



# **Yakima Regional Clean Air Agency**

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

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

**Reunión de la Junta Directiva  
Agosto 2024**

August 8, 2024

8 de agosto 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.

### **Notice of Non-Discrimination**

The Yakima Regional Clean Air Agency (YRCAA) does not discriminate on the basis of race, color, national origin, disability, age, or sex in the administration of its programs or activities. The YRCAA does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in, or oppose, actions protected by 40 C.F.R. Parts 5 and 7 or for the purpose of interfering with such rights in violation of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975, all as amended.

### **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**

Meetings are broadcast and rebroadcast on the Yakima Public Access Channel (Y-PAC). Visit [www.yakimawa.gov/services/yctv](http://www.yakimawa.gov/services/yctv). Public comment may be offered remotely via Zoom video or telephone conference call. See the agenda for the URL, meeting ID, and phone numbers (long-distance charges may apply). Please raise your virtual hand (\*9 on a phone) to be recognized.

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### **Aviso de Servicios Lingüísticos**

La agencia Regional de Aire Limpio de Yakima (YRCAA) ofrece interpretación gratuita de reuniones públicas y traducción de documentos de la junta. Para solicitar la interpretación de esta reunión de la Junta Directiva, obtener una traducción de este documento o proporcionar comentarios públicos en esta reunión en un idioma que no sea inglés, llame al 509-834-2050 extensión 100 o envíe un correo electrónico a [admin@yrcaa.org](mailto:admin@yrcaa.org) al menos 72 horas antes de la reunión.

### **Notificación de No Discriminación**

La Agencia Regional de Aire Limpio de Yakima (YRCAA) no discrimina por motivos de raza, color, origen nacional, discapacidad, edad o sexo en la administración de sus programas o actividades. La YRCAA no intimida ni toma represalias contra ningún individuo o grupo por haber ejercido sus derechos de participar u oponerse a acciones protegidas por 40 C.F.R. las Partes 5 y 7 o con el propósito de interferir con tales derechos en violación del Título VI de la Ley de Derechos Civiles de 1964; Sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad de 1975, todas modificadas.

### **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**

Las reuniones se transmiten y retransmiten en el Canal de Acceso Público de Yakima (Y-PAC). Para ver un cronograma actual, visite [www.yakimawa.gov/services/yctv](http://www.yakimawa.gov/services/yctv). Los comentarios públicos se pueden ofrecer de forma remota a través de Zoom video o conferencia telefónica. Consulte la agenda para obtener la URL, el ID de la reunión y los números de teléfono (es posible que se apliquen cargos de larga distancia). Levante su mano virtual (\*9 en un teléfono) para ser reconocido.



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

**August 8, 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 June 9, 2024**
- 6. Vouchers and Payroll Transfers for June 2024**
- 7. Vouchers and Payroll Transfers for July 2024**
- 8. Executive Director's Report**
  - DTG Permit Appeal – Pollution Control Hearings Board
  - Executive Director performance evaluation
- 9. Other Business**
- 10. Executive Session – 30 minutes**
  - Executive Director performance evaluation pursuant to RCW 42.30.110(1)(g)
- 11. 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**

**8 de agosto de 2024 – 2:00 P.M.**

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

Duración – 1 hora (estimativo)

### **ORDEN DEL DIA**

- 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 junio de 2024**
- 6. Comprobantes y Transferencias de Nómina para junio de 2024**
- 7. Comprobantes y Transferencias de Nómina para julio de 2024**
- 8. Informe de los Directores Ejecutivos**
  - DTG Apelación de Permiso – Pollution Control Hearings Board
  - Evaluación del desempeño del director ejecutivo
- 9. Otros asuntos**
- 10. Sesión Ejecutiva – 30 minutos**
  - Evaluación del desempeño del director ejecutivo de conformidad con RCW 42.30.110(1)(g)
- 11. 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**

Vice Chairperson Deccio 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**

Roberson 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, Present  
Jose Trevino, Small City Representative, Present (joined late)  
Ranie Haas, Member-at-Large Alternate, Present  
Staff present: Marc Thornsburg, Executive Director  
Jocelyn Roberson, Acting Clerk of the Board

**3. Changes to the Agenda**

Deccio asked if there were any changes to the agenda. Jones requested Resolution 2024-05 (Adopting a “Supplemental Income Assessment” Rate) be voted after Resolution 2024-06 (Adopting the Fiscal Year 2024-25 Budget).

**4. Public Comment**

Deccio asked if there were any public comments.

Jean Mendoza stated the YRCAA canceled the Community Forum for June and noted it was the third straight quarter the Forum had been canceled. Mendoza added she had contacted Thornsburg to inform him she had important information to share with the Agency and was told the Forum is not a platform for sharing information. Mendoza stated she disagreed, adding she had been present when the forum was established, adding at that time the Forum was intended to provide citizens with an opportunity to discuss important issues with Agency staff and avoid contentious meetings of the Board. Mendoza argued canceling the Forum is a mistake and reiterated her conviction she possesses important information to share with the Agency. She noted while board members are dedicated to their jobs and have valuable opinions, other citizens have valuable opinions as well and they need to be shared with the Agency and the Board.

Mendoza stated citizens have been bringing concerns regarding global warming to the Agency for a period of ten years or more and that, in her perception, the Agency has not responded to those concerns. She noted global warming is a big issue for Yakima County and urged board members, as air quality policymakers, to ask themselves how well they understand reactive nitrogen. Mendoza suggested if their answer is “no”, she has a better understanding of global warming than they do and reiterated her belief she, and other members of the community have valuable information to share with the Agency and the Community Forum provides an opportunity to do that.

Mendoza stated since 2021 Washington State law has required citizen participation in environmental decision making, but noted the Climate Commitment Act and HEAL (“Healthy Environment for All”) Act do not affect the Agency as it is a municipal corporation. She added because the Agency is responsible for implementing the Clean Air Act in Yakima County and this makes it important for the Agency to engage the community.

Deccio noted Mendoza had exhausted her three minutes.

Nancy Lust, Friends of Rocky Top, stated the Community Forum is important and argued they should not be canceled altogether. She added the Forum helps people understand what the Agency can and cannot do and having an opportunity to have an informal question and answer period is important.

Lust asked if community members were able to attend board meetings via video-conference. Deccio stated that was possible. Lust noted when the Agency held a public hearing concerning the DTG Landfill permit attendance via video-conference was not possible and argued in support of having the capability in the future.

Lust questioned why the performance evaluation form for the position of Executive Director did not include any items concerning effectiveness in protecting air quality while acknowledging many of the air quality issues in the County are beyond the control of the Agency such as wildfires. She urged the Board to consider including an item pertaining to air quality.

**5. Board Meeting Minutes for May 9, 2024**

Deccio asked if there were any corrections or changes to the minutes. Haas moved to approve the minutes for May 9, 2024. Jones seconded. Motion passed 3-0.

**6. Vouchers and Payroll Transfers for May 2024**

Deccio asked if there were any questions. Jones moved to approve the vouchers and payroll transfers for May 2024. Haas seconded. Motion passed 3-0.

**7. Resolution 2024-06 Adopting the Fiscal Year 2024-25 Budget**

Jones moved to adopt Resolution 2024-06. Haas seconded. Jones proposed an amendment to the resolution modifying the budget to reflect a year-over-year fifteen percent (15%) increase in salaries for the 2024-25 budget and read the following prepared statement:

"The Board has suggested, for the purposes of budgeting, the director use the median salary level from the Compensation Connections LLC survey. Subsequently, the chairman requested that the director do the same comparison using the Department of Ecology compensation for similar positions. It has been discussed on several occasions that the YRCAA staff has received few salary increases over the last few years and needs to be compensated to a greater degree. There is not a large disagreement about that.

My argument for the budgeted salary increases in my amendment is as follows: There have been two increases to the budget for salaries and one more proposed for the 2024-25 budget. Those year-over-year increases were, respectively, six and one-tenth percent (6.1%) in 2022-23, a thirteen and two-tenths percent (13.2%) increase in the 2023-24 budget, and a proposed twenty-three and two-tenths percent (23.2%) increase for the 2024-25 budget. If accepted as proposed, this would be a forty-eight percent (48%) increase in budgeted salaries in three years. I believe that to be excessive and unwarranted.

Competition among agencies is a fact of life. The Department of Ecology and others have far more funding resources than the YRCAA. It is my opinion that the Agency will never be able to compete based on salary alone. The Agency needs to compete based on working environment and the responsibilities given to each staff member. It is more satisfying to be a big fish in a small pond than a small fish in a big pond. It has been suggested that the director look at the median salaries for his budget proposal. By definition, half the employees in those positions make less than what is being proposed for the 2024-25 budget. The Board should not be constrained by the preliminary median recommendation. The Board does not have to accept the median level of compensation.

The Board has one responsibility regarding the budget process and that is to vote “yes” or “no” on the proposal in its final stage. In regards to staff compensation, the director has discretion to allocate the budgeted salaries as he sees appropriate. That is not a responsibility of the Board. If the director chooses to compensate one staff member more generously than others based on solid criteria, it is his prerogative. Under current circumstances, that may be required to keep personnel.

Using my proposed fifteen percent year-over-year increase in salaries for 2024-25, the three-year increase would be thirty-eight and one-tenth percent (38.1%) for the YRCAA staff. I believe that is a significant salary increase and certainly corrects many of the years where the Agency staff received few raises. My proposal does not directly address the benefit portion of the budget—it possibly may, indirectly. It is important to point out that the benefit portion of the budget as proposed is a ninety-five and four-tenths percent (95.4%) increase over the three-year period. Benefits were \$179,411 in the 2021-22 budget and currently proposed are \$350,570. This represents large increases in staff benefits along with salary increases.

My amendment is as follows: The total budgeted salaries and wages be reduced from the \$765,681 to \$714,497 for the 2024-25 budget. This reflects a 15% year-over-year increase in salaries and wages for the YRCAA staff. Adjustments to the benefit portion of the budget may be required based on salary changes. I respectfully request a second for my amendment in order to allow for more discussion.”

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Deccio seconded the amendment.

Haas reported Jon DeVaney [member-at-large] had stated the Board needs to ensure it can retain its staff. She added it is important for the Board to recognize the value of its staff to avoid losing them and expressed concern DeVaney and McKinney were not present to offer comment.

Deccio asked if the matter could be tabled. Thornsby explained the end of the budget year had been reached and the next meeting would take place in the 2024-25 budget year. Jones stated a special meeting could be held. Thornsby noted if it was difficult to secure full attendance for an expected, scheduled meeting, doing so for an unexpected, unscheduled meeting within two weeks would likely be difficult.

Trevino joined the meeting via teleconference.

Trevino stated he had been listening to the discussion since approximately 2:05PM and expressed agreement with the statement made on behalf of DeVaney. Trevino expressed support for a balance between staff and the fees charged by the Agency and stated his belief the proposed budget represents fair compensation. He added his own research suggested fair compensation is one of the top factors in determining job satisfaction. Trevino pointed to his 32 years serving in the public sector and noted being in public service is not easy. He expressed support for use of the median wage reported by Compensation Connections based on their research, reiterated his belief the proposed compensation to staff is fair, and expressed support for the proposed budget.

Deccio concurred with Trevino and noted it is important to retain quality staff members as they are the Agency's primary resource. She added such sizable increases should not occur every year, but the increase proposed is necessary to get the Agency to a point where it can be competitive in the marketplace.

Jones stated his belief the Agency cannot be competitive with the amount of money the state provides to the Department of Ecology and others and argued people do not work for the YRCAA strictly because of salary, but for the position they hold and power they have within the agency. He added the Board does not know whether employees are satisfied with fifteen percent or twenty-three percent—they may still leave. Jones remarked that despite past compensation packages, people still left the Agency and questioned whether salary, alone, was the key factor. He reiterated his belief a thirty-eight percent increase in pay over a three year period is a very significant increase in salary and compensation along with the increase in benefits and stated his opinion the reduction he proposed is not out of line.

Deccio remarked at one time she had worked for an organization that found it needed to increase her salary fifty percent when it was realized wages were substantially below the market and noted other employees there also received an increase for the same reason. She



added the proposed compensation would put the Agency in a better position to replace employees who left or retired. Jones suggested Deccio propose a counter-amendment with a different amount. Deccio declined.

Thornsbury stated he could provide some information that might be useful to the Board and noted the proposed budget does not include an increase in the salary for the position of Executive Director apart from the cost-of-living adjustment proposed for all positions. As a result, he explained, his discussion of the issue was not influenced by any potential personal benefit and his work on matter was independent of any such consideration.

Thornsbury reported the U.S. Bureau of Labor Statistics tracks “quits” and explained these are employment losses due to persons leaving a job unrelated to termination or retirement. He noted this data is collected for various industry categories including state and local government, adding in the years 2021, 2022, and 2023, the quits rate in state and local governments was nine-tenths percent (0.9%), one and one-tenth percent (1.1%), and nine-tenths percent (0.9%), respectively. Thornsbury explained during the same three years, the rate for the Agency was twenty percent (20%) in each year and is on track to be the same in 2024.

Thornsbury noted the Society of Human Resource Managers (SHRM) produces a workplace report each year with the most recent in 2023-24 and reported it found fifty-five percent (55%) of employers are planning an annual cost-of-living adjustment this year of three percent (3%) to four and nine-tenths percent (4.9%) with an additional thirteen percent planning an adjustment of five percent (5%) or more. He added the report listed the top two concerns of human resource professionals as finding qualified candidates and offering competitive compensation and noted rank-and-file employees give an average grade of C- to employers based largely on failures in personnel acquisition and the heavier workloads placed on them due to inadequate staffing. Thornsbury stated the report showed employees ranked the top five priorities for their organization, in order of importance, as: (1) Providing fair compensation for current employees; (2) Maintaining employee morale and engagement; (3) Providing good healthcare coverage; (4) Retaining top employees; and (5) Recruiting new employees with necessary skills.

Thornsbury stated the cost of living for employees continues to rise at a rate he suggested Jones would consider “excessive” and pointed to his own housing costs that have grown at a rate of seven percent (7%) per year. He explained to the best of his knowledge, in the last three years the Agency lost six staff members and the self-stated causes for leaving, made at the time of departure, were: (1) better wage; (2) better wage; (3) better wage; (4) elimination of the position; (5) retirement; and (6) better wage.

Thornsbury clarified the median wage figures provided by the compensation consultant hired by the Agency in 2022 were calculated within specific job descriptions compared to similar positions in various organizations and not across those organizations as a whole.

Deccio asked if there was any other discussion. Jones called the question. Deccio requested Jones briefly restate the amendment. Deccio requested a roll-call vote on the amendment proposed by Jones. For: Jones; Against: Deccio, Trevino, Haas. Motion failed 1-3.

Deccio requested a roll-call vote on adopting the budget resolution as presented. For: Deccio, Trevino, Haas; Against: Jones. Motion passed 3-1.

**8. Resolution 2024-05 Adopting a “Supplemental Income Assessment” Rate**

Jones moved to adopt Resolution 2024-05. Haas seconded. Motion passed 4-0.

**9. General Counsel Selection**

Jones asked if no one in Eastern Washington was available to perform these services. Thornsby explained the difficulty was in finding someone with municipal experience that was willing to accept a new client and did not have an actual or potential conflict of interest. He noted the Agency initially expected to find a person or firm in the City of Yakima or the Yakima Valley with the most promising prospects in the Grandview and Prosser vicinity. Thornsby stated despite reaching out to various attorneys and firms, including asking for referrals, introductions, or contacts for others, a suitable and available provider was not identified. He added the process had been unexpectedly challenging.

Deccio express support for issuing a written solicitation for services. Jones and Trevino concurred.

**10. Executive Director’s Report**

Thornsby noted his report would be brief as much of his time had been consumed with other items appearing on the agenda. He reminded the Board there had been a prior request to review Agency permits with concerns raised by board members regarding readability and permit conditions vis-à-vis Agency authority and explained he had hoped to provide a framework for that review to the Board, but there had been inadequate time to do so given other demands. Thornsby noted he had not forgotten about the matter and stated it would be addressed at a future meeting as soon as time permitted.

Jones asked Thornsby to identify the organization for which the most recent new source review was conducted. Thornsby stated it was his belief it was for Yakima Fire District #4. He added notices of construction received, and order of approvals issued, by the Agency are posted to its web site under the “Public Notices” section.

**11. Other Business**

Deccio asked if there was any other business. None was presented.

**12. Executive Session**

Jones moved to table the planned executive session until the next meeting. Deccio seconded. Motion passed 4-0.

**13. Adjournment**

Haas moved to adjourn. Jones seconded. Motion passed 4-0.

Deccio adjourned the meeting at 2:38 p.m.

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Jon DeVaney, Chairperson

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Jocelyn Roberson, Acting Clerk of the Board



# Yakima Regional Clean Air Agency

186 Iron Horse Court, Suite 101  
Yakima, WA 98901-1468  
509-834-2050  
www.yakimacleanair.org

06/04/2024

## 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>
Alliant Communications	35952	Various	761.96	06/05/2024
Armstrong's Stove & Spa Yakima*	35953	4105	7,000.00	06/05/2024
Justin Bumbalough*	35954	4105	350.00	06/05/2024
Charter Communications	35955	4201	316.52	06/05/2024
Coastal*	35956	4105	8,174.27	06/05/2024
Coleman Oil Company	35957	3201	259.03	06/05/2024
Intermountain Cleaning Service, Inc	35958	4802	425.00	06/05/2024
KeyBank	35959	Various	148.22	06/05/2024
Menke Jackson Law Firm	35960	4101	68.75	06/05/2024
OIC*	35961	4105	250.00	06/05/2024
Pacific Power	35962	4701	213.61	06/05/2024
Pitney Bowes Global Financial Services L	35963	4501	242.58	06/05/2024
Rowdy Construction*	35964	4105	4,960.14	06/05/2024
Sunnyside Sun	35965	4901	110.00	06/05/2024
The Print Guys, Inc.	35966	3101	393.41	06/05/2024
Christopher Weedon*	35967	4105	1,550.00	06/05/2024

**Total** **\$25,223.49**

\* 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 (DATE)  
Primary Auditing Officer

\_\_\_\_\_  
Marc Thornsby (DATE)  
Secondary Auditing Officer

\_\_\_\_\_  
Jon DeVaney (DATE)  
Board Chairperson



# Yakima Regional Clean Air Agency

186 Iron Horse Court, Suite 101  
Yakima, WA 98901-1468  
509-834-2050  
www.yakimacleanair.org

06/17/2024

## 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	35968	3101	94.64	06/18/2024
Cascade Natural Gas Corporation	35969	4701	51.44	06/18/2024
Jorge Castillo*	35970	4105	350.00	06/18/2024
Intermountain Cleaning Service, Inc.	35971	4802	425.00	06/18/2024
Iron Horse Real Estate & Property Mgt	35972	4501	4,956.53	06/18/2024
Law, Lyman, Daniel	35973	4101	2,952.56	06/18/2024
Pacific Power	35974	4701	203.44	06/18/2024
StorageMax	35975	4506	75.00	06/18/2024
Terrace Heights Sewer District	35976	4701	122.00	06/18/2024
Yakima County Public Services-Utility Di	35977	4701	29.56	06/18/2024

### Total

**\$9,260.17**

\* 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 (DATE)  
Primary Auditing Officer

\_\_\_\_\_  
Marc Thornsby (DATE)  
Secondary Auditing Officer

\_\_\_\_\_  
Jon DeVaney (DATE)  
Board Chairperson



# Yakima Regional Clean Air Agency

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509-834-2050  
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06/20/2024

## 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>
Alliant Communications	35978	Various	420.12	06/21/2024
KeyBank	35979	Various	3,165.52	06/21/2024
Menke Jackson Law Firm	35980	4101	275.00	06/21/2024
Donald & Kathie Wood*	35981	4105	1,600.00	06/21/2024

**Total** **\$5,460.64**

\* 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 (DATE)  
Primary Auditing Officer

\_\_\_\_\_  
Marc Thornsby (DATE)  
Secondary Auditing Officer

\_\_\_\_\_  
Jon DeVaney (DATE)  
Board Chairperson

07/08/2024

## 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>
VOID	35982			07/09/2024
VOID	35983			07/09/2024
VOID	35984			07/09/2024
VOID	35985			07/09/2024
Charter Communications	35986	4201	372.32	07/09/2024
Coleman Oil Company	35987	3201	314.13	07/09/2024
Invisible Ink	35988	4201	90.00	07/09/2024
Iron Horse Real Estate & Property Mgt	35989	4501	4,956.53	07/09/2024
KAPP-KVEW	35990	4105	1,300.00	07/09/2024
Menke Jackson Law Firm	35991	4101	206.25	07/09/2024
StorageMax	35992	4506	75.00	07/09/2024

### Total

**\$7,314.23**

\* 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 (DATE)  
Primary Auditing Officer

\_\_\_\_\_  
Marc Thornsbury (DATE)  
Secondary Auditing Officer

\_\_\_\_\_  
Jon DeVaney (DATE)  
Board Chairperson



# Yakima Regional Clean Air Agency

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07/15/2024

## 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	35993	3101	114.33	07/16/2024
Amazon Capital Services	35994	3101	64.79	07/16/2024
Intermountain Cleaning Service, Inc.	35995	4802	425.00	07/16/2024
Pacific Power	35996	4701	216.68	07/16/2024
Yakima County Public Services-Utility Di	35997	4701	32.57	07/16/2024

### Total

**\$853.37**

\* 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 (DATE)  
Primary Auditing Officer

\_\_\_\_\_  
Marc Thornsby (DATE)  
Secondary Auditing Officer

\_\_\_\_\_  
Jon DeVaney (DATE)  
Board Chairperson





**Payroll Reimbursement  
July 2024**

<b>Gross Wages</b>		<b>\$</b>	<b>35,115.55</b>
ER Taxes Paid	\$	625.14	
ER Medical Paid		7,792.63	
Pers 1 ER Paid		-	
Pers 2 ER Paid		2,951.43	
Pers 3 ER Paid		1,196.45	
SUTA		122.31	
L & I		1,129.29	
<b>Benefits</b>		<b>\$</b>	<b>13,817.25</b>
Bank Charges	\$	-	
Other		-	
<b>Miscellaneous</b>		<b>\$</b>	<b>-</b>
<b>Total Payroll</b>		<b>\$</b>	<b>48,932.80</b>

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

(DATE)

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

(DATE)

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

(DATE)



## **STAFF REPORT**

**Date:** August 01, 2024  
**To:** YRCAA Board of Directors  
**From:** Jocelyn Roberson, Staff Accountant  
**Subject:** Fiscal Program Report

---

**Issue:** Fiscal Reports

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

**Recommendation:** Accept and approve by minute action the June and July 2024 AP Fiscal Vouchers, totaling \$48,121.90, and the July 2024 Payroll Authorization, totaling \$58,769.75.

**YAKIMA REGIONAL CLEAN AIR AGENCY**  
**SUPPLEMENTAL INCOME STATUS for CY 2024 on August 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
<b>Grandview</b>	\$ -	\$ 5,290	\$ 5,290	2/20/2024, 05/22/2024, 07/15/2024	\$ 3,969	\$ 1,321	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Granger</b>	\$ -	\$ 1,795	\$ 1,795	2/28/2024, 06/15/2024, 07/15/2024	\$ 1,346	\$ 449	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Harrah</b>	\$ -	\$ 278	\$ 278	2/21/2024	\$ 278	\$ -	Paid in full
<b>Mabton</b>	\$ -	\$ 948	\$ 948	2/21/2024, 05/13/2024, 07/22/2024	\$ 711	\$ 237	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Moxee</b>	\$ -	\$ 2,239	\$ 2,239	2/14/2024, 05/14/2024, 07/15/2024	\$ 1,679	\$ 560	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Naches</b>	\$ -	\$ 540	\$ 540	2/21/2024, 05/20/2024, 07/22/2024	\$ 405	\$ 135	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Selah</b>	\$ -	\$ 4,015	\$ 4,015	2/21/2024, 05/28/2024, 07/31/2024	\$ 3,012	\$ 1,003	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Sunnyside</b>	\$ -	\$ 7,920	\$ 7,920	2/27/2024, 05/13/2024, 07/20/2024	\$ 5,940	\$ 1,980	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Tieton</b>	\$ -	\$ 722	\$ 722	2/20/2024, 05/20/2024, 07/15/2024	\$ 542	\$ 181	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Toppenish</b>	\$ -	\$ 4,258	\$ 4,258	2/20/2024, 06/28/2024, 07/15/2024	\$ 3,194	\$ 1,064	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
<b>Union Gap</b>	\$ -	\$ 3,187	\$ 3,187	4/15/2024, 07/15/2024	\$ 1,594	\$ 1,593	Paid 1st Quarter, Paid 2nd Quarter
<b>Wapato</b>	\$ 1,011	\$ 2,215	\$ 2,215			\$ 2,215	

City of Yakima	\$ -	\$ 47,136	\$ 47,136	2/22/2024, 05/06/2024, 07/03/2024	\$ 35,352	\$ 11,784	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
Zillah	\$ -	\$ 1,534	\$ 1,534	2/22/2024, 05/13/2024, 07/05/2024	\$ 1,151	\$ 383	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
Yakima Co.	\$ -	\$ 42,698	\$ 42,698	2024, 05/20/2024, 07/18/2024	\$ 32,024	\$ 10,674	Paid 1st Quarter, Paid 2nd Quarter, Paid 3rd Quarter
Totals:	\$ 1,011	\$ 124,775	\$ 124,775		\$ 91,197	\$ 33,579	

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2  
3  
4  
5  
6 **STATE OF WASHINGTON**  
7 **POLLUTION CONTROL HEARINGS BOARD**

8 FRIENDS OF ROCKY TOP (FORT) , an  
9 unincorporated nonprofit organization, and  
representative members NANCY LUST, and  
CAROLE DeGRAVE,

10 Appellant,

11 vs.

12 YAKIMA REGIONAL CLEAR AIR  
13 AGENCY, and DTG ENTERPRISES INC.,  
14 d/b/a DTG Recycle - Yakima,

15 Respondents.

**PCHB NO. 24-021**

**JOINT STATEMENT OF ISSUES**

16 **I. PROPOSED LEGAL ISSUES**

- 17 1. Whether Friends of Rocky Top (FORT) or one of its members have standing to challenge  
18 YRCAA's Order of Approval on Permit # NSRP-03-DTGEI-22?  
19  
20 2. Whether Appellant timely filed its April 11, 2024 Notice of Appeal with the Board  
21 pursuant to RCW 43.21B.230(1), (2), WAC 371-08-335(1), and WAC 371-08-345(1)?  
22  
23 3. Did YRCAA comply with the procedural requirement for environmental review under  
24 SEPA?  
25  
26 4. Whether Yakima County was the lead agency with responsibility for meeting SEPA  
requirements and decision-making authority under WAC 197-11-050?

5. Whether YRCAA was obligated to assume lead agency status under WAC 197-11-948?
6. Whether on March 8, 2024, YRCAA erred in issuing the Order of Approval on Permit # NSRP-03-DTGEI-22 for the Limited Purpose Landfill (LPL) located at 41 Rocky Top Rd, Yakima, WA 98909 without issuing a new SEPA determination for the proposal?
7. Whether this appeal is justiciable for failure to join the lead SEPA agency as an indispensable party?
8. Whether Yakima County erred in issuing the Determination of Non-Significance, the SEPA Number, SEP2015-0024, for the proposed use of the parcel located at 41 Rocky Top Rd, Yakima, WA 98909?
9. Whether Yakima County erred in issuing the Conditional Use Permit CUP2015-00051 on November 27, 2015 for the proposed use of the parcel located at 41 Rocky Top Rd, Yakima, WA 98909?

DATED this 12<sup>th</sup> day of July 2024.

LAW, LYMAN, DANIEL, KAMERRER  
& BOGDANOVICH, P.S.

*/s/ Jeffrey S. Myers*  
*/s/ Matthew T. Sonneby*

Jeffrey S. Myers, WSBA No. 16390  
Matthew T. Sonneby, WSBA No. 60123  
Attorney for Respondent Yakima Regional Clear  
Air Agency  
P.O. Box 11880, Olympia WA 98508-1880  
(360) 754-3480 Fax: (360) 357-3511  
Email: [jmyers@lldkb.com](mailto:jmyers@lldkb.com)  
[msonneby@lldkb.com](mailto:msonneby@lldkb.com)



## **STAFF REPORT**

**Date:** July 30, 2024  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Executive Director Performance Evaluation - UPDATE

### **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.

A suggestion the review conducted by the Board concerning the performance of the Executive Director should include an evaluation of air quality seems, prima facie, a reasonable expectation and to that end, a number of elements that could be considered by the Board are described below. These include the Air Quality Index, inspections, permits, and wood smoke reduction efforts among others. However, the matter is complicated by a number of factors not readily apparent and beyond the control of the Executive Director.

### **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.

At its meeting held June 13, 2024, two board members were absent and a third participated remotely. As there is no provision for remote participation in an executive session, it was decided to table the performance evaluation until the next meeting. Due to concerns regarding the ability to achieve a quorum, the July meeting was canceled, making the August 8 meeting the next meeting.

Public comment made at the meeting held June 13, 2024, questioned the absence of items concerning the protection of air quality in the performance evaluation form for the position of Executive Director. While including such elements would appear to be a reasonable expectation, various factors serve to make it challenging to do so. Nevertheless, it is entirely within the discretion of the Board to modify its evaluation form in whatever manner it sees fit including amending it to address matters not currently covered.

## Analysis

With no remarks concerning the 2024 Executive Director (ED) 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.

As set forth in RCW 70A.15.1500, the Agency is an “air pollution *control* authority.” It is not an “air pollution *elimination* authority” (though this is sometimes a mistaken belief). As a regulatory agency responsible for controlling air pollution, its objective is to limit pollution to acceptable levels (commonly set by others), not eradicate it entirely. As a result, evaluating the effectiveness of the Agency and the performance of the ED is not as easy as simply determining, in some manner, the level of pollution in Yakima County and calculating how close it is to the target level of zero (lower numbers being considered better than higher numbers). Instead, potential criteria the Board might choose to employ include the following items (with most requiring the selection of a period of time such as a year or month).

### Air Quality Index

The Washington Air Monitoring Network tracks data from (currently) three monitors within the jurisdiction of the YRCAA. The Yakima location tracks PM10 and PM2.5. The Moxee and Sunnyside locations track PM2.5. Other criteria pollutants are not currently tracked as Ecology found the levels reported were consistently within acceptable federal limits and, as a result, could not justify the ongoing costs of monitoring. Within the Yakama Nation reservation, a monitor in Toppenish tracks PM2.5. Based on the data, an Air Quality Index (AQI) is calculated for each location (the AQI is made available to the public).

### *Potential Factors*

- Number of days the AQI was above a certain level.
- Average number of days the AQI was above a certain level.
- Average AQI.
- Maximum AQI.

### *Considerations*

- Due to its location and geography, the Yakima Valley is susceptible to periods of poor air quality resulting from weather and other natural or human-caused events (such as wildfires) that impact air quality, but are beyond the control of the ED.
- There are significant limits on what the Agency can do during periods of poor air quality. While it can force a source to cease operating if it is emitting pollution in violation of the law or its permit, the ED cannot, for example, shutter all industry in the County during a period with elevated levels of particulate matter.

### Inspections

The Agency conducts inspections of source facilities on a scheduled basis determined primarily by the type of industry and hazard presented. Inspections ensure the pollution control measures required are used and in proper working order (among other requirements).



### *Potential Factors*

- Number of inspections conducted.
- Average number of inspections conducted.
- Average inspection duration.
- Total number of Notices of Non-Compliance issued.
- Average number of Notices of Non-Compliance and/or Notices of Violation issued.

### *Considerations*

- This is the least complicated of the options presented and the one over which the ED has the greatest control.
- The connection between the number of inspections performed and air quality is indirect at best and a substantial majority of the sources we inspect do not contribute to the largest problem faced by the county—particulate matter.
- Inspection duration is largely a factor of the size and complexity of the source and is largely beyond the control of the ED.
- An evaluation based on Notices of Non-Compliance or Violation could be viewed as incenting issuance of the same and call their legitimacy into question.

### Permits

The Agency issues Order of Approval (aka “Permits”) in response to Notices of Construction filed with the Agency. Washington law generally prescribes the process that must be followed, the minimum or maximum time required for certain elements, and the basis for issuing an Order of Approval or Order of Denial.

### *Potential Factors*

- Number of permits processed.
- Average time between application completion and Agency determination.

### *Considerations*

- The number of permits processed is dependent on the applicants, not the Agency. A greater or lesser number of Notice of Construction applications may be submitted during any given period, but this is beyond the control of the ED.
- The number of permits approved is dependent on how many applications are received in any given period and how many of those meet the conditions prescribed in statute—neither of which is under the control of the ED.
- The time within which the Agency must respond to a Notice of Construction is largely (though not entirely) defined in statute and while the time to issue a permit could be used, individual cases are heavily dependent upon the complexity of the proposed source which is beyond the control of the ED.
- There are conflicting perspectives as to whether issuing permits more quickly should be encouraged (a view more commonly held by industry) or discouraged (a view more commonly held by the public).

### Wood Smoke Reduction Program

The Agency manages a program with three sub-programs through which old wood stoves that emit higher levels of particulate matter are taken out of service. The “bounty” program pays individuals \$350 each to remove and recycle such stoves so they cannot be returned to service. The “rebate” program reimburses (in varying amounts based on certain criteria) homeowners replacing an old wood stove with a new certified stove or a gas/propane or electric device. The “low-income” program replaces such stoves at no cost to the homeowner for qualified low-income households. In all cases, the old stoves must be recycled and the recyclers must destroy the device to prevent its sale or reuse.

#### *Potential Factors*

- Amount of grant funds spent/received under the program.
- Number of rebates, bounties, and/or low-income replacements.
- Average time between application to installation of a new device and/or destruction of old device.

#### *Considerations*

- This has the most direct impact on air quality due to the fact home heating with wood is the primary contributor to particulate matter during the winter months when weather conditions often trap it near the surface.
- Participation in the program is voluntary. While efforts can be made to publicize the program, engage in outreach activities, and encourage participation, strictly speaking the number of people removing/replacing their existing device is outside the control of the ED.
- The program is funded by federal and state grants. Changes in funding affect the capacity of the program and the number of devices that can be removed and is largely beyond the control of the ED.
- Generally speaking, prompt processing and completion are desirable. However, because funding is on a biennial basis and expenditures are reimbursed after-the-fact, quickly performing work for a large number of participants—particularly early in the biennium—can have a negative effect on cash flow and leave little funding for replacements during the second year.

### Complaints

The Agency investigates complaints it receives concerning pollution including illegal burning, dust, operating without a permit, etc. These may or may not result in a Notice of Non-Compliance or a Notice of Violation.

#### *Potential Factors*

- Number of complaints investigated.
- Average time between complaint receipt and investigation.
- Maximum time between complaint receipt and investigation.
- Average time between complaint receipt and closure.
- Number of Notices of Non-Compliance and/or Violation issued.

### *Considerations*

- The time between complaint receipt and investigation is dependent, in part, on the quantity of complaints received in a given period of time, the staff resources available to respond, and the time the complaint is received (e.g. midnight Saturday night). These limit, but do not eliminate, the ability of the ED to affect the performance of the Agency.
- The time between complaint receipt and closure is dependent, in large part, on the complexities of the circumstance, the information provided initially, the cooperation of the parties involved, and available staff resources. These substantially limit the ability of the ED to affect the outcome.
- An evaluation based on Notices of Non-Compliance or Violation could be viewed as inciting issuance of the same and call their legitimacy into question.

### Burn Bans

In conditions where air pollution is at, or is expected to reach, a level of “Unhealthy” or higher, the Agency will call a Stage 1 or Stage 2 burn ban. A burn ban is typically in effect for a few days, but may extend for weeks depending on conditions.

### *Potential Factors*

- Number of burn bans called.
- Total burn ban duration.
- Average burn ban duration.
- Maximum burn ban duration.

### *Considerations*

- The conditions under which a burn ban is to be called are largely stipulated in statute or by regulation and are generally outside the control of the ED.
- Burn ban durations are determined exclusively by conditions on the ground and are entirely beyond the control of the ED.
- There are conflicting perspectives as to whether calling burn bans should be encouraged or discouraged and whether they should be called for shorter periods of time for economic reasons or longer periods of time for air quality reasons.



## 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)

## **Executive Memorandum**

**Date of Release:** Canceled / July 4, 2024  
**Date of Consideration:** Canceled / July 11, 2024  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Engineering and Planning Division  
**Subject:** June'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 June including some additional related information:

- Working on the registration program;
- Working on New Source Reviews (NSR) permits;
- Reviewed/responded to 17 SEPA's projects;
- Working on Title V renewals;
- Issued 2 agricultural burn permits;
- Reviewed/approved 17 Notifications of Demolition / Renovation (NODR);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- Issued 10 Dust Control Plan (DCP);
- No burn bans were called for the month of June;
- Inspected 26 sources for the month of June;
- We expect no exceedances during the month of June 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 13 complaints for the month of June. Issued 2 Notices of Violations (NOV);

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

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	4	1	
Agricultural Burning			
Other Burning and SFBD***			
Fugitive / Construction Dust	4		
Agricultural Dust	3		
Agricultural Odor	2		
Other Dust			
Surface Coating			
Odor			
Asbestos			
Others and NSR****			
Registration		1	
Industrial Sources			
<b>TOTALS</b>	<b>13</b>	<b>2</b>	<b>0</b>

\* NOV- Notice of Violation

\*\* AOD- Assurance of Discontinues

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

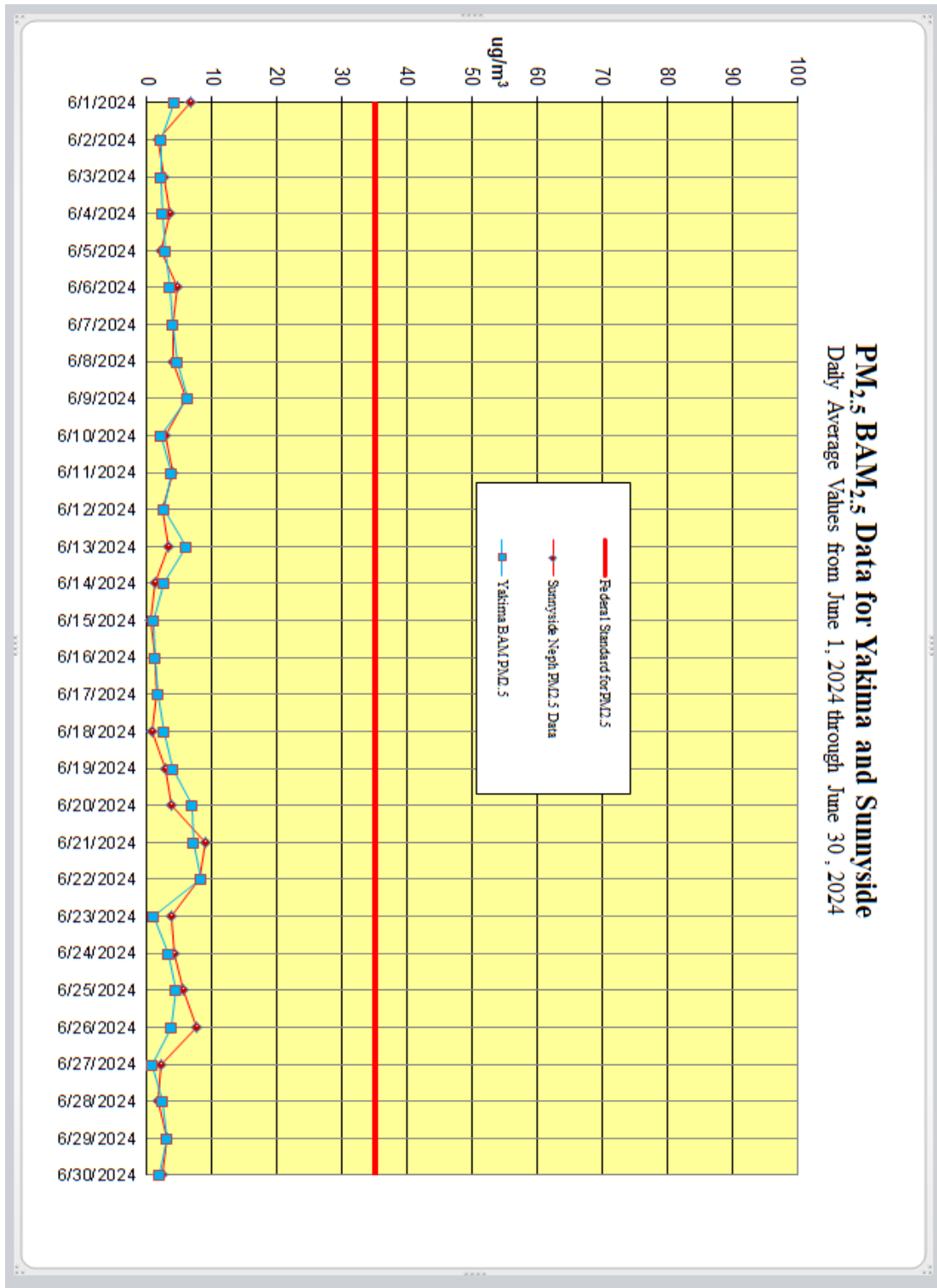
***Attachments:***

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

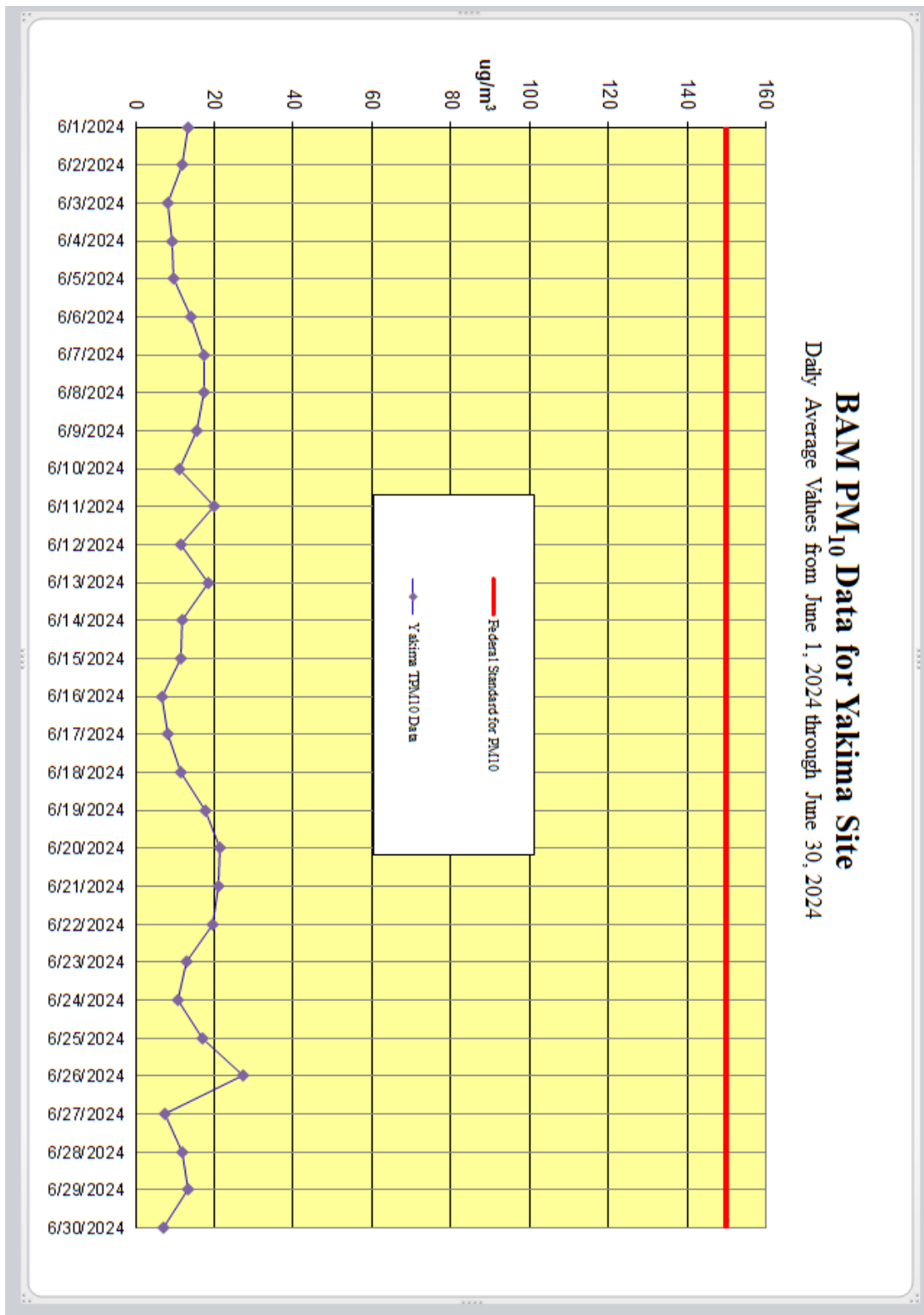


- **PM<sub>2.5</sub> Data**

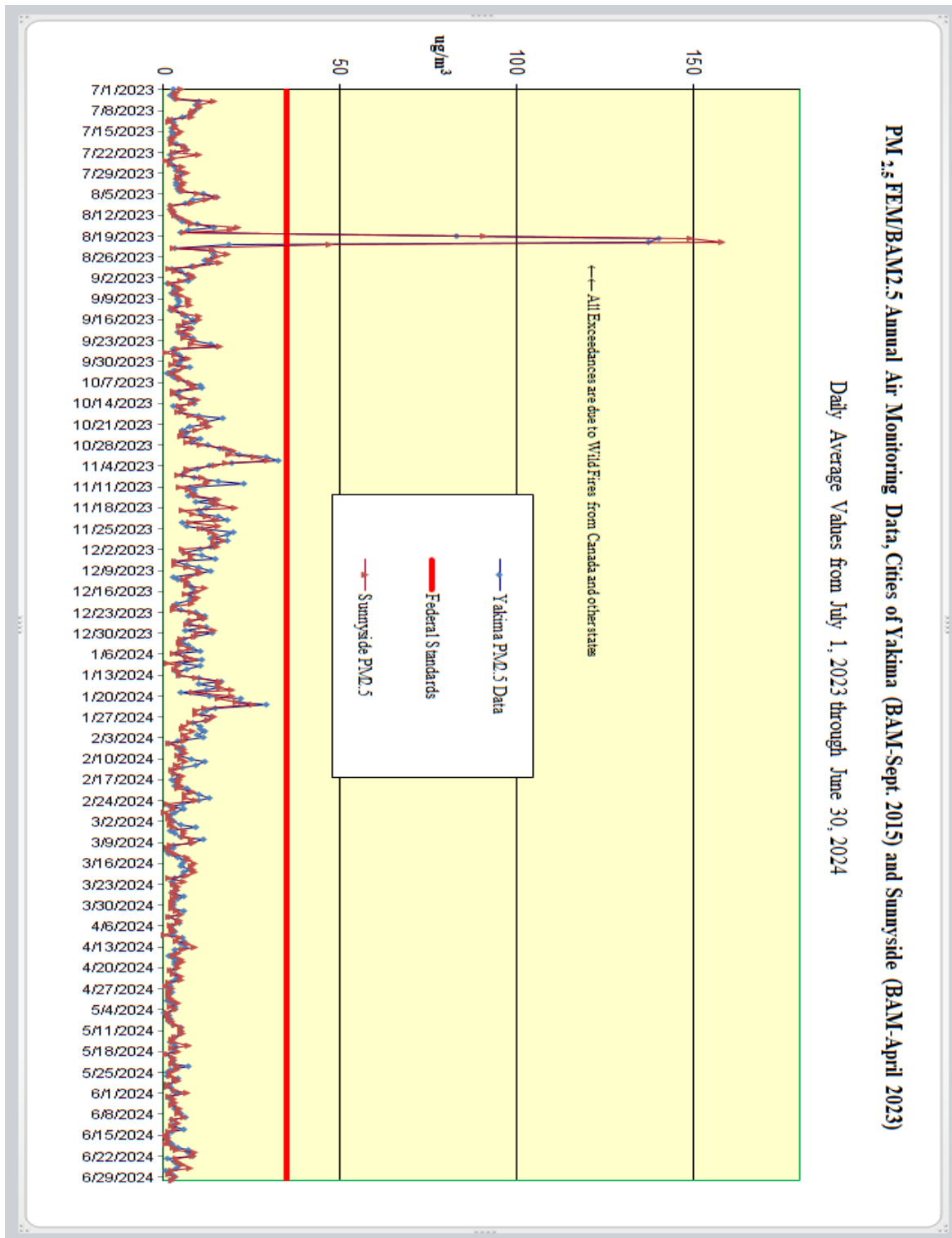
- We expect no PM<sub>2.5</sub> exceedances for the month of June.



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



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



**Date of Release:** July 3, 2024 / Canceled  
**Date of Consideration:** July 11, 2024 / Canceled  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of the Executive Director  
**Subject:** Monthly Activity Report

*Current Quarter*

Activity	FY23 Total	Apr FY24	May FY24	June FY24	FY24 Total to Date
Minor Source Inspections	156	4	46	15	85
Complaints Received	161	29	20	13	189
NOVs Issued	77	5	7	2	35
AODs Issued	4	1	2	1	7
Warning Notices Issued	2	1	0	0	7
NOPs Issued	19	2	7	0	12
SEPA Reviews	297	26	30	17	263
AOP Applications Received	0	0	0	0	1
AOPs Issued or Renewed	1	0	0	0	2
Deviations/Upsets Reported	16	1	1	1	18
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	11	1	1	240
NSR Applications Received	12	0	3	0	12
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	0	1	0	10
NODRs Received	180	7	15	17	117
Agricultural Burn Permits Issued	40	10	3	2	41
Conditional Use Permits Issued	5	2	1	0	7
Residential Burn Permits Issued	852	184	256	0	764
Burn Ban Days	34	0	0	0	16
Public Records Requests Fulfilled	29	0	2	1	21

**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*

## **Executive Memorandum**

**Date of Release:** August 1, 2024  
**Date of Consideration:** August 8, 2024  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Engineering and Planning Division  
**Subject:** July'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 July including some additional related information:

- Working on the registration program;
- Working on New Source Reviews (NSR) permits;
- Reviewed/responded to 26 SEPA's projects;
- Working on Title V renewals;
- Issued 2 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 5 Dust Control Plan (DCP);
- We expect 3 exceedances (wildfires) during the month of July 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. Issued two Notices of Penalties;

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

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	12		
Agricultural Burning			
Other Burning and SFBD***	1		
Fugitive / Construction Dust	4		
Agricultural Dust			
Agricultural Odor	1		
Other Dust			
Surface Coating			
Odor			
Asbestos			
Others and NSR****			
Registration			
Industrial Sources			
<b>TOTALS</b>	<b>18</b>	<b>0</b>	<b>0</b>

\* NOV- Notice of Violation

\*\* AOD- Assurance of Discontinues

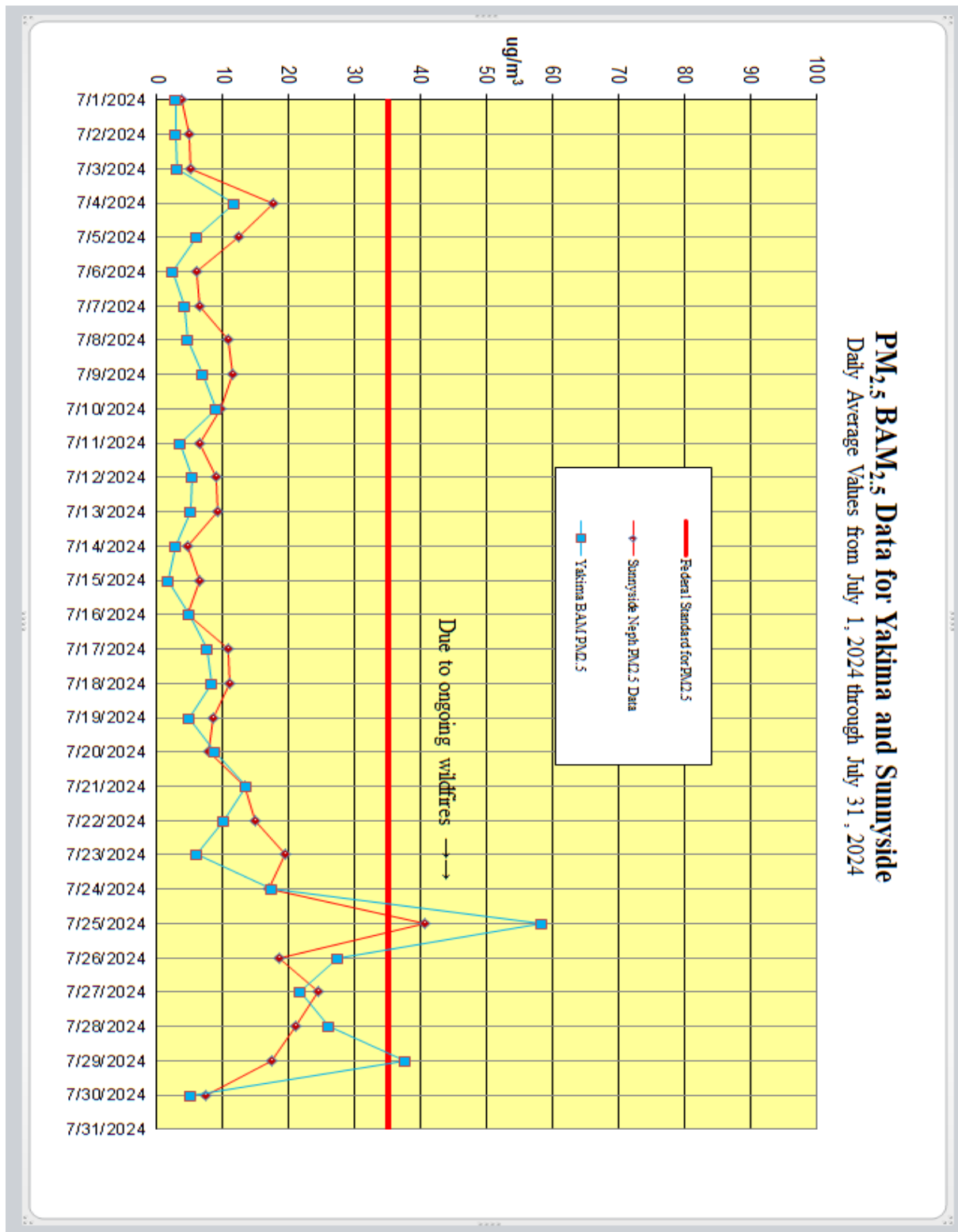
\*\*\* Solid Fuel Burning Device \*\*\*\* New Source Review

***Attachments:***

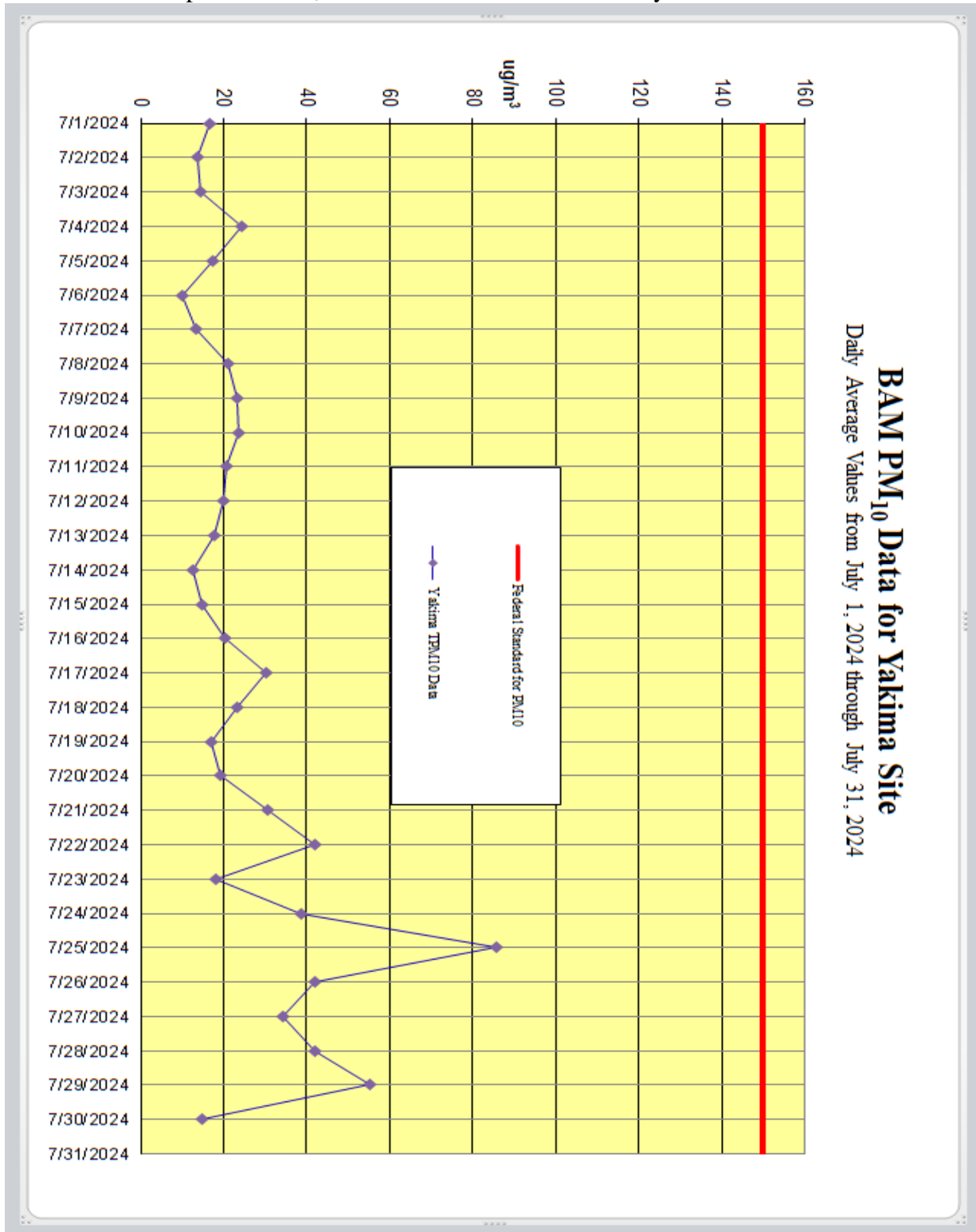
- ✓ *PM<sub>2.5</sub> Monitor Data for the month of July 2024 and the annual graphs.*
- ✓ *PM<sub>10</sub> Monitor Data for the month of July 2024.*

- **PM<sub>2.5</sub> Data**

- We expect three PM<sub>2.5</sub> exceedances for the month of July due to wildfires.
- 

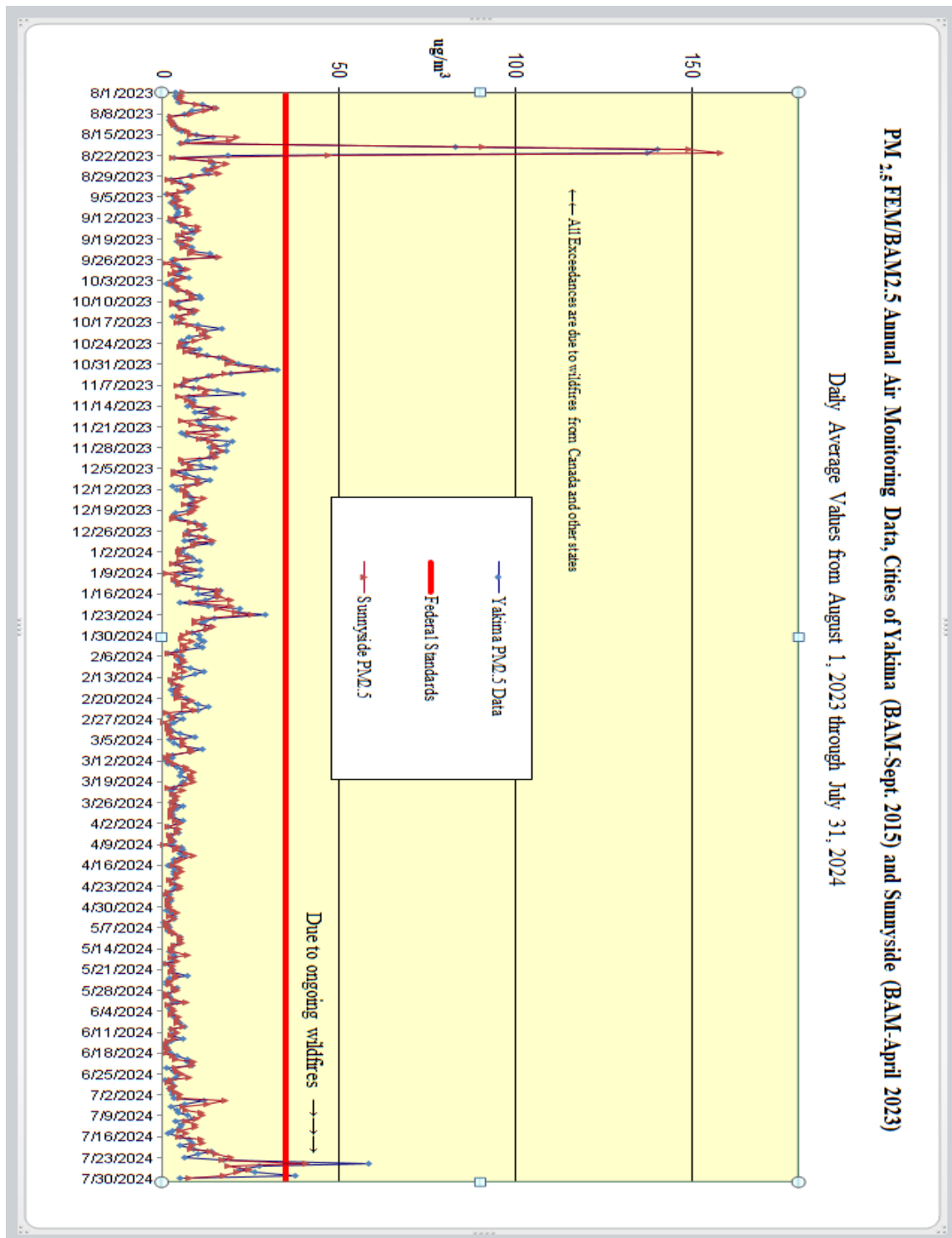


- **PM<sub>10</sub>**
- We expect no PM<sub>10</sub> exceedance for the month of July.





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



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**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of the Executive Director  
**Subject:** Monthly Activity Report

*Current Quarter*

<b>Activity</b>	<b>FY23 Total</b>	<b>May FY24</b>	<b>June FY24</b>	<b>July FY25</b>
Minor Source Inspections	156	46	15	
Complaints Received	161	20	13	18
NOVs Issued	77	7	2	0
AODs Issued	4	2	1	0
Warning Notices Issued	2	0	0	0
NOPs Issued	19	7	0	2
SEPA Reviews	297	30	17	26
AOP Applications Received	0	0	0	0
AOPs Issued or Renewed	1	0	0	0
Deviations/Upsets Reported	16	1	1	2
AOP Inspections	2	0	0	0
Public Workshops	2	0	0	0
Media Events	3	0	0	0
Media Contacts	8	0	0	0
Education Outreach Events	0	0	0	0
Sources Registered	375	1	1	1
NSR Applications Received	12	3	0	1
NSR Approvals Issued-Temporary	0	0	0	0
NSR Approvals Issued-Permanent	16	1	0	0
NODRs Received	180	15	17	15
Agricultural Burn Permits Issued	40	3	2	0
Conditional Use Permits Issued	5	1	0	0
Residential Burn Permits Issued	852	256	0	0
Burn Ban Days	34	0	0	0
Public Records Requests Fulfilled	29	2	1	0

**Acronyms:**

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

**FY24 Total  
to Date**

85
189
35
7
7
12
263
1
2
18
0
2
2
3
2
240
12
0
10
117
41
7
764
16
21