, 2018
TO: The Board of Directors
FROM: Office of the Executive Director
SUBJECT: YRCAA Calendar Year (CY) 2019 Fee Schedule

ISSUE

For CY 2019, set fees to cover the costs of the permit program.

DISCUSSION

In November 2007 the Board authorized the office of the Executive Director to adjust fees annually, using a cost and revenue analysis to determine the appropriate fees for each upcoming year. The required analysis was completed and presented to the Board during an earlier study session and indicated that the current permit fees will recover the anticipated 2019 costs of the various permit programs and no fee increases are needed.

RECOMMENDATION

Approve Resolution No. 2018-12, which establishes the Agency CY 2019 Permit Fees.

Attch. Resolution No. 2018-12
Proposed CY2019 Fee Schedule

YAKIMA REGIONAL CLEAN AIR AGENCY CY2019 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 15 th to October 15 th
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
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

<u>SERVICE/DELIVERY METHOD</u>	<u>UNIT</u>	<u>COST</u>
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
- Charges above can be combined if more than one type of charge applies

RESOLUTION NO.: 2018-12
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Approving Calendar Year (CY) 2019 YRCAA Fee Schedule:

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

WHEREAS, existing permit fees, approved on November 13, 2014, are anticipated to adequately recover projected FY 2019 permit program operating costs;

BE IT RESOLVED that the Board of Directors of the Yakima Regional Clean Air Agency on this Eighth day of November 2018 approves the fees set forth in the attached YRCAA 2019 Fee Schedule; and

BE IT FURTHER RESOLVED that the Board of Directors of the Yakima Regional Clean Air Agency on this Eighth day of November 2018 authorizes the Executive Director to implement the adopted fees effective January 1, 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 Eighth day of November 2018.

Jon DeVaney, Chair

Ron Anderson, Director

Norm Childress, Director

Steven Jones, PhD, Director

Carmen Mendez, Director

Mary Wurtz, Clerk of the Board



Executive Memorandum

Date of Release: November 1, 2018
Date of Consideration: November 8, 2018
To: The YRCAA Board of Directors
From: Office of the Executive Director
Subject: Member-at-Large Position

ISSUE:

Chairman Jon DeVaney's term as Member-at-Large for the YRCAA Board of Directors ends on December 31, 2018

DISCUSSION:

In accordance with RCW 70.94.100, Mr. DeVaney was originally elected as the Member-at-Large for the Board of Directors on September 5, 2013 to complete the term vacated by Mr. Tom Gasseling and ending on December 31, 2014.

On November 13, 2014 the YRCAA Board of Directors voted to re-elect Mr. DeVaney as the Member-at-Large for an additional four year term ending on December 31, 2018.

It is important to note that there are two additional scenarios that could be discussed:

- Chairman DeVaney may elect to serve out the remaining portion of his term and not volunteer for continued service
- The Board of Directors may opt to interview and elect a different individual for the Member-at-Large position.

RECOMMENDATION:

The Executive Director asks the Board to inquire of Mr. DeVaney if he is willing to continue to serve and if so to re-elect him as the Member-at-Large for the YRCAA Board of Directors for a four year term commencing on January 1, 2019 and ending on December 31, 2022.