

March 2023

Yakima Regional Clean Air Agency Board Meeting



Regular Board of Directors' Meeting

March 9, 2023 – 2:00 P.M.

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 February 9, 2023**
- 6. Vouchers and Payroll Authorization Transfers for February 2023**
- 7. Executive Director Performance Evaluation**
- 8. Board Meeting Schedule**
- 9. Executive Director's Report**
 - Agency Branding and Logo
 - Technology Assessment
 - Preliminary Budget Schedule
 - Biennial Audit
- 10. Other Business**
- 11. Adjournment**

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.



Reunión ordinaria del Consejo de Administración

9 de marzo de 2023 – 2:00 P.M.

AGENDA

- 1. Llamar al orden**
- 2. Registro de asistencia**
- 3. Cambios en la Agenda**
- 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 enero del 9 de febrero de 2023**
- 6. Comprobantes y transferencias de autorización de nómina para febrero de 2023**
- 7. Evaluación del desempeño del Director Ejecutivo**
- 8. Calendario de reuniones de la Junta**
- 9. Informe del Director Ejecutivo**
 - Marca y logotipo de la agencia
 - Evaluación tecnológica
 - Calendario presupuestario preliminar
 - Auditoría bienal
- 10. Otros asuntos**
- 11. Aplazamiento**

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.

1. **Call to Order**

Vice Chairperson Deccio called the meeting to order at 2:05 p.m. in the council chambers, Yakima City Hall; 129 N Second St.; Yakima, Washington.

2. **Roll Call**

Herman conducted roll call and declared a quorum present.

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

Staff present: Marc Thornsby, Executive Director
Pamela Herman, Clerk of the Board

3. **Changes to the Agenda**

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

4. **Public Comment**

Deccio asked if there were any public comments. None were offered.

5. **Board Meeting Minutes for January 2023**

Trevino moved to approve the minutes. Jones seconded. Motion passed 5-0.

6. **Vouchers and Payroll Authorization Transfers for January 2023**

Jones moved to approve the vouchers and transfers. Trevino seconded. Motion passed 5-0.

7. **Resolution 2023-02 – Authorizing Board Member Mileage Reimbursement**

Thornsby suggested it might be appropriate to introduce the Alternate Member-at-Large. Ranie Haas introduced herself as the alternate for Member-at-Large Jon DeVaney. Thornsby explained the resolution contained the modifications requested by the Board during the January meeting. He noted a sample form for mileage reimbursement was included. Deccio asked if there were any questions. Jones moved to adopt Resolution 2023-02. Trevino seconded. Motion passed 5-0.

8. **Agency Branding and Logo**

Thornsby reminded the Board it had been provided a variety of examples at the last board meeting so it would have time to review them and provide comments, ideas, alternatives, and direction to staff at the current meeting. He noted samples of the four alternative graphics were provided in the report along with examples of possible fonts to be used, images of the four alternatives displayed in typical real-world conditions, and the results of polling conducted at the request of the board.

Trevino inquired as to the results of a staff poll concerning the four alternative graphics. Thornsbery noted the results of the poll were provided in the staff report.

Deccio stated she concurred with the popularity of the second alternative, adding she believed the font weight should be heavier. Thornsbery explained appropriate adjustments would be made as determined by the context in which the logo was used and the examples were intended only to provide a general idea of the appearance, not as a presentation of the logo in its final form.

Trevino moved to select the graphic portion of alternative no. 2. Jones seconded. Motion passed 5-0.

Thornsbery requested the board review the font examples provided and explained the four fonts in which the board had previously expressed interest were included along with several others identified by staff based on characteristics the board appeared to desire.

Deccio cautioned against selecting a font that might be sufficiently trendy as to be outdated within a few years, noting a classic font such as Myriad would be acceptable. She added she favored selecting the El Messiri font, but remained concerned it might be too stylish. Jones and Trevino concurred. Jones stated he also favored Marcellus. Deccio concurred. Thornsbery suggested if the style elements of El Messiri were of concern, Marcellus would be a suitable alternative. Deccio stated Marcellus appeared clean without being boring.

Jones moved to select Marcellus as the font to be used in the logo. Trevino seconded. Motion passed 5-0.

9. **Executive Director's Report**

Executive Director Performance Evaluation: Thornsbery noted the board has not made a statement regarding its expectations for reviewing the performance of the executive director. He explained that in the absence of information regarding timing, format, or board preference, a few suggestions were offered in the staff report and added it is within the board's discretion as to how and when it would like to review the executive director's performance.

Deccio asked if there was a timetable for reviews. Thornsbery stated he was not aware of a standard established for the Agency. He described some commonly used alternatives available to the board, but noted it is entirely up to the board as to how it wishes to proceed.

Deccio opened the matter for discussion. Trevino suggested waiting until the Chairperson was present before making any decision. He added other boards on which he has served conduct reviews at the end of the year. Jones concurred with Trevino concerning a delay until the Chairperson is able to participate in the discussion. Deccio tabled the matter until the next meeting.

2023 Supplemental Income Adjustment: Thornsburry extended his apologies to the board for having failed to recall pertinent details concerning the proposed five percent increase to the 2023 supplemental income rate to caution the board against adopting it. Deccio asked if there were any questions. Thornsburry explained the five percent that would have been implemented in January 2023 will now be folded into the increase that will take effect in January 2024.

Board Meeting Schedule: Thornsburry explained McKinney and Deccio had previously suggested possibly altering the board meeting schedule and staff spent several months investigating what is possible and the issues involved. Deccio inquired as to whether the meeting time would be changed. Thornsburry expressed his understanding both the time and the location of the meeting were up for discussion.

Deccio asked for comments. Trevino noted the Granger City Council Chambers would be available for use except for Tuesdays. Thornsburry noted there had not been discussion concerning changing the meeting day. Deccio stated daytime meetings were easier for her. Jones noted a meeting schedule had already been adopted for 2023 and inquired as to the impact of any change. Thornsburry explained the meeting date, time, and location had been set in a previous resolution, adding the resolution could be updated to reflect the new schedule or any meetings not conforming to the established schedule could be treated as “special meetings.”

Jones suggested more time was needed for review. Deccio suggested tabling the matter. Trevino requested confirmation staff was suggesting meetings be held in the Lower Yakima Valley in March and September with a possible third meeting in June. Thornsburry confirmed. Jones moved to table the discussion until the next meeting. Trevino seconded. Motion passed 5-0.

Biennial Audit: Thornsburry stated the Agency has started preparing for its biennial audit.

10. **Other Business**

Thornsburry thanked the board members for all being present and acknowledged the totals provided in the monthly statistics report were in error, but would be corrected.

11. **Adjournment**

Trevino moved to adjourn. Jones seconded. Motion passed 5-0.
Deccio adjourned the meeting at 2:29 p.m.

Janice Deccio, Vice Chairman

Pamela Herman, Clerk of the Board

February 9, 2023

Page 3 of 3

Date of Release: March 2, 2023
Date of Consideration: March 9, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	Current Quarter				FY23 Ttl. to Date
	FY22 Total	Dec FY23	Jan FY23	Feb FY23	
Minor Source Inspections	35	0	19	23	46
Complaints Received	104	29	24	13	127
NOVs Issued	24	3	2	9	21
AODs Issued	0	0	0	1	2
Warning Notices Issued	0	0	0	0	1
NOPs Issued	32	2	0	1	4
SEPA Reviews	443	30	21	23	222
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	2	1	1	12
AOP Inspections	2	0	0	0	0
Public Workshops	1	0	0	0	1
Media Events	1	0	0	0	3
Media Contacts	7	0	0	0	3
Education Outreach Events	1	0	0	0	0
Sources Registered	271	0	91	153	277
NSR Applications Received	14	0	1	1	6
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	0	0	3	11
NODRs Received	143	8	23	13	131
Agricultural Burn Permits Issued	73	1	14	12	31
Conditional Use Permits Issued	11	0	0	0	0
Residential Burn Permits Issued	717	0	0	0	263
Burn Ban Days	84	4	3	0	34
Public Records Requests Fulfilled	39	5	2	3	27

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

Date of Release: February 2, 2023
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To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	<i>Current Quarter</i>				FY23 Ttl. to Date
	FY22 Total	Nov FY23	Dec FY23	Jan FY23	
Minor Source Inspections	35	0	0	19	4
Complaints Received	104	15	29	24	61
NOVs Issued	24	1	3	2	8
AODs Issued	0	1	0	0	1
Warning Notices Issued	0	1	0	0	1
NOPs Issued	32	6	2	0	1
SEPA Reviews	443	32	30	21	148
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	1	2	1	8
AOP Inspections	2	0	0	0	0
Public Workshops	1	0	0	0	1
Media Events	1	0	0	0	3
Media Contacts	7	2	0	0	3
Education Outreach Events	1	0	0	0	0
Sources Registered	271	0	0	91	33
NSR Applications Received	14	1	0	1	4
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	0	0	0	8
NODRs Received	143	14	8	23	87
Agricultural Burn Permits Issued	73	2	1	14	4
Conditional Use Permits Issued	11	0	0	0	0
Residential Burn Permits Issued	717	9	0	0	263
Burn Ban Days	84	6	4	3	27
Public Records Requests Fulfilled	39	2	5	2	17

Acronyms:

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Yakima, WA 98901
509-834-2050
www.yakimacleanair.org

STAFF REPORT

Date: March 2, 2023
To: YRCAA Board of Directors
From: Christa Owen, Staff Accountant
Subject: Fiscal Program Report

Issue: Fiscal Reports

Analysis: February 2023 Accounts Payable (AP) and Payroll Authorization 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 February 2023 AP Fiscal Vouchers, totaling \$32,091.86, and the February 2023 Payroll Authorization, totaling \$61,595.55.



February 14, 2023

**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	35456	4801	\$ 75.51	2/15/2023
Cascade Natural Gas Corporation	35457	4701	\$ 211.65	2/15/2023
Coleman Oil Company	35458	3201	\$ 237.28	2/15/2023
Intermountain Cleaning Service, Inc.	35459	4802	\$ 370.00	2/15/2023
Iron Horse Real Estate & Property Mgt	35460	4501	\$ 4,812.12	2/15/2023
KeyBank**	35461	Various	\$ 1,698.62	2/15/2023
Pitney Bowes Reserve Account	35462	4202	\$ 500.00	2/15/2023
Skagit County Fairgrounds**	35463	4506	\$ 750.00	2/15/2023
Terrace Heights Sewer District	35464	4701	\$ 107.00	2/15/2023
Thurston County Fair Complex**	35465	4506	\$ 100.00	2/15/2023
YRCAA	35466	4901	\$ 1,322.40	2/15/2023
Yakima County Public Services	35467	4701	\$ 21.25	2/15/2023

\$ 10,205.83

***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: **\$ 10,205.83**

Christa Owen, Primary Auditing Officer 2/15/2023

Jon DeVaney, Board Chairman

Date

Marc D. Thornsbury, Secondary Auditing Officer

Date



February 27, 2023

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

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
509 Ductless*	35468	4105	\$ 6,999.24	2/28/2023
Alliant Communications	35469	4101	\$ 345.33	2/28/2023
Charter Communications	35470	4201	\$ 444.90	2/28/2023
Coastal*	35471	4105	\$ 7,766.32	2/28/2023
Nth Degree Environmental Engineering Sol	35472	4101	\$ 1,500.00	2/28/2023
Rowdy Construction*	35473	4105	\$ 4,509.99	2/28/2023
State Auditor's Office	35474	4101	\$ 320.25	2/28/2023

\$ 21,886.03

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

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

Total Amount: **\$ 21,886.03**

Christa Owen, Primary Auditing Officer 2/28/2023

Jon DeVaney, Board Chairman

Date

Marc D. Thornsburry, Secondary Auditing Officer

Date

**Yakima Regional Clean Air Reimbursement
February 2023**

Gross Wages	\$45,873.68	
Reserve Adjustment		\$45,873.68
ER Taxes Paid	646.76	
ER Medical Paid	8,996.33	
Pers 1 ER Paid	0.00	
Pers 2 ER Paid	3,679.80	
Pers 3 ER Paid	1,086.48	
	0.00	
SUTA	123.86	
L & I	1,168.58	
	0.00	
Total Benefits	15,701.81	\$15,701.81
Other	0.00	
Bank Charges	20.06	
Total	\$20.06	\$20.06
Total Payroll		\$61,595.55

Primary Auditing Officer Date

Chairman Board of Directors Date

Secondary Auditing Officer Date

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2023 on February 28, 2023
CY 2023 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,384	\$ 4,384		\$ -	\$ 4,384	
Granger	\$ -	\$ 1,476	\$ 1,476		\$ -	\$ 1,476	
Harrah	\$ -	\$ 232	\$ 232		\$ -	\$ 232	
Mabton	\$ -	\$ 790	\$ 790		\$ -	\$ 790	
Moxee	\$ -	\$ 1,762	\$ 1,762		\$ -	\$ 1,762	
Naches	\$ -	\$ 444	\$ 444		\$ -	\$ 444	
Selah	\$ -	\$ 3,294	\$ 3,294		\$ -	\$ 3,294	
Sunnyside	\$ -	\$ 6,560	\$ 6,560		\$ -	\$ 6,560	
Tieton	\$ -	\$ 572	\$ 572		\$ -	\$ 572	
Toppenish	\$ -	\$ 3,548	\$ 3,548		\$ -	\$ 3,548	
Union Gap	\$ -	\$ 2,638	\$ 2,638		\$ -	\$ 2,638	
Wapato	\$ 1,011	\$ 1,844	\$ 2,855	2/27/2023	\$ 1,011	\$ 1,844	
City of Yakima	\$ -	\$ 39,124	\$ 39,124	1/26/2023	\$ 9,781	\$ 29,343	Pd 1/4
Zillah	\$ -	\$ 1,276	\$ 1,276		\$ -	\$ 1,276	
Yakima Co.	\$ -	\$ 35,296	\$ 35,296		\$ -	\$ 35,296	
Totals:	\$ 1,011	\$ 103,240	\$ 104,251		\$ 10,792	\$ 93,459	

FY 2023 Monthly BVA

February 2023 Report Date: March 9, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
REVENUE 614 YRCAA Base Operations					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32190001	Minor Sources	\$ 163,880	\$ 89,460	\$ 162,480	99.1%
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ 22,494	\$ 32,814	145.3%
614-32190006	Complex Sources	\$ 32,808	\$ 23,556	\$ 29,877	91.1%
614-32290001	Title V Sources	\$ 92,000	\$ -	\$ 64,038	69.6%
614-32190002	New Source Review	\$ 38,000	\$ 400	\$ 9,304	24.5%
<i>Subtotal, Stationary Source Permit Fees</i>		\$ 349,264	\$ 135,910	\$ 298,513	85.5%
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 55,000	\$ 1,843	\$ 25,797	46.9%
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 4,462	\$ 10,553	42.2%
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		\$ 93,000	\$ 6,305	\$ 36,350	39.1%
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 1,965	\$ 22,249	89.0%
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 1,044	\$ 4,206	72.5%
<i>Subtotal, Compliance Fees</i>		\$ 30,800	\$ 3,009	\$ 26,455	85.9%
<i>Subtotal, All Permit Fee Revenue</i>		\$ 462,000	\$ 145,224	\$ 361,318	78.2%
Base Grants					
614-33366001	EPA, Core Grant	\$ 106,545	\$ 26,636	\$ 79,908	75.0%
614-33403101	DOE, Core Grant	\$ 76,800	\$ 19,288	\$ 57,865	75.3%
<i>Subtotal, Base Grants</i>		\$ 183,345	\$ 45,924	\$ 137,773	75.1%
			\$ -	\$ -	
			\$ -	\$ -	
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 1,477	\$ 24,369	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		\$ 2,500	\$ 1,477	\$ 24,369	
Supplemental Income					
614-33831001	Supplemental Income	\$ 102,830	\$ 1,011	\$ 34,171	33.2%
<i>Subtotal, Supplemental Income</i>		\$ 102,830	\$ 1,011	\$ 34,171	33.2%
Other Income					
614-36111001	Interest	\$ 3,500	\$ 738	\$ 4,859	138.8%
614-36990014	Miscellaneous Income	\$ 100	\$ 179	\$ 398	397.6%
<i>Subtotal, Other Income</i>		\$ 3,600	\$ 917	\$ 5,257	146.0%
<i>Total YRCAA Base Operations Revenue</i>		\$ 754,275	\$ 194,554	\$ 562,888	74.6%
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 4,906	\$ 571	\$ 3,203	65.3%
614-33403108	PM 2.5	\$ 21,050	\$ 5,263	\$ 15,788	75.0%
614-33403107	Woodstove Change-out	\$ 579,000	\$ 18	\$ 595,815	102.9%
<i>Total YRCAA Grant Operations Revenue</i>		\$ 604,956	\$ 5,851	\$ 614,805	101.6%
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 60,000	\$ -	\$ 38,490	64.2%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Enterprise Revenue</i>		\$ 60,000	\$ -	\$ 38,490	64.2%
<i>Total Base, Grant and Enterprise Revenue</i>		\$ 1,419,231	\$ 200,405	\$ 1,216,183	85.7%

FY 2023 Monthly BVA

February 2023 Report Date: March 9, 2023	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries						
614-1001	Salaries	\$	412,802	\$	37,441	\$ 256,372 62.1%
614-2002	Benefits	\$	143,349	\$	13,155	\$ 90,077 62.8%
614-1003	Overtime	\$	-	\$	-	\$ - 0.0%
<i>Subtotal, Salaries</i>		\$	556,151	\$	50,596	\$ 346,448 62.3%

Supplies

614-3101	Office Supplies	\$	6,000	\$	555	\$ 4,312 71.9%
614-3101	Safety Equipment	\$	200	\$	-	\$ - 0.0%
614-3201	Vehicles, Gas	\$	6,000	\$	237	\$ 1,057 17.6%
614-3501	Small Tools/Equipment	\$	1,000	\$	-	\$ - 0.0%
614-3502	Computer Network	\$	3,000	\$	-	\$ 3,616 120.5%
<i>Subtotal, Supplies</i>		\$	16,200	\$	792	\$ 8,985 55.5%

Services

614-4101	Professional Services	\$	80,000	\$	2,503	\$ 38,207 47.8%
614-4101	Laboratory Analyses	\$	200	\$	-	\$ - 0.0%
614-4125	Treasurer, Yakima County	\$	1,000	\$	-	\$ - 0.0%
614-4201	Communications, Phones/Internet	\$	7,000	\$	483	\$ 3,840 54.9%
614-4202	Postage	\$	1,800	\$	492	\$ 988 54.9%
614-4301	Travel & Transportation	\$	5,000	\$	-	\$ 903 18.1%
614-4401	Public Education	\$	6,000	\$	-	\$ 640 10.7%
614-4401	Publications, Legal Notices	\$	2,000	\$	-	\$ 544 27.2%
614-4501	Rents & Leases, Equipment	\$	5,750	\$	-	\$ 485 8.4%
614-4501	Rents & Leases, Space	\$	58,000	\$	4,812	\$ 38,285 66.0%
614-4601	Insurance	\$	16,000	\$	-	\$ 16,768 104.8%
614-4701	Utilities	\$	4,500	\$	340	\$ 3,326 0.0%
614-4801	Maintenance, Motor Vehicles	\$	1,400	\$	14	\$ 530 37.9%
614-4801	Maintenance, Equipment	\$	5,000	\$	76	\$ 1,075 21.5%
614-4801	Maintenance, Computers	\$	4,000	\$	-	\$ 146 3.6%
614-4801	Maintenance, Building	\$	4,500	\$	370	\$ 2,960 65.8%
614-4901	Memberships	\$	700	\$	14	\$ 612 87.5%
614-4901	Training	\$	6,000	\$	-	\$ 1,775 29.6%
614-4901	Service Chgs & Interest	\$	7,500	\$	1,322	\$ 4,054 54.1%
614-4901	Miscellaneous Services	\$	1,000	\$	-	\$ - 0.0%
614-4901	DOE Oversight Fees	\$	3,600	\$	-	\$ - 0.0%
<i>Subtotal, Services</i>		\$	220,950	\$	10,426	\$ 115,139 52.1%

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$ - #DIV/0!
<i>Total YRCAA Base Operations Expenses</i>		\$	793,301	\$	61,814	\$ 470,572 59.3%

EXPENSES 614 YRCAA Grant Operations
614-33403105 Wood Stove Ed

Salaries						
614-1001	Salaries	\$	3,500	\$	77	\$ 1,274 36.4%
614-2002	Benefits	\$	910	\$	27	\$ 447 49.2%
614-1003	Overtime	\$	-	\$	-	\$ - 0.0%
<i>Subtotal, Salaries</i>		\$	4,410	\$	103	\$ 1,721 39.0%

Supplies

614-3101	Office Supplies	\$	346	\$	-	\$ - 0
<i>Subtotal, Supplies</i>		\$	346	\$	-	\$ - 0.0%

FY 2023 Monthly BVA

February 2023 Report Date: March 9, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ 150	\$ -	\$ 560	0.0%
614-4202	Postage	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 560</u>	<u>0.0%</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	<u>\$ 4,906</u>	<u>\$ 103</u>	<u>\$ 2,281</u>	<u>46.5%</u>
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,577	\$ 717	\$ 7,802	50.1%
614-2002	Benefits	\$ 5,473	\$ 252	\$ 2,741	50.1%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 969</u>	<u>\$ 10,544</u>	<u>50.1%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<u>\$ 21,050</u>	<u>\$ 969</u>	<u>\$ 10,544</u>	<u>50.1%</u>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 103,600	\$ 7,347	\$ 71,222	68.7%
614-2002	Benefits	\$ 36,400	\$ 2,581	\$ 25,024	68.7%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 9,928</u>	<u>\$ 96,245</u>	<u>68.7%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Services					
614-4101	Professional Services	\$ 379,000	\$ 18,917	\$ 291,249	76.8%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ 18,917</u>	<u>\$ 291,249</u>	<u>76.8%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<u>\$ 519,000</u>	<u>\$ 28,845</u>	<u>\$ 387,494</u>	<u>74.7%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 29,917</u>	<u>\$ 400,319</u>	<u>73.5%</u>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 13,320	\$ -	\$ 6,416	48.2%
141-2002	Benefits	\$ 4,680	\$ -	\$ 2,254	48.2%
141-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 8,670</u>	<u>48.2%</u>

FY 2023 Monthly BVA

February 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: March 9, 2023					
Supplies					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ -	\$ 501	50.1%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	\$ 1,150	\$ -	\$ 501	43.5%
Services					
141-4101	Professional Services	\$ 2,500	\$ -	\$ 265	0.0%
141-4202	Postage	\$ 250	\$ 8	\$ 29	11.6%
141-4301	Travel & Transportation	\$ 7,500	\$ -	\$ 3,725	49.7%
141-4501	Rents & Leases, Space	\$ 2,500	\$ 1,295	\$ 3,270	130.8%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ 20	10.0%
141-4801	Maintenance, Equipment	\$ 1,000	\$ 295	\$ 295	29.5%
141-4901	Miscellaneous Services	\$ 100	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	\$ 14,050	\$ 1,598	\$ 7,604	54.1%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Total Enterprise Operations Expenses</i>	\$ 33,200	\$ 1,598	\$ 16,775	50.5%
Summary of Revenue vs Expenses:					
	<i>Prior-Year Carry Over Funds</i>	\$ 337,170	\$ -	\$ 337,170	
	<i>Total Revenue, Base, Grants & Enterprise</i>	\$ 1,756,401	\$ 200,405	\$ 1,553,353	88.4%
	<i>Total Expenses, Base, Grants & Enterprise</i>	\$ 1,371,457	\$ 93,329	\$ 887,666	64.7%
	<i>Fund Balance</i>	\$ 384,944	\$ 107,076	\$ 665,686	
	<i>Operating Reserves</i>	\$ 47,774			
	<i>Estimated Available Fund Balance</i>	\$ 337,170			



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STAFF REPORT

Date: January 25, 2023
To: YRCAA Board of Directors
From: Marc Thornsbery, Executive Director
Subject: Executive Director Performance Evaluation

Background

The Board of Directors hired an executive director for the Agency effective September 12, 2022.

Agency policy requires an annual performance evaluation for employees.

A search was conducted for an internal performance evaluation form for the executive director position. However, no such form was found.

Analysis

It is common for the board of a public agency to evaluate the performance of an executive director after an initial period of three to six months. March 11, 2023, will conclude the first six months of employment for that position in the Agency. In the absence of a previously utilized form, a sample form has been attached with line items typically found in a performance evaluation for an executive director—modified to accommodate the unique aspects of the Agency.

Whether the Board chooses to conduct a performance evaluation and when it does so is entirely within its discretion. However, if it elects to conduct such an evaluation, it will need to do so at the next board meeting to be held March 10, 2023. The Board may also select another time such as its June meeting at the end of the fiscal year or at its December meeting at the end of the calendar year (and the time when all other annual employee performance evaluations are expected to take place).

The elements upon which an executive director is evaluated should be considered carefully as they communicate to the director the aspects of the position considered important by the Board. They can also be a key element when considering adjustments to compensation for the position and are often the basis for disciplinary action, including termination. As a result, the Board should ensure the items upon which it will base its evaluation fully and accurately reflect its expectations regarding the conduct of the Executive Director. It is also important for all board members to participate in the evaluation process and to be present at the meeting in which the evaluation takes place.

The Board may utilize an executive session to conduct the performance evaluation under RCW 42.30.110(g). Before adjourning to such an executive session, the Board Chairperson should announce: "Pursuant to RCW 42.30.110(g), the board of directors will adjourn to an executive session for a period of [number] minutes to review the performance of the Executive Director, a

public employee of the Agency. No action will be taken in the executive session.” In the event additional time is necessary, the Board Chairperson may extend the executive session by publicly announcing the same and stating the number of minutes by which the session will be extended. The regular board meeting is not permitted to resume until the stated period of time has transpired.

Recommendation

The Board should determine if and when it will conduct a performance evaluation of the Executive Director. Staff strongly recommends an annual performance evaluation for this position.

If the Board elects to conduct such an evaluation, board members should review the sample evaluation form and provide any comments, concerns, additions, or deletions to staff a minimum of two weeks prior to the meeting at which the evaluation is to occur so these can be evaluated and incorporated into the form for distribution to the board members in advance of the meeting.

The Board should also consider whether it wishes to have each individual board member complete a performance evaluation form in advance of the meeting with the results aggregated in a single form during the evaluation process or to have the Board collectively complete a single form during the evaluation process.



Performance Appraisal Executive Director

Evaluation Scale	
0	= Not observed
1	= Unacceptable
2	= Needs improvement
3	= Meets expectations
4	= Exceeds expectations
5	= 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

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

Comments:

Objectives:

Remarks:

(evaluator signature)

(evaluator name)

(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)



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STAFF REPORT

Date: February 27, 2023 - **UPDATE**
To: YRCAA Board of Directors
From: Marc Thornsbery, Executive Director
Subject: Board Meeting Schedule

Background

The regular meeting of the Board of Directors currently takes place on the second Thursday of each month at 2:00PM in the City of Yakima council chamber.

The council chamber for the City of Yakima contains audio and video equipment that allow for the broadcasting of public meetings on the Yakima Public Affairs Channel (Y-PAC). In addition, the City of Union Gap had similar equipment installed in their (relatively) new council chamber, allowing meetings at that location to also be broadcast. Because meetings of the Board take place in the afternoon at the City of Yakima council chambers, they are currently broadcast on Y-PAC and available at any time through the Y-PAC web site.

Y-PAC is operated by the City of Yakima's Office of Community Relations and funded exclusively by a franchise fee paid to the City by the local cable television provider. As a result, the availability of technical staff to record (for broadcast and streaming) the meetings of other agencies and special-purpose districts (such as the Yakima Regional Clean Air Agency) is limited to normal business hours and offered as a courtesy. Evening meetings of entities other than the City of Yakima are generally not recorded. However, it is believed the City of Union Gap, given its proximity to Yakima, has entered into an agreement for the operation of its audio/video equipment and the broadcasting and streaming of its meetings (likely at its cost and expense).

Y-PAC has been unable to record special events or meetings held in various locations in the region for some time due to a lack of modern portable equipment and staff availability. Portable equipment could be utilized by the Agency to record meetings for rebroadcast by Y-PAC with the cost to purchase the equipment necessary to deliver the most basic, broadcast-quality content estimated at a minimum of \$5,000 to \$10,000.

Staff reviewed a majority of the municipalities and special-purpose districts in Yakima County regarding meeting days/dates and times (schedules for several small fire districts could not be determined). Of the 39 reviewed and where a fixed time was published, 24 (61%) start at 6pm or later and 13 (33%) start before 6pm (typically 4pm or 5:30pm) with the reminder having a start time that could not be determined.

Of the 39 entities, 16 (41%) meet on Monday, 16 (41%) meet on Tuesday, 4 (10%) meet on Wednesday, and 3 (8%) meet on Thursday. Of these, meetings are held on the day of each

month as shown in the table below (some entities meet more than one time per month so totals may exceed the number of entities):

	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Monday	4	8	5	8
Tuesday	1	11	3	11
Wednesday	1	2	1	0
Thursday	0	1	0	2

Based on information obtained by staff, it appears most municipalities and special purpose districts meet at the same location and do not shift venues (whether on a random or scheduled basis). The predominant exception occurs with some school districts where meetings may be held in different locations within the district—though these appear to be exclusively held in district-owned facilities.

Analysis

At its meeting held October 13, 2022, the Board discussed the time and place of its meetings and the possibility of making a change to one or both. As part of the discussion, it was suggested the Board consider holding its meetings during the day and in the evening on an alternating basis (e.g. January meeting during the day, February meeting in the evening, March meeting during the day, etc.) with one meeting each quarter (four per year) held at a location in the Lower Yakima Valley. For the purposes of this report, it is assumed the Board is not considering a change in the day/date of the meeting.

Meeting Times

It is a reasonable assertion that holding meetings during normal business hours serves to make attendance impractical (if not impossible) for those members of the public that work during the day. Attempting to avoid this outcome may explain why a majority (61%) of entities start their meetings at or after 6pm. If entities with meetings starting at 4pm or after are included, the figure is closer to 90%.

On its face, this appears to constitute strong support for changing the start of the Agency board meetings to a later time as this would allow potential attendees to leave work on time and be present for the meeting. Given the geographical size of Yakima County and based on the assumption most workers end their day at 5pm, a 6pm (and certainly no earlier than a 5:30pm) start would seem a reasonable alternative.

However, it is an equally reasonable assertion that many members of the public view the meetings via broadcast or online streaming (potentially at a more convenient date or time) that would not otherwise attend the meetings in person. Because use of an evening meeting time precludes the availability of these options (see the Y-PAC limitations noted above), the Board must weigh the positive and negative impacts of both options against each other (e.g. is greater and/or easier in-person attendance with a smaller overall viewership more or less desirable than lesser and more difficult in-person attendance with a larger overall viewership?). Put another way, one might consider the question one of quantity versus quality. Is it better to facilitate attendance at the meeting or preserve access to it in other ways and at (potentially) more convenient times?

Based on the information currently known, an evening meeting held on the second Thursday of the month would result in a conflict with one other entity: the City of Moxee. If this is considered a problem, it could be resolved by moving the Agency board meeting to the first Thursday of the month.

Meeting Locations

With regard to meeting locations, the Board expressed an interest in finding one within the Lower Yakima Valley. A significant challenge was finding venues that were suitable and appropriate for a public meeting (e.g. has adequate and appropriate furnishings, meets accessibility requirements, may be used by the general public, has acceptable acoustics for recording, and is available at the time necessary). Compounding this was the difficulty encountered in finding a suitable venue available at a time other than during normal business hours (assuming the potential use of an evening meeting time). Contact with a number of potential venues was attempted by staff, but many of these either were not available after 5pm or a return call was never received.

UPDATE – Those locations where confirmation of suitability and availability could be obtained were as follows:

- Port of Sunnyside conference room
- City of Granger council chambers
- Northwest Communities Education Center (NCEC)/KDNA Radio auditorium (Granger)
- Zillah High School “Commons”
- Sunnyside Community Center (\$50/day rental)

The Port of Sunnyside conference room is available (with arrangements for after-hours access). The City of Granger allows use at the discretion of the mayor and while the mayor is currently an Agency board member, this could change with no guarantee future use would be allowed. The NCEC auditorium would likely be available (with arrangements for after-hours access). The Sunnyside Community Center charges \$20/hour or \$50/day, but has a reduced “non-profit” rate that might apply (depending on whether it is really a “charitable organization” rate given the Agency is non-profit, but governmental rather than charitable).

A few additional items may be worth considering by the Board as it deliberates:

1. The purpose of open public meetings is to ensure citizens know how their representatives are conducting the business of government by requiring the decisions and deliberations in which those representatives engage to take place in a manner where they can be witnessed by the public. In other words, it is not intended to serve as a mechanism for directly involving the public in the decision making process itself, but a window through which the public may view the inner workings of its government and hold the officials it elects accountable through the power of the ballot.
2. Directly and personally addressing the Board during a public comment period is not the only mechanism through which members of the public can communicate thoughts or concerns to the Board. Regular mail or electronic mail may be sent directly to the board members or to the Agency for delivery to the board members. In fact, until 2022, there was no statutory requirement that a public comment period be provided as part of any

public meeting (though it had become common practice). Today, public comment is mandated at meetings *where final action is taken*. However, while public comment may be oral or written, there is no requirement the governing body accept both.

3. People have come to expect broader (not narrower) access to content, whether that is tuning in to public broadcasts at various times, watching a video on the computer in their home, or streaming on a mobile device.

Recommendation

UPDATE – Hold the March and September 2023 meetings at the Port of Sunnyside—or at the NCEC/KDNA auditorium if the former is not available—as these dates will likely have the best attendance (taking into account inclement winter weather with potentially hazardous driving conditions and long summer evenings with people preferring to be outdoors).

At the end of 2023, consider the attendance figures for both meetings, any comments received, any issues encountered, and the potential impact of not broadcasting two meetings and use this information to decide whether to:

1. Adopt the schedule permanently (with a third meeting in June if desired) and allocate funds in the following budget cycle to acquire the audio and video equipment necessary to allow for recording and broadcast;
2. Adopt the schedule permanently (with a third meeting in June if desired) and abandon recording and broadcast when using alternate venues;
3. Continue the pilot for an additional year (two more meetings with an evaluation at the end of 2024) including any desired change in venue; or
4. Abandon the pilot and continue with the current schedule.

The use of alternating daytime and evening meeting times is not recommended as this would make remembering whether any given meeting is a “daytime” or “evening” meeting difficult for members of the public, staff, and board members—likely resulting in an increase in missed meetings, unnecessary travel, and lost time.



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February 23, 2023

City of [name]
[address]
[city], WA [zip code]

In accordance with the provisions of the Washington Clean Air Act (under Revised Code of Washington Section 70A.15.1590), “funds required to meet [Yakima Regional Clean Air Agency] expenditures, if any, shall be designated as ‘supplemental income’ and shall be obtained from the component cities, towns, and counties....” Furthermore, pursuant to RCW 70A.15.1600, each city and the county “shall pay such proportion of the supplemental income as the total population of such city or town” or “the unincorporated area of such county bears to the total population of the authority.”

Your total annual 2023 Yakima Regional Clean Air Agency (YRCAA) supplemental income payment of \$[amount] is based on a rate of \$0.40 per person multiplied by the total population as set forth in the 2021 population estimate released by the Wash. Office of Financial Management (OFM) on April 1, 2021 (www.ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates).

$$\$0.40 \times [\text{population}] = \$[\text{total amount}]$$

Pursuant to RCW 70A.15.1600, enclosed is an invoice for the first quarter portion of the above amount. **Payment must be delivered or postmarked no later than March 10, 2023.** You will receive an invoice for the same amount in each subsequent quarter with payments due May 15, August 15, and November 15.

Historically, the YRCAA has levied a supplemental income rate substantially below that of other air pollution control authorities in the state and, for over a decade, it has remained unchanged despite inflation and increasing labor costs. Over time, this has made it difficult for the Agency to hire and retain staff and created conditions under which the Agency could be forced to rely on assessed penalties to maintain basic operations—something it has carefully avoided (it is the Agency’s position that penalties should be used to fund assistance and education programs so as to avoid any incentive to impose fines).

In determining a course of action, the Agency conducted a review of Agency expenses, a market-based staff compensation analysis, and an assessment of comparable per capita supplemental income rates adopted by other clean air agencies in Washington State. The results indicated a substantial increase is necessary to correct the long-standing issues noted above and ensure revenues are sufficient to support basic agency operations.

Despite the clear need for action, adopting such an increase is not one the Agency takes lightly and it will be implemented over a period of two years with an estimated 20% increase taking effect in 2024 and another estimated 20% increase taking effect in 2025. For the upcoming year, the amount will remain as stated in the budget notice you received dated August 10, 2022.

For comparison, following are the current rates of the Agency and five of the six other clean air authorities in Washington State (the sixth did not respond to an inquiry regarding its supplemental income):

YRCAA:	\$0.40/capita
Benton:	\$1.00/capita
Olympic:	\$0.87/capita
Puget Sound:	\$0.87/capita (\$0.06 and \$0.08 increases planned for 2024 and 2025)
Southwest:	\$0.58/capita
Spokane:	\$1.40/capita (equivalent as set in 2017)

If you have any questions or concerns, please contact me at 509-834-2050. On behalf of the board and staff of the Yakima Regional Clean Air Agency, thank you for your support and we look forward to working together with you to ensure your residents enjoy the benefits of clean air.

Regards,

Marc Thornsbury
Executive Director

Enclosures: First quarter 2023 invoice



Executive Memorandum

Date of Release: March 2, 2023
Date of Consideration: March 9, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Compliance, Engineering and Planning Division
Subject: March's Compliance, Engineering and Planning Division Report

Issue:
Monthly activities report to the Board of Directors of YRCAA.

Discussion:

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

- Working on the registration program, registered 153 sources;
- Reviewed/responded to 23 SEPA's projects;
- Working on New Source Reviews (NSR) Permits;
- Issued three Order of Approvals;
- Working on Title V renewals;
- Reviewed/approved 13 Notifications of Demolition / Renovation (NODR);
- Issued two Dust Control Plans (DCP);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- No ban called for the month of February;
- Had 23 minor inspection;
- Issued 12 agricultural burn permits;
- We expect no exceedances during the month of February as shown in the graphs; and
- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 13 complaints, Issued one NOP and one NOV for the month of February;

The following Table itemizes, by type, the number of complaints received and the number of NOV's issued, for the month February 2022:

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	7	1	
Agricultural Burning	1		
Other Burning and SFBD***	3		
Fugitive / Construction Dust			
Agricultural Dust			
Agricultural Odor	1		
Other Dust			
Surface Coating			
Odor	1		
Asbestos			
Others and NSR****			
Registration			
Industrial Sources			
TOTALS	13	1	0

*NOV- Notice of Violation

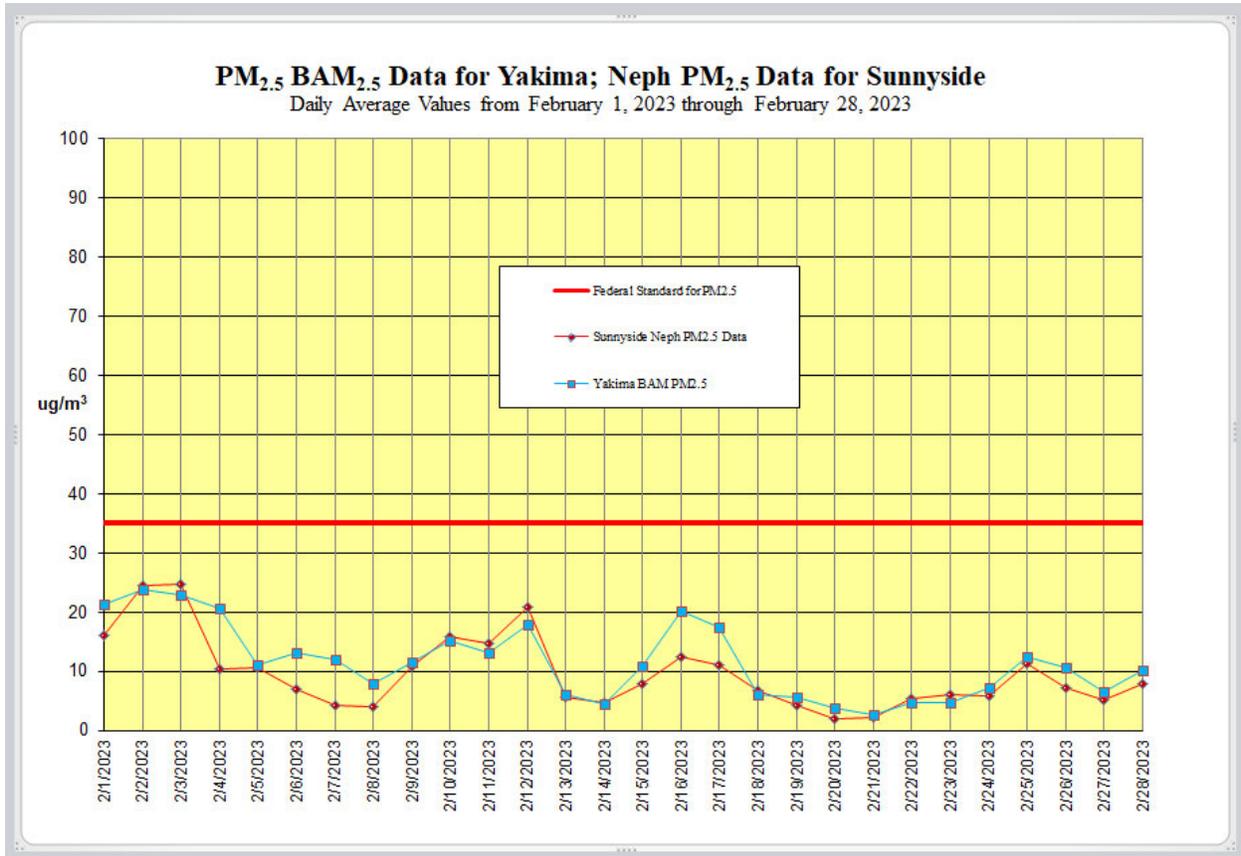
**AOD- Assurance of Discontinues

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

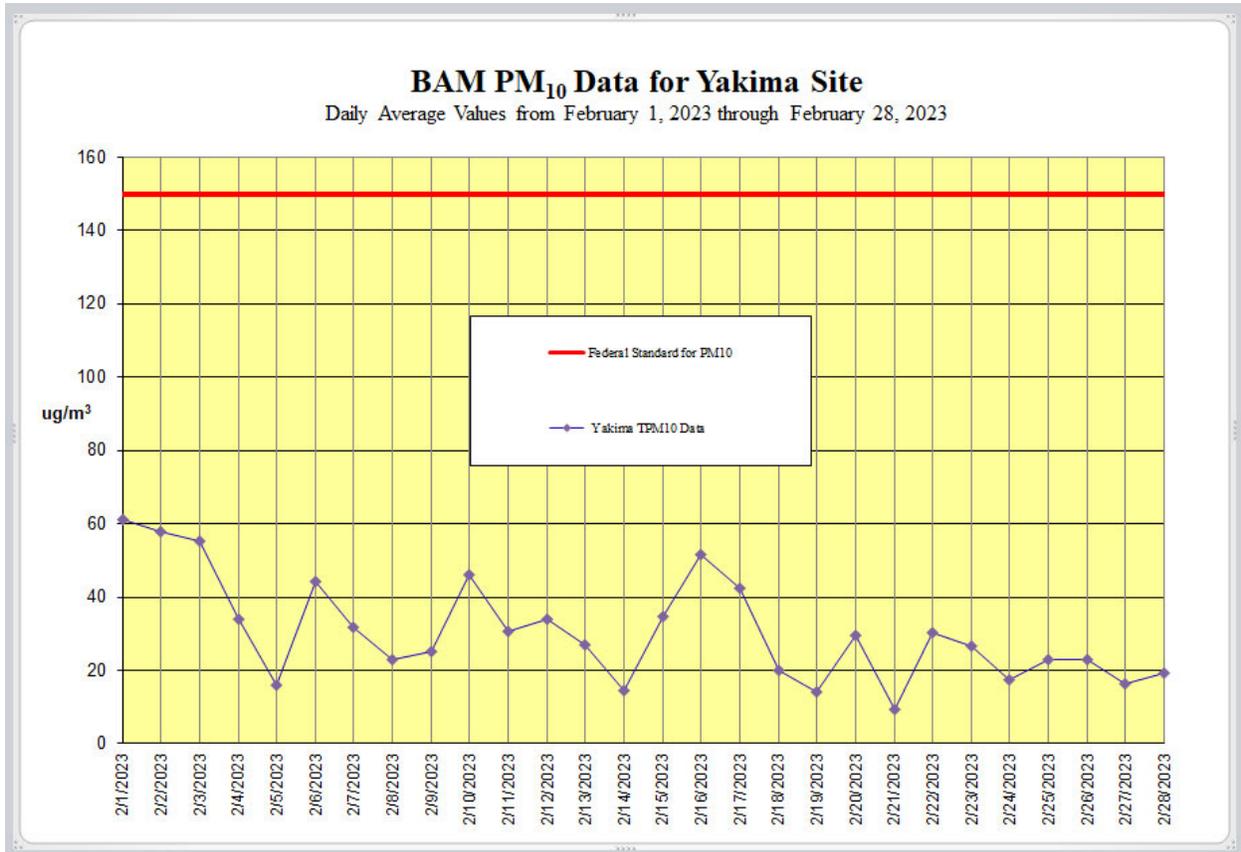
Attachments:

- ✓ *PM_{2.5} Monitor Data for the month of February 2023 and the annual graphs.*
- ✓ *PM₁₀ Monitor Data for the month of February 2023.*

- **PM_{2.5} Data**
 - We expect no PM_{2.5} exceedances for the month of February.



- **PM₁₀**
- We expect no PM₁₀ exceedance for the month February.



- **Annual PM_{2.5} Data**

- Annual PM_{2.5} for Yakima and Sunnyside monitors for the specified periods.

