



# **Yakima Regional Clean Air Agency**

*Yakima Regional Clean Air Agency*  
*Agencia Regional de Aire Limpio de Yakima*

## **Meeting of the Board of Directors June 2024**

**Reunión de la Junta Directiva  
Junio 2024**

June 13, 2024

13 de junio de 2024

### **Notice of Language Services**

The Yakima Regional Clean Air Agency (YRCAA) offers free interpretation of public meetings and translation of board documents. To request interpretation of this Board of Directors' Meeting, to obtain a translation of this document, or to provide public comment at this meeting in a language other than English, please call 509-834-2050 extension 100 or send electronic mail to [admin@yrcaa.org](mailto:admin@yrcaa.org) at least 72 hours in advance of the meeting.

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### **Public Comments**

Members of the public may submit comments to the Board by: a) speaking in person or remotely (see below) during the public comment period of any meeting; b) mailing them to 186 Iron Horse Ct. Ste. 101, Yakima, WA 98901; or c) sending them via electronic mail to [admin@yrcaa.org](mailto:admin@yrcaa.org).

### **Remote Access**

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### **Aviso de Servicios Lingüísticos**

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### **Comentarios Públicos**

Los miembros del público pueden enviar comentarios a la Junta por: a) hablando en persona o de forma remota (ver a continuación) durante el período de comentarios públicos de cualquier reunión; b) enviándolos por correo a 186 Iron Horse Ct. Ste. 101, Yakima, WA 98901; o c) enviándolos por correo electrónico a [admin@yrcaa.org](mailto:admin@yrcaa.org).

### **Acceso remoto**

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## **Regular Meeting of the Board of Directors**

**June 13, 2024 – 2:00 P.M.**

Yakima City Hall; 129 N Second Street; Yakima, Wash.

Duration – 1 hour (estimated)

### **AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Changes to the Agenda**
- 4. Public Comments**  
The public may address any matter relevant to the business of the Board at this time. Please state your name and the item you wish to address. Comments are limited to three (3) minutes per person.
- 5. Board Meeting Minutes for May 9, 2024**
- 6. Vouchers and Payroll Transfers for May 2024**
- 7. Resolution 2024-05 Adopting a “Supplemental Income Assessment” Rate**
- 8. Resolution 2024-06 Adopting the Fiscal Year 2024-25 Budget**
- 9. General Counsel Selection**
- 10. Executive Director’s Report**
  - Permit analysis and assessment
- 11. Other Business**
- 12. Executive Session – 30 minutes**
  - Executive Director performance evaluation pursuant to RCW 42.30.110(1)(g)
- 13. Adjournment**

Zoom information

URL: <https://us06web.zoom.us/j/6058007569>

Meeting ID: 605 800 7569

Phone number: 253-215-8782 or 253-205-0468

If you wish to attend the YRCAA board meeting and require an accommodation due to a disability or need interpretation or translation services, call 509-834-2050 ext. 100 or send an email to [admin@yrcaa.org](mailto:admin@yrcaa.org).

## **Reunión Ordinaria de la Junta Directiva**

**13 de junio de 2024 – 2:00 P.M.**

Ayuntamiento de Yakima; 129 N Second Street; Yakima, Wash.

Duración – 1 hora (estimativo)

### **AGENDA**

- 1. Llamar al Orden**
- 2. Registo de Asistencia**
- 3. Cambios en el Orden del Día**
- 4. Comentarios Públicos**  
El público puede abordar cualquier asunto relacionado con los asuntos de la Junta en este momento. Indique su nombre y el artículo que desea abordar. Los comentarios están limitados a tres (3) minutos por persona.
- 5. Acta de la Reunión de la Junta Directiva del 9 de mayo de 2024**
- 6. Comprobantes y Transferencias de Nómina para mayo de 2024**
- 7. Resolución 2024-05 Adoptar una tasa “Supplemental Income Assessment”**
- 8. Resolución 2024-06 Aprobación del presupuesto del año fiscal 2024-25**
- 9. Selección del Asesor General**
- 10. Informe de los Directores Ejecutivos**
  - Análisis y evaluación de permisos
- 11. Otros asuntos**
- 12. Sesión Ejecutiva – 30 minutos**
  - Evaluación del desempeño del director ejecutivo de conformidad con RCW 42.30.110(1)(g)
- 13. Cierre**

Zoom información

URL: <https://us06web.zoom.us/j/6058007569>

ID de reunión: 605 800 7569

Número de teléfono: 253-215-8782 or 253-205-0468

Si desea asistir a la reunión de la junta de YRCAA y requiere una adaptación debido a una discapacidad o necesita servicios de interpretación o traducción, llame al 509-834-2050 ext. 100 o envíe un correo electrónico [admin@yrcaa.org](mailto:admin@yrcaa.org).

**1. Call to Order**

Chairperson DeVaney called the meeting to order at 2:00 p.m. in the council chambers, Yakima City Hall; 129 N Second St.; Yakima, Washington.

**2. Roll Call**

Thornsbury conducted roll call and declared a quorum present.

Board members: Amanda McKinney, County Representative, Absent  
Steven Jones, Ph.D., County Representative, Present  
Janice Deccio, Large City Representative, Absent  
Jose Trevino, Small City Representative, Present  
Jon DeVaney, Member-at-Large, Present

Staff present: Marc Thornsbury, Executive Director

**3. Changes to the Agenda**

DeVaney asked if there were any changes to the agenda. None were requested.

**4. Public Comment**

DeVaney stated there would be a public hearing and comments concerning the budget should be held until the hearing. He then asked if there were any general public comments. None were offered.

**5. Public Hearing**

DeVaney asked if there were any public comments concerning the fiscal year 2024-25 budget. None were offered.

**6. Board Meeting Minutes for March 2024**

DeVaney asked if there were any corrections or changes to the minutes. Jones moved to approve the minutes for April 11, 2024. Trevino seconded. Motion passed 2-0.

**7. Vouchers and Payroll Transfers for March 2024**

DeVaney asked if there were any questions. Jones moved to approve the vouchers and payroll transfers for April 2024. Trevino seconded. Motion passed 2-0.

**8. Fiscal Year 2024-25 Budget**

DeVaney noted a staff report was included in the packet and thanked Thornsbury for providing a detailed response to the questions posed by members of the Board during the prior meeting. DeVaney stated his appreciation for the research required by Thornsbury, adding the information was useful in putting the proposed budget into context. DeVaney asked if Thornsbury had any additional remarks. Thornsbury replied he had none apart from the content of the report and noted there were no substantive changes apart from those already discussed and well-known to the Board.

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DeVaney inquired as to whether Jones had any remarks. Jones stated he had provided the board members with a summary of past years' budgets as well as calculations on year-over-year and three-year total increases for salaries and benefits. He then read the following prepared statement:

"It is my position that the 23.2 percent salary increase for the 24-25 budget year is excessive and should be limited to a 15% increase. I don't think people necessarily work for money, including the public service employees. Yes, we need to address the income discrepancies with other agencies, but [with] a 15% increase the YRCAA staff will realize a 38.1 percent increase in compensation over a three year period. That is significant regardless of salary comparisons that have been made by the [agency] director and others.

Public service employees have some advantages like job security and another more powerful incentive is the power that comes with the job. The agency staff not only has influence with the public, but influence within the agency. The sled dog analogy is the lead dog always has a good view and things always change for him, but the wheel dog—the guy in the back—his view never changes. The small staff at the YRCAA have influence over how the job gets done at the agency and that creates job satisfaction that may go beyond salary. It may not be the same for them as a number two or number three in some other agency.

Competition with other government agencies is always going to be a challenge [and] we cannot begrudge any staff member for improving their employment position when they see fit. There could be many reasons for their departure other than salary. I believe most YRCAA staff have a sense of community and want to be in this area. The desire to move to another city for the same job for salary reasons is most likely not a consideration.

I agree with the [Agency] director that we need to try to keep our quality staff. I somewhat disagree that any new hire will be lacking the skills, education, knowledge, and/or experience for the position. I think the current staff would agree that they did not know everything when they took their current position. There's always going to be a learning curve.

Ultimately, the board has to decide what is equitable for the staff and what is cost-appropriate for the taxpayer and businesses that support the agency. When I describe to my fellow citizens that we will be voting on an agency budget that provides a 48 [sic] percent salary increase over a three year period, most are not happy to say the least. It is my belief that a 15 percent salary increase over the last budget is sufficient."

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DeVaney thanked Jones and inquired as to whether Trevino had any remarks. Trevino replied he did not.

DeVaney stated he appreciated Jones fiscal caution, adding he has often worked on matters concerning fee changes involving other agencies. He noted industry often pushes hard against increases for a long period of time until it becomes necessary at which time people question what may be a twenty, thirty, or forty percent increase without recognizing the fee has not changed in twenty years. He added Jones had provided information for three years, but the staff report described deferred action on salaries going back to 2014, adding his belief the percentage change reported by Jones is spread over more than the three years cited by him.

DeVaney acknowledged Jones' strong opinion on the matter and suggested if Jones intends to propose changes when action is taken at the next board meeting, he should provide a draft amendment in advance to allow for review by the board members before they are asked to render a decision.

DeVaney noted the proposed budget document contained additional supplementary information beyond that provided in the prior budget and thanked Thornsbury for taking the time to include it. He stated his belief the explanatory details were helpful for anyone, including board members, reviewing the budget and added he recognized such work does not happen overnight.

**9. Executive Director's Report**

Thornsbury stated there was little to report as considerable time had been spent addressing the questions posed by the Board during the prior meeting. He noted the DTG permit had been appealed to the Pollution Control Hearings Board and the Agency was seeking legal counsel to assist in the matter.

DeVaney asked if there were any other questions for Thornsbury. Jones asked if there were any permit delays regarding the proposed manure digester in Sunnyside. Thornsbury replied there were none to his knowledge.

**10. Adjournment**

Jones moved to adjourn. Trevino seconded. Motion passed 2-0.

DeVaney adjourned the meeting at 2:11 p.m.

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Jon DeVaney, Chairperson

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Marc Thornsbury, Executive Director

05/01/2024

## Accounts Payable

YRCAA Fund: 614-6140  
Enterprise Fund: 614-1410

<u>Name</u>	<u>Warrant No.</u>	<u>GL No.</u>	<u>Amount</u>	<u>Date</u>
Armstrong's Stove & Spa Yakima*	35929	4105	6,999.30	05/02/2024
Nicholas Barrett*	35930	4105	2,300.00	05/02/2024
Charter Communications	35931	4201	316.52	05/02/2024
Imagicom Yakima*	35932	4105	3,474.00	05/02/2024
Intermountain Cleaning Service, Inc.	35933	4802	425.00	05/02/2024
KUNW-TV*	35934	4105	750.00	05/02/2024
KeyBank	35935	Various	7,281.21	05/02/2024
Menke Jackson Law Firm	35936	4101	68.75	05/02/2024
Sunnyside Sun	35937	4901	52.00	05/02/2024

### Total

**\$21,666.78**

\* Grant Reimbursement

\*\* NOC/Enterprise

I hereby certify the invoices and warrants described above for the Yakima Regional Clean Air Agency have been examined, audited, and approved for payment.

\_\_\_\_\_  
Jocelyn Roberson  
Primary Auditing Officer

(DATE)

\_\_\_\_\_  
Marc Thornsby  
Secondary Auditing Officer

(DATE)

\_\_\_\_\_  
Jon DeVaney  
Board Chairperson

(DATE)



05/13/2024

**Accounts Payable**YRCAA Fund: 614-6140  
Enterprise Fund: 614-1410

<u>Name</u>	<u>Warrant No.</u>	<u>GL No.</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	35938	3101	161.24	05/14/2024
Cascade Natural Gas Reprographics	35939	4701	85.85	05/14/2024
Coastal*	35940	4105	3,579.77	05/14/2024
Coleman Oil Company	35941	3201	259.71	05/14/2024
Iron Horse Real Estate & Property Mgt	35942	4501	4,956.53	05/14/2024
KUNW-TV	35943	4139	750.00	05/14/2024
Rowdy Construction*	35944	4105	2,480.07	05/14/2024
Springbrook Holding Company LLC	35945	4101	4,349.31	05/14/2024
StorageMax**	35946	4506	75.00	05/14/2024
Valley Publishing Co.	35947	4401	100.25	05/14/2024
Yakima County Public Services-Utility Di	35948	4701	26.75	05/14/2024
Yakima Herald Republic	35949	4401	260.10	05/14/2024

**Total****\$17,084.58**

\* Grant Reimbursement

\*\* NOC/Enterprise

I hereby certify the invoices and warrants described above for the Yakima Regional Clean Air Agency have been examined, audited, and approved for payment.

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Jocelyn Roberson (DATE)  
Primary Auditing Officer

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Marc Thornsby (DATE)  
Secondary Auditing Officer

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Jon DeVaney (DATE)  
Board Chairperson



**Payroll Reimbursement  
June 2024**

<b>Gross Wages</b>		<b>\$</b>	<b>32,515.14</b>
ER Taxes Paid	\$	1,725.94	
ER Medical Paid		7,927.27	
Pers 1 ER Paid		-	
Pers 2 ER Paid		2,633.78	
Pers 3 ER Paid		1,196.45	
SUTA		294.42	
L & I		1,145.71	
<b>Benefits</b>		<b>\$</b>	<b>14,923.57</b>
Bank Charges	\$	47.48	
Other		-	
<b>Miscellaneous</b>		<b>\$</b>	<b>47.48</b>
<b>Total Payroll</b>		<b>\$</b>	<b>47,486.19</b>

\_\_\_\_\_  
Jocelyn Roberson  
Primary Auditing Officer

(DATE)

\_\_\_\_\_  
Marc Thornsby  
Secondary Auditing Officer

(DATE)

\_\_\_\_\_  
Jon DeVaney  
Board Chairperson

(DATE)



# **Yakima Regional Clean Air Agency**

## **Fiscal Year 2024-25 Budget**

**Final**

June 6, 2024

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## YRCAA Final FY 2024-25 Budget

The Yakima Regional Clean Air Agency (YRCAA) is required to have an annual budget that “contain[s] adequate funding and provide[s] for staff sufficient to carry out the provisions of all applicable ordinances, resolutions, and local regulations related to the reduction, prevention, and control of air pollution” pursuant to RCW 70A.15.1590. The following budget meets these requirements, aligns all expenditures with their appropriate revenue sources, and contains an itemized accounting of both with respect to the Agency’s base, grant, and enterprise operations.

YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Final Budget FY FY 2024-25
<b><u>REVENUE – Base Operations</u></b>				
<b><u>Stationary Sources</u></b>				
32199001	Minor Sources	\$ 251,097	\$ 350,161	\$ 357,164
32199002	New Source Review	39,848	35,052	36,000
32199004	Complex Minor Sources	44,926	0	0
32199005	Synthetic Minor Sources	37,193	34,643	37,936
32290001	Title V Sources	72,000	98,460	98,500
	<b><i>Subtotal – Stationary Sources</i></b>	<b>\$ 445,064</b>	<b>\$ 518,316</b>	<b>\$ 529,600</b>
<b><u>Burn Permits</u></b>				
32290005	Residential Burn Permits	\$ 53,500	\$ 63,639	\$ 60,000
32290007	Agricultural Burn Permits	21,128	19,860	15,500
32290011	Conditional Use Burn Permits	2,150	1,720	1,500
	<b><i>Subtotal – Burn Permits</i></b>	<b>\$ 76,778</b>	<b>\$ 85,219</b>	<b>\$ 77,000</b>
<b><u>Compliance</u></b>				
32199003	Asbestos Removal Fees	\$ 26,229	\$ 27,803	\$ 26,000
32199007	Construction Dust Control Fees	7,632	7,625	6,500
	<b><i>Subtotal – Compliance</i></b>	<b>\$ 33,861</b>	<b>\$ 35,428</b>	<b>\$ 32,500</b>
<b><u>Core Grants (CAA Section 105)</u></b>				
33366001	EPA Core	\$ 106,545	\$ 113,275	\$ 113,275
33403101	Ecology Local Partner Core	77,153	75,516	75,516
	<b><i>Subtotal – Base Grants</i></b>	<b>\$ 183,698</b>	<b>\$ 188,791</b>	<b>\$ 188,791</b>
<b><u>Fines and Penalties</u></b>				
35990001	Fines and Penalties	\$ 0	\$ 37,767	\$ 0
	<b><i>Subtotal – Fines and Penalties</i></b>	<b>\$ 0</b>	<b>\$ 37,767</b>	<b>\$ 0</b>
<b><u>Supplemental Income</u></b>				
36850003	Supplemental Income	\$ 94,597	\$ 94,735	\$ 132,575
	<b><i>Subtotal – Supplemental Income</i></b>	<b>\$ 94,597</b>	<b>\$ 94,735</b>	<b>\$ 132,575</b>
<b><u>Other Income</u></b>				
36111001	Interest	\$ 7,000	\$ 11,241	\$ 11,200
36991011	Miscellaneous	400	781	500
	<b><i>Subtotal – Other Income</i></b>	<b>\$ 7,400</b>	<b>\$ 12,023</b>	<b>\$ 11,700</b>
	<b><i>Subtotal – Base Operations</i></b>	<b>\$ 841,398</b>	<b>\$ 972,278</b>	<b>\$ 972,166</b>
<b><u>REVENUE – Grant Operations</u></b>				
<b><u>Wood Smoke Education</u></b>				
33403105	Wood Smoke Education	\$ 4,906	\$ 5,129	\$ 5,129
	<b><i>Subtotal – Wood Smoke Education</i></b>	<b>\$ 4,906</b>	<b>\$ 5,129</b>	<b>\$ 5,129</b>
<b><u>Wood Smoke Reduction</u></b>				
33403107	Wood Smoke Reduction	\$ 687,500	\$ 932,778	\$ 317,223
	<b><i>Subtotal – Wood Smoke Reduction</i></b>	<b>\$ 687,500</b>	<b>\$ 932,778</b>	<b>\$ 317,223</b>

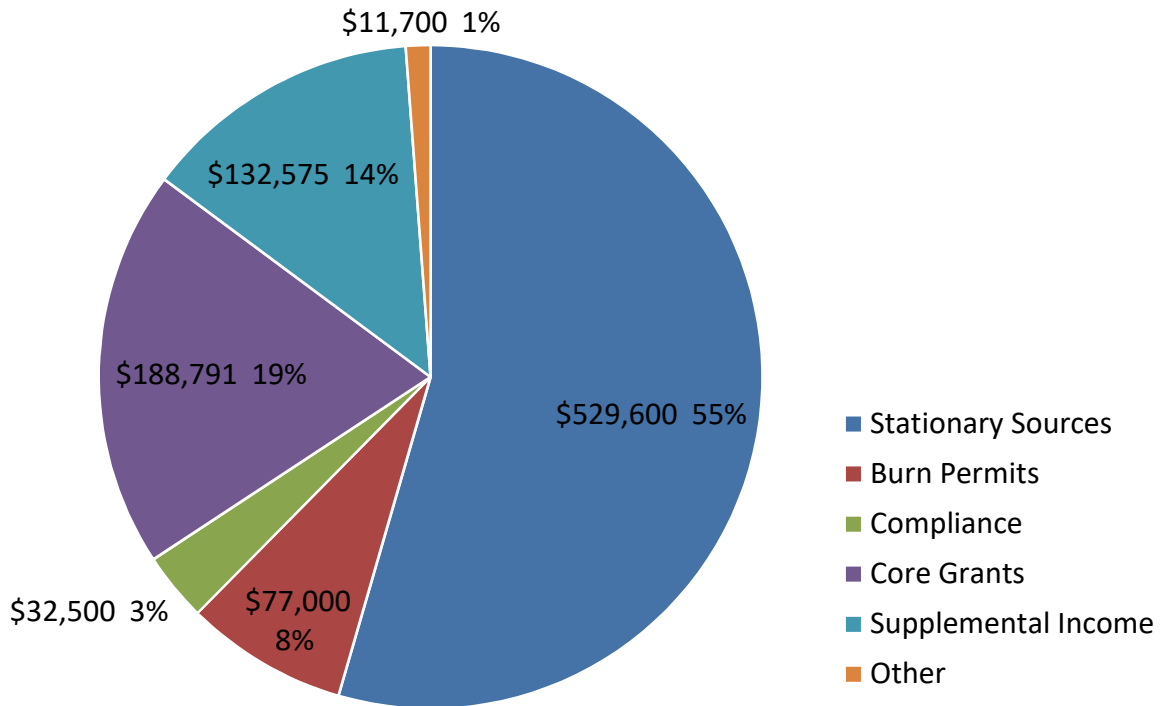
YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Final Budget FY FY 2024-25
<b>Particulate Matter (CAA Section 103)</b>				
33403108	Ecology Local Partner PM 2.5	\$ 21,050	\$ 21,051	\$ 36,000
	<i>Subtotal – Particulate Matter</i>	<i>\$ 21,050</i>	<i>\$ 21,051</i>	<i>\$ 36,000</i>
	<i>Subtotal – Grant Operations</i>	<i>\$ 713,456</i>	<i>\$ 958,957</i>	<i>\$ 358,352</i>
<b>REVENUE – Enterprise Operations</b>				
<b>Visible Emission Certification</b>				
34517001	Visible Emission Certification	\$ 75,000	\$ 42,040	\$ 73,200
	<i>Subtotal – Visible Emission Certification</i>	<i>\$ 75,000</i>	<i>\$ 42,040</i>	<i>\$ 73,200</i>
	<i>Subtotal – Enterprise Operations</i>	<i>\$ 75,000</i>	<i>\$ 42,040</i>	<i>\$ 80,000</i>
<b>Total Revenue</b>		<b>\$ 1,629,854</b>	<b>\$ 2,018,615</b>	<b>\$ 1,410,517</b>
<b>EXPENSES – Base Operations</b>				
<b>Wages and Benefits</b>				
553701001	Wages and Salaries	\$ 462,031	\$ 417,893	\$ 680,822
553702001	Benefits	182,880	\$ 143,462	\$ 330,945
553703001	Overtime	2,000	\$ 0	\$ 2,000
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 646,911</i>	<i>\$ 561,355</i>	<i>\$ 1,013,767</i>
<b>Supplies</b>				
533703101	Office Supplies	\$ 7,000	\$ 5,425	\$ 7,000
533703102	Safety Equipment	1,000	0	1,000
533703201	Vehicles	5,500	2,680	4,000
533703501	Small Tools and Equipment	4,500	0	3,000
533703502	Technology Systems	5,000	5,102	5,000
533703503	Office Furnishings	750	2,513	750
	<i>Subtotal – Supplies</i>	<i>\$ 23,750</i>	<i>\$ 15,720</i>	<i>\$ 20,750</i>
<b>Services</b>				
553704101	Professional Services	\$ 46,000	\$ 50,032	\$ 40,000
553704102	Laboratory Analyses	500	236	500
553704192	Yakima County Services	1,000	0	0
553704201	Communications and Technology	9,800	10,020	10,500
553704202	Postage and Freight	1,800	1,947	2,000
553704301	Travel and Related	5,000	435	5,000
553704401	Public Notices and Education	8,000	1,512	6,000
553704501	Rents and Leases	62,000	62,057	64,000
553704601	Insurance	16,000	16,184	17,500
553704701	Utilities	6,000	4,800	6,200
553704801	Maintenance – Vehicles/Equipment	2,000	2,239	2,700
553704802	Maintenance – Building	4,700	2,835	1,200
553704901	Miscellaneous	17,200	11,695	15,000
553704902	Ecology Oversight and Admin. Fee	2,700	3,148	3,500
	<i>Subtotal – Services</i>	<i>\$ 182,700</i>	<i>\$ 167,140</i>	<i>\$ 179,100</i>
<b>Capital Projects/Fixed Assets</b>				
594536401	Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Base Operations</i>	<i>\$ 853,361</i>	<i>\$ 744,215</i>	<i>\$ 1,213,617</i>
<b>EXPENSES – Grant Operations</b>				
<b>Wood Smoke Education</b>				
<b>Wages and Benefits</b>				
553701002	Wages and Salaries	\$ 3,186	\$ 3,106	\$ 3,106
553702002	Benefits	1,120	1,375	1,375
553703002	Overtime	0	0	0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 4,306</i>	<i>\$ 4,481</i>	<i>\$ 4,481</i>

YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Final Budget FY FY 2024-25
<b><u>Supplies</u></b>				
553703103	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
<b><u>Services</u></b>				
553704139	Professional Services	\$ 600	\$ 750	\$ 750
553704203	Postage	0	0	0
	<i>Subtotal – Services</i>	<i>\$ 600</i>	<i>\$ 750</i>	<i>\$ 750</i>
	<i>Subtotal – Wood Smoke Education</i>	<i>\$ 4,906</i>	<i>\$ 5,231</i>	<i>\$ 5,231</i>
<b><u>Particulate Matter</u></b>				
<b><u>Wages and Benefits</u></b>				
553701003	Wages and Salaries	\$ 15,577	\$ 35,000	\$ 17,970
553702003	Benefits	5,473	7,100	8,421
553703003	Overtime	0	0	0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 21,050</i>	<i>\$ 42,100</i>	<i>\$ 26,391</i>
<b><u>Supplies</u></b>				
553703104	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
<b><u>Services</u></b>				
553704104	Professional Services	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
	<i>Subtotal – PM 2.5</i>	<i>\$ 21,050</i>	<i>\$ 42,100</i>	<i>\$ 26,391</i>
<b><u>Wood Smoke Reduction</u></b>				
<b><u>Wages and Benefits</u></b>				
553701004	Wages and Salaries	\$ 127,188	\$ 133,127	\$ 45,274
553702004	Benefits	44,688	53,429	18,170
553703004	Overtime	0	0	0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 171,876</i>	<i>\$ 186,556</i>	<i>\$ 63,445</i>
<b><u>Supplies</u></b>				
553703105	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
<b><u>Services</u></b>				
553704105	Professional Services	\$ 515,625	\$ 746,222	\$ 253,778
	<i>Subtotal – Services</i>	<i>\$ 515,625</i>	<i>\$ 746,222</i>	<i>\$ 253,778</i>
	<i>Subtotal – Wood Smoke Reduction</i>	<i>\$ 687,501</i>	<i>\$ 932,778</i>	<i>\$ 317,223</i>
	<i>Subtotal – Grant Operations</i>	<i>\$ 713,457</i>	<i>\$ 980,109</i>	<i>\$ 348,845</i>
<b><u>EXPENSES – Enterprise Operations</u></b>				
<b><u>Visible Emission Certification</u></b>				
<b><u>Wages and Benefits</u></b>				
553701005	Wages and Salaries	\$ 13,320	\$ 52,100	\$ 17,087
553702005	Benefits	4,680	8,290	7,109
553703005	Overtime	0	0	0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 18,000</i>	<i>\$ 60,390</i>	<i>\$ 24,195</i>
<b><u>Supplies</u></b>				
553703106	Office Supplies	\$ 100	\$ 850	\$ 925
553703206	Vehicles	1,200	937	1,400
553703506	Small Tools and Equipment	50	0	50
	<i>Subtotal – Supplies</i>	<i>\$ 1,350</i>	<i>\$ 1,787</i>	<i>\$ 2,375</i>

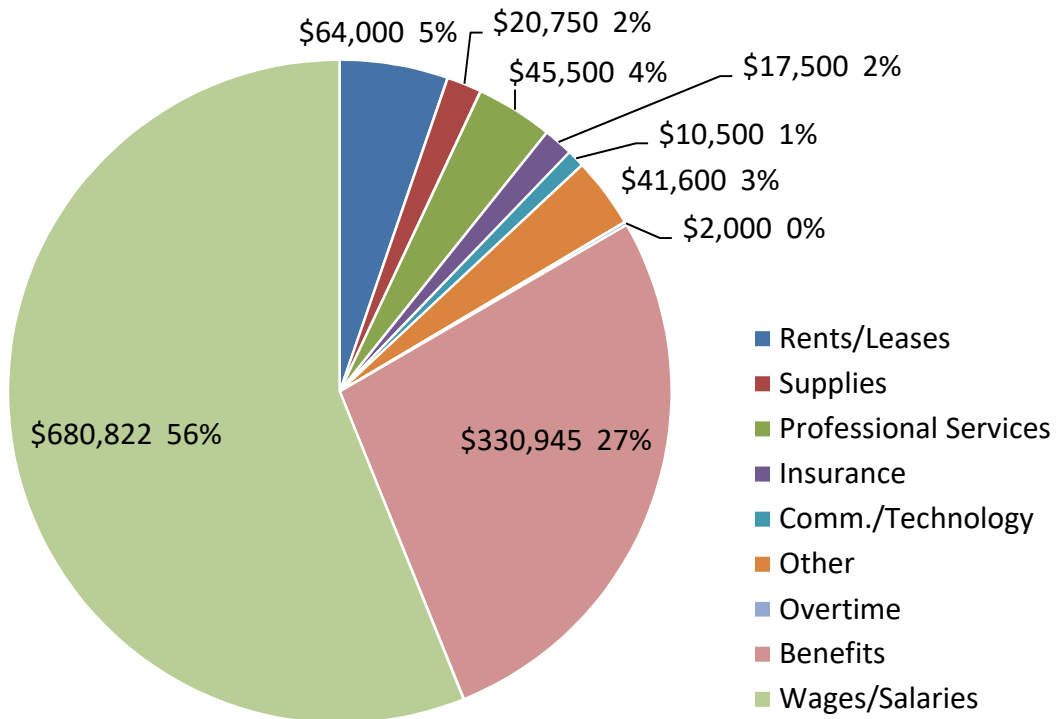
YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Final Budget FY FY 2024-25
<b>Services</b>				
553704106	Professional Services	\$ 1,000	\$ 296	\$ 325
553704206	Postage	100	0	100
553704306	Travel and Transportation	8,500	4,500	6,500
553704506	Rents and Leases	4,000	2,501	3,500
553704806	Maintenance – Vehicles/Equipment	800	170	800
553704906	Miscellaneous	0	0	0
	<b>Subtotal – Services</b>	<b>\$ 14,400</b>	<b>\$ 7,467</b>	<b>\$ 11,225</b>
<b>Capital Projects/Fixed Assets</b>				
553706406	Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
	<b>Subtotal – Capital Projects/Fixed Assets</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
	<b>Subtotal – Enterprise Operations</b>	<b>\$ 33,750</b>	<b>\$ 69,644</b>	<b>\$ 37,795</b>
<b>Total Expenses</b>		<b>\$ 1,600,568</b>	<b>\$ 1,793,968</b>	<b>\$ 1,600,257</b>
<b>Summary</b>				
	Total Revenue	\$ 1,629,854	\$ 2,018,615	\$ 1,410,517
	Total Expenses	1,600,568	1,793,968	1,600,257
	<b>Contribution to Reserves</b>	<b>\$ 29,286</b>	<b>\$ 224,648</b>	<b>\$ (189,740)</b>
	Beginning Reserve Balance	\$ 1,020,617	\$ 1,208,748	\$ 1,433,396
	Contribution to Reserves	29,286	224,648	(189,740)
	<b>Ending Reserve Balance</b>	<b>\$ 1,049,903</b>	<b>\$ 1,433,396</b>	<b>\$ 1,243,655</b>
<b>Reserve Fund Allocation</b>				
	Operating Reserve (min. 25% of base operating exp.)	\$ 225,000	\$ 225,000	\$ 303,404
	Legal Reserve (min. \$200,000)	250,000	250,000	250,000
	Capital Reserve (min. 10% of asset replacement cost)	30,000	30,000	30,000
	Vehicle Replacement	65,000	65,000	120,000
	Major Vehicle Repairs	0	0	0
	Equipment Acquisition	0	0	5,000
	Building Acquisition	450,000	450,000	500,000
	Employee Cash-out Liability	0	0	7,000
	Grant Balancing	0	300,000	0
	<b>Unallocated</b>	<b>\$ 29,903</b>	<b>\$ 113,396</b>	<b>\$ 28,251</b>



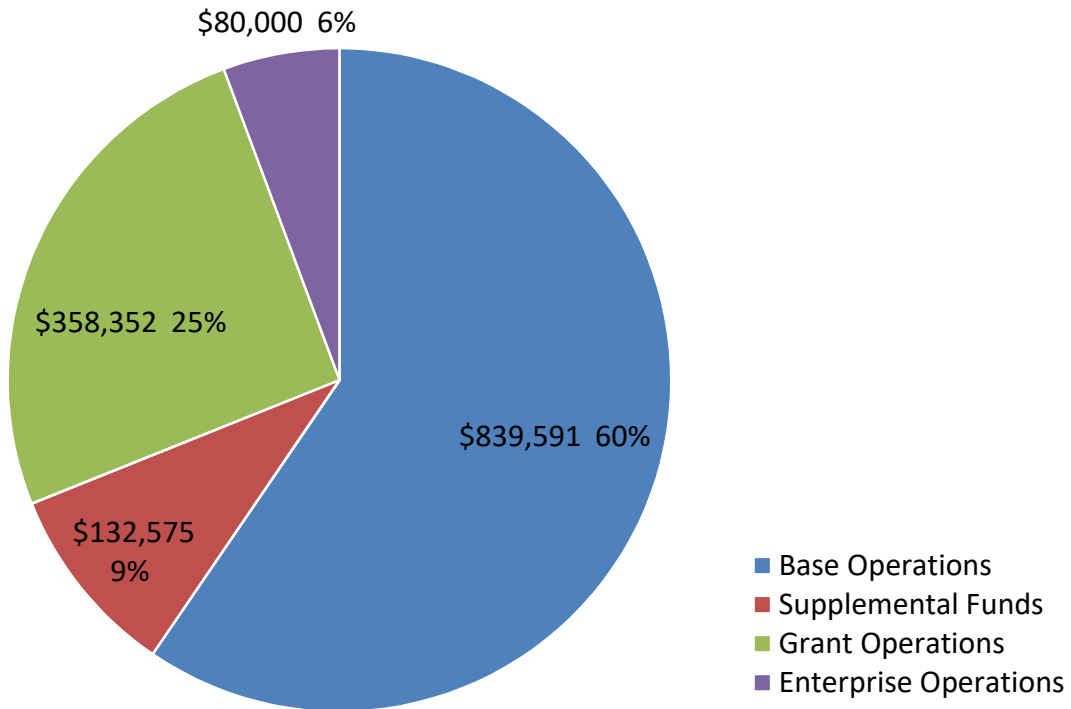
## Revenue - Base Operations



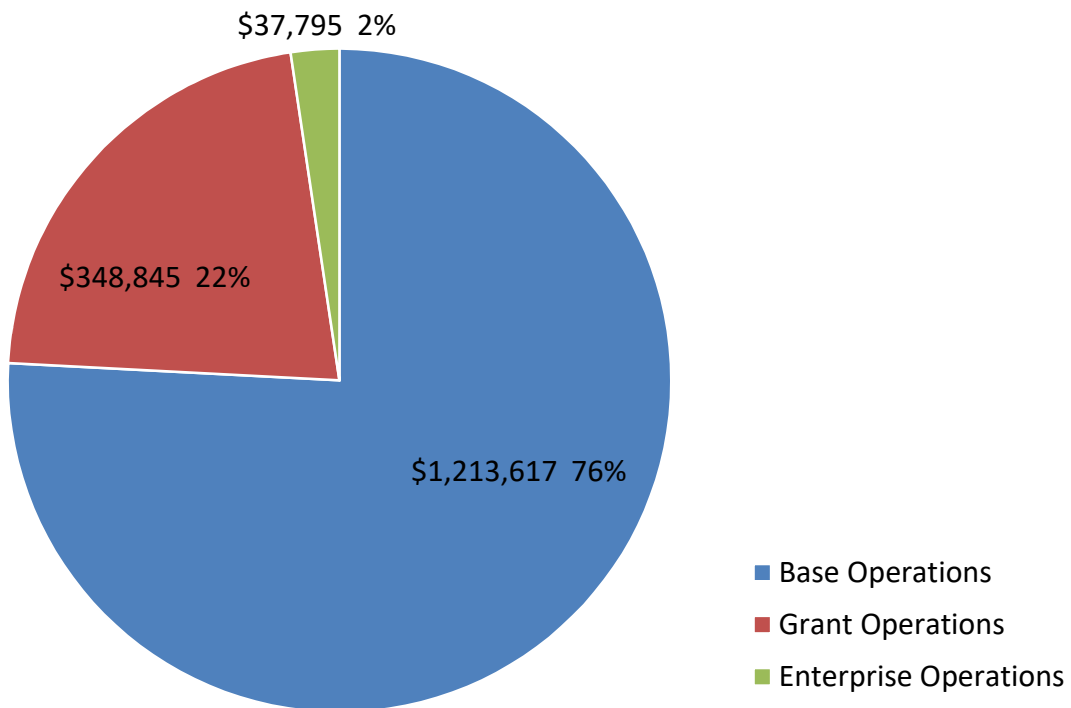
## Expenses - Base Operations



## Revenue - Total



## Expenses - Total



## ***Budget Notes***

The following notes describe the accounts used by the Agency, the revenues and expenses they represent, and any significant factors affecting, or expected to affect, them during the budget year. The reader should understand the Projected Actual FY 2023-24 figures provided are comprised of actual amounts for the first nine months of the fiscal year (July 1 through March 31) plus a projected amount for the remaining three months (April 1 through June 30). The projected amount may be based on an actual amount if the future revenue/expense is known and not subject to change, a percentage of the prior nine months revenue/expense equal to that of the previous fiscal year if the revenue/expense is seasonal, an estimate if the future revenue/expense is largely known but subject to change, another reasonable basis upon which to anticipate the final revenue/expense for special circumstances, or simply one third of the prior nine months revenue/expense if no other basis for calculation exists.

### **Revenue – Base Operations**

#### **Stationary Sources**

Because minor, complex minor, and synthetic minor source fees are billed on a calendar year basis and due in the first half of the calendar year, this revenue will be realized in the second half of fiscal year (FY) 2024-25. A two-phase registration fee increase was planned in CY 2022 with the first phase implemented in CY 2023 (the latter half of FY 2022-23) and the second in CY 2024 (the latter half of FY 2023-24). This accounts for the difference between the adopted budget and projected actual figures for FY 2023-24.

The implementation of an annual fee adjustment will help prevent future large increases (such as those in FY 2022-23 and FY 2023-24) made necessary by multiple years in which no change is made. The modest increase in revenue budgeted for FY 2024-25 is based on an anticipated annual adjustment of two percent (2%) which is expected to be slightly less than the rate of inflation. A new minor source classification system was also adopted and implemented in late CY 2023 and while this change affected the allocation of fees amongst individual registrants, it did not substantially alter the total revenue received by the Agency from these sources.

#### 32199001 — Minor Sources

Revenue from sources not otherwise classified as Synthetic Minor and collected pursuant to Revised Code of Washington (RCW) 70A.15.2200, Washington Administrative Code (WAC) 173-400-099, and Yakima Regional Clean Air Agency (YRCAA) Regulation 1 Section 4.01. The amount shown reflects a substantial increase resulting from the inclusion of revenues previously reported separately as complex minor sources as a result of the adoption and implementation of a new minor source classification system at the end of CY 2023 as well as the annual fee increases noted above.

#### 32199002 — New Source Reviews

Revenue from stationary sources subject to a New Source Review (NSR) pursuant to Chapter 173-400 WAC, Chapter 173-460 WAC, 40 Code of Federal Regulations (CFR) Part 60, and 40 CFR Part 61.

#### 32199004 — Complex Minor Sources

No projected actual or proposed budget amount is allocated to complex minor sources due to the adoption and implementation of a new minor source classification system at the end of CY 2023. Under this system, complex minor sources are included with all other minor sources—typically with a higher classification—and no longer exist as a separate revenue category.

### 32199005 — Synthetic Minor Sources

Revenue from sources that have chosen to avoid classification as a major (aka Title V) source by accepting restrictive operating and permit conditions that limit emissions.

### 32290001 — Title V Sources

Revenue from major sources that directly emit, or have the potential to emit, 100 tons per year (TPY) or more of any air pollutant as defined in 40 CFR Part 70. The Agency currently has three (3) major sources and does not anticipate any change in FY 2024-25.

## **Burn Permits**

### 32290005 — Residential Burn Permits

Revenue from residential burn permits pursuant to RCW 70A.15.5070, Chapter 173-425 WAC, and YRCAA Regulation 1 Section 3.03.

### 32290007 — Agricultural Burn Permits

Revenue from agricultural burn permits pursuant to RCW 70A.15.5090, Chapter 173-430 WAC, and YRCAA Regulation 1 Section 3.03. Rates are established by the Agricultural Burning Practices and Research Task Force pursuant to RCW 70A.15.5090(6) and have not been adjusted for several years. Agricultural burn permit revenue has declined over several years from a high of approx. \$47,000 in FY 2019-20. Following this trend, the figure shown includes a small reduction in revenue. It should be noted the prevalence of agricultural burning from year to year is significantly influenced by the availability and financial feasibility of alternatives and market demand for chipped vegetative material.

### 32290011 — Conditional Use Burn Permits

Revenue from conditional use burn permits issued for burning that is not residential or agricultural in nature (e.g. firefighter training and land clearing).

## **Compliance**

### 32199003 — Asbestos Removal

Revenue from fees required pursuant to the National Emission Standards for Hazardous Air Pollutants (NESHAP) and YRCAA Regulation 1, Section 3.07 used to process notifications and conduct inspections of demolition and renovation activity with the potential to release asbestos fibers.

### 32199007 — Construction Dust Control Plans

Revenue from dust control plans (including master and site plans) pursuant to WAC 173-400-040 and YRCAA Regulation 1 Section 3.08.

## **Core Grants**

### 33366001 — EPA Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to federal Clean Air Act Section 105. These funds support the Agency's core air quality programs and are distributed through the Wash. Dept. of Ecology on behalf of the U.S. Environmental Protection Agency. This grant is biennial and the figure shown is one-half the amount awarded for the two-year period.

### 33403101 — Ecology Local Partner Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to federal Clean Air Act Section 105. These funds are a portion of the monies granted to the State of Washington by the U.S. Environmental Protection Agency.

## Fines and Penalties

### 35990001 — Civil Penalties

Civil penalties assessed for violations of air pollution regulations with amounts determined on a case-by-case basis depending upon various factors including the type and severity of the violation, culpability of the source, and the potential impact on human health. Although most years see receipts for penalties, the Agency objective is for full compliance resulting in zero civil penalties. As a result, no amount is budgeted for this item. When received, penalties are used to provide additional financial support for compliance, education, outreach, and other one-time expenses.

## Supplemental Income

### 36850003 — Supplemental Income

Assessments paid to YRCAA by cities, towns, and Yakima County pursuant to RCW 70A.15.1590 and RCW 70A.15.1600. The proportionate share of supplemental income for each entity is shown in the appendix. In December 2022, the Board adopted a 20% increase to be implemented over two years with the first half effective for CY 2024. The amount shown reflects a second part increase to \$0.54 per capita population to be effective for CY 2025. State law directs the Agency to bill on a quarterly basis so it can only project the receipt of one half the revenue anticipated in CY 2025 (which will be billed in the last half of FY 2024-25).

However, some entities pay the entire annual amount in the first half of the calendar year (rather than spread out over four quarters). As a result, a portion of this revenue that would otherwise be budgeted for receipt in the second half of CY 2025 (in next budget year or FY 2025-26) will actually be received in the first half of CY 2025 (in this budget year or FY 2024-25). This results in what appears to be a discrepancy as the Agency budgets only half the anticipated CY revenue in the second half of a FY, but cannot fully budget the remaining half in the first half of the following FY where payment has already been made in full. In the example above, the excess revenue received in the second half of FY 2024-25 over the budgeted amount should equal the shortfall in revenue received in the first half of FY 2025-26.

### YRCAA CY 2025 Supplemental Income Assessments

City / Town	Population	Assessment	% of Total
Grandview	11,020	\$ 5,950.80	4.24%
Granger	3,740	2,019.60	1.44%
Harrah	580	313.20	0.22%
Mabton	1,975	1,066.50	0.76%
Moxee	4,665	2,519.10	1.79%
Naches	1,125	607.50	0.43%
Selah	8,365	4,517.10	3.22%
Sunnyside	16,500	8,910.00	6.35%
Tieton	1,505	812.70	0.58%
Toppenish	8,870	4,789.80	3.41%
Union Gap	6,640	3,585.60	2.55%
Wapato	4,615	2,492.10	1.78%
Yakima (city)	98,200	53,028.00	37.78%
Zillah	3,195	1,725.30	1.23%
Unincorporated Yakima County	88,955	48,035.70	34.22%
<b>Total</b>	<b>259,950</b>	<b>\$ 140,373.00</b>	<b>100%</b>

Based on \$0.54 per capita rate

## Other Income

### 36111001 — Interest

Interest income earned on funds (primarily reserve funds) held by the Agency. The amount shown reflects high interest rates that are expected to remain relatively stable through the fiscal year in tandem with more active investment management of the Agency's reserve funds.

#### 36991011 — Miscellaneous

Revenue not otherwise allocated such as tax-deductible donations or fees related to public records requests.

### **Revenue – Grant Operations**

#### 33403105 — Wood Smoke Education

Grant funds provided by the Wash. Dept. of Ecology supporting the Agency’s wood smoke education program including advertising and public service announcements concerning the dangers of smoke, fine particulate matter, and alternatives to burning.

#### 33403107 — Wood Smoke Reduction

Grant funds provided by the Wash. Dept. of Ecology to support the Agency’s Wood Stove Replacement program. The program provides rebates for, or fully funds for low-income persons, replacement of older, polluting wood-burning stoves with new EPA-certified wood stoves or other heating devices. Despite the Agency having received a substantial increase in the amount awarded the Agency in the FY 2023-25 biennium (versus the FY 2021-23 biennium), the figure shown appears to be smaller. This is due to the Agency having performed an unusually high number of device replacements in FY 2023-24 so that a greater percentage of the amount awarded was received/used in the first half of the biennium. As a result, a smaller amount (the unspent balance) will be available for FY 2024-25.

#### 33403108 — Ecology Local Partner PM 2.5

Funds awarded through the Wash. Dept. of Ecology pursuant to federal Clean Air Act Section 103 and used to operate and maintain two air quality monitor systems (located in the cities of Yakima and Sunnyside) that measure fine particulate matter equal to or smaller than 2.5 microns (PM<sub>2.5</sub>). The figure shown includes an increase resulting from the Agency taking on responsibility for the monitor in Sunnyside) as well as a short-term increase that will be in effect for four years ending April 2028.

### **Revenue – Enterprise Operations**

#### 34517001 — Visible Emissions Certification

Revenue from training and registration fees paid by persons participating in the Agency’s Northwest Opacity Certification (NOC) program. The NOC program provides training, testing, and certification for participants who must be certified to conduct Visible Emission Evaluations in accordance with Method 9 and Method 22 as described in 40 CFR 60. Certification must be renewed every six months.

#### 34517002 — Other Revenue

Revenue from any other enterprise operation.

### **Expenses – Base Operations**

#### **Wages and Benefits**

#### 553701001 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency. The amount shown assumes all ten (10) positions within the Agency are filled with employees fully qualified for the position held and, therefore, making the target wage for that position. In practice, employees change so that, in any given year, one or more positions may be vacant for a period of time. Furthermore, new

employees may not be fully qualified at the time of hire—reaching that point only after completing training and gaining experience.

When, and to the extent, one or both of these circumstances conditions exist, the actual wages and benefits expense in any given fiscal year will be lower than the budgeted amount. However, as positions are filled and/or qualifications are gained, the total expense for wages and benefits will grow until it reaches the budgeted amount. If the budget were based only on the actual wages and benefits expenses at the beginning of the fiscal year and projected forward, there would be insufficient funds available when, during the budget period, replacement personnel are hired or pay is adjusted for advancement in the training program.

The amount shown also incorporates the second, planned wage and salary increase for all positions (except that of executive director) resulting from a market compensation analysis completed in September 2022 and tentatively approved by the Board in December 2022. This increase was to be implemented over two years with the second portion expected to occur in FY 2024-25. No increase in wages and benefits for the position of executive director is contemplated in the proposed budget (beyond the cost-of-living-adjustment noted below).

The budget also includes an estimated four and one-half percent (4.5%) annual cost-of-living-adjustment (COLA) for all positions. The purpose of a COLA is to help ensure wages remain competitive with the general labor market during the period between compensation analyses and to help prevent wages from falling behind over time resulting in the need for substantial future increases.

The median wages determined by the September 2022 analysis serve as the basis for the proposed wages and benefits implemented in FY 2023-24 and anticipated in FY 2024-25. At the time the analysis was completed, the Consumer Price Index (CPI) as calculated by the U.S. Bureau of Labor Statistics was 296.808. However, during the intervening months through February 2024 (the most recent month with stable data) the CPI grew to 310.326—an increase of four and thirty-five hundredths percent (4.35%). It is estimated this percentage will have increased slightly by the end of the current fiscal year.

#### 533702001 — Benefits

Expenses for employment benefits including employer contributions for medical and dental insurance, unemployment insurance, Medicare, Social Security or similar program, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS). CY 2024 health insurance costs rose seven percent (7%) over CY 2023 costs. The amounts shown include an estimated five percent (5%) increase in health insurance premiums expected to be effective January 1, 2025 (for the last half of FY 2024-25). Calendar year 2023 and 2024 premiums are shown below:

Plan / Monthly Premium	Employee Only		Employee +Spouse		Employee +Children		Full Family	
	2023	2024	2023	2024	2023	2024	2023	2024
Kaiser Permanente WA Classic	\$1,001.31	\$1,096.70	\$1,844.94	\$2,036.30	\$1,634.03	\$1,801.40	\$2,477.66	\$2,741.00
Kaiser Permanente WA Value	928.83	1,082.51	1,699.98	2,007.91	1,507.19	1,776.56	2,278.34	2,701.97
Kaiser Permanente WA CDHP	864.62	902.12	1,569.78	1,645.77	1,408.07	1,474.44	2,054.90	2,159.77
Uniform Medical Plan Classic	970.10	994.82	1,782.52	1,832.54	1,579.42	1,623.11	2,391.84	2,460.83
Uniform Medical Plan Select	893.87	929.75	1,630.06	1,702.41	1,446.01	1,509.24	2,182.20	2,281.90
Uniform Medical Plan Plus	931.69	979.64	1,705.70	1,802.18	1,512.20	1,596.55	2,286.21	2,419.09
Uniform Medical Plan CDHP	869.16	910.93	1,578.86	1,663.40	1,416.02	1,489.87	2,067.39	2,184.01
Maximum	\$1,001.31	\$1,096.70	\$1,844.94	\$2,036.30	\$1,634.03	\$1,801.40	\$2,477.66	\$2,741.00
Average	\$922.80	\$985.21	\$1,687.41	\$1,812.93	\$1,500.42	\$1,610.17	\$2,248.36	\$2,421.22

The amount paid by the Agency is shown below:

Enrolled Employees	Maximum Premium	Agency Percentage	Agency Contribution
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Employee (only)	8	\$1,096.70	95%	\$1,041.87
Employee and spouse	1	\$2,036.30	65%	\$1,323.60
Employee and child(ren)	1	\$1,801.40	70%	\$1,260.98
Employee full family	0	\$2,741.00	55%	\$1,507.55
<i>Agency Monthly Cost</i>				<i>\$10,919.54</i>
<i>Agency Annual Cost</i>				<i>\$131,034.48</i>

### 533703001 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week). The Agency typically limits overtime to urgent and special situations. The amount shown reflects potential overtime costs resulting from unexpected events (e.g. compliance, enforcement, and complaint response) occurring during non-working hours.

## **Supplies**

### 533703101 — Office Supplies

Expenses for consumables and other supplies valued at less than \$5,000 and not otherwise allocated to the capital asset account including toilet paper, light bulbs, toner, writing instruments, paper, etc. The amount shown reflects a minor increase resulting from a continuing need for organizing supplies (e.g. hanging files, file folders, labels, etc.).

### 533703102 — Safety Equipment

Expenses for safety equipment such as boots, eye protection, safety vests, etc. used for compliance inspections and other field work.

### 533703201 — Vehicles

Expenses for consumables related to vehicle operation such as gasoline, wiper blades, wiper fluid, etc.

### 533703501 — Small Tools and Equipment

Expenses for small tools and equipment not otherwise allocated to another account. The amount shown reflects costs for the potential acquisition of equipment that may be needed to support the Agency's compliance, inspection, and enforcement efforts.

### 533703502 — Technology Systems

Expenses for computer software (such as applications, upgrades, user licenses, etc.), computer hardware (such as computers, monitors, keyboards, network, devices, printers, etc.), printers, scanners, phone system equipment (such as desksets, software, blades, etc.), and other similar equipment. The amount shown reflects the need to replace several workstations—some of which have been in service for over a decade.

### 533703503 — Office Furnishings

Expenses for office and conference room furnishings (such as task chairs, desks, file cabinets, chair mats, guest seating, tables, white boards, projection screens, etc.). It is expected additional funding will be required in future years to acquire needed furnishings—particularly with respect to planned improvements to paper file management and needed repair/replacement of some conference room chairs.

## **Services**

### 553704101 — Professional Services

Expenses for all professional services including legal services, technical support, janitorial services, engineering review, and other similar services. A majority of the expenses incurred in the prior year



were related to legal costs associated with two state court cases involving all local clean air agencies in Washington. One of these cases remains active to date. In addition, the Agency has an Order of Approval that has been appealed to the Pollution Control Hearings Board and a handful of pending Orders of Approval, all of which may result in increased attorney's fees during the fiscal year.

553704102 — Laboratory Analyses

Expenses for laboratory analyses of various samples as needed. Costs have typically involved analysis of potential asbestos containing materials (PACM).

553704192 — Yakima County Services

Expenses for any service provided to the Agency by Yakima County, typically through an intergovernmental agreement. No need for such services is anticipated at this time.

553704201 — Communications and Technology

Expenses (typically recurring) for communications services including telephone service, Internet service, web site hosting, e-mail hosting, anti-virus, consulting, and other similar services.

553704202 — Postage and Freight

Expenses for stamps, postage, express mail, freight carrier (UPS, FedEx) services, etc.

553704301 — Travel and Related

Expenses for transportation including travel costs (e.g. meals and lodging), private vehicle use reimbursement, and other travel costs except where they are more appropriately included as part of another charge allocated elsewhere.

553704401 — Public Notices and Education

Expenses for required publication of notices, announcements, or reports (including public notices concerning board and administrative meetings as well as public hearings) and public education (such as print, radio, and television advertisements).

553704501 — Rents and Leases

Expenses related to the rent or lease of (primarily office) equipment not otherwise allocated to another account (e.g. copiers, binding machines, postage machines, etc.) and office space including fire insurance, property taxes, and common area and certain landscape maintenance costs.

553704601 — Insurance

Expenses for public liability, property and casualty, errors and omissions, and money insurance policies. Coverage protects and Agency from loss due to accident, fire, theft, burglary, vandalism, auto accident, theft of funds, mistakes, and negligence. The amount shown reflects a modest increase consistent with the trend for annual insurance rates.

553704701 — Utilities

Expenses for utilities including water, sewer, electric power, natural gas, and garbage disposal. The amount shown reflects a modest increase consistent with expected rate increases for these services.

553704801 — Maintenance – Vehicles/Equipment

Expenses for maintaining and repairing vehicles, field equipment, technology systems, and other office equipment not allocated to another maintenance account (e.g, office furnishings, copy machines, etc.).

#### 553704802 — Maintenance – Building

Expenses for carpet cleaning, electrical, mechanical, and other maintenance and repair work on the office building.

#### 553704901 — Miscellaneous

Expenses for Agency membership in regulatory, professional, and other associations and organizations; staff education, training, seminars, and other professional development; bank service charges, interest charges, etc.; and other miscellaneous expenses. The amount shown reflects the expectation of additional training expenses related to (relatively) new staff and continuing inspection efforts.

#### 553704902 — Ecology Oversight and Admin. Fee

Expenses for the Ecology oversight and administration fee for Air Operating Permit (aka Title V) sources.

### **Capital Projects/Fixed Assets**

#### 594536401 — Capital Projects/Fixed Assets

Expenses for the acquisition of tangible property valued at \$5,000 or more with a useful life of at least two years. Assets are depreciated over the useful life of the asset.

<b>Expenses – Grant Operations</b>
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### **Wood Smoke Education**

#### 553701002 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

#### 553702002 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant.

#### 553703002 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

#### 553703103 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

#### 553704139 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant.

#### 553704203 — Postage

Expenses for stamps, postage, and similar delivery costs as permitted under the terms of the grant.

## **PM 2.5**

### 553701003 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

### 553702003 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant.

### 553703003 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

### 553703104 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

### 553704104 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant.

## **Wood Smoke Reduction**

### 553701004 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

### 553702004 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant.

### 553703004 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

### 553703105 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

### 553704105 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant. This is comprised primarily of payments to third-party vendors for the replacement or conversion of older wood burning devices (including acquisition, permitting, and installation) under the low-income wood stove change-out program.

## **Expenses – Enterprise Operations**

### **Visible Emission Certification**

#### 553701005 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency.

#### 553702005 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS).

#### 553703005 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week).

#### 553703106 — Office Supplies

Expenses for office supplies.

#### 553703206 — Vehicles

Expenses for consumables related to vehicle operation such as gasoline, wiper blades, wiper fluid, etc.

#### 553703506 — Small Tools and Equipment

Expenses for small tools and equipment needed to operate the mobile testing facility.

#### 553704106 — Professional Services

Expenses for various professional or special services.

#### 553704206 — Postage

Expenses for stamps, postage, and similar delivery costs.

#### 553704306 — Travel and Transportation

Expenses for travel (e.g. meals and lodging) incurred as a result of providing training and testing.

#### 553704506 — Rents and Leases

Expenses related to the rent or lease of space to conduct training and testing in various locations throughout Washington and Oregon as well as storage space for the mobile testing equipment.

#### 553704806 — Maintenance – Vehicles/Equipment

Expenses for maintaining and repairing vehicles and equipment related to, and used in, the Visible Emissions Certification program.

#### 553704906 — Miscellaneous

Expenses for other various expenses related to the Visible Emissions Certification program and not otherwise allocated.

### **Capital Projects/Fixed Assets**

#### 553706406 — Capital Projects/Fixed Assets

Expenses for the acquisition of tangible property valued at \$5,000 or more with a useful life of at least two years. Assets are depreciated over the useful life of the asset.

## **Contribution to Reserves**

In years with higher revenues, this amount increases the reserves held by the Agency while in years with higher expenses, this amount is drawn from reserves.

## **Reserve Fund Allocation**

### Operating Reserve

The Board has set a minimum operating reserve equal to 25% of the Agency's base operating expenses. The amount shown meets this requirement. These funds are used to cover Agency operating expenses during periods of significant, unanticipated economic impact such as the loss of grant funds or reduced revenues.

### Legal Reserve

These funds are held to pay unanticipated legal service fees such as those related to an appeal regarding an order of approval, a lawsuit regarding an enforcement action, or to compel compliance with Agency regulations. Staff recommends a \$250,000 balance with a minimum of \$200,000.

### Capital Reserve

The Board has set a minimum capital reserve equal to 10% of the Agency's asset replacement cost. The amount shown meets that requirement and adds approximately \$19,000. These funds are used to replace capital items (e.g. desks, file cabinets, and other capitalized assets) lost or destroyed and not otherwise covered by insurance or at the end of their useful life.

### Vehicle Replacement

Plans call for replacement of the Agency's aging vehicles in the near future. It is expected these new vehicles will be fuel-efficient, plug-in hybrid models that meet the statutory requirements pertaining to public agency vehicles and are better able to operate in areas without paved roads and (particularly) in winter weather conditions. These funds are held to pay for acquisition of these vehicles and any related items (such as markings, safety equipment, charging infrastructure, etc.).

### Major Vehicle Repairs

These funds are held to pay for major vehicle repairs. With pending replacement of the Agency fleet, funds will not be required until the vehicles have aged.

### Equipment Acquisition

These funds are held to acquire specialized equipment necessary to carry out the mission of the Agency.

### Building Acquisition

These funds are held to acquire the building the agency occupies or another building in the event the Board elects to do so (at a future date).

### Employee Cash-out Liability

Under Agency policy, departing employees may be entitled to cash-out a defined portion of the unused sick and vacation leave they have accrued. Employee departures are not typically planned sufficiently in advance to allow for inclusion in the budget and these funds assist in meeting what can be a sudden and unexpected demand for funds to meet the Agency's obligation.

### Grant Balancing

Because many grants are awarded over a period of time (typically two to four years) and funded activities do not necessarily occur equally throughout the grant period, excess funds received early in the grant period are stored here so they may be used to cover a later shortfall.

### Unallocated

Any funds held in reserve and not otherwise allocated for a specific purpose. These funds may be used in tandem with other allocated reserve funds to, take advantage of unique opportunities, provide match funds in support of grant applications, address emergency circumstances (such as theft or vandalism), or provide additional monies to other budget line items or for any other purpose approved by the Board.

Yakima Regional Clean Air Agency  
**RESOLUTION NO. 2024-05**

A Resolution of the Board of Directors  
**Adopting a Supplemental Income Assessment Rate**

**WHEREAS**, the Yakima Regional Clean Air Agency (YRCAA) may impose a “supplemental income” assessment on each of its component cities, towns, and counties pursuant to Revised Code of Washington (RCW) 70A.15.1590 and in accordance with the provisions of RCW 70A.15.1600(1)(b) and RCW 70A.15.1600(2)(b); and

**WHEREAS**, the YRCAA Board of Directors has determined additional funds are required to meet budget expenditures as set forth in RCW 70A.15.1590; and

**WHEREAS**, the Board accepts the most recent population estimates for its component cities, towns, and counties as determined by the Washington State Office of Financial Management ([ofm.wa.gov/washington-data-reasearch/population-demographics/population-estimates](http://ofm.wa.gov/washington-data-reasearch/population-demographics/population-estimates)) in accordance with RCW 70A.15.1600(1)(b);

**NOW THEREFORE, BE IT RESOLVED**, that the Board does hereby adopt a “supplemental income” assessment rate of \$0.54 per capita for each of its component cities, towns, and counties for the calendar year 2025 based on the population estimates described above and directs staff to certify to each component city, town, and county, prior to the fourth Monday in June, the amount of supplemental income to be paid pursuant to RCW 70A.15.1600(3).

**ADOPTED IN OPEN SESSION** this 13th day of June, 2024.

\_\_\_\_\_  
Jon DeVaney, Chairperson

\_\_\_\_\_  
Janice Deccio, Director

\_\_\_\_\_  
Amanda McKinney, Director

\_\_\_\_\_  
Jose Trevino, Director

\_\_\_\_\_  
Steven Jones, Ph.D., Director

ATTEST:

\_\_\_\_\_  
Jocelyn Roberson, Acting Clerk of the Board

Yakima Regional Clean Air Agency  
**RESOLUTION NO. 2024-06**

A Resolution of the Board of Directors  
**Adopting the Fiscal Year 2024-25 Budget**

**WHEREAS**, the Yakima Regional Clean Air Agency (YRCAA) Board of Directors reviewed a draft budget for fiscal year 2024-25 at its regular public meeting held April 11, 2024; and

**WHEREAS**, the Board held a public hearing on May 9, 2024, for the purpose of receiving comments from members of the public regarding the proposed budget for fiscal year 2024-25; and

**WHEREAS**, the Board has considered all comments offered by members of the public concerning, and reviewed the details of, the proposed budget for fiscal year 2024-25;

**NOW THEREFORE, BE IT RESOLVED**, that the Board does hereby adopt the fiscal year 2024-25 budget as presented with \$1,410,517 in total projected revenue and \$1,600,257 in total projected expense in accordance with the provisions of RCW 70A.15.1590.

**ADOPTED IN OPEN SESSION** this 13th day of June, 2024.

\_\_\_\_\_  
Jon DeVaney, Chairperson

\_\_\_\_\_  
Janice Deccio, Director

\_\_\_\_\_  
Amanda McKinney, Director

\_\_\_\_\_  
Jose Trevino, Director

\_\_\_\_\_  
Steven Jones, Ph.D., Director

ATTEST:

\_\_\_\_\_  
Jocelyn Roberson, Acting Clerk of the Board





## **STAFF REPORT**

**Date:** May 20, 2024  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** General Counsel Selection

### **Summary**

The current General Counsel for the Agency has indicated a desire to step back from those duties, prompting a search by staff for an alternate attorney or firm. The firm of Law, Lyman, Daniel, Kamerrer, and Bogdanovich, located in Tumwater, Washington, has been identified by staff as a suitable candidate based, in part, on their experience serving other peer agencies. Because the General Counsel for the Agency works for—and at the pleasure of—the Board, the final decision as to process and selection is within the purview of the Board.

### **Recommendation**

None. However, it is suggested the Board review the information provided herein and direct staff to do one of the following:

- a. Provide additional information, as specified by the Board, at the next board meeting;
- b. Attempt to arrange for a virtual meeting with Mr. Myers during the next board meeting;
- c. Continue searching for other attorneys/firms not already considered to determine if any are willing and qualified to serve as General Counsel for the Agency;
- d. Execute a personal services contract with LLDKB to secure its services and those of Mr. Myers as General Counsel for the Agency under the minimal competitive process for contracts from \$0 to \$5,000 (typical);
- e. Issue a written solicitation for such services and request proposals for the Board to evaluate before making a selection and directing staff to enter into a contract under the informal competitive process for contracts from \$5,000 to \$20,000 (atypical); or
- f. Take other action as specified by the Board in order to identify and secure General Counsel for the Agency.

### **Background**

In response to the matter of an appeal filed with the Pollution Control Hearings Board (PCHB), the attorney serving as General Counsel for the Agency informed staff on April 12, 2024 (and again on April 15, 2024), “the PCHB has changed its procedures and rules since my last appeal hearing which I would have to become familiar with [again]”, “my letter [of] agreement with [the] YRCAA...is now 3 years [old and] would need revision”, and “I have so much on my plate that it would be fine with me if...[the Agency found] an attorney who has recently defended a PCHB appeal and is therefore familiar with [the] PCHB’s current process and rules.”

These statements prompted staff to begin searching for a law firm to serve as General Counsel for the Agency that possessed, at minimum, experience in the area of municipal law and would

be unlikely to find itself representing another party to an action involving the Agency that would present a conflict of interest. However, the search proved challenging.

Initial inquiries were focused on firms located in Yakima County. When this did not yield results (due to a variety of factors including existing or potential conflicts of interest), the scope was expanded to include nearby areas including Benton, Franklin, and Kittitas Counties. Firms contacted included Menke, Jackson, and Beyer (Yakima), Saxton, Riley, and Riley (Prosser), Miller, Mertens, and Comfort (Kennewick), and Eling Law (Vancouver). Agency staff also requested local referrals from these firms, but did not receive any.

Ultimately, the Agency was unable to locate a firm with the minimum qualifications necessary that was willing to take on a new client. After expanded the search statewide, the firm of Law, Lyman, Daniel, Kamerrer, and Bogdanovich (LLDKB), located in Tumwater, Washington, was identified as a suitable firm. Their web site is located at [www.lldkb.com](http://www.lldkb.com).

### **Analysis**

Legal services are considered “Personal Services” under Washington contracting statutes. Personal Services are professional and/or consulting services, primarily intellectual in nature, that are not otherwise Professional Services (architectural and engineering services), Purchased Services (such as regularly scheduled landscape maintenance and janitorial work), or related to a Public Works project.

The Municipal Research and Services Center (established by the Washington legislature) recommends a minimal competitive selection process for contracts ranging from \$0 to \$5,000 and a more structured informal competitive selection process for contracts ranging from \$5,000 to \$20,000. In 2022, the Agency spent \$30,000 on attorneys’ fees. However, this was an anomalous year with unusual internal and external matters unlikely to be repeated. In 2023, the Agency spent less than \$5,000 on attorneys’ fees and has spent less than \$1,500 to date in 2024. As a result, it is the opinion of staff a minimal competitive selection process is appropriate. However, the Board can request use of an informal competitive selection process if desired—though it is unlikely to alter the outcome.

In determining LLDKB to be an appropriate candidate to act as General Counsel for the Agency, staff considered the following elements.

### **Experience**

Mr. Myers and LLDKB currently serve as legal counsel for the Olympic Region Clean Air Agency (ORCAA) and the Southwest Clean Air Agency (SWCAA). As a result of their involvement with these peer agencies over a period of several years, the firm is well-versed in the matters involving air pollution control agencies in Washington State, the statutes and regulations to which they are subject, and cases brought before the Pollution Control Hearings Board.

### Breadth

The firm is comprised of attorneys that also practice law in the areas of employment, negligence, insurance, land use, and public records. This would provide the Agency with a resource extending beyond municipal law and environmental appeals alone.

### Depth

The firm has several senior attorneys (such as Mr. Myers) in addition to junior attorneys, paralegals, and others such that it would be capable of serving the agency during periods when Mr. Myers is not available (e.g. vacation, illness, etc.). This has the added benefit of allowing less senior staff at the firm to perform work not requiring a senior attorney, reducing the cost to the Agency.

### Financial Impact

The firm does not require a retainer and is willing to serve the Agency on a time-and-materials basis as needs arise (similar to its work for the SWCAA). Rates range from \$200 to \$290 per hour, depending on the person/position performing the work, and are generally consistent with (and in some cases, significantly less) than the fees charged by other firms with similar ffd

### Accessibility

The firm has the capability to support, and is comfortable with, engaging clients and others via video conference. Combined with Agency improvements to its own video conference capabilities, the firm is able to provide effective service without having a local presence.

Strictly speaking, the individual or firm serving as General Counsel for the Agency works for—and at the pleasure of—the Board of Directors, not the Executive Director. While it is typical for the latter to engage more frequently and in greater detail with the Agency’s General Counsel, that does not alter the fact the first duty of the latter is to represent the interests of the Board and, through it, the Agency. As a result, the final decision as to process and selection is within the purview of the Board.



## **STAFF REPORT**

**Date:** May 28, 2024  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Executive Director Performance Evaluation

### **Summary**

In 2023, the Board conducted a performance evaluation of the Agency's Executive Director at its meeting held June 8, 2023. It is assumed a similar evaluation is desired by the Board using the same format and timing. As a result, a thirty minute executive session has been added to the agenda and a copy of the 2023 performance evaluation form provided.

### **Recommendation**

None.

### **Background**

At its meeting held March 9, 2023, the Board discussed a mechanism for evaluating the performance of the Executive Director for the Agency. Subsequently, at its meeting held April 13, 2023, the Board discussed when a performance evaluation should be conducted and ultimately selected June based on the belief most of the annual budget work would be completed during the May meeting. As a result, the performance evaluation was conducted during the meeting held June 8, 2023.

### **Analysis**

With no remarks concerning the 2024 Executive Director Performance Evaluation having been received by staff, it is assumed the Board wishes to utilize the same format and timing in 2024 as was used in 2023. To that end, a thirty minute executive session has been scheduled and added to the agenda. In addition, a copy of the performance evaluation form utilized in 2023 has been provided to members of the board.



## Performance Appraisal Executive Director

### Evaluation Scale

N = Not observed  
0 = Unacceptable  
1 = Needs improvement  
2 = Meets expectations  
3 = Exceeds expectations  
4 = Outstanding

Employee:

Period:  to

### PERFORMANCE

- ☐ Readily corrects problems and follows up to insure satisfactory resolution.
- ☐ Completes tasks as directed, performs in a timely manner, and ensures effective results.
- ☐ Demonstrates initiative and the ability to self-direct.
- ☐ Accepts accountability and responsibility for work performance and outcomes.
- ☐ Works when needed and exhibits promptness, dependability, and dedication.
- ☐ Strives for accuracy, exhibits attention to detail, and delivers quality results.
- ☐ Demonstrates the ability to quickly learn and apply new skills and information.

Comments:

### LEADERSHIP

- ☐ Knows, embraces, and communicates the mission and objectives of the agency.
- ☐ Sets goals and priorities consistent with board direction and pursues them to completion.
- ☐ Continually seeks ways to improve agency operations.
- ☐ Pursues professional development through conferences, industry associations, etc.
- ☐ Exhibits sound leadership and inspires confidence in that leadership in others.
- ☐ Develops and maintains effective relationships with constituents, peers, and other agencies.
- ☐ Engages state and federal legislative delegations and regularly communicates agency issues.
- ☐ Demonstrates long-term vision by anticipating trends, problems, and opportunities.

Comments:

### JUDGMENT

- ☐ Uses sound judgment, employs tact, seeks understanding, and solicits information.
- ☐ Invites input from board members, staff, public, and others when appropriate.
- ☐ Exhibits decisiveness, proportionality, and discernment.
- ☐ Performs adequate research when evaluating opportunities, solutions, and alternatives.
- ☐ Demonstrates objectivity and makes timely, consistent, and appropriate decisions.
- ☐ Accurately balances costs and risks against benefits when evaluating possible action.
- ☐ Effectively addresses complex political and institutional situations.

Comments:

## ADMINISTRATION

- ☐ Maintains policies, procedures, and other documents necessary for effective agency operation.
- ☐ Exhibits understanding of, and ensures compliance with, applicable laws and regulations.
- ☐ Continually seeks to improve efficiency and productivity of self and agency staff.
- ☐ Keeps daily agency operations running with minimal disruption.
- ☐ Ensures agency operates in a fiscally prudent and sound manner.
- ☐ Maintains a high standard of performance and professionalism for self and agency staff.
- ☐ Conducts oversight and ensures adequate internal controls to protect the agency.
- ☐ Adequately protects agency assets and data from loss, theft, or unauthorized access.
- ☐ Ensures agency equipment and vehicles are regularly maintained and fully operational.
- ☐ Maintains office in good working order and appearance.

Comments:

## MANAGEMENT

- ☐ Shows respect for staff and encourages professional development.
- ☐ Delegates tasks and authority as appropriate.
- ☐ Encourages open communication and welcomes constructive criticism.
- ☐ Appropriately rewards and corrects staff performance.
- ☐ Works to foster teamwork and support a collaborative and harmonious work environment.
- ☐ Appropriately rewards and corrects staff performance.

Comments:

## BOARD

- ☐ Accepts and carries out board policies and decisions.
- ☐ Communicates appropriate information to the board in a regular, effective, and timely manner.
- ☐ Promptly responds to requests from, and addresses the concerns of, the board.

Comments:

## CREDIBILITY

- ☐ Conducts work with honesty, integrity, humility, respect, and reliability.
- ☐ Exhibits self-control and remains dispassionate when challenged or criticized.
- ☐ Displays a thorough understanding of agency operations, finances, and programs.
- ☐ Considers alternative points of view and maintains objectivity, impartiality, and sensitivity.
- ☐ Exhibits dress and demeanor appropriate to the position of Executive Director.
- ☐ Demonstrates broad knowledge and understanding in a variety of disciplines.

Comments:

## COMMUNITY

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Interacts with registrants, permittees, public, and staff in a cordial and productive manner. |
| <input type="checkbox"/> | Ensures agency web site content is current, comprehensive, and readily available.             |
| <input type="checkbox"/> | Provides an accurate and positive image of the agency to the public.                          |
| <input type="checkbox"/> | Engages with local elected officials and boards, industry and community groups, and others.   |
| <input type="checkbox"/> | Promotes activities to educate the public concerning the agency's purpose and programs.       |
| <input type="checkbox"/> | Ensures the development and availability of printed and online educational material.          |

Comments:

Objectives:

Remarks:

I hereby certify this joint evaluation is the result of a collaborative process involving, and represents the collective appraisal of, all members of the Board of Directors in attendance at the public meeting held on the date below.

\_\_\_\_\_  
(evaluator name and title)

\_\_\_\_\_  
(evaluator signature)

\_\_\_\_\_  
(date)

I acknowledge receiving a performance evaluation, including a copy of this document, and have been provided the opportunity to submit written comments within seven calendar days.

- ☐ I have submitted written comments (attached to this document).  
☐ I have **not** submitted comments.

\_\_\_\_\_  
(employee signature)

\_\_\_\_\_  
(date)



## **STAFF REPORT**

**Date:** June 06, 2024  
**To:** YRCAA Board of Directors  
**From:** Jocelyn Roberson, Staff Accountant  
**Subject:** Fiscal Program Report

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**Issue:** Fiscal Reports

**Analysis:** May 2024 Accounts Payable (AP) and Payroll Authorizations for the month of May is enclosed for your approval. The Supplemental Income document is included as an informational item.

**Recommendation:** Accept and approve by minute action the May 2024 AP Fiscal Vouchers, totaling \$38,751.36, and the May 2024 Payroll Authorization, totaling \$54,336.22.



**YAKIMA REGIONAL CLEAN AIR AGENCY**  
**SUPPLEMENTAL INCOME STATUS for CY 2024 on June 01, 2024**  
**CY 2024 \$.48 PER CAPITA (Rounded Amounts)**

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 5,290	\$ 5,290	2/20/2024, 05/22/2024	\$ 2,646	\$ 2,644	Paid 1st quarter, Paid 2nd Quarter
Granger	\$ -	\$ 1,795	\$ 1,795	2/28/2024	\$ 449	\$ 1,346	Paid 1st quarter
Harrah	\$ -	\$ 278	\$ 278	2/21/2024	\$ 278	\$ -	Paid in full
Mabton	\$ -	\$ 948	\$ 948	2/21/2024, 05/13/2024	\$ 474	\$ 474	Paid 1st quarter, Paid 2nd Quarter
Moxee	\$ -	\$ 2,239	\$ 2,239	2/14/2024, 05/14/2024	\$ 1,120	\$ 1,119	Paid 1st quarter, Paid 2nd Quarter
Naches	\$ -	\$ 540	\$ 540	2/21/2024, 05/20/2024	\$ 270	\$ 270	Paid 1st quarter, Paid 2nd Quarter
Selah	\$ -	\$ 4,015	\$ 4,015	2/21/2024, 05/28/2024	\$ 2,008	\$ 2,007	Paid 1st quarter, Paid 2nd Quarter
Sunnyside	\$ -	\$ 7,920	\$ 7,920	2/27/2024, 05/13/2024	\$ 3,960	\$ 3,960	Paid 1st quarter, Paid 2nd Quarter
Tieton	\$ -	\$ 722	\$ 722	2/20/2024, 05/20/2024	\$ 362	\$ 360	Paid 1st quarter, Paid 2nd Quarter
Toppenish	\$ -	\$ 4,258	\$ 4,258	2/20/2024	\$ 1,065	\$ 3,194	Paid 1st quarter
Union Gap	\$ -	\$ 3,187	\$ 3,187	4/15/2024	\$ 797	\$ 2,390	Paid 1st quarter
Wapato	\$ 1,011	\$ 2,215	\$ 2,215			\$ 2,215	
City of Yakima	\$ -	\$ 47,136	\$ 47,136	2/22/2024, 05/06/2024	\$ 23,568	\$ 23,568	Paid 1st quarter, Paid 2nd Quarter
Zillah	\$ -	\$ 1,534	\$ 1,534	2/22/2024, 05/13/2024	\$ 768	\$ 766	Paid 1st quarter, Paid 2nd Quarter
Yakima Co.	\$ -	\$ 42,698	\$ 42,698	2/21/2024, 05/20/2024	\$ 21,350	\$ 21,348	Paid 1st quarter, Paid 2nd Quarter
<b>Totals:</b>	<b>\$ 1,011</b>	<b>\$ 124,775</b>	<b>\$ 124,775</b>		<b>\$ 59,114</b>	<b>\$ 65,661</b>	

## **Executive Memorandum**

**Date of Release:** June 6, 2024  
**Date of Consideration:** June 13, 2024  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Engineering and Planning Division  
**Subject:** May's Compliance, Engineering and Planning Division Report

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**Issue:**

Monthly activities report to the Board of Directors of YRCAA.

**Discussion:**

The following summarizes some of the activities for the month of May including some additional related information:

- Registered one source;
- Working on the registration program;
- Working on New Source Reviews (NSR) permits;
- Issued one NSR Order of Approval;
- Reviewed/responded to 30 SEPA's projects;
- Working on Title V renewals;
- Issued 3 agricultural burn permits;
- Reviewed/approved 15 Notifications of Demolition / Renovation (NODR);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- Issued 3 Dust Control Plan (DCP);
- Issued 256 Residential Burn Permit;
- No burn bans were called for the month of May;
- We expect no exceedances during the month of May as shown in the graphs below;
- Working on several permitting and compliance issues sources;
- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 20 complaints for the month of May. Issued 7 Notices of Violations (NOV) and 7 Notices of Violations;

The following Table itemizes, by type, the number of complaints received and the number of NOV's issued, for the month of May 2024:

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	9	4	
Agricultural Burning	1	2	
Other Burning and SFBD***	1		
Fugitive / Construction Dust	4		
Agricultural Dust			
Agricultural Odor	1		
Other Dust	2		
Surface Coating			
Odor	1	1	
Asbestos	1		
Others and NSR****			
Registration			
Industrial Sources			
<b>TOTALS</b>	<b>20</b>	<b>7</b>	<b>0</b>

\* NOV- Notice of Violation

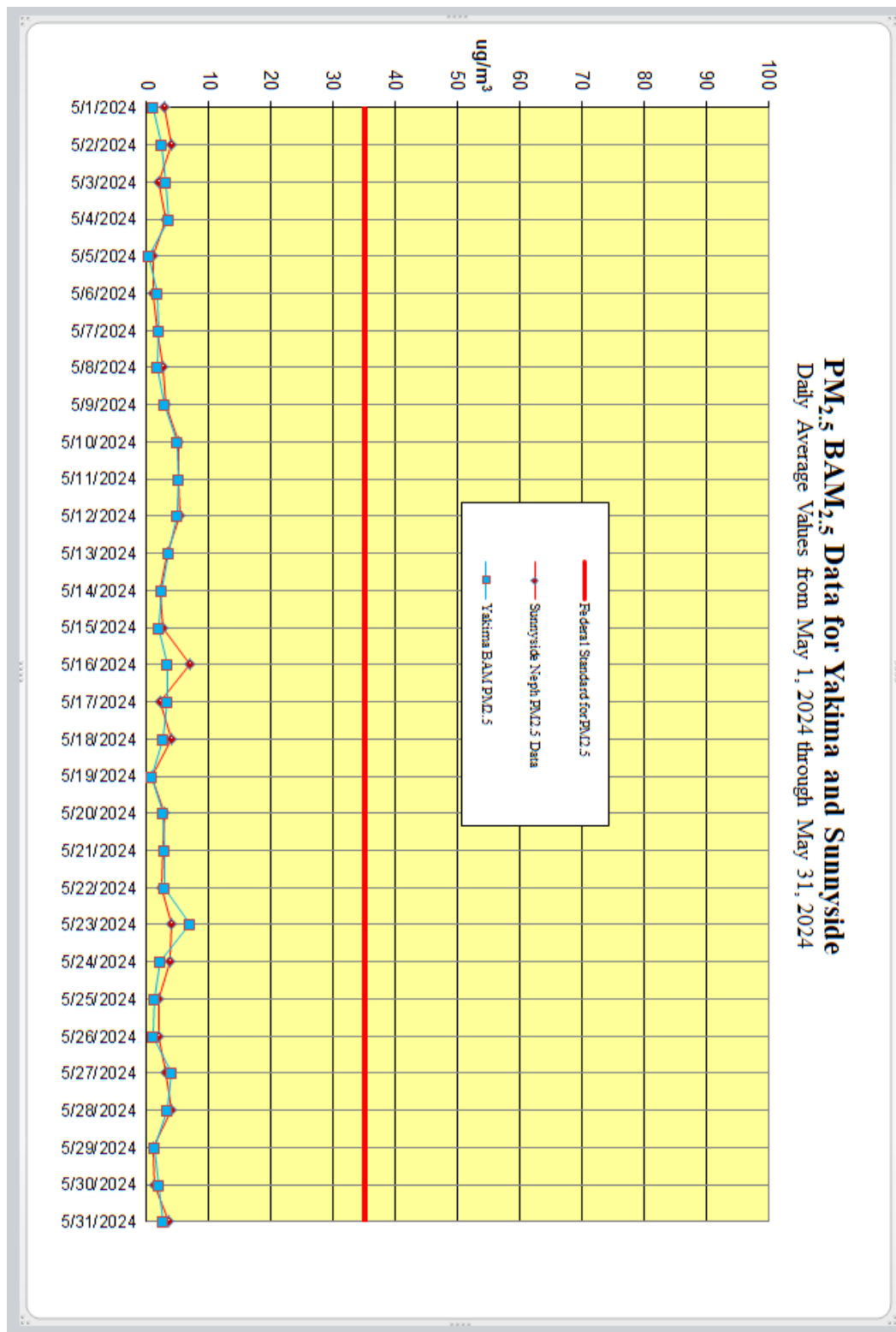
\*\* AOD- Assurance of Discontinues

\*\*\* Solid Fuel Burning Device \*\*\*\* New Source Review

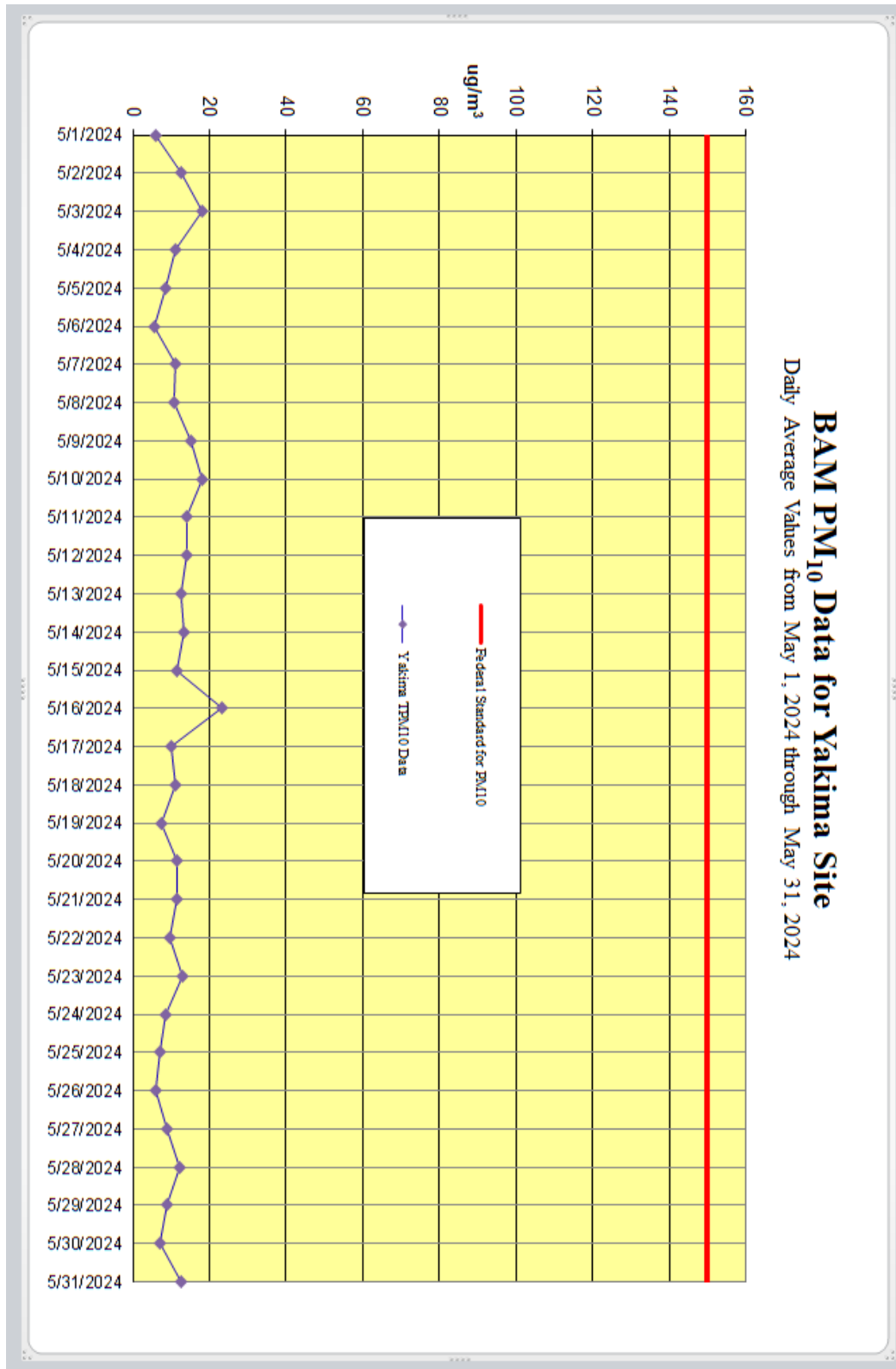
***Attachments:***

- ✓ *PM<sub>2.5</sub> Monitor Data for the month of May 2024 and the annual graphs.*
- ✓ *PM<sub>10</sub> Monitor Data for the month of May 2024.*

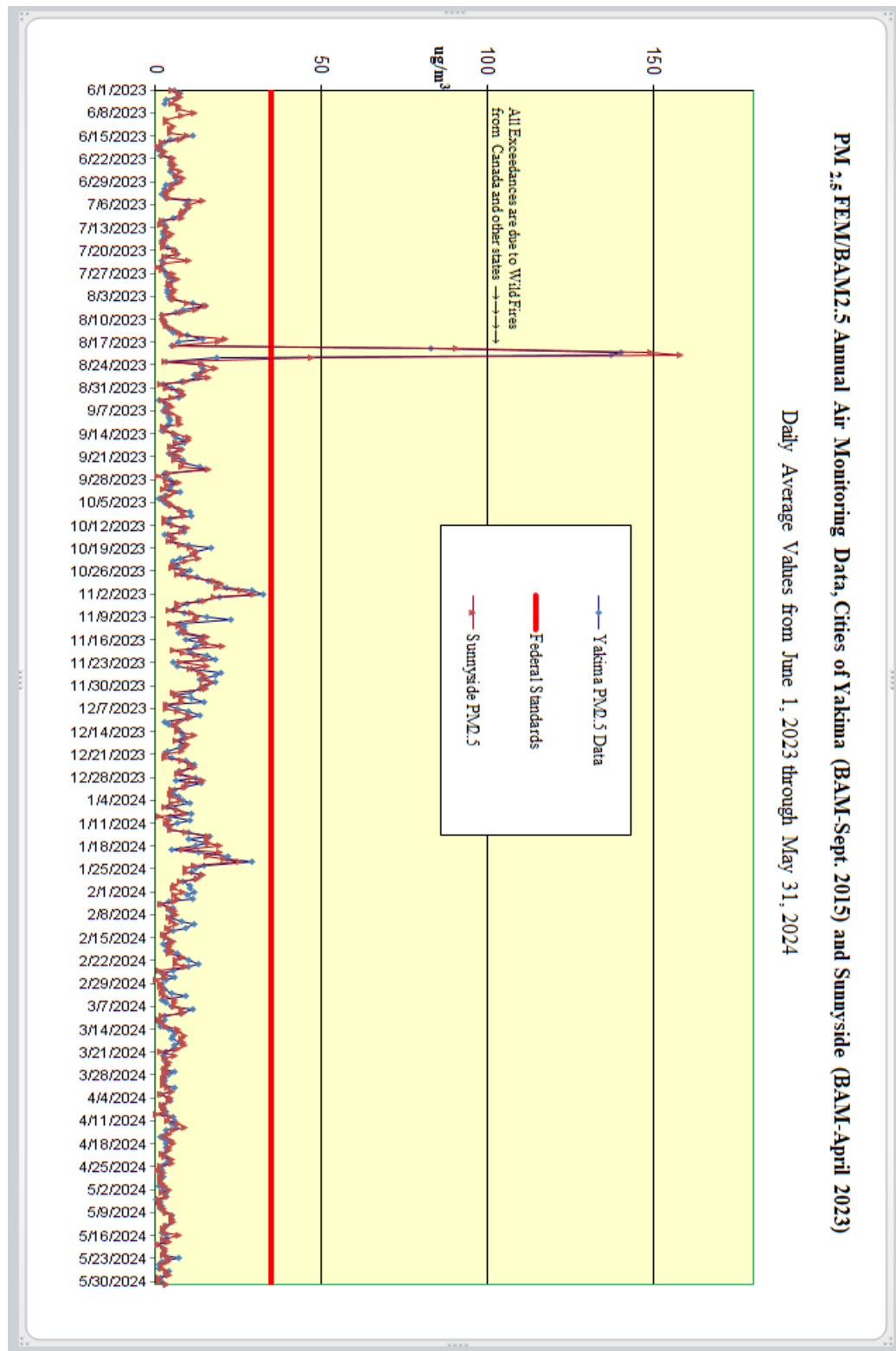
- **PM<sub>2.5</sub> Data**
- We expect no PM<sub>2.5</sub> exceedances for the month of May.



- **PM<sub>10</sub>**
- We expect no PM<sub>10</sub> exceedance for the month of May.



- **Annual PM2.5 Data**
- Annual PM2.5 for Yakima and Sunnyside monitors for the specified periods.



**Date of Release:** June 6, 2024  
**Date of Consideration:** June 13, 2024  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of the Executive Director  
**Subject:** Monthly Activity Report

*Current Quarter*

Activity	FY23 Total	Mar FY24	Apr FY24	May FY24	FY24 Total to Date
Minor Source Inspections	156	0	4	46	70
Complaints Received	161	11	29	20	176
NOVs Issued	77	11	5	7	33
AODs Issued	4	1	1	2	6
Warning Notices Issued	2	1	1	0	7
NOPs Issued	19	0	2	7	12
SEPA Reviews	297	27	26	30	246
AOP Applications Received	0	1	0	0	1
AOPs Issued or Renewed	1	0	0	0	2
Deviations/Upsets Reported	16	2	1	1	17
AOP Inspections	2	0	0	0	0
Public Workshops	2	0	0	0	2
Media Events	3	0	0	0	2
Media Contacts	8	0	0	0	3
Education Outreach Events	0	0	0	0	2
Sources Registered	375	124	11	1	239
NSR Applications Received	12	2	0	3	12
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	2	0	1	10
NODRs Received	180	10	7	15	100
Agricultural Burn Permits Issued	40	9	10	3	39
Conditional Use Permits Issued	5	3	2	1	7
Residential Burn Permits Issued	852	274	184	256	714
Burn Ban Days	34	0	0	0	16
Public Records Requests Fulfilled	29	2	0	2	20

**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 6.2*