

SEPTEMBER

2020

BOARD

MEETING

for

Yakima Regional Clean

Air Agency



September 10th, 2020
Tele-Conference Study Session
1:30 p.m.
Tele-Conference Regular Board Meeting
2:00 p.m.

AGENDA

Study Session

YRCAA Staff Compensation Policy as it relates to long-term fiscal planning

Regular Meeting

1. Call to Order

2. Roll Call

3. Additions or Deletions to the Agenda

4. Public Comments

If you wish to address any matter relevant to the business of the Board, you may do so now. Please approach the podium, state your name and the item you wish to address. Please limit your comments to three (3) minutes.

5. Approval of Consent Agenda

- 5.1 Board Meeting Summary for August 2020
- 5.2 Accept YRCAA August 2020 Monthly Activity Reports

6. Regular Agenda

- 6.1 Executive Director's Report

7. Action Items

- 7.1 Fiscal Vouchers and Payroll Authorization Transfers for August 2020

8. Other business

9. Adjournment

If you wish to attend the YRCAA Board meeting and require an accommodation due to a disability or Language Interpretative Services, call 509-834-2050, ext. 100 or send us an email at admin@yrcaa.org

STUDY SESSION

YRCAA Staff Compensation Policy (revised 03/07/14)

The purpose of this policy is to establish a compensation system for determining and assigning appropriate hourly, monthly or annual rates of base pay, pay increases and any additional incentive or merit pay for YRCAA employees. This policy is not a part of YRCAA Administrative Code and will be implemented at the discretion of the Executive Director.

1. Base Pay

Base pay is the rate of pay for each hour, month or year for time worked and for paid holidays and leave. Base pay shall be determined by employee classification, according to Appendix A, YRCAA Compensation Schedules, and set by assigning a step from Appendix B, YRCAA Pay Scale. The base pay for the Director is set by the Governing Board of Directors.

- a. **Salary**
For full-time regular employees, base pay shall be an annual salary, paid monthly in twelve equal increments. Full-time is defined as 40 or more paid hours per week. Regular employee is defined as not temporary.
- b. **Hourly**
For part-time regular or temporary employees, base pay shall be hourly, paid monthly. Part-time is defined as less than 40 paid hours per week. Temporary employee is defined as hired for a specific, temporary period of time.

2. Pay Increases

This policy does not guarantee or entitle any employee to a pay increase. Rather, it provides for a systematic, non-arbitrary approach to determining how pay increases are awarded to employees. Increases to base pay are contingent on continuous improvement of employee performance. An employee must meet or exceed minimum expectations of improvement to be eligible for any pay increase. Pay increases are also contingent on available funding and may be frozen for all employees during any budget cycle.

- a. **Step Increase**
An employee who meets or exceeds minimum expectations becomes eligible for an increase of 2% of base pay, annually, at the end of the month in which the employee was hired or reclassified. Step increases are given incrementally for Classification Levels I and II, according to Appendices A and B.
- b. **Longevity Increase**
An employee who meets or exceeds minimum expectations and has attained the top step of his/her salary range becomes eligible for a longevity increase, equal to the following percentages of the ES-I, Step 5, annually, at the end of the month in which the employee was hired or reclassified:
 - 2% through 15 years;
 - 3% at the end of 15 years and through 20 years; and
 - 4% at the end of 20 years and thereafter.

See Appendix C.

3. Merit Performance Incentive Pay Program

May 10, 2006 the Governing Board of Directors approved a program to make available in the budget, a set amount of funding to give merit pay, based on performance, to provide incentive for continuous improvement. Merit pay may be paid to an employee in January, based on more than minimum performance improvement. This pay is based on merit and is intended to provide incentive for exceptional performance.

Each December the Governing Board of Directors would receive specific recommendations from the Office of the Executive Director for individual Merit Performance Incentive Pay amounts to be granted to employees and which is supported by a summary of each respective employee's exceptional performance.

The primary components of the Merit Performance Incentive Pay Program include:

- a. An incentive for future performance based on past performance;
- b. The incentive pay is calculated as a non-property interest;
- c. Individual incentive pay amounts are calculated as a percent of the total amount available as determined by the Office of the Executive Director;
- d. Performance factors applied by the Office of the Executive Director in devising the recommended merit pay incentives may include, but may not necessarily be limited to:
 - i. Performance evaluations;
 - ii. Quantity and quality of performance;
 - iii. Consistency in performance;
 - iv. External customer service;
 - v. Internal customer service;
 - vi. Initiative;
 - vii. Creativity; and
 - viii. Customer comments.

Appendix A YRCAA Compensation Schedules

YRCAA COMPENSATION SCHEDULE FOR INTERIM or TEMPORARY EMPLOYEES					
Classification	Step 1	Step 2	Step 3	Step 4	Step 5
DS I	39	40	41	42	43
ES I	29	30	31	32	33
AQS I	21	22	23	24	25
AS I	17	18	19	20	21
AA I	3	4	5	6	7

YRCAA COMPENSATION SCHEDULE FOR ENTRY LEVEL EMPLOYEES – Level I					
Classification	Step 1	Step 2	Step 3	Step 4	Step 5
DS I	44	46	47	48	49
ES I	34	36	37	38	39
AQS I	26	28	29	30	31
AS I	22	24	25	26	27
AA I	8	10	11	12	13

YRCAA COMPENSATION SCHEDULE FOR JOURNEY LEVEL EMPLOYEES – Level II										
Classification	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
DS II	50	51	52	53	54	55	56	57	58	59
ES II	40	41	42	43	44	45	46	47	48	49
AQS II	32	33	34	35	36	37	38	39	40	41
AS II	28	29	30	31	32	33	34	35	36	37
AA II	14	15	16	17	18	19	20	21	22	23

Level III: See Subsection 2.b

Appendix B**YRCAA Pay Scale**

Code	\$ /month		\$ /year	\$ /hr.	Code	\$ /month		\$ /year	\$ /hr.
00	Min State Rate				41	\$	3,827	\$	45,918
01	\$	1,733	\$	20,796	\$	10.00	42	\$	3,903
02	\$	1,768	\$	21,212	\$	10.20	43	\$	3,981
03	\$	1,803	\$	21,636	\$	10.40	44	\$	4,061
04	\$	1,839	\$	22,069	\$	10.61	45	\$	4,142
05	\$	1,876	\$	22,510	\$	10.82	46	\$	4,225
06	\$	1,913	\$	22,960	\$	11.04	47	\$	4,309
07	\$	1,952	\$	23,420	\$	11.26	48	\$	4,395
08	\$	1,991	\$	23,888	\$	11.48	49	\$	4,483
09	\$	2,030	\$	24,366	\$	11.71	50	\$	4,573
10	\$	2,071	\$	24,853	\$	11.95	51	\$	4,665
11	\$	2,113	\$	25,350	\$	12.19	52	\$	4,758
12	\$	2,155	\$	25,857	\$	12.43	53	\$	4,853
13	\$	2,198	\$	26,374	\$	12.68	54	\$	4,950
14	\$	2,242	\$	26,902	\$	12.93	55	\$	5,049
15	\$	2,287	\$	27,440	\$	13.19	56	\$	5,150
16	\$	2,332	\$	27,989	\$	13.46	57	\$	5,253
17	\$	2,379	\$	28,548	\$	13.73	58	\$	5,358
18	\$	2,427	\$	29,119	\$	14.00	59	\$	5,465
19	\$	2,475	\$	29,702	\$	14.28	60	\$	5,575
20	\$	2,525	\$	30,296	\$	14.57	61	\$	5,686
21	\$	2,575	\$	30,902	\$	14.86	62	\$	5,800
22	\$	2,627	\$	31,520	\$	15.15	63	\$	5,916
23	\$	2,679	\$	32,150	\$	15.46	64	\$	6,034
24	\$	2,733	\$	32,793	\$	15.77	65	\$	6,155
25	\$	2,787	\$	33,449	\$	16.08	66	\$	6,278
26	\$	2,843	\$	34,118	\$	16.40	67	\$	6,403
27	\$	2,900	\$	34,800	\$	16.73	68	\$	6,531
28	\$	2,958	\$	35,496	\$	17.07	69	\$	6,662
29	\$	3,017	\$	36,206	\$	17.41	70	\$	6,795
30	\$	3,078	\$	36,930	\$	17.76	71	\$	6,931
31	\$	3,139	\$	37,669	\$	18.11	72	\$	7,070
32	\$	3,202	\$	38,422	\$	18.47	73	\$	7,211
33	\$	3,266	\$	39,191	\$	18.84	74	\$	7,355
34	\$	3,331	\$	39,975	\$	19.22	75	\$	7,503
35	\$	3,398	\$	40,774	\$	19.60	76	\$	7,653
36	\$	3,466	\$	41,590	\$	20.00	77	\$	7,806
37	\$	3,535	\$	42,421	\$	20.39	78	\$	7,962
38	\$	3,606	\$	43,270	\$	20.80	79	\$	8,121
39	\$	3,678	\$	44,135	\$	21.22	80	\$	8,283
40	\$	3,752	\$	45,018	\$	21.64			

Appendix C YRCAA Longevity Pay Scale

DSIII															
Code	\$/month	\$/year	\$/hr.	Code	\$/month	\$/year	\$/hr.	Code	\$/month	\$/year	\$/hr.	Code	\$/month	\$/year	\$/hr.
L1	\$ 5,502	\$ 66,024	\$ 31.74	L6	\$ 5,686	\$ 68,231	\$ 32.80	L11	\$ 5,870	\$ 70,438	\$ 33.86	L16	\$ 6,054	\$ 72,645	\$ 34.93
L2	\$ 5,539	\$ 66,466	\$ 31.95	L7	\$ 5,723	\$ 68,672	\$ 33.02	L12	\$ 5,907	\$ 70,879	\$ 34.08	L17	\$ 6,090	\$ 73,086	\$ 35.14
L3	\$ 5,576	\$ 66,907	\$ 32.17	L8	\$ 5,759	\$ 69,114	\$ 33.23	L13	\$ 5,943	\$ 71,321	\$ 34.29	L18	\$ 6,127	\$ 73,527	\$ 35.35
L4	\$ 5,612	\$ 67,348	\$ 32.38	L9	\$ 5,796	\$ 69,555	\$ 33.44	L14	\$ 5,980	\$ 71,762	\$ 34.50	L19	\$ 6,164	\$ 73,969	\$ 35.56
L5	\$ 5,649	\$ 67,790	\$ 32.59	L10	\$ 5,833	\$ 69,997	\$ 33.65	L15	\$ 6,017	\$ 72,203	\$ 34.71	L20	\$ 6,201	\$ 74,410	\$ 35.77
L21	\$ 6,238	\$ 74,851	\$ 35.99	L26	\$ 6,422	\$ 77,058	\$ 37.05	L31	\$ 6,605	\$ 79,265	\$ 38.11	L36	\$ 6,789	\$ 81,472	\$ 39.17
L22	\$ 6,274	\$ 75,293	\$ 36.20	L27	\$ 6,458	\$ 77,499	\$ 37.26	L32	\$ 6,642	\$ 79,706	\$ 38.32	L37	\$ 6,826	\$ 81,913	\$ 39.38
L23	\$ 6,311	\$ 75,734	\$ 36.41	L28	\$ 6,495	\$ 77,941	\$ 37.47	L33	\$ 6,679	\$ 80,148	\$ 38.53	L38	\$ 6,863	\$ 82,354	\$ 39.59
L24	\$ 6,348	\$ 76,175	\$ 36.62	L29	\$ 6,532	\$ 78,382	\$ 37.68	L34	\$ 6,716	\$ 80,589	\$ 38.74	L39	\$ 6,900	\$ 82,796	\$ 39.81
L25	\$ 6,385	\$ 76,617	\$ 36.83	L30	\$ 6,569	\$ 78,824	\$ 37.90	L35	\$ 6,753	\$ 81,030	\$ 38.96	L40	\$ 6,936	\$ 83,237	\$ 40.02
ESIII															
L1	\$ 4,520	\$ 54,242	\$ 26.08	L6	\$ 4,704	\$ 56,449	\$ 27.14	L11	\$ 4,888	\$ 58,656	\$ 28.20	L16	\$ 5,072	\$ 60,863	\$ 29.26
L2	\$ 4,557	\$ 54,684	\$ 26.29	L7	\$ 4,741	\$ 56,890	\$ 27.35	L12	\$ 4,925	\$ 59,097	\$ 28.41	L17	\$ 5,109	\$ 61,304	\$ 29.47
L3	\$ 4,594	\$ 55,125	\$ 26.50	L8	\$ 4,778	\$ 57,332	\$ 27.56	L13	\$ 4,962	\$ 59,539	\$ 28.62	L18	\$ 5,145	\$ 61,745	\$ 29.69
L4	\$ 4,631	\$ 55,566	\$ 26.71	L9	\$ 4,814	\$ 57,773	\$ 27.78	L14	\$ 4,998	\$ 59,980	\$ 28.84	L19	\$ 5,182	\$ 62,187	\$ 29.90
L5	\$ 4,667	\$ 56,008	\$ 26.93	L10	\$ 4,851	\$ 58,215	\$ 27.99	L15	\$ 5,035	\$ 60,421	\$ 29.05	L20	\$ 5,219	\$ 62,628	\$ 30.11
L21	\$ 5,256	\$ 63,069	\$ 30.32	L26	\$ 5,440	\$ 65,276	\$ 31.38	L31	\$ 5,624	\$ 67,483	\$ 32.44	L36	\$ 5,807	\$ 69,690	\$ 33.50
L22	\$ 5,293	\$ 63,511	\$ 30.53	L27	\$ 5,476	\$ 65,717	\$ 31.59	L32	\$ 5,660	\$ 67,924	\$ 32.66	L37	\$ 5,844	\$ 70,131	\$ 33.72
L23	\$ 5,329	\$ 63,952	\$ 30.75	L28	\$ 5,513	\$ 66,159	\$ 31.81	L33	\$ 5,697	\$ 68,366	\$ 32.87	L38	\$ 5,881	\$ 70,572	\$ 33.93
L24	\$ 5,366	\$ 64,393	\$ 30.96	L29	\$ 5,550	\$ 66,600	\$ 32.02	L34	\$ 5,734	\$ 68,807	\$ 33.08	L39	\$ 5,918	\$ 71,014	\$ 34.14
L25	\$ 5,403	\$ 64,835	\$ 31.17	L30	\$ 5,587	\$ 67,042	\$ 32.23	L35	\$ 5,771	\$ 69,248	\$ 33.29	L40	\$ 5,955	\$ 71,455	\$ 34.35
AQSI															
L1	\$ 3,863	\$ 46,359	\$ 22.29	L6	\$ 4,047	\$ 48,566	\$ 23.35	L11	\$ 4,231	\$ 50,773	\$ 24.41	L16	\$ 4,415	\$ 52,980	\$ 25.47
L2	\$ 3,900	\$ 46,801	\$ 22.50	L7	\$ 4,084	\$ 49,007	\$ 23.56	L12	\$ 4,268	\$ 51,214	\$ 24.62	L17	\$ 4,452	\$ 53,421	\$ 25.68
L3	\$ 3,937	\$ 47,242	\$ 22.71	L8	\$ 4,121	\$ 49,449	\$ 23.77	L13	\$ 4,305	\$ 51,656	\$ 24.83	L18	\$ 4,489	\$ 53,862	\$ 25.90
L4	\$ 3,974	\$ 47,683	\$ 22.92	L9	\$ 4,158	\$ 49,890	\$ 23.99	L14	\$ 4,341	\$ 52,097	\$ 25.05	L19	\$ 4,525	\$ 54,304	\$ 26.11
L5	\$ 4,010	\$ 48,125	\$ 23.14	L10	\$ 4,194	\$ 50,332	\$ 24.20	L15	\$ 4,378	\$ 52,538	\$ 25.26	L20	\$ 4,562	\$ 54,745	\$ 26.32
L21	\$ 4,599	\$ 55,186	\$ 26.53	L26	\$ 4,783	\$ 57,393	\$ 27.59	L31	\$ 4,967	\$ 59,600	\$ 28.65	L36	\$ 5,151	\$ 61,807	\$ 29.71
L22	\$ 4,636	\$ 55,628	\$ 26.74	L27	\$ 4,820	\$ 57,834	\$ 27.81	L32	\$ 5,003	\$ 60,041	\$ 28.87	L37	\$ 5,187	\$ 62,248	\$ 29.93
L23	\$ 4,672	\$ 56,069	\$ 26.96	L28	\$ 4,856	\$ 58,276	\$ 28.02	L33	\$ 5,040	\$ 60,483	\$ 29.08	L38	\$ 5,224	\$ 62,689	\$ 30.14
L24	\$ 4,709	\$ 56,510	\$ 27.17	L29	\$ 4,893	\$ 58,717	\$ 28.23	L34	\$ 5,077	\$ 60,924	\$ 29.29	L39	\$ 5,261	\$ 63,131	\$ 30.35
L25	\$ 4,746	\$ 56,952	\$ 27.38	L30	\$ 4,930	\$ 59,159	\$ 28.44	L35	\$ 5,114	\$ 61,365	\$ 29.50	L40	\$ 5,298	\$ 63,572	\$ 30.56

Appendix C YRCAA Longevity Pay Scale**ASIII**

L1	\$	3,572	\$	42,862	\$	20.61	L6	\$	3,756	\$	45,069	\$	21.67	L11	\$	3,940	\$	47,276	\$	22.73	L16	\$	4,124	\$	49,483	\$	23.79
L2	\$	3,609	\$	43,304	\$	20.82	L7	\$	3,793	\$	45,510	\$	21.88	L12	\$	3,976	\$	47,717	\$	22.94	L17	\$	4,160	\$	49,924	\$	24.00
L3	\$	3,645	\$	43,745	\$	21.03	L8	\$	3,829	\$	45,952	\$	22.09	L13	\$	4,013	\$	48,159	\$	23.15	L18	\$	4,197	\$	50,365	\$	24.21
L4	\$	3,682	\$	44,186	\$	21.24	L9	\$	3,866	\$	46,393	\$	22.30	L14	\$	4,050	\$	48,600	\$	23.37	L19	\$	4,234	\$	50,807	\$	24.43
L5	\$	3,719	\$	44,628	\$	21.46	L10	\$	3,903	\$	46,835	\$	22.52	L15	\$	4,087	\$	49,041	\$	23.58	L20	\$	4,271	\$	51,248	\$	24.64
L21	\$	4,307	\$	51,689	\$	24.85	L26	\$	4,491	\$	53,896	\$	25.91	L31	\$	4,675	\$	56,103	\$	26.97	L36	\$	4,859	\$	58,310	\$	28.03
L22	\$	4,344	\$	52,131	\$	25.06	L27	\$	4,528	\$	54,337	\$	26.12	L32	\$	4,712	\$	56,544	\$	27.18	L37	\$	4,896	\$	58,751	\$	28.25
L23	\$	4,381	\$	52,572	\$	25.28	L28	\$	4,565	\$	54,779	\$	26.34	L33	\$	4,749	\$	56,986	\$	27.40	L38	\$	4,933	\$	59,192	\$	28.46
L24	\$	4,418	\$	53,013	\$	25.49	L29	\$	4,602	\$	55,220	\$	26.55	L34	\$	4,786	\$	57,427	\$	27.61	L39	\$	4,969	\$	59,634	\$	28.67
L25	\$	4,455	\$	53,455	\$	25.70	L30	\$	4,638	\$	55,662	\$	26.76	L35	\$	4,822	\$	57,868	\$	27.82	L40	\$	5,006	\$	60,075	\$	28.88

AAIII

L1	\$	2,716	\$	32,591	\$	15.67	L6	\$	2,900	\$	34,798	\$	16.73	L11	\$	3,084	\$	37,005	\$	17.79	L16	\$	3,268	\$	39,212	\$	18.85
L2	\$	2,753	\$	33,033	\$	15.88	L7	\$	2,937	\$	35,239	\$	16.94	L12	\$	3,121	\$	37,446	\$	18.00	L17	\$	3,304	\$	39,653	\$	19.06
L3	\$	2,790	\$	33,474	\$	16.09	L8	\$	2,973	\$	35,681	\$	17.15	L13	\$	3,157	\$	37,888	\$	18.22	L18	\$	3,341	\$	40,094	\$	19.28
L4	\$	2,826	\$	33,915	\$	16.31	L9	\$	3,010	\$	36,122	\$	17.37	L14	\$	3,194	\$	38,329	\$	18.43	L19	\$	3,378	\$	40,536	\$	19.49
L5	\$	2,863	\$	34,357	\$	16.52	L10	\$	3,047	\$	36,564	\$	17.58	L15	\$	3,231	\$	38,770	\$	18.64	L20	\$	3,415	\$	40,977	\$	19.70
L21	\$	3,452	\$	41,418	\$	19.91	L26	\$	3,635	\$	43,625	\$	20.97	L31	\$	3,819	\$	45,832	\$	22.03	L36	\$	4,003	\$	48,039	\$	23.10
L22	\$	3,488	\$	41,860	\$	20.12	L27	\$	3,672	\$	44,066	\$	21.19	L32	\$	3,856	\$	46,273	\$	22.25	L37	\$	4,040	\$	48,480	\$	23.31
L23	\$	3,525	\$	42,301	\$	20.34	L28	\$	3,709	\$	44,508	\$	21.40	L33	\$	3,893	\$	46,715	\$	22.46	L38	\$	4,077	\$	48,921	\$	23.52
L24	\$	3,562	\$	42,742	\$	20.55	L29	\$	3,746	\$	44,949	\$	21.61	L34	\$	3,930	\$	47,156	\$	22.67	L39	\$	4,114	\$	49,363	\$	23.73
L25	\$	3,599	\$	43,184	\$	20.76	L30	\$	3,783	\$	45,391	\$	21.82	L35	\$	3,966	\$	47,597	\$	22.88	L40	\$	4,150	\$	49,804	\$	23.94

An employee who meets or exceeds minimum expectations and has attained the top step of his/her salary range becomes eligible for a longevity increase, equal to the following percentages of the ES-I, Step 5 pay code annually:

- 2% through 15 years;
- 3% at the end of 15 years and through 20 years; and
- 4% at the end of 20 years and thereafter.

This table presents pay codes increasing at 1% increments of the ES-I, Step 5 pay code of \$44,135.

9.1 Compensation and Payroll Policies

9.1.1 Compensation

Each employee's pay rate is generally reviewed on an annual basis though we may conduct reviews more or less frequently as appropriate. If warranted, an employee's pay may be increased on an annual basis. However, the Agency retains the ultimate discretion to determine whether an increase in pay is warranted in a particular situation. There may be circumstances such as budget guidelines and/or job performance considerations that prevent increasing pay. Employees are generally eligible for increases in pay due to continuous improvement (evaluated annually); a reclassification; or a promotion (where the rate of pay for the new position is higher than that of the previous position). However, the Agency retains the ultimate discretion to grant a pay increase.

CONSENT AGENDA ITEMS



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

August 13, 2020

Location and Time:

Via Tele-conference

2:00 pm

REGULAR MEETING

1. Chair DeVaney called the meeting to order at 2:00 p.m. (:00)

2. Christa Owen, Clerk of the Board, conducted roll call. There was a quorum. (:07)

PRESENT WERE:

Vicki Baker, County Commissioner
 Jon DeVaney, Member-at-Large
 Steven Jones, Ph.D., County Representative

BOARD MEMBERS:

Steven Jones, Ph.D., County Representative
 Jon DeVaney, Member-at-Large
 Vicki Baker, County Commissioner
 Jose Trevino, Small City Representative
 Brad Hill, Large City Representative

ABSENT:

Jose Trevino, Small City Representative
 Brad Hill, Large City Representative

LEGAL COUNSEL:

Gary Cuillier

STAFF:

Keith Hurley, Executive Director
 Christa Owen, Clerk of the Board

3. Additions or Deletions to the Agenda (0:31)

Jon DeVaney, Chair, asked if there were any additions or deletions to the Agenda. There were none.

4. Public Comment (0:54)

Chair DeVaney asked if there was anyone from the public who would like to would do so now. He then asked three times if there were any public comments. There were none.

Consent Agenda (1:20)

5.1 Board Meeting Summary for July 2020

AGENDA ITEM NO. 5.1



5.2 Accept YRCAA July 2020 Monthly Activity Reports

Chair DeVaney called for a motion to approve the Consent Agenda.

Commissioner Baker made the motion.
The motion was approved.

Dr. Jones seconded

6. Regular Agenda (1:55)

6.1 Executive Director's Report

Executive Director Hurley presented his report. Refer to the Board packet.

7. Action Items (4:32)

7.1 Fiscal Vouchers and Payroll Authorization Transfers for July 2020

Commissioner Baker made the motion to approve.
The motion was approved.

Dr. Jones seconded

7.2 Resolution no: 2020-09 YRCAA Electronic Signature Policy

Dr. Jones made the motion to approve.
The motion was approved.

Commissioner Baker seconded

8. Other Business (12:37)

Director Hurley gave a summary on what September and October 2020 Board meeting agendas would consist of.

Commissioner Baker inquired on fires season.

Director Hurley directed Commissioner Baker to YRCAA 's Website with detailed instructions on where someone might find any information regarding fire season.

9. Adjournment (19:04)

Commissioner Baker made the motion to approve.
The motion was approved.

Dr. Jones seconded



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

Chair DeVaney adjourned the meeting at 2:19 p.m.

Jon DeVaney, Board Chairman

Christa Owen, Clerk of the Board

Date of Release: September 3, 2020
Date of Consideration: September 10, 2020
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	<i>Current Quarter</i>				FY21 Ttl. to Date
	FY20 Total	June FY20	July FY21	August FY21	
Minor Source Inspections	123	10	0	0	0
Complaints Received	221	22	24	24	48
NOVs Issued	60	3	25	3	28
AODs Issued	8	0	0	2	2
Warning Notices Issued	7	0	0	2	2
NOPs Issued	45	5	0	8	8
SEPA Reviews	352	17	25	50	75
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	1	0	0	0	0
Deviations/Upsets Reported	21	4	2	2	4
AOP Inspections	7	0	1	0	1
Public Workshops	1	0	0	0	0
Media Events	1	0	0	0	0
Media Contacts	6	0	0	0	0
Education Outreach Events	6	0	0	0	0
Sources Registered	234	30	10	5	15
NSR Applications Received	20	2	2	1	3
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	28	7	0	0	0
NODRs Received	199	20	16	15	31
Agricultural Burn Permits Issued	122	4	1	0	1
Conditional Use Permits Issued	4	0	0	0	0
Residential Burn Permits Issued	1193	80	25	20	45
Burn Ban Days	24	0	0	0	0
Public Records Requests Fulfilled	45	3	1	2	3

Acronyms:

Penalty; **NOV** - Notice of Violation; **NSR** - New Source Review; **SEPA** - State Environmental Policy Act

REGULAR AGENDA ITEMS



Executive Memorandum

Date of Release: September 3rd, 2020
Date of Consideration: September 10th, 2020
To: The YRCAA Board of Directors
From: Office of the Executive Director
Subject: Executive Director's Report for September 2020

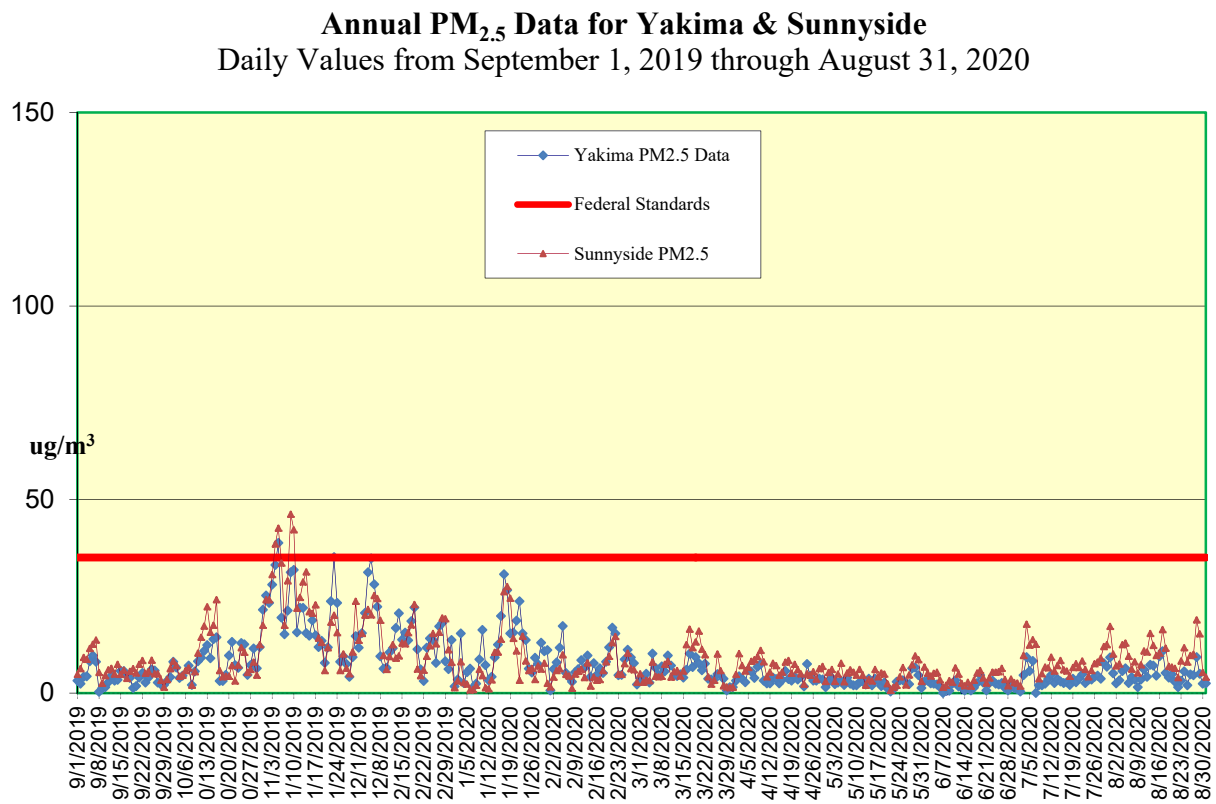
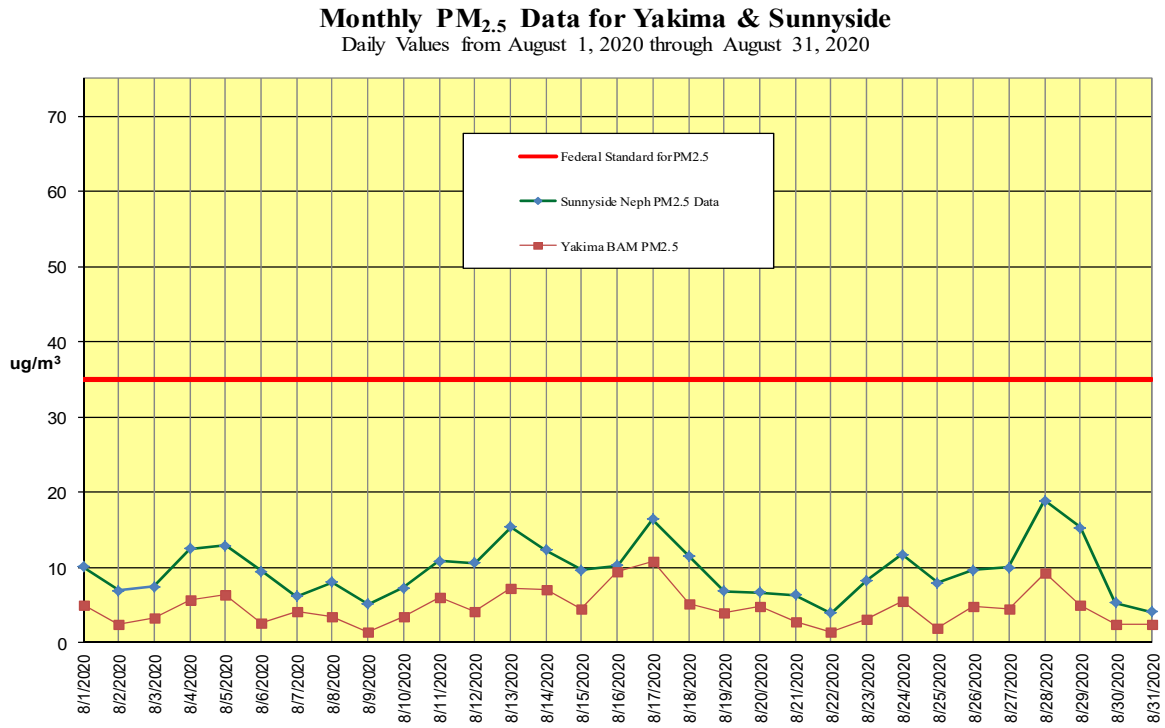
1. United States Environmental Protection Agency Civil Rights Complaint No. 34RNO-16-R10 Update (See attached letter)

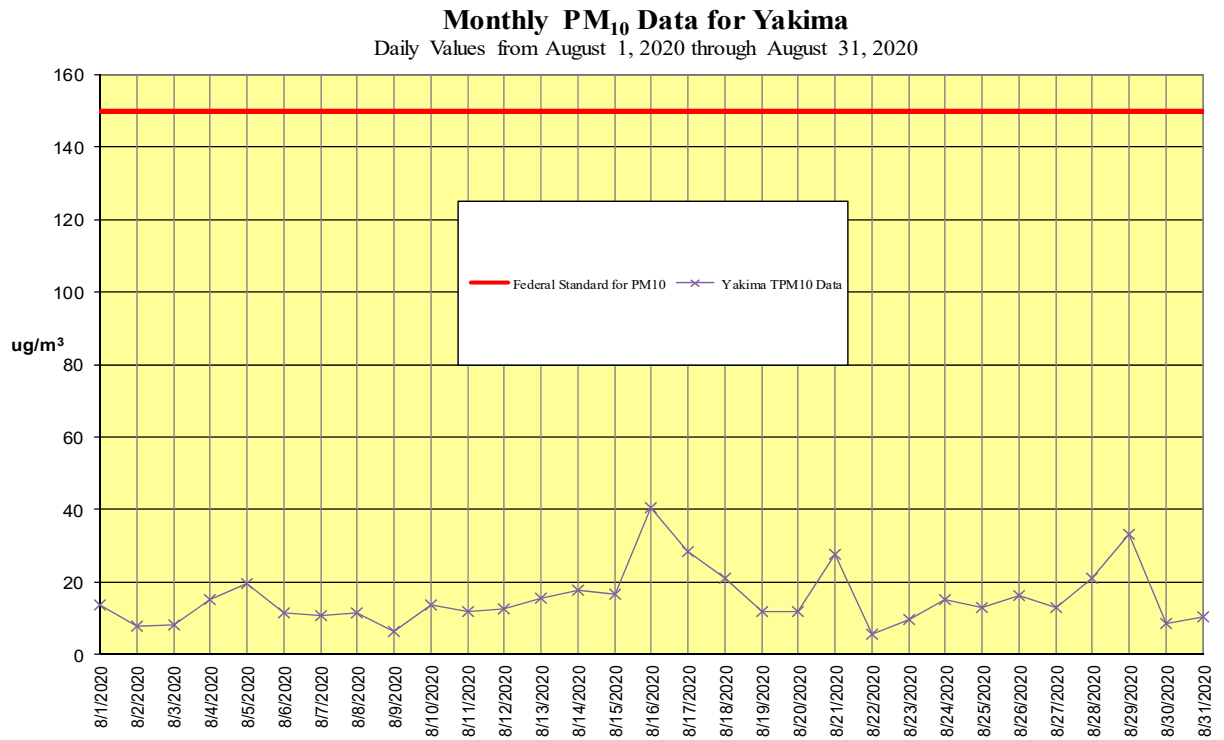
2. Compliance & Engineering

The following table itemizes, by type, the complaints received and the number of NOV's issued for the month of August 2020:

<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AODs</u>
Residential Burning	9	0	2
Agricultural Burning	0	0	0
Other Burning	0	0	0
Fugitive Dust	11	2	0
Agricultural Dust	3	0	0
Agricultural Odor	1	0	0
Surface Coating	0	0	0
Odor	0	0	0
Asbestos	0	0	0
Industrial Sources	0	1	0
<u>TOTALS</u>	<u>24</u>	<u>3</u>	<u>2</u>

3. Air Monitoring Data for August 2020







**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460**

EXTERNAL CIVIL RIGHTS COMPLIANCE OFFICE
OFFICE OF GENERAL COUNSEL

August 19, 2020

In Reply Refer to:

EPA Complaint No. 34RNO-16-R10

Keith Hurley, Executive Director
Yakima Regional Clean Air Agency
186 Iron Horse Court
Suite 101
Yakima, Washington 98901

Dear Mr. Hurley:

This letter is to notify you that the Yakima Regional Clean Air Agency (YRCAA), has fully complied with the Informal Resolution Agreement (Agreement), dated August 9, 2019, reached between YRCAA and the U.S. Environmental Protection Agency (EPA) External Civil Rights Compliance Office (ECRCO) in response to Complaint No. 34RNO-16-R10. Accordingly, Complaint No. 34RNO-16-R10 is closed as of the date of this letter.

On February 11, 2019, ECRCO accepted the following issues for investigation:

1. Whether the YRCAA provides meaningful access to information and their programs and activities, to Spanish speaking residents of the Lower Yakima Valley who have limited English proficiency (LEP) as required by Title VI of the Civil Rights Act and EPA's implementing regulation at 40 C.F.R. Part 7.¹
2. Whether YRCAA has and is implementing the procedural safeguards required under 40 C.F.R. Parts 5 and 7 that recipients of federal assistance must have in place to comply with their general nondiscrimination obligations, including specific policies and procedures to ensure meaningful access to YRCAA services, programs and

¹ See Title VI of the Civil Rights Act, 42 U.S.C. 2000(d) (prohibiting discrimination on the basis of national origin); *Lau v. Nichols*, 414 U.S. 563, 568-69 (1974); 40 C.F.R. § 7.35(a). See also EPA's Guidance to Environmental Protection Agency Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 69 FR 35602 (June 25, 2004).
<https://www.govinfo.gov/content/pkg/FR-2004-06-25/pdf/04-14464.pdf>

activities for individuals with limited English proficiency and individuals with disabilities, and whether YRCAA's public participation policy and process provide meaningful public involvement that is consistent with federal civil rights laws, including Title VI, and EPA's implementing regulation at 40 C.F.R. Parts 5 and 7.²

On August 9, 2019, the YRCAA entered into an Informal Resolution Agreement (IRA) with ECRCO to resolve the issues accepted for investigation as well as additional concerns identified by ECRCO regarding the YRCAA's nondiscrimination program. Since the signing of the IRA, ECRCO provided technical assistance to the YRCAA and worked collaboratively with the YRCAA to support its development and implementation of the necessary policies, plans and procedures.

To address the primary issue accepted for investigation, the IRA required the YRCAA to translate into Spanish (and other languages as appropriate) and make publicly available any notice and/or documents provided to English-speaking residents both electronically and in hard copies, including any notices and/or documents regarding permitting activity, air quality, and/or other environmental issues (e.g. burn ban announcements). The IRA also required the YRCAA to provide Spanish-speaking residents with LEP meaningful access to the YRCAA's process for filing environmental and public health complaints (both online and via other mechanisms) with the YRCAA. In addition, the YRCAA was required to conduct public meetings and/or outreach regarding its permitting, air quality, and/or other environmental programs, services, or activities in a way that ensures meaningful participation for Spanish-speaking LEP residents.

The IRA also required the YRCAA to develop and implement a nondiscrimination program that contains the procedural safeguards required by EPA's regulations at 40 C.F.R. Parts 5 and 7. These include, for example, items "prominently" posted and accessible to the public (including to persons with limited English proficiency and persons with disabilities), such as a notice of nondiscrimination; a nondiscrimination coordinator; nondiscrimination grievance procedures; and to review and maintain its LEP and disability plans and processes.

Based on a careful review of the most current documentation submitted by the YRCAA and the information publicly available on the YRCAA's website, ECRCO has determined that the

² See EPA's Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs. 71 FR 14207 (March 21, 2006).

https://www.epa.gov/sites/production/files/2020-02/documents/title_vi_public_involvement_guidance_for_epa_recipients_2006.03.21.pdf;

See [Procedural Safeguards Checklist for Recipients](https://www.epa.gov/sites/production/files/2020-02/documents/procedural_safeguards_checklist_for_recipients_2020.01.pdf), which provides a more detailed explanation of

nondiscrimination obligations and best practices, available at https://www.epa.gov/sites/production/files/2020-02/documents/procedural_safeguards_checklist_for_recipients_2020.01.pdf. See Disability Nondiscrimination Plan Sample, at https://www.epa.gov/sites/production/files/2020-02/documents/disability_nondiscrimination_plan_sample_for_recipients_2020.01.pdf

Title VI of the Civil Rights Act of 1964, 42 United States Code §§ 2000d to 2000d-7 (Title VI); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 et seq.; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 et seq.; Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 § 13, 86 Stat. 903 (codified as amended at 33 U.S.C. § 1251 (1972)); 40 C.F.R. Parts 5 and 7.

YRCAA has complied with the terms of the IRA signed on August 9, 2019. The YRCAA submitted its updated nondiscrimination plan, including an updated Language Access Plan, Public Involvement Plan, and Disability Access Plan, to ECRCO on April 13, 2020. The YRCAA submitted a revised version based on technical assistance provided by ECRCO on May 22, 2020, and provided its final version to ECRCO on May 27, 2020. Accordingly, ECRCO is terminating the monitoring of the IRA and closing EPA Complaint No. 34RNO-16-R10 as of the date of this letter.

Neither the conclusion of ECRCO's monitoring of this IRA or the closing of this complaint affect the YRCAA's continuing responsibility to comply with Title VI or the other federal non-discrimination laws and EPA's regulation at 40 C.F.R. Parts 5 and 7, nor does it affect EPA's investigation of any other Title VI or other federal civil rights complaints or address any other matter not covered by this Agreement.

We appreciate YRCAA's cooperation during this process. If you have any questions, please feel free to contact me at 202-564-9649, by e-mail at dorka.lilian@epa.gov, or Dale Rhines, ECRCO's Deputy Director at 202-564-4174, or by email at rhines.dale@epa.gov.

Sincerely,



Lilian S. Dorka
Director
External Civil Rights Compliance Office
Office of General Counsel

cc: Angelia Talbert-Duarte
Associate General Counsel
Civil Rights & Finance Law Office

Michelle Pirzadeh
Deputy Regional Administrator
Deputy Civil Rights Official
US EPA, Region 10

Beverly Li
Regional Counsel
US EPA, Region 10

ACTION ITEMS



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

Executive Memorandum

Date of Release: September 3, 2020
Date of Consideration: September 10, 2020
To: YRCAA Board of Directors
From: Office of the Executive Director
Subject: Fiscal Program Report

Issue:
Fiscal Reports

Discussion:
August 2020 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 August 2020 AP Fiscal Vouchers, totaling \$45,053.34, and the August Payroll Authorization, totaling \$57,080.70.

Encl. 4

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 8/26/2020

District: Yakima Regional Clean Air Agency

Contact Person: Christa Owen

Address: 186 Iron Horse Ct. #101, Yakima, WA 98901

Telephone No. 834-2050 ext 104 **Telefax No.** 834-2060

Authorization is given for the Yakima County Treasurer to electronically transfer the amounts listed below:

Name of Bank: Key Bank of Washington

ABA Routing Number: XXXXXXXXXX

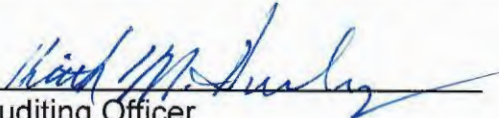
Bank Account Number: XXXXXXXXXX

Payroll Date: September 1, 2020

Transfer Amount(s): \$ 57,080.70

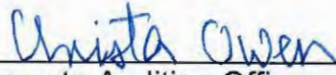
Total Amount of Electronic Transfer: \$ 57,080.70

Authorizing Signatures (No facsimile signatures accepted.):



Auditing Officer

Chairman Board of Directors



Alternate Auditing Officer

Date August 26, 2020

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



August 26, 2020

Fund 614-6140 YRCAA**Fund 614-1410 Enterprise**

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Absolute Comfort Technology, LLC*	34473	4105	\$ 11,956.50	8/27/2020
Alliant Communications	34474	4101	\$ 311.85	8/27/2020
Armstrong's Stove & Spa Yakima*	34475	4105	\$ 5,000.00	8/27/2020
Charter Communications	34476	4201	\$ 684.38	8/27/2020
Brian Hanshew*	34477	4105	\$ 250.00	8/27/2020
KeyBank	34478	Various	\$ 1,343.16	8/27/2020
Pacific Power	34479	4701	\$ 229.90	8/27/2020
The Language Exchange	34480	4901	\$ 668.24	8/27/2020
Tom Tilley*	34481	4105	\$ 1,000.00	8/27/2020

\$ 21,444.03***Reimbursement from Grant******NOC/Enterprise**

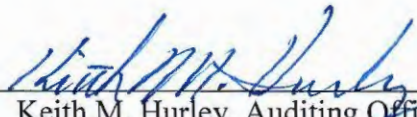
This is to certify that the invoices and warrants above for the Yakima Regional Clean Air Agency have been examined, audited and approved by the Alternate Auditing Officer for payment.

Total Amount: **\$ 21,444.03**



Christa Owen, Alternate Auditing Officer 8/27/2020

Jon DeVaney, Board Chairman 9/10/2020



Keith M. Hurley, Auditing Officer 8/27/2020



August 13, 2020

Fund 614-6140 YRCAA
Fund 614-1410 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	34459	4801	\$ 39.94	8/14/2020
Cascade Natural Gas Corporation	34460	4701	\$ 13.00	8/14/2020
Coleman Oil Company	34461	3201	\$ 46.73	8/14/2020
Cuillier Law Office	34462	4101	\$ 210.00	8/14/2020
Enduris of Washington	34463	4601	\$ 14,613.00	8/14/2020
Dodie Forrest*	34464	4105	\$ 1,200.00	8/14/2020
Iron Horse Real Estate & Property Mgt	34465	4501	\$ 4,487.58	8/14/2020
Leaf	34466	4501	\$ 186.07	8/14/2020
Menke Jackson Law Firm	34467	4101	\$ 862.50	8/14/2020
The Language Exchange	34468	4901	\$ 100.00	8/14/2020
Verizon Wireless	34469	4201	\$ 356.44	8/14/2020
John Wilson*	34470	4105	\$ 1,200.00	8/14/2020
YRCAA	34471	4901	\$ 272.95	8/14/2020
Yakima County Public Services	34472	4701	\$ 21.10	8/14/2020

\$ 23,609.31

***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: **\$ 23,609.31**


Christa Owen, Alternate Auditing Officer 8/14/2020

Jon DeVaney, Board Chairman 9/10/2020


Keith M. Hurley, Auditing Officer 8/14/2020

FY 2021 Monthly BVA

August 2020 Report Date: September 12, 2020		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
REVENUE					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32190001	Minor Sources	\$ 158,097	\$ -	\$ -	0.0%
614-32190008	Synthetic Minor Sources	\$ 18,620	\$ -	\$ -	0.0%
614-32190006	Complex Sources	\$ 30,840	\$ -	\$ -	0.0%
614-32290001	Title V Sources	\$ 107,000	\$ 119,056	\$ 119,056	111.3%
614-32190002	New Source Review	\$ 35,500	\$ 1,766	\$ 6,165	17.4%
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 350,057</i>	<i>\$ 120,822</i>	<i>\$ 125,221</i>	<i>35.8%</i>
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 60,500	\$ 1,680	\$ 5,424	9.0%
614-32290007	Agricultural Burn Permits	\$ 32,250	\$ 210	\$ 290	0.9%
614-32290011	Conditional Use Burn Permits	\$ 2,000	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 93,000</i>	<i>\$ 1,890</i>	<i>\$ 5,714</i>	<i>6.1%</i>
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 31,000	\$ 2,701	\$ 4,992	16.1%
614-32190009	Construction Dust Control Fees	\$ 5,000	\$ 1,085	\$ 1,705	34.1%
<i>Subtotal, Compliance Fees</i>		<i>\$ 36,000</i>	<i>\$ 3,786</i>	<i>\$ 6,697</i>	<i>18.6%</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 480,807</i>	<i>\$ 129,216</i>	<i>\$ 140,350</i>	<i>29.2%</i>
Base Grants					
614-33366001	EPA, Core Grant	\$ 106,322	\$ 26,660	\$ 26,660	25.1%
614-33403101	DOE, Core Grant	\$ 76,800	\$ 19,290	\$ 19,290	25.1%
<i>Subtotal, Base Grants</i>		<i>\$ 183,122</i>	<i>\$ 45,950</i>	<i>\$ 45,950</i>	<i>25.1%</i>
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 400	\$ 400	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		<i>\$ 2,500</i>	<i>\$ 400</i>	<i>\$ 400</i>	
Supplemental Income					
614-33831001	Supplemental Income	\$ 102,090	\$ -	\$ 2,727	2.7%
<i>Subtotal, Supplemental Income</i>		<i>\$ 102,090</i>	<i>\$ -</i>	<i>\$ 2,727</i>	<i>2.7%</i>
Other Income					
614-36111001	Interest	\$ 3,500	\$ 466	\$ 935	26.7%
614-36990014	Miscellaneous Income	\$ 75	\$ 6	\$ 13	17.9%
<i>Subtotal, Other Income</i>		<i>\$ 3,575</i>	<i>\$ 472</i>	<i>\$ 949</i>	<i>26.5%</i>
<i>Total YRCAA Base Operations Revenue</i>		<i>\$ 772,094</i>	<i>\$ 176,039</i>	<i>\$ 190,376</i>	<i>24.7%</i>
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 4,588	\$ -	\$ -	0.0%
614-33403108	PM 2.5	\$ 21,050	\$ 5,263	\$ 5,263	25.0%
614-33403107	Woodstove Change-out	\$ 292,334	\$ 28,777	\$ 96,877	33.1%
<i>Total YRCAA Grant Operations Revenue</i>		<i>\$ 317,972</i>	<i>\$ 34,040</i>	<i>\$ 102,139</i>	<i>32.1%</i>
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 80,000	\$ -	\$ -	0.0%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 80,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,170,066</i>	<i>\$ 210,079</i>	<i>\$ 292,515</i>	<i>25.0%</i>

FY 2021 Monthly BVA

August 2020 Report Date: September 12, 2020	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES	614 YRCAA Base Operations
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Salaries

614-1001	Salaries	\$	424,862	\$	35,381	\$	70,162	16.5%
614-2002	Benefits	\$	143,785	\$	12,431	\$	24,652	17.1%
614-1003	Overtime	\$	-	\$	-	\$	-	0.0%
<i>Subtotal, Salaries</i>		\$	568,647	\$	47,812	\$	94,814	16.7%

Supplies

614-3101	Office Supplies	\$	6,500	\$	1,166	\$	1,745	26.8%
614-3101	Safety Equipment	\$	300	\$	-	\$	-	0.0%
614-3201	Vehicles, Gas	\$	1,500	\$	47	\$	95	6.3%
614-3501	Small Tools/Equipment	\$	200	\$	-	\$	-	0.0%
614-3502	Computer Network	\$	3,000	\$	45	\$	138	4.6%
<i>Subtotal, Supplies</i>		\$	11,500	\$	1,258	\$	1,977	17.2%

Services

614-4101	Professional Services	\$	55,000	\$	1,384	\$	4,793	8.7%
614-4101	Laboratory Analyses	\$	500	\$	-	\$	-	0.0%
614-4125	Treasurer, Yakima County	\$	900	\$	-	\$	-	0.0%
614-4201	Communications, Phones/Internet	\$	12,491	\$	1,041	\$	2,073	16.6%
614-4202	Postage	\$	2,850	\$	-	\$	500	17.5%
614-4301	Travel & Transportation	\$	3,200	\$	-	\$	-	0.0%
614-4401	Public Education	\$	2,000	\$	-	\$	-	0.0%
614-4401	Publications, Legal Notices	\$	1,000	\$	-	\$	-	0.0%
614-4501	Rents & Leases, Equipment	\$	3,294	\$	186	\$	372	11.3%
614-4501	Rents & Leases, Space	\$	53,851	\$	4,488	\$	8,975	16.7%
614-4601	Insurance	\$	14,124	\$	14,613	\$	14,613	103.5%
614-4701	Utilities	\$	4,500	\$	264	\$	613	13.6%
614-4801	Maintenance, Motor Vehicles	\$	1,200	\$	62	\$	62	5.1%
614-4801	Maintenance, Equipment	\$	2,000	\$	40	\$	173	8.7%
614-4801	Maintenance, Computers	\$	750	\$	-	\$	-	0.0%
614-4801	Maintenance, Building	\$	500	\$	-	\$	-	0.0%
614-4901	Memberships	\$	915	\$	-	\$	-	0.0%
614-4901	Training	\$	2,500	\$	70	\$	70	2.8%
614-4901	Service Chgs & Interest	\$	6,600	\$	273	\$	950	14.4%
614-4901	Miscellaneous Services	\$	4,000	\$	768	\$	1,015	25.4%
614-4901	DOE Oversight Fees	\$	4,500	\$	-	\$	-	0.0%
<i>Subtotal, Services</i>		\$	176,675	\$	23,189	\$	34,209	19.4%

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$	-	
<i>Total YRCAA Base Operations Expenses</i>		\$	756,822	\$	72,259	\$	131,000	17.3%

EXPENSES	614 YRCAA Grant Operations
----------	----------------------------

614-33403105 Wood Stove Ed

Salaries

614-1001	Salaries	\$	3,399	\$	145	\$	509	
614-2002	Benefits	\$	1,189	\$	51	\$	179	
614-1003	Overtime	\$	-	\$	-	\$	-	
<i>Subtotal, Salaries</i>		\$	4,588	\$	196	\$	688	

Supplies

614-3101	Office Supplies	\$	-	\$	-	\$	-	
<i>Subtotal, Supplies</i>		\$	-	\$	-	\$	-	

FY 2021 Monthly BVA

August 2020 Report Date: September 12, 2020		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ -	\$ -	\$ -	
614-4202	Postage	\$ -	\$ -	\$ -	
	<i>Subtotal, Services</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
	<i>Subtotal, Woodstove Grant Expenses</i>	<i>\$ 4,588</i>	<i>\$ 196</i>	<i>\$ 688</i>	
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,270	\$ 1,193	\$ 2,533	16.6%
614-2002	Benefits	\$ 5,780	\$ 419	\$ 890	15.4%
614-1003	Overtime	\$ -	\$ -	\$ -	
	<i>Subtotal, Salaries</i>	<i>\$ 21,050</i>	<i>\$ 1,613</i>	<i>\$ 3,423</i>	<i>16.3%</i>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<i>\$ 21,050</i>	<i>\$ 1,613</i>	<i>\$ 3,423</i>	<i>16.3%</i>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 52,750	\$ 5,520	\$ 10,810	20.5%
614-2002	Benefits	\$ 17,583	\$ 1,940	\$ 3,798	21.6%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<i>\$ 70,333</i>	<i>\$ 7,460</i>	<i>\$ 14,608</i>	<i>20.8%</i>
Supplies					
614-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<i>\$ 100</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
Services					
614-4101	Professional Services	\$ 200,630	\$ 19,407	\$ 55,559	27.7%
	<i>Subtotal, Services</i>	<i>\$ 200,630</i>	<i>\$ 19,407</i>	<i>\$ 55,559</i>	<i>27.7%</i>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<i>\$ 271,063</i>	<i>\$ 26,866</i>	<i>\$ 70,167</i>	<i>25.9%</i>
	<i>Total, Grant Operations Expenses</i>	<i>\$ 296,701</i>	<i>\$ 28,676</i>	<i>\$ 74,278</i>	<i>25.0%</i>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 12,481	\$ -	\$ -	0.0%
141-2002	Benefits	\$ 4,275	\$ -	\$ -	0.0%
141-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<i>\$ 16,756</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>

FY 2021 Monthly BVA

August 2020 Report Date: September 12, 2020		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Supplies					
141-3101	Office Supplies	\$ 500	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ -	\$ -	0.0%
141-3501	Small Tools/Equipment	\$ 200	\$ -	\$ -	0.0%
<i>Subtotal, Supplies</i>		\$ 1,700	\$ -	\$ -	0.0%
Services					
141-4101	Professional Services	\$ 250	\$ -	\$ -	0.0%
141-4202	Postage	\$ 200	\$ -	\$ -	0.0%
141-4301	Travel & Transportation	\$ 5,150	\$ -	\$ -	0.0%
141-4501	Rents & Leases, Space	\$ 3,000	\$ -	\$ -	0.0%
141-4801	Maintenance, Motor Vehicles	\$ 500	\$ -	\$ -	0.0%
141-4801	Maintenance, Equipment	\$ 500	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Services</i>		\$ 9,600	\$ -	\$ -	0.0%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
<i>Total Enterprise Operations Expenses</i>		\$ 28,056	\$ -	\$ -	0.0%
Summary of Revenue vs Expenses:					
<i>Prior-Year Carry Over Funds</i>		\$ 125,000	\$ -	\$ 125,000	
<i>Total Revenue, Base, Grants & Enterprise</i>		\$ 1,295,066	\$ 210,079	\$ 417,515	32.2%
<i>Total Expenses, Base, Grants & Enterprise</i>		\$ 1,081,579	\$ 100,934	\$ 205,278	19.0%
<i>Fund Balance</i>		\$ 213,487	\$ 109,145	\$ 212,237	
<i>Operating Reserves</i>		\$ 88,487			
<i>Estimated Available Fund Balance</i>		\$ 125,000			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2020 on August 31, 2020
CY 2020 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,472	\$ 4,472	2/24/2020	\$ 4,472	\$ -	Pd in full
Granger	\$ -	\$ 1,578	\$ 1,578	2/11/2020; 3/31/2020; 7/21/2020	\$ 1,184	\$ 395	pd 3/4
Harrah	\$ -	\$ 268	\$ 268	2/11/2020	\$ 268	\$ -	Pd in full
Mabton	\$ -	\$ 926	\$ 926	1/23/2020	\$ 926	\$ -	Pd in full
Moxee	\$ -	\$ 1,608	\$ 1,608	1/28/2020	\$ 1,608	\$ -	Pd in full
Naches	\$ -	\$ 384	\$ 384	1/23/2020	\$ 384	\$ -	Pd in full
Selah	\$ -	\$ 3,128	\$ 3,128	2/11/2020	\$ 3,128	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,740	\$ 6,740	1/29/2020; 4/13/2020; 7/10/2020	\$ 5,055	\$ 1,685	pd 3/4
Tieton	\$ -	\$ 522	\$ 522	3/3/2020	\$ 522	\$ -	Pd in full
Toppenish	\$ -	\$ 3,636	\$ 3,636	2/13/2020	\$ 3,636	\$ -	Pd in full
Union Gap	\$ -	\$ 2,494	\$ 2,494	2/11/2020	\$ 2,494	\$ -	Pd in full
Wapato	\$ -	\$ 2,016	\$ 2,016	2/13/2020	\$ 2,016	\$ -	Pd in full
City of Yakima	\$ -	\$ 37,676	\$ 37,676	2/6/2020; 4/14/2020; 7/21/2020	\$ 28,257	\$ 9,419	pd 3/4
Zillah	\$ -	\$ 1,266	\$ 1,266	2/13/2020	\$ 1,266	\$ -	Pd in full
Yakima Co.	\$ -	\$ 35,086	\$ 35,086	1/2/2020	\$ 8,772	\$ 26,315	pd 1/4
Totals:	\$ -	\$ 101,800	\$ 101,800		\$ 63,987	\$ 37,813	