JANUARY 2021 BOARD MEETING

for

Yakima Regional Clean Air Agency

Yakima Regional Clean Air Agency
MEETING LOCATION: Via Tele-conference
Dial-in Number 1 (805) 309-2350
Toll Free Dial-in Number 1 (800) 309-2350
Conference ID: 972-222-6273#

January 14, 2021
Regular Board Meeting (Tele-Conference)
2:00 p.m.

AGENDA
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 December 2020
   - 5.2 Accept YRCAA December 2020 Monthly Activity Reports
   - 5.3 2021 Board of Directors Meeting Dates
   - 5.4 2021 YRCAA Holiday Schedule

6. **Regular Agenda**
   - 6.1 Executive Director's Report

7. **Action Items**
   - 7.1 Fiscal Vouchers and Payroll Authorization Transfers for December 2020
   - 7.2 Resolution 2021-01 Dismissing Uncollectable Debt
   - 7.3 Election of Board Chair and Vice Chair

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

CONSENT AGENDA ITEMS

SUMMARY OF THE GOVERNING
BOARD OF DIRECTORS
REGULAR BOARD MEETING

December 10, 2021

Location and Time:
Via Tele-conference **2:00 pm**

REGULAR MEETING

1. Chair DeVaney *called the meeting to order at 2:10 p.m. (9:55)*

2. Christa Owen, Clerk of the Board, *conducted roll call. There was a quorum. (10:00)*

PRESENT WERE:	
Jon DeVaney, Member-at-Large Steven Jones, Ph.D., County Representative Jose Trevino, Small City Representative	
BOARD MEMBERS: Steven Jones, Ph.D., County Representative Jon DeVaney, Member-at-Large Jose Trevino, Small City Representative Brad Hill, Large City Representative **ABSENT:** Brad Hill, Large City Representative County Commissioner, Vacant	**LEGAL COUNSEL:** Gary Cuillier **STAFF:** Keith Hurley, Executive Director Christa Owen, Clerk of the Board

3. Additions or Deletions to the Agenda *(10:22)*

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

4. Public Comment *(10:44)*

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

5. **Consent Agenda** (*11:15)*

5.1 Board Meeting and Study Session Summary for October 2020
5.2 Accept YRCAA October 2020 Monthly Activity Reports

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

Mr. Trevino made the motion Dr. Jones seconded
The motion was approved.

6. **Regular Agenda** (*11:56*)

6.1 Executive Director's Report
Executive Director Hurley presented his report. Refer to the Board packet.

7. Action Items (1*6:52*)

7.1 Fiscal Vouchers and Payroll Authorization Transfers for October 2020

Dr. Jones made the motion to approve Mr. Trevino seconded
The motion was approved.

9. Other Business (*17:00)*

Chair, DeVaney asked for the status on when the County would be appointing a Commissioner to serve on YRCAA Board of Directors.

Director Hurley stated he hadn't heard anything about when the County would be appointing a new Board Member and that he would inquire after the Board Meeting. Director Hurley announced that Mayor Trevino had been reappointed as Small City Rep.

Then he announced Monday would be a Community form and offered where the public could find the correct information to dial in.

10. Adjournment (*18:28*)

Dr. Jones made the motion to approve. Mr. Trevino seconded
The motion was approved.

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

_____
Jon DeVaney, Board Chairman

_____
Christa Owen, Clerk of the Board

Date of Release: January 7, 2021
Date of Consideration: January 14, 2021
To: Board of Directors
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	FY20 Total	Current Quarter Oct FY21	Nov FY21	Dec FY21	FY21 Ttl. to Date
Minor Source Inspections	123	3	0	0	11
Complaints Received	221	26	15	30	182
NOVs Issued	60	2	2	12	49
AODs Issued	8	3	2	1	10
Warning Notices Issued	7	3	2	2	11
NOPs Issued	45	1	0	3	31
SEPA Reviews	352	26	21	18	228
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	1	0	0	0	0
Deviations/Upsets Reported	21	2	2	2	16
AOP Inspections	7	0	0	1	2
Public Workshops	1	0	0	0	0
Media Events	1	0	0	0	0
Media Contacts	6	0	1	0	5
Education Outreach Events	6	0	0	1	1
Sources Registered	234	3	1	0	28
NSR Applications Received	20	2	0	3	9
NSR Approvals Issued-Temporary	0	0	0	0	2
NSR Approvals Issued-Permanent	28	3	0	2	9
NODRs Received	199	14	22	10	112
Agricultural Burn Permits Issued	122	5	1	0	21
Conditional Use Permits Issued	4	0	0	0	0
Residential Burn Permits Issued	1193	49	0	0	124
Burn Ban Days	24	0	7	14	55
Public Records Requests Fulfilled	45	5	2	3	21

Acronyms:

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

AGENDA ITEM NO. 5.2

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: January 7, 2021

DATE OF CONSIDERATION: January 14, 2021

TO: Board of Directors

FROM: Office of the Executive Director

SUBJECT: Board of Directors Meetings

ISSUE: Approval of schedule and location for the Board of Directors meeting on the second Thursday of each month.

RECOMMENDATION(S): By consent, approve dates and locations listed below for the Regular Board of Directors Meetings.

DISCUSSION: The time and location remains the same; 1:30 p.m. Study Session and 2:00 p.m. Regular Board Meeting. Location for Board Meetings shall be at Yakima City Hall, City Council Chambers, 129 N Second St., Yakima, WA. If there is a change of venue the Board and public will be notified. The 2021 board schedule is proposed as follows:

January 14, 2021
February 11, 2021
March 11, 2021
April 8, 2021
May 13, 2021
June 10, 2021
July 8, 2021
August 12, 2021
September 9, 2021
October 14, 2021
November 18, 2021* moved to 3rd Thursday due to Veteran's Day
December 9, 2021

AGENDA ITEM NO. 5.3

Yakima Regional Clean Air Agency
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yakimacleanair.org

Executive Memorandum

DATE OF RELEASE: January 7, 2021

DATE OF CONSIDERATION: January 14, 2021

TO: Board of Directors

FROM: Office of the Executive Director

SUBJECT: 2021 Holiday Schedule

ISSUE:
The YRCAA 2021 Holiday Schedule

RECOMMENDATION(S):
By consent, approve and adopt the agency 2021 Holiday Schedule.

DISCUSSION:
Every year staff presents the Board of Directors with a holiday schedule. The rules governing the use of holidays observed by the Clean Air Agency are located in Administrative Code Part B, Section 9, Subsection 9.7, paragraph 9.7.1 (Holidays):

- Whenever a legal holiday falls on a Saturday, the preceding Friday shall be the legal holiday.
- Whenever a legal holiday, falls on a Sunday, the following Monday shall be the legal holiday.

The YRCAA offices will be closed in 2021 on the following holidays:

New Years' Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
President's Day	Monday	February 15, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Veteran's Day	Thursday	November 11, 2021
Thanksgiving Holidays	Thursday & Friday	November 25 and 26, 2021
Christmas	Friday	December 24, 2021
New Years' Day	Friday	December 31, 2021

REGULAR 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

Executive Memorandum

Date of Release: January 7th, 2021

Date of Consideration: January 14th, 2021

To: The YRCAA Board of Directors

From: Office of the Executive Director

Subject: Executive Director's Report for January 2021

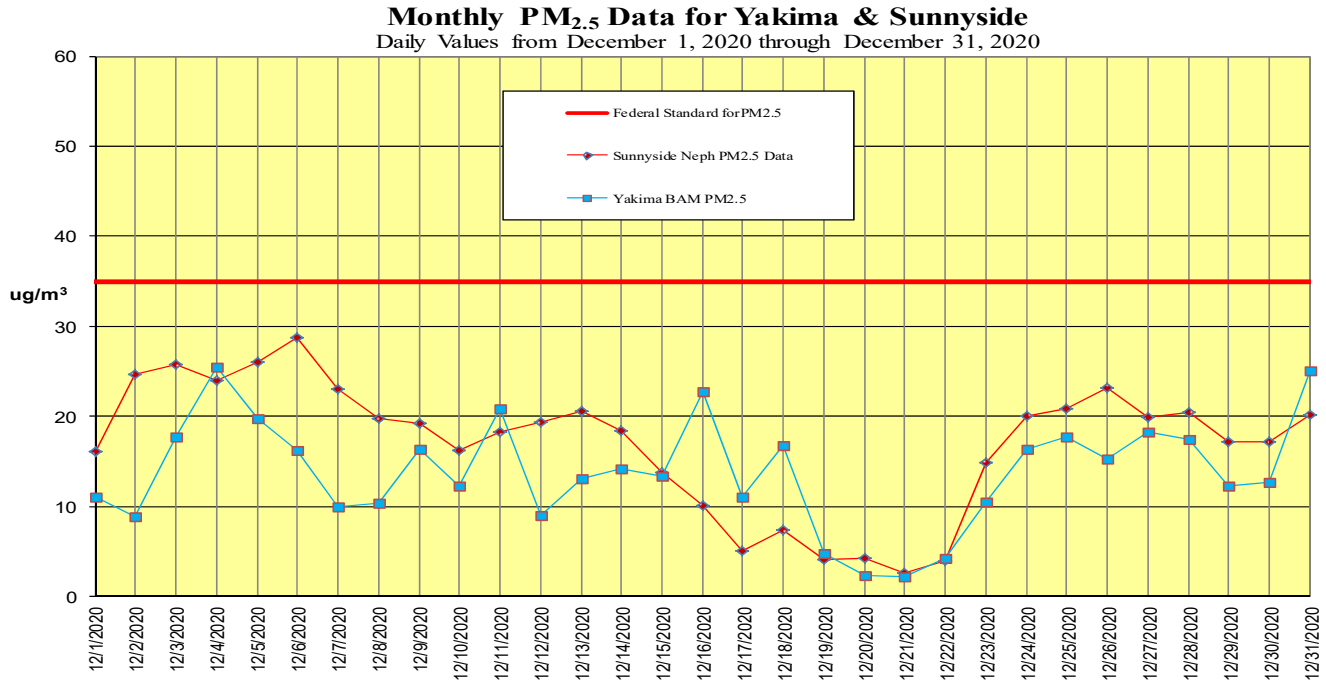
1. Compliance & Engineering

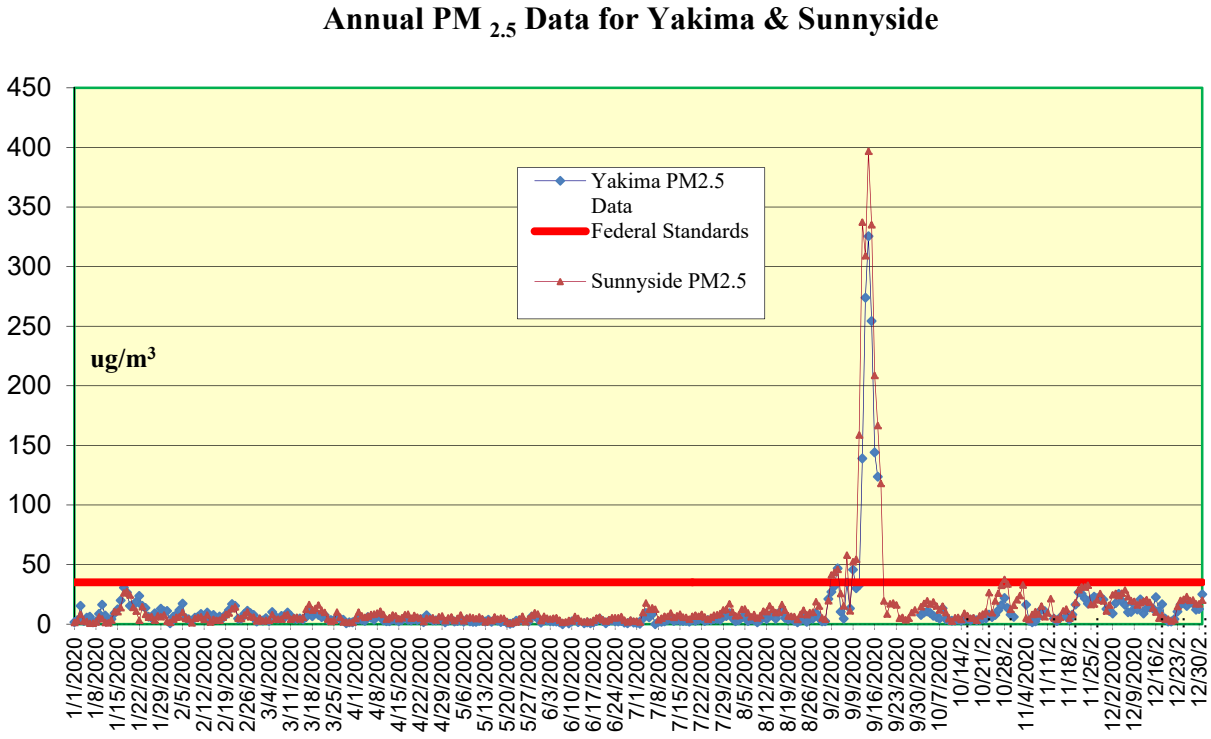
The following table itemizes, by type, the complaints received and the number of NOVs issued for the month of December 2020:

Type of Complaint	# of Complaints	# of NOVs	# of AODs
Residential Burning	14	3	1
Agricultural Burning	2	0	0
Other Burning	5-SFBD	1-SFBD 5-Burn Bans	0
Fugitive Dust	0	0	0
Agricultural Dust	0	0	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0
Odor	9	0	0
Asbestos	0	2	0
Industrial Sources	0	1-NSR	0
TOTALS	**30**	**12**	**1**

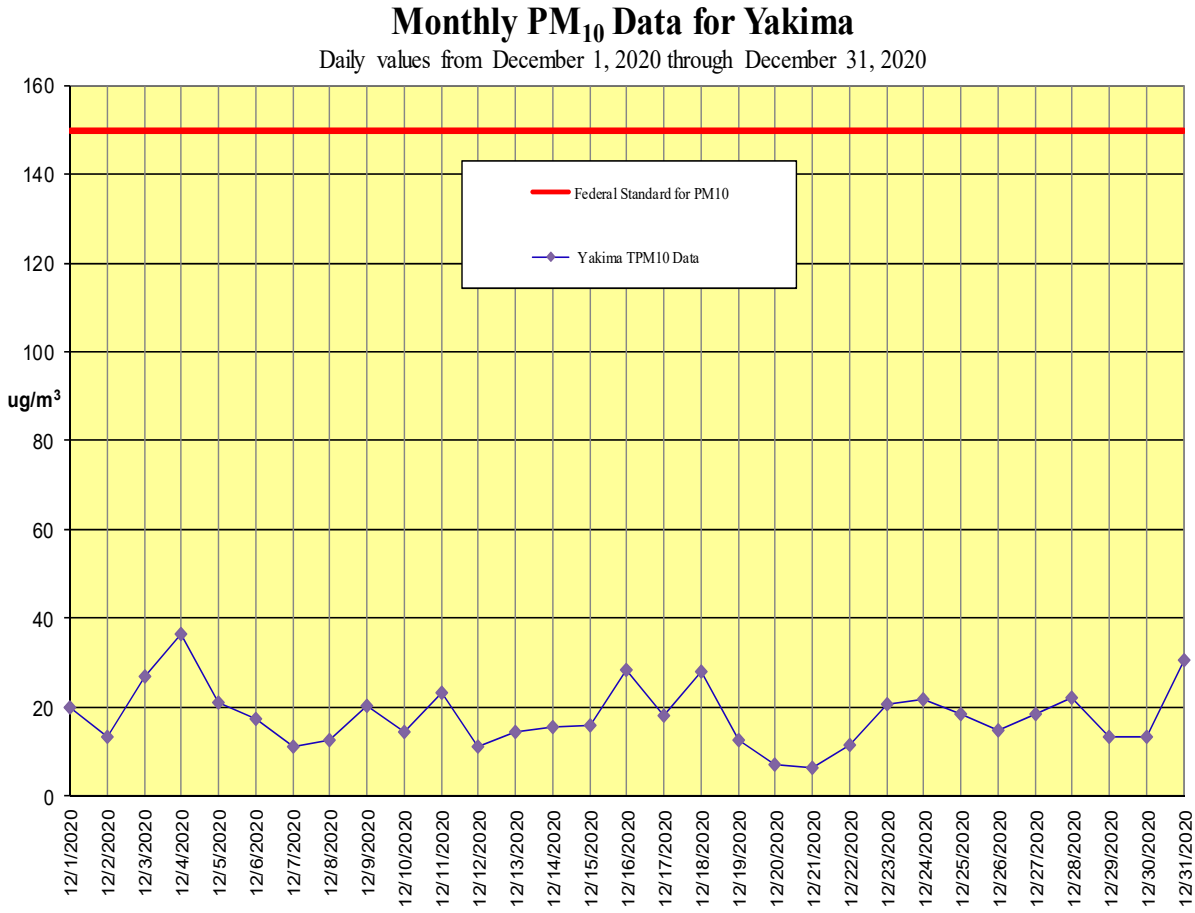
SFBD = Solid Fuel Burning Device
NSR = New Source Review

2. Air Monitoring Data for December 2020





AGENDA ITEM NO. 6.1



AGENDA ITEM NO. 6.1

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: January 7, 2021

Date of Consideration: January 14, 2021

To: YRCAA Board of Directors

From: Office of the Executive Director

Subject: Fiscal Program Report

Issue:
Fiscal Reports

Discussion:
December 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 December 2020 AP Fiscal Vouchers, totaling $226,100.69, and the December 2020 Payroll Authorization, totaling $57,558.36.

Encl. 4

AGENDA ITEM NO. 7.1

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

Direct Deposit Payroll & Payroll Taxes

Date: 12/29/2020

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: [redacted]

Bank Account Number: [redacted]

Payroll Date: **January 4, 2021**

Transfer Amount(s): **$ 57,558.36**

Total Amount of Electronic Transfer: **$ 57,558.36**

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

Auditing Officer

Chairman Board of Directors

Christa Owen Date December 29, 2020

Alternate Auditing Officer

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)

Yakima Regional Clean Air Agency
186 Iron Horse Court, Suite 101
Yakima, WA 98901
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December 10, 2020 **Fund 614-6140 YRCAA** **Fund 614-1410 Enterprise**

Name	Warrant/MICR #	GL #	Amount	Date
Karyn Ball*	34596	4105	$ 2,000.00	12/11/2020
Cascade Natural Gas Corporation	34597	4701	$ 170.16	12/11/2020
Catholic Charities Volunteer Services*	34598	4105	$ 40.00	12/11/2020
Coleman Oil Company	34599	3201	$ 23.62	12/11/2020
Cuillier Law Office	34600	4101	$ 84.00	12/11/2020
Engravings Unlimited, Inc.	34601	4901	$ 270.75	12/11/2020
Farwest Climate Control, Inc.*	34602	4105	$ 5,919.68	12/11/2020
Rick Harris*	34603	4105	$ 1,500.00	12/11/2020
Iron Horse Real Estate & Property Mgt	34604	4501	$ 4,487.58	12/11/2020
Jon Mason*	34605	4105	$ 250.00	12/11/2020
Margaret McCoy*	34606	4105	$ 1,500.00	12/11/2020
Dwight McGonagle*	34607	4105	$ 2,000.00	12/11/2020
Menke Jackson Law Firm	34608	4101	$ 57.50	12/11/2020
Pitney Bowes Global Financial Services	34609	4501	$ 242.58	12/11/2020
Pitney Bowes Reserve Account**	34610	4202	$ 500.00	12/11/2020
Randy Skyles*	34611	4105	$ 250.00	12/11/2020
Stephens Media Group*	34612	4105	$ 1,390.00	12/11/2020
Trust account of DeWelle Ellsworth	34613	4901	$172,396.00	12/11/2020
Brad Vannatten*	34614	4105	$ 1,500.00	12/11/2020
Verizon Wireless	34615	4201	$ 338.00	12/11/2020
Paul Warden*	34616	4105	$ 250.00	12/11/2020
YRCAA	34617	4901	$ 343.90	12/11/2020
Yakima County Public Services	34618	4701	$ 20.95	12/11/2020
			$ 195,534.72	

***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: **$ 195,534.72**

Christa Owen

Christa Owen, Alternate Auditing Officer 12/11/2020

1/14/2021

Jon DeVaney, Board Chairman

Keith M. Hurley

12/11/2020

Keith M. Hurley, Auditing Officer

Yakima Regional Clean Air Agency
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December 30, 2020

Fund 614-6140 YRCAA

Fund 614-1410 Enterprise

Name	Warrant/MICR #	GL #	Amount	Date
Abadan Reprographics	34619	4801	$ 59.91	12/31/2020
Alliant Communications	34620	4101	$ 314.29	12/31/2020
Armstrong's Stove & Spa*	34621	4105	$ 5,000.00	12/31/2020
Charter Communications	34622	4201	$ 684.38	12/31/2020
Coastal Farm and Ranch*	34623	4105	$ 4,161.52	12/31/2020
Fosseen's Home & Hearth*	34624	4105	$ 4,948.61	12/31/2020
KIMA-TV*	34625	4105	$ 3,425.00	12/31/2020
KUNW-TV*	34626	4105	$ 3,425.00	12/31/2020
KeyBank	34627	Various	$ 448.94	12/31/2020
Jeffrey Lewis*	34628	4105	$ 250.00	12/31/2020
Margaret McCoy*	34629	4105	$ 1,500.00	12/31/2020
Northwest Communities' Education Center*	34630	4105	$ 3,420.00	12/31/2020
Pacific Power	34631	4701	$ 178.32	12/31/2020
Casey Stamschror*	34632	4105	$ 2,000.00	12/31/2020
Danny Tenbusch*	34633	4105	$ 500.00	12/31/2020
Gary Writer*	34634	4105	$ 250.00	12/31/2020

$ 30,565.97

***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: **$ 30,565.97**

Christa Owen, Alternate Auditing Officer 12/31/2020

1/14/2021
Jon DeVaney, Board Chairman

12/31/2020
Keith M. Hurley, Auditing Officer

FY 2021 Monthly BVA

December 2020 **Report Date:** January 14, 2021		**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	$ -	$ 3,171	2.0%
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	111.3%
614-32190002	New Source Review	$ 35,500	$ 2,000	$ 18,759	52.8%
	Subtotal, Stationary Source Permit Fees	***$ 350,057***	***$ 2,000***	***$ 140,986***	***40.3%***
Burn Permit Fees					
614-32290005	Residential Burn Permits	$ 60,500	$ 4,848	$ 20,592	34.0%
614-32290007	Agricultural Burn Permits	$ 32,250	$ 205	$ 7,991	24.8%
614-32290011	Conditional Use Burn Permits	$ 2,000	$ -	$ -	0.0%
	Subtotal, Burn Permit Fees	***$ 93,000***	***$ 5,053***	***$ 28,583***	***30.7%***
Compliance Fees					
614-32190005	Asbestos Removal Fees	$ 31,000	$ 1,376	$ 12,273	39.6%
614-32190009	Construction Dust Control Fees	$ 5,000	$ 465	$ 3,771	75.4%
	Subtotal, Compliance Fees	***$ 36,000***	***$ 1,841***	***$ 16,044***	***44.6%***
	Subtotal, All Permit Fee Revenue	***$ 480,807***	***$ 8,894***	***$ 188,332***	***39.2%***
Base Grants					
614-33366001	EPA, Core Grant	$ 106,322	$ -	$ 54,046	50.8%
614-33403101	DOE, Core Grant	$ 76,800	$ -	$ 38,580	50.2%
	Subtotal, Base Grants	***$ 183,122***	***$ -***	***$ 92,626***	***50.6%***
Fines & Penalties					
614-35990001	Civil Penalty	$ 2,500	$ -	$ 11,486	
614-35990001	Other Fines	$ -	$ -	$ -	
	Subtotal, Fines & Penalties	***$ 2,500***	***$ -***	***$ 11,486***	
Supplemental Income					
614-33831001	Supplemental Income	$ 102,090	$ -	$ 14,226	13.9%
	Subtotal, Supplemental Income	***$ 102,090***	***$ -***	***$ 14,226***	***13.9%***
Other Income					
614-36111001	Interest	$ 3,500	$ 317	$ 2,442	69.8%
614-36990014	Miscellaneous Income	$ 75	$ -	$ 47	62.7%
	Subtotal, Other Income	***$ 3,575***	***$ 317***	***$ 2,489***	***69.6%***
	Total YRCAA Base Operations Revenue	***$ 772,094***	***$ 9,211***	***$ 309,158***	***40.0%***
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	$ 4,588	$ 890	$ 2,057	44.8%
614-33403108	PM 2.5	$ 21,050	$ -	$ 10,525	50.0%
614-33403107	Woodstove Change-out	$ 292,334	$ 41,191	$ 254,287	87.0%
	Total YRCAA Grant Operations Revenue	***$ 317,972***	***$ 42,081***	***$ 266,869***	***83.9%***
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	$ 80,000	$ 695	$ 4,547	5.7%
614-34317002	Other Enterprise Revenue	$ -	$ -	$ -	0.0%
	Subtotal , Enterprise Revenue	***$ 80,000***	***$ 695***	***$ 4,547***	***5.7%***
	Total Base, Grant and Enterprise Revenue	***$ 1,170,066***	***$ 51,987***	***$ 609,306***	***52.1%***

FY 2021 Monthly BVA

December 2020 **Report Date:** January 14, 2021		**Budget**	**Actual Current**	**Actual Year to Date**	**Year to Date % of Budget**
EXPENSES					
EXPENSES 614 YRCAA Base Operations					
Salaries					
614-1001	Salaries	$ 424,862	$ 35,212	$ 210,814	49.6%
614-2002	Benefits	$ 143,785	$ 12,372	$ 74,070	51.5%
614-1003	Overtime	$ -	$ -	$ -	-
	Subtotal, Salaries	***$ 568,647***	***$ 47,584***	***$ 284,884***	***50.1%***
Supplies					
614-3101	Office Supplies	$ 6,500	$ 426	$ 3,830	58.9%
614-3101	Safety Equipment	$ 300	$ -	$ -	0.0%
614-3201	Vehicles, Gas	$ 1,500	$ 24	$ 256	17.1%
614-3501	Small Tools/Equipment	$ 200	$ -	$ -	0.0%
614-3502	Computer Network	$ 3,000	$ 166	$ 917	30.6%
	Subtotal, Supplies	***$ 11,500***	***$ 615***	***$ 5,003***	***43.5%***
Services					
614-4101	Professional Services	$ 55,000	$ 172,874	$ 201,966	367.2%
614-4101	Laboratory Analyses	$ 500	$ -	$ -	0.0%
614-4125	Treasurer, Yakima County	$ 900	$ -	$ -	0.0%
614-4201	Communications, Phones/Internet	$ 12,491	$ 1,022	$ 6,173	49.4%
614-4202	Postage	$ 2,850	$ 583	$ 1,116	39.1%
614-4301	Travel & Transportation	$ 3,200	$ -	$ -	0.0%
614-4401	Public Education	$ 2,000	$ -	$ -	0.0%
614-4401	Publications, Legal Notices	$ 1,000	$ -	$ 227	22.7%
614-4501	Rents & Leases, Equipment	$ 3,294	$ 429	$ 1,602	48.6%
614-4501	Rents & Leases, Space	$ 53,851	$ 4,488	$ 26,925	50.0%
614-4601	Insurance	$ 14,124	$ -	$ 14,613	103.5%
614-4701	Utilities	$ 4,500	$ 369	$ 1,888	42.0%
614-4801	Maintenance, Motor Vehicles	$ 1,200	$ -	$ 1,491	124.2%
614-4801	Maintenance, Equipment	$ 2,000	$ 60	$ 525	26.3%
614-4801	Maintenance, Computers	$ 750	$ -	$ 464	61.9%
614-4801	Maintenance, Building	$ 500	$ -	$ -	0.0%
614-4901	Memberships	$ 915	$ -	$ -	0.0%
614-4901	Training	$ 2,500	$ -	$ 991	39.6%
614-4901	Service Chgs & Interest	$ 6,600	$ 365	$ 2,712	41.1%
614-4901	Miscellaneous Services	$ 4,000	$ -	$ 3,693	92.3%
614-4901	DOE Oversite Fees	$ 4,500	$ -	$ -	0.0%
	Subtotal, Services	***$ 176,675***	***$ 180,190***	***$ 264,387***	***149.6%***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	0.0%
	Total YRCAA Base Operations Expenses	***$ 756,822***	***$ 228,390***	***$ 554,274***	***73.2%***
EXPENSES 614 YRCAA Grant Operations					
614-33403105 Wood Stove Ed					
Salaries					
614-1001	Salaries	$ 3,399	$ 254	$ 1,218	35.8%
614-2002	Benefits	$ 1,189	$ 89	$ 428	36.0%
614-1003	Overtime	$ -	$ -	$ -	-
	Subtotal, Salaries	***$ 4,588***	***$ 344***	***$ 1,645***	***35.9%***
Supplies					
614-3101	Office Supplies	$ -	$ -	$ -	0.0%
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***	***-***

FY 2021 Monthly BVA

December 2020 **Report Date:** January 14, 2021		**Budget**	**Actual Current**	**Actual Year to Date**	**Year to Date % of Budget**
Services					
614-4139	Professional Services	$ -	$ -	$ -	0
614-4202	Postage	$ -	$ -	$ -	0.0%
	Subtotal, Services	***$ -***	***$ -***	***$ -***	***-***
	Subtotal, Woodstove Grant Expenses	***$ 4,588***	***$ 344***	***$ 1,645***	***35.9%***
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	$ 15,270	$ 1,348	$ 6,522	42.7%
614-2002	Benefits	$ 5,780	$ 474	$ 2,292	39.6%
614-1003	Overtime	$ -	$ -	$ -	-
	Subtotal, Salaries	***$ 21,050***	***$ 1,822***	***$ 8,814***	***41.9%***
Supplies					
614-3101	Office Supplies	$ -	$ -	$ -	0.0%
	Subtotal, Supplies	***$ -***	***$ -***	***$ -***	***0.0%***
Services					
614-4101	Professional Services	$ -	$ -	$ -	0.0%
	Subtotal, Services	***$ -***	***$ -***	***$ -***	***0.0%***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	-
	Subtotal, PM 2.5 Grant Expenses	***$ 21,050***	***$ 1,822***	***$ 8,814***	***41.9%***
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	$ 52,750	$ 5,778	$ 34,251	64.9%
614-2002	Benefits	$ 17,583	$ 2,030	$ 12,034	68.4%
614-1003	Overtime	$ -	$ -	$ -	-
	Subtotal, Salaries	***$ 70,333***	***$ 7,809***	***$ 46,285***	***65.8%***
Supplies					
614-3101	Office Supplies	$ 100	$ -	$ -	0.0%
	Subtotal, Supplies	***$ 100***	***$ -***	***$ -***	***0.0%***
Services					
614-4101	Professional Services	$ 200,630	$ 45,480	$ 195,095	97.2%
	Subtotal, Services	***$ 200,630***	***$ 45,480***	***$ 195,095***	***97.2%***
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	-
	Subtotal, Woodstove Change-out Grant Expenses	***$ 271,063***	***$ 53,288***	***$ 241,381***	***89.0%***
	Total, Grant Operations Expenses	***$ 296,701***	***$ 55,454***	***$ 251,840***	***84.9%***
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	$ 12,481	$ -	$ 1,410	11.3%
141-2002	Benefits	$ 4,275	$ -	$ 496	11.6%
141-1003	Overtime	$ -	$ -	$ -	-
	Subtotal, Salaries	***$ 16,756***	***$ -***	***$ 1,906***	***11.4%***

FY 2021 Monthly BVA

December 2020 **Report Date:** January 14, 2021		**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	$ -	$ 245	24.5%
141-3501	Small Tools/Equipment	$ 200	$ -	$ -	0.0%
	Subtotal , Supplies	***$ 1,700***	***$ -***	***$ 245***	***14.4%***
Services					
141-4101	Professional Services	$ 250	$ -	$ -	0.0%
141-4202	Postage	$ 200	$ 2	$ 2	0.8%
141-4301	Travel & Transportation	$ 5,150	$ -	$ 729	14.2%
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	$ -	$ -	$ -	-
	Subtotal, Services	***$ 9,600***	***$ 2***	***$ 731***	***7.6%***
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	$ -	$ -	$ -	0.0%
	Total Enterprise Operations Expenses	***$ 28,056***	***$ 2***	***$ 2,882***	***10.3%***
Summary of Revenue vs Expenses:					
Prior-Year Carry Over Funds		***$ 125,000***	***$ -***	***$ 125,000***	
Total Revenue, Base, Grants & Enterprise		***$ 1,295,066***	***$ 51,987***	***$ 734,306***	***56.7%***
Total Expenses, Base, Grants & Enterprise		***$ 1,081,579***	***$ 283,845***	***$ 808,996***	***74.8%***
Fund Balance		***$ 213,487***	***$ (231,858)***	***$ (74,690)***	
Operating Reserves		**$ 88,487**			
Estimated Available Fund Balance		**$ 125,000**			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2020 on December 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; 9/28/2020	$ 1,578	$ -	Pd in full
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; 10/12/2020	$ 6,740	$ -	Pd in full
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; 10/5/2020	$ 37,676	$ -	Pd in full
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**		**$ 75,486**	**$ 26,315**	

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: January 7, 2021

Date of Consideration: January 14, 2021

To: YRCAA Board of Directors

From: Office of the Executive Director

Subject: Uncollectable Debts

Issue: Dismissing Uncollectable Debts owed to the YRCAA

Discussion: Under the provisions of YRCAA Administrative Code Part B, subsection 10.14.5, the attached list of debts have become uncollectable and as such should be removed from the list of accounts receivable. YRCAA last brought such action before the Board in March of 2020.

Uncollectable Debts are the result of debtors failing to pay legitimately assessed fees, fines or penalties. YRCAA Administrative Code Part B, subsection 10.14.5 authorizes the agency to dismiss such debts as uncollectable if one or more of the following reasons exist:

1) The whereabouts of the debtor are not known
2) The debtor owns no real or personal property subject to lien
3) The debtor has demonstrated an inability to pay
4) The debtor has filed Bankruptcy and the YRCAA has not been assigned as a creditor due payment

The most recent reconciliation of accounts receivable revealed two debts totaling $3,750.00. The Executive Director requests the Board designate both debts as uncollectable and to direct staff to dismiss them as such by Resolution No. 2021-01.

Recommendation: Approve Resolution No. 2021-01 for the dismissal of the attached uncollectable debts.

Attachments:
Uncollectable Debts Listing

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

Uncollectable Debts Listing

Name	Type of Debt	Listed Date	Amount	Reason
Caswell, Martha	Penalty	6/18/2015	$ 1,300.00	Past Statute Limits
Stroud, Robert	Penalty	3/26/2015	$2,450.00	Past Statute Limits
TOTAL			**$3,750.00**	

RESOLUTION NO.: 2021-01
BEFORE THE GOVERNING BOARD OF THE YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Dismissing Uncollectable Debts:

WHEREAS, the Board of Directors of the YRCAA, as a municipal corporation under chapter 70A.15.1560 RCW, have the right to perpetual succession, may sue and be sued, and may receive, account for and disburse funds; and

WHEREAS, pursuant to chapter 70A.15.3160 RCW, the YRCAA has the authority to assess civil penalties for violations of standards and procedures enforceable by law; and

WHEREAS, there exists two assessed penalties which qualify as uncollectable debts as defined within the YRCAA Administrative Code, Part B, Subsection 10.14.5; and

WHEREAS, these uncollectable debts are being brought before the Governing Board of Directors for consideration of dismissal as legal debts owed to the YRCAA.

BE IT THEREFORE RESOLVED that the YRCAA Board of Directors dismisses the attached debts owed to the YRCAA in the amount of $3,750.00 as uncollectable, and directs staff to remove the debts from the YRCAA's list of accounts receivable.

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 January 2021.

Jon DeVaney, Chair	Jose A. Trevino, Director
Amanda McKinney, Director	Steven Jones, PhD, Director
Brad Hill, Director	Christa Owen, Clerk of the Board

AGENDA ITEM NO. 7.2