

**JANUARY**

**2021**

**BOARD**

**MEETING**

for

Yakima Regional Clean

Air Agency



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

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

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**AGENDA**  
**Regular Meeting**

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**1. Call to Order**

**2. Roll Call**

**3. Additions or Deletions to the Agenda**

**4. Public Comments**

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

**5. Approval of Consent Agenda**

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

**6. Regular Agenda**

- 6.1 Executive Director's Report

**7. Action Items**

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

**8. Other business**

**9. Adjournment**

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

# **CONSENT AGENDA ITEMS**



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

**December 10, 2021**

**Location and Time:**

Via Tele-conference

**2:00 pm**

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***REGULAR MEETING***

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

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

**PRESENT WERE:**

Jon DeVaney, Member-at-Large  
Steven Jones, Ph.D., County Representative  
Jose Trevino, Small City Representative

**BOARD MEMBERS:**

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

**ABSENT:**

Brad Hill, Large City Representative  
County Commissioner, Vacant

**LEGAL COUNSEL:**

Gary Cuillier

**STAFF:**

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

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

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

**4. Public Comment (10:44)**

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

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



5.1 Board Meeting and Study Session Summary for October 2020

5.2 Accept YRCAA October 2020 Monthly Activity Reports

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

Mr. Trevino made the motion  
The motion was approved.

Dr. Jones seconded

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

6.1 Executive Director's Report

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

## **7. Action Items (16:52)**

7.1 Fiscal Vouchers and Payroll Authorization Transfers for October 2020

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

Mr. Trevino seconded

## **9. Other Business (17:00)**

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

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

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

## **10. Adjournment (18:28)**

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

Mr. Trevino seconded

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

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Jon DeVaney, Board Chairman

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Christa Owen, Clerk of the Board

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

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

**Acronyms:**

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



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

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## **Executive Memorandum**

**Date of Release:** January 7, 2021

**DATE OF CONSIDERATION:** January 14, 2021

**TO:** Board of Directors

**FROM:** Office of the Executive Director

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**SUBJECT:** Board of Directors Meetings

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

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

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

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



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## Executive Memorandum

**DATE OF RELEASE:** January 7, 2021

**DATE OF CONSIDERATION:** January 14, 2021

**TO:** Board of Directors

**FROM:** Office of the Executive Director

**SUBJECT:** 2021 Holiday Schedule

**ISSUE:**  
The YRCAA 2021 Holiday Schedule

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

**DISCUSSION:**

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

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

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

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



# **REGULAR AGENDA ITEMS**



## **Executive Memorandum**

**Date of Release:** January 7<sup>th</sup>, 2021  
**Date of Consideration:** January 14<sup>th</sup>, 2021  
**To:** The YRCAA Board of Directors  
**From:** Office of the Executive Director  
**Subject:** Executive Director's Report for January 2021

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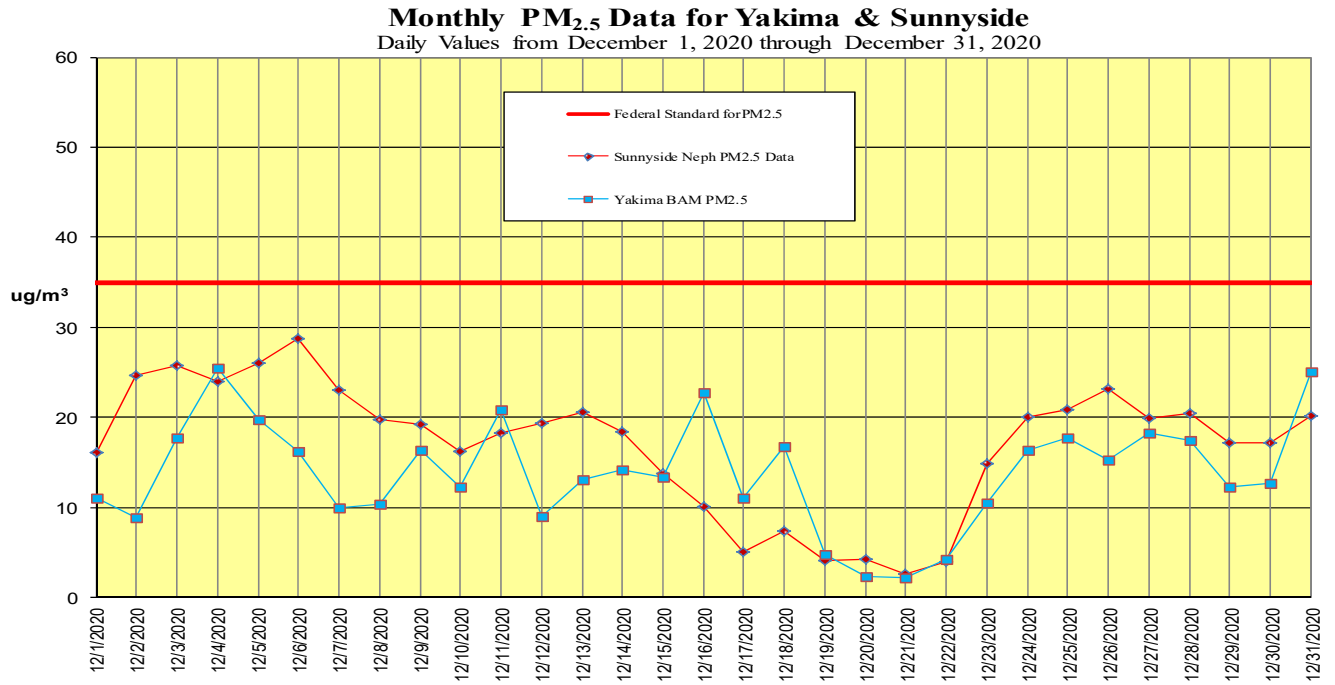
### **1. Compliance & Engineering**

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

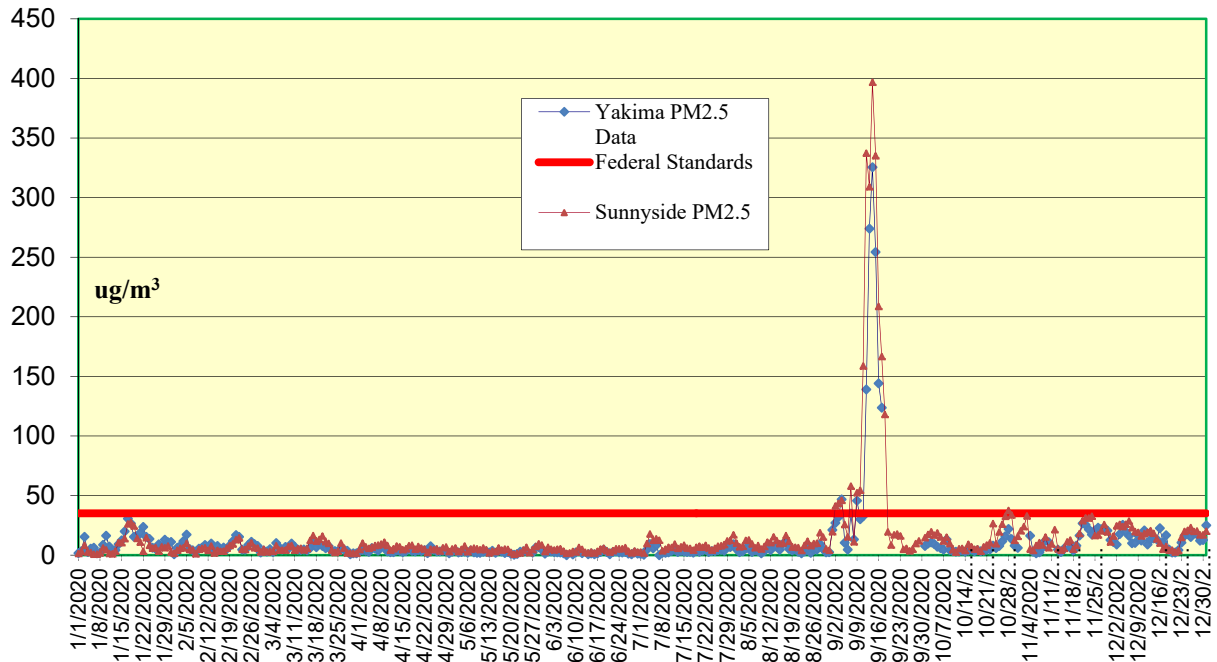
<u>Type of Complaint</u>	<u># of Complaints</u>	<u># of NOV's</u>	<u># of AOD's</u>
Residential Burning	14	3	1
Agricultural Burning	2	0	0
Other Burning	5-SFBD	1-SFBD	0
		5-Burn Bans	
Fugitive Dust	0	0	0
Agricultural Dust	0	0	0
Agricultural Odor	0	0	0
Surface Coating	0	0	0
Odor	9	0	0
Asbestos	0	2	0
Industrial Sources	0	1-NSR	0
<b><u>TOTALS</u></b>	<b><u>30</u></b>	<b><u>12</u></b>	<b><u>1</u></b>

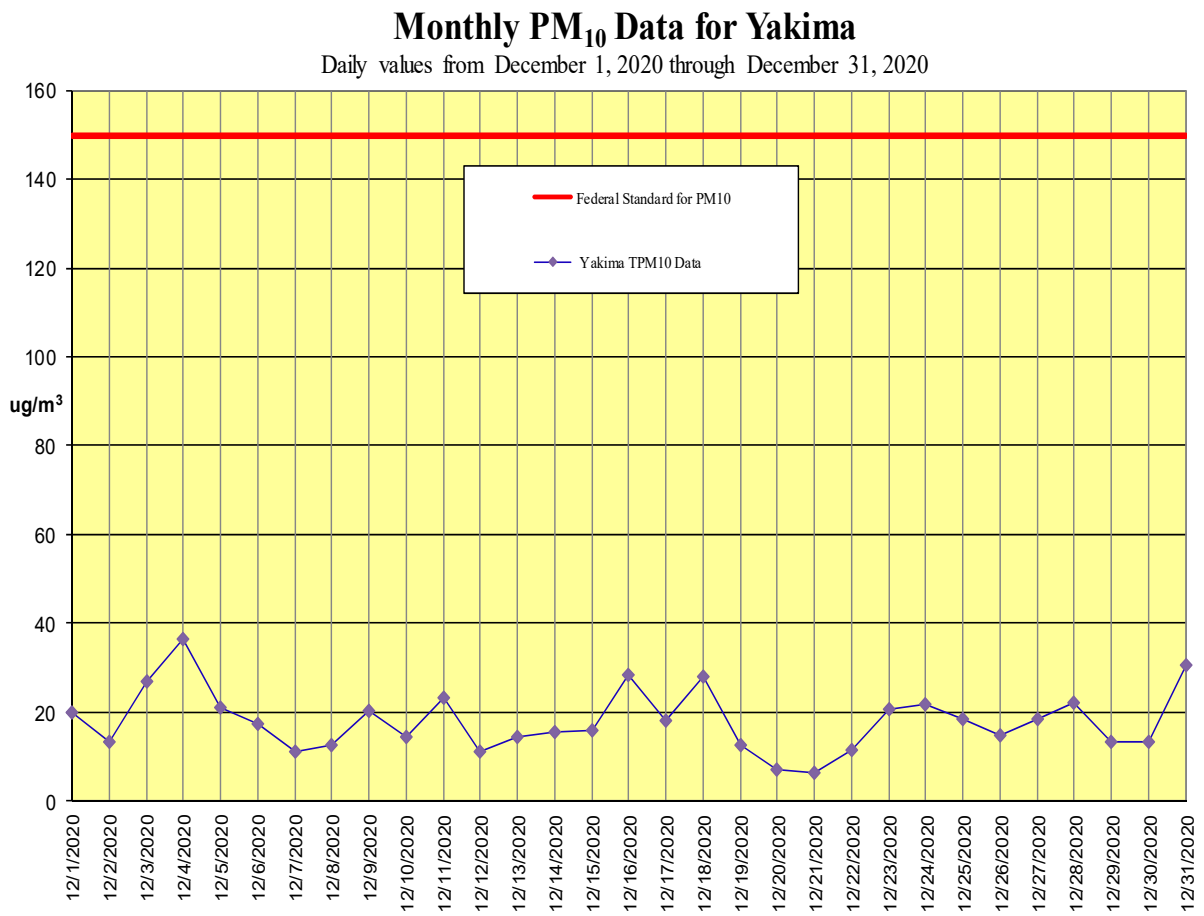
**SFBD = Solid Fuel Burning Device**  
**NSR = New Source Review**

## 2. Air Monitoring Data for December 2020



## Annual PM<sub>2.5</sub> Data for Yakima & Sunnyside





# **ACTION ITEMS**



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

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## **Executive Memorandum**

**Date of Release:** January 7, 2021  
**Date of Consideration:** January 14, 2021  
**To:** YRCAA Board of Directors  
**From:** Office of the Executive Director  
**Subject:** Fiscal Program Report

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**Issue:**  
Fiscal Reports

**Discussion:**  
December 2020 Accounts Payable (AP) and Payroll Authorizations are enclosed for your approval. The Budget Verification Analysis (BVA) and Supplemental Income documents are included as informational items.

**Recommendation:**  
Accept and approve by minute action the December 2020 AP Fiscal Vouchers, totaling \$226,100.69, and the December 2020 Payroll Authorization, totaling \$57,558.36.

Encl. 4

## AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

### Direct Deposit Payroll & Payroll Taxes

Date: 12/29/2020

District: Yakima Regional Clean Air Agency

Contact Person: Christa Owen

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

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

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

Name of Bank: Key Bank of Washington

ABA Routing Number: 125000574

Bank Account Number: 472091010661

Payroll Date: January 4, 2021

Transfer Amount(s):                      \$ 57,558.36

Total Amount of Electronic Transfer: \$ 57,558.36

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

  
\_\_\_\_\_  
Auditing Officer

\_\_\_\_\_  
Chairman Board of Directors

  
\_\_\_\_\_  
Alternate Auditing Officer

Date      December 29, 2020

**Note:** The Yakima County Treasurer's Office must receive the completed authorization by 12:00 noon, two (2) business days prior to payroll date. An original must be provided to the County Treasurer's Office if a telefax is sent. *Do not consider a telefax delivered until you have verified with the Treasurer's Office that it has been received.*

Contact Persons at County Treasurer's Office: **Cindy**

Telephone Number: 509-574-2780  
(01-2008)

Telefax Number: 509-574-2801





December 10, 2020

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

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

**\*Reimbursement from Grant****\*\*NOC/Enterprise**

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

Total Amount: **\$ 195,534.72**

Christa Owen, Alternate Auditing Officer 12/11/2020

1/14/2021

Jon DeVaney, Board Chairman

Keith M. Hurley, Auditing Officer

12/11/2020





December 30, 2020

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

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

**\$ 30,565.97****\*Reimbursement from Grant****\*\*NOC/Enterprise**

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

Total Amount: **\$ 30,565.97**

Christa Owen, Alternate Auditing Officer 12/31/2020

1/14/2021

Jon DeVaney, Board Chairman

Keith M. Hurley, Auditing Officer

12/31/2020

## FY 2021 Monthly BVA

December 2020 Report Date: January 14, 2021		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>REVENUE</b>					
<b>REVENUE 614 YRCAA Base Operations</b>					
<b>Stationary Source Permit Fees</b>					
614-32190001	Minor Sources	\$ 158,097	\$ -	\$ 3,171	2.0%
614-32190008	Synthetic Minor Sources	\$ 18,620	\$ -	\$ -	0.0%
614-32190006	Complex Sources	\$ 30,840	\$ -	\$ -	0.0%
614-32290001	Title V Sources	\$ 107,000	\$ -	\$ 119,056	111.3%
614-32190002	New Source Review	\$ 35,500	\$ 2,000	\$ 18,759	52.8%
<i>Subtotal, Stationary Source Permit Fees</i>		<i>\$ 350,057</i>	<i>\$ 2,000</i>	<i>\$ 140,986</i>	<i>40.3%</i>
<b>Burn Permit Fees</b>					
614-32290005	Residential Burn Permits	\$ 60,500	\$ 4,848	\$ 20,592	34.0%
614-32290007	Agricultural Burn Permits	\$ 32,250	\$ 205	\$ 7,991	24.8%
614-32290011	Conditional Use Burn Permits	\$ 2,000	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<i>\$ 93,000</i>	<i>\$ 5,053</i>	<i>\$ 28,583</i>	<i>30.7%</i>
<b>Compliance Fees</b>					
614-32190005	Asbestos Removal Fees	\$ 31,000	\$ 1,376	\$ 12,273	39.6%
614-32190009	Construction Dust Control Fees	\$ 5,000	\$ 465	\$ 3,771	75.4%
<i>Subtotal, Compliance Fees</i>		<i>\$ 36,000</i>	<i>\$ 1,841</i>	<i>\$ 16,044</i>	<i>44.6%</i>
<i>Subtotal, All Permit Fee Revenue</i>		<i>\$ 480,807</i>	<i>\$ 8,894</i>	<i>\$ 188,332</i>	<i>39.2%</i>
<b>Base Grants</b>					
614-33366001	EPA, Core Grant	\$ 106,322	\$ -	\$ 54,046	50.8%
614-33403101	DOE, Core Grant	\$ 76,800	\$ -	\$ 38,580	50.2%
<i>Subtotal, Base Grants</i>		<i>\$ 183,122</i>	<i>\$ -</i>	<i>\$ 92,626</i>	<i>50.6%</i>
<b>Fines &amp; Penalties</b>					
614-35990001	Civil Penalty	\$ 2,500	\$ -	\$ 11,486	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines &amp; Penalties</i>		<i>\$ 2,500</i>	<i>\$ -</i>	<i>\$ 11,486</i>	
<b>Supplemental Income</b>					
614-33831001	Supplemental Income	\$ 102,090	\$ -	\$ 14,226	13.9%
<i>Subtotal, Supplemental Income</i>		<i>\$ 102,090</i>	<i>\$ -</i>	<i>\$ 14,226</i>	<i>13.9%</i>
<b>Other Income</b>					
614-36111001	Interest	\$ 3,500	\$ 317	\$ 2,442	69.8%
614-36990014	Miscellaneous Income	\$ 75	\$ -	\$ 47	62.7%
<i>Subtotal, Other Income</i>		<i>\$ 3,575</i>	<i>\$ 317</i>	<i>\$ 2,489</i>	<i>69.6%</i>
<i>Total YRCAA Base Operations Revenue</i>		<i>\$ 772,094</i>	<i>\$ 9,211</i>	<i>\$ 309,158</i>	<i>40.0%</i>
<b>REVENUE 614 YRCAA Grant Operations</b>					
614-33403105	Wood Stove Ed	\$ 4,588	\$ 890	\$ 2,057	44.8%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 10,525	50.0%
614-33403107	Woodstove Change-out	\$ 292,334	\$ 41,191	\$ 254,287	87.0%
<i>Total YRCAA Grant Operations Revenue</i>		<i>\$ 317,972</i>	<i>\$ 42,081</i>	<i>\$ 266,869</i>	<i>83.9%</i>
<b>REVENUE Enterprise Operations</b>					
614-34317001	VE Certification Fees	\$ 80,000	\$ 695	\$ 4,547	5.7%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Enterprise Revenue</i>		<i>\$ 80,000</i>	<i>\$ 695</i>	<i>\$ 4,547</i>	<i>5.7%</i>
<i>Total Base, Grant and Enterprise Revenue</i>		<i>\$ 1,170,066</i>	<i>\$ 51,987</i>	<i>\$ 609,306</i>	<i>52.1%</i>

## FY 2021 Monthly BVA

December 2020 Report Date: January 14, 2021	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES	614 YRCAA Base Operations
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**Salaries**

614-1001	Salaries	\$	424,862	\$	35,212	\$	210,814	49.6%
614-2002	Benefits	\$	143,785	\$	12,372	\$	74,070	51.5%
614-1003	Overtime	\$	-	\$	-	\$	-	-
<i>Subtotal, Salaries</i>		\$	<b>568,647</b>	\$	<b>47,584</b>	\$	<b>284,884</b>	<b>50.1%</b>

**Supplies**

614-3101	Office Supplies	\$	6,500	\$	426	\$	3,830	58.9%
614-3101	Safety Equipment	\$	300	\$	-	\$	-	0.0%
614-3201	Vehicles, Gas	\$	1,500	\$	24	\$	256	17.1%
614-3501	Small Tools/Equipment	\$	200	\$	-	\$	-	0.0%
614-3502	Computer Network	\$	3,000	\$	166	\$	917	30.6%
<i>Subtotal, Supplies</i>		\$	<b>11,500</b>	\$	<b>615</b>	\$	<b>5,003</b>	<b>43.5%</b>

**Services**

614-4101	Professional Services	\$	55,000	\$	172,874	\$	201,966	367.2%
614-4101	Laboratory Analyses	\$	500	\$	-	\$	-	0.0%
614-4125	Treasurer, Yakima County	\$	900	\$	-	\$	-	0.0%
614-4201	Communications, Phones/Internet	\$	12,491	\$	1,022	\$	6,173	49.4%
614-4202	Postage	\$	2,850	\$	583	\$	1,116	39.1%
614-4301	Travel & Transportation	\$	3,200	\$	-	\$	-	0.0%
614-4401	Public Education	\$	2,000	\$	-	\$	-	0.0%
614-4401	Publications, Legal Notices	\$	1,000	\$	-	\$	227	22.7%
614-4501	Rents & Leases, Equipment	\$	3,294	\$	429	\$	1,602	48.6%
614-4501	Rents & Leases, Space	\$	53,851	\$	4,488	\$	26,925	50.0%
614-4601	Insurance	\$	14,124	\$	-	\$	14,613	103.5%
614-4701	Utilities	\$	4,500	\$	369	\$	1,888	42.0%
614-4801	Maintenance, Motor Vehicles	\$	1,200	\$	-	\$	1,491	124.2%
614-4801	Maintenance, Equipment	\$	2,000	\$	60	\$	525	26.3%
614-4801	Maintenance, Computers	\$	750	\$	-	\$	464	61.9%
614-4801	Maintenance, Building	\$	500	\$	-	\$	-	0.0%
614-4901	Memberships	\$	915	\$	-	\$	-	0.0%
614-4901	Training	\$	2,500	\$	-	\$	991	39.6%
614-4901	Service Chgs & Interest	\$	6,600	\$	365	\$	2,712	41.1%
614-4901	Miscellaneous Services	\$	4,000	\$	-	\$	3,693	92.3%
614-4901	DOE Oversight Fees	\$	4,500	\$	-	\$	-	0.0%
<i>Subtotal, Services</i>		\$	<b>176,675</b>	\$	<b>180,190</b>	\$	<b>264,387</b>	<b>149.6%</b>

**Capital Out-Lay & Fixed Assets**

614-6401	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$	-	0.0%
<i>Total YRCAA Base Operations Expenses</i>		\$	<b>756,822</b>	\$	<b>228,390</b>	\$	<b>554,274</b>	<b>73.2%</b>

EXPENSES	614 YRCAA Grant Operations
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614-33403105 Wood Stove Ed
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**Salaries**

614-1001	Salaries	\$	3,399	\$	254	\$	1,218	35.8%
614-2002	Benefits	\$	1,189	\$	89	\$	428	36.0%
614-1003	Overtime	\$	-	\$	-	\$	-	-
<i>Subtotal, Salaries</i>		\$	<b>4,588</b>	\$	<b>344</b>	\$	<b>1,645</b>	<b>35.9%</b>

**Supplies**

614-3101	Office Supplies	\$	-	\$	-	\$	-	0.0%
<i>Subtotal, Supplies</i>		\$	-	\$	-	\$	-	-

## FY 2021 Monthly BVA

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

## FY 2021 Monthly BVA

December 2020 Report Date: January 14, 2021		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>Supplies</b>					
141-3101	Office Supplies	\$ 500	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ -	\$ 245	24.5%
141-3501	Small Tools/Equipment	\$ 200	\$ -	\$ -	0.0%
<i>Subtotal, Supplies</i>		<i>\$ 1,700</i>	<i>\$ -</i>	<i>\$ 245</i>	<i>14.4%</i>
<b>Services</b>					
141-4101	Professional Services	\$ 250	\$ -	\$ -	0.0%
141-4202	Postage	\$ 200	\$ 2	\$ 2	0.8%
141-4301	Travel & Transportation	\$ 5,150	\$ -	\$ 729	14.2%
141-4501	Rents & Leases, Space	\$ 3,000	\$ -	\$ -	0.0%
141-4801	Maintenance, Motor Vehicles	\$ 500	\$ -	\$ -	0.0%
141-4801	Maintenance, Equipment	\$ 500	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -	-
<i>Subtotal, Services</i>		<i>\$ 9,600</i>	<i>\$ 2</i>	<i>\$ 731</i>	<i>7.6%</i>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
<i>Total Enterprise Operations Expenses</i>		<i>\$ 28,056</i>	<i>\$ 2</i>	<i>\$ 2,882</i>	<i>10.3%</i>
<b>Summary of Revenue vs Expenses:</b>					
<i>Prior-Year Carry Over Funds</i>		<i>\$ 125,000</i>	<i>\$ -</i>	<i>\$ 125,000</i>	
<i>Total Revenue, Base, Grants &amp; Enterprise</i>		<i>\$ 1,295,066</i>	<i>\$ 51,987</i>	<i>\$ 734,306</i>	<i>56.7%</i>
<i>Total Expenses, Base, Grants &amp; Enterprise</i>		<i>\$ 1,081,579</i>	<i>\$ 283,845</i>	<i>\$ 808,996</i>	<i>74.8%</i>
<i>Fund Balance</i>		<i>\$ 213,487</i>	<i>\$ (231,858)</i>	<i>\$ (74,690)</i>	
<i>Operating Reserves</i>		<i>\$ 88,487</i>			
<i>Estimated Available Fund Balance</i>		<i>\$ 125,000</i>			

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

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,472	\$ 4,472	2/24/2020	\$ 4,472	\$ -	Pd in full
Granger	\$ -	\$ 1,578	\$ 1,578	2/11/2020; 3/31/2020; 7/21/2020; 9/28/2020	\$ 1,578	\$ -	Pd in full
Harrah	\$ -	\$ 268	\$ 268	2/11/2020	\$ 268	\$ -	Pd in full
Mabton	\$ -	\$ 926	\$ 926	1/23/2020	\$ 926	\$ -	Pd in full
Moxee	\$ -	\$ 1,608	\$ 1,608	1/28/2020	\$ 1,608	\$ -	Pd in full
Naches	\$ -	\$ 384	\$ 384	1/23/2020	\$ 384	\$ -	Pd in full
Selah	\$ -	\$ 3,128	\$ 3,128	2/11/2020	\$ 3,128	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,740	\$ 6,740	1/29/2020; 4/13/2020; 7/10/2020; 10/12/2020	\$ 6,740	\$ -	Pd in full
Tieton	\$ -	\$ 522	\$ 522	3/3/2020	\$ 522	\$ -	Pd in full
Toppenish	\$ -	\$ 3,636	\$ 3,636	2/13/2020	\$ 3,636	\$ -	Pd in full
Union Gap	\$ -	\$ 2,494	\$ 2,494	2/11/2020	\$ 2,494	\$ -	Pd in full
Wapato	\$ -	\$ 2,016	\$ 2,016	2/13/2020	\$ 2,016	\$ -	Pd in full
City of Yakima	\$ -	\$ 37,676	\$ 37,676	2/6/2020; 4/14/2020; 7/21/2020; 10/5/2020	\$ 37,676	\$ -	Pd in full
Zillah	\$ -	\$ 1,266	\$ 1,266	2/13/2020	\$ 1,266	\$ -	Pd in full
Yakima Co.	\$ -	\$ 35,086	\$ 35,086	1/2/2020	\$ 8,772	\$ 26,315	pd 1/4
<b>Totals:</b>	<b>\$ -</b>	<b>\$ 101,800</b>	<b>\$ 101,800</b>		<b>\$ 75,486</b>	<b>\$ 26,315</b>	



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

## **Executive Memorandum**

**Date of Release:** January 7, 2021

**Date of Consideration:** January 14, 2021

**To:** YRCAA Board of Directors

**From:** Office of the Executive Director

**Subject:** Uncollectable Debts

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**Issue:** Dismissing Uncollectable Debts owed to the YRCAA

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

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

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

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

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

Attachments:  
Uncollectable Debts Listing



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Yakima, WA 98901  
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[yakimacleanair.org](http://yakimacleanair.org)*

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**Uncollectable Debts Listing**

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



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

Dismissing Uncollectable Debts:

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

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

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

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

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

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_,  
the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional  
Clean Air Agency Board of Directors on this 14<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Jose A. Trevino, Director

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

\_\_\_\_\_  
Steven Jones, PhD, Director

\_\_\_\_\_  
Brad Hill, Director

\_\_\_\_\_  
Christa Owen, Clerk of the Board