

APRIL

2023

**Yakima Regional Clean
Air Agency
Board Meeting**



Regular Board of Directors' Meeting

April 13, 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 March 9, 2023**
- 6. Vouchers and Payroll Authorization Transfers for March 2023**
- 7. Executive Director Performance Evaluation**
- 8. Board Meeting Schedule**
- 9. Executive Director's Report**
 - Database & Statistics
 - Website & Electronic Mail
 - Budget Workshop 2023-2024
- 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

10 de abril 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 marzo de 2023**
- 6. Comprobantes y transferencias de autorización de nómina para marzo de 2023**
- 7. Evaluación del desempeño del Director Ejecutivo**
- 8. Calendario de reuniones de la Junta**
- 9. Informe del Director Ejecutivo**
 - Base de datos y estadísticasEvaluación tecnológica
 - Sitio web y correo electrónico
 - Taller de Presupuesto 2023-2024
- 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**

Chairperson DeVaney 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
Steven Jones, Ph.D., County Representative, Present
Janice Deccio, Large City Representative, Present
Jose Trevino, Small City Representative, Absent
Jon DeVaney, Member-at-Large, Present

Staff present: Marc Thornsbury, Executive Director
Pamela Herman, Clerk of the Board
Christa Owen, Staff Accountant

3. **Changes to the Agenda**

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

4. **Public Comment**

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

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

Deccio moved to approve the minutes. McKinney seconded. Motion passed 4-0.

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

McKinney moved to approve the vouchers and transfers. Deccio seconded. Motion passed 4-0.

7. **Executive Director Performance Evaluation**

DeVaney stated his belief a performance evaluation for Thornsbury should be conducted and the questions in the sample format provided were acceptable. He further suggested using the sample format as a basis for discussion but without the board members completing the form individually. DeVaney recommended scheduling an executive session to collectively discuss the feedback to be given the director.

McKinney concurred. DeVaney queried whether there was any preference as to conducting the executive session in a regular meeting or in a special meeting. Discussion followed concerning potential issues involving the use of a video conference for an executive session. DeVaney stated he would discuss scheduling with Thornsbury.

Jones remarked he did not feel he had adequate knowledge to address some of the performance evaluation questions and inquired regarding the possibility of communicating

with Agency of the staff to provide additional information. Thornsby replied doing so was at the discretion of the Board and any of its members could schedule a conversation with any staff person or request their presence at the meeting.

Thornsby clarified the purpose behind providing the sample evaluation form was to offer the Board an option as he was unable to locate one that had been used in the past, reminded the Board the questions were merely those he believed it might wish to consider in such an evaluation, and noted the Board is free to modify the method, form, or questions as it sees fit.

DeVaney stated he would view the questions as a mechanism to prompt discussion but not documents to be collected.

8. **Board Meeting Schedule**

Thornsby explained McKinney and Deccio had previously suggested possibly altering the board meeting time and/or location and requested staff look into the options available. He added the staff report provided was the result of that effort. Deccio inquired as to whether the meeting time would be changed. Thornsby noted it was his understanding both the time and the location of the meeting were up for discussion.

Thornsby noted there are options available, but cautioned they include trade-offs that should be considered. Deccio stated her preference for retaining the current time and location. McKinney expressed her belief the matter deserved a review by staff, but the matter would be decided based on the consensus of the Board. Jones stated his preference for the day and asked about starting at a later time.

Thornsby stated one option would be to hold one or two special meetings and evaluate the response when changing the location, time, or both—particularly with respect to the level of attendance and participation—and reevaluating based on the result. He offered an example noting if the change did not have an impact, and taking into consideration the reduced access due to the inability to broadcast, the Board might ultimately determine the benefits of a change in time or venue don't outweigh the costs. He added were the reverse true, the Board might elect to extend the trial or adopt something on a more permanent basis.

McKinney stated her belief the issue of meeting day or time has little connection with attendance or participation and noted, in her experience, accessibility via video conference was more determinative with respect to participation. She added video conferencing allows for increased participation at no additional cost or disruption to the normal process.

Discussion continued concerning the possible use of video conferencing, its potential technical limitations, and coordination with Y-PAC technical staff. DeVaney suggested some additional research might be in order before considering whether to proceed.

9. Executive Director's Report

Agency Branding and Logo: Thornsby informed the Board the new Agency logo is being finalized with efforts focused on development of a scalable vector graphic version and noted that upon completion, the logo will begin appearing in various locations, documents, etc.

Technology Assessment: Thornsby explained he has been assessing the technology used in the office and noted, as an example, the Agency's limited data backup capabilities which could prove troublesome in the event of a catastrophe. McKinney offered to put Thornsby in contact with the Technology Services Director for Yakima County.

Preliminary Budget Schedule: Thornsby offered an overview of the coming annual budget process. He noted a preliminary draft budget would be developed in March with a budget workshop likely in April followed by a public hearing in May and adoption in June.

Biennial Audit: Thornsby noted the biennial audit is coming to a conclusion and the board members can expect to receive an email identifying the date and time of the exit conference. He added the board members are invited to attend if they so desire, though it is not required, and results of the audit will be provided to the board.

10. Other Business

DeVaney informed the Board he had asked Thornsby to obtain more information concerning the additional air monitoring proposed by the Wash. Dept. of Ecology and to provide a report to the Board at a later date.

McKinney reminded the Board there are multiple agencies, each with their own level of jurisdiction, enforcement, and monitoring, that work together to address things such as landfills.

11. Adjournment

McKinney moved to adjourn. Deccio seconded. Motion passed 4-0.
DeVaney adjourned the meeting at 2:29 p.m.

Jon DeVaney, Chairman

Pamela Herman, Clerk of the Board

Date of Release: April 6, 2023
Date of Consideration: April 13, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Interim Executive Director
Subject: Monthly Activity Report

Current Quarter

Activity	FY22 Total	Jan FY23	Feb FY23	Mar FY23	FY23 Total to Date
Minor Source Inspections	35	19	23	15	60
Complaints Received	104	24	13	10	137
NOVs Issued	24	2	9	1	22
AODs Issued	0	0	1	0	2
Warning Notices Issued	0	0	0	0	1
NOPs Issued	32	0	1	1	5
SEPA Reviews	443	21	23	22	244
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	1	1	1	13
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	1	4
Education Outreach Events	1	0	0	0	0
Sources Registered	271	91	153	56	333
NSR Applications Received	14	1	1	1	7
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	0	3	1	12
NODRs Received	143	23	13	19	151
Agricultural Burn Permits Issued	73	14	12	4	35
Conditional Use Permits Issued	11	0	2	1	1
Residential Burn Permits Issued	717	0	0	169	432
Burn Ban Days	84	3	0	0	34
Public Records Requests Fulfilled	39	2	3	1	25

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



STAFF REPORT

Date: April 6, 2023
To: YRCAA Board of Directors
From: Christa Owen, Staff Accountant
Subject: Fiscal Program Report

Issue: Fiscal Reports

Analysis: March 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 March 2023 AP Fiscal Vouchers, totaling \$31,015.79, and the March 2023 Payroll Authorization, totaling \$61,818.44.

**Yakima Regional Clean Air Payroll Reimbursement
March 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	1,387.78	
	0.00	
Total Benefits	15,921.01	\$15,921.01
Other	0.00	
Bank Charges	23.75	
Total	\$23.75	\$23.75
Total Payroll		\$61,818.44

Christa Owen 4/3/23
 Primary Auditing Officer Date
[Signature] 4/6/2023
 Secondary Auditing Officer Date

 Chairman Board of Directors Date



March 16, 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	35475	4801	\$ 168.83	3/17/2023
Cascade Natural Gas Corporation	35476	4701	\$ 246.85	3/17/2023
Coleman Oil Company	35477	3201	\$ 296.77	3/17/2023
Cuillier Law Office	35478	4101	\$ 464.00	3/17/2023
DOE – Oversight Fees	35479	4902	\$ 3,590.00	3/17/2023
DeVries Information Management	35480	4101	\$ 14.96	3/17/2023
Intermountain Cleaning Service, Inc.	35481	4802	\$ 370.00	3/17/2023
Iron Horse Real Estate & Property Mgt	35482	4501	\$ 4,812.12	3/17/2023
KeyBank**	35483	Various	\$ 913.85	3/17/2023
Nth Degree Environmental Engineering Sol	35484	4101	\$ 750.00	3/17/2023
Pacific Power	35485	4701	\$ 229.93	3/17/2023
Pitney Bowes Global Financial Services	35486	4501	\$ 242.58	3/17/2023
Rowdy Construction*	35487	4105	\$ 4,509.99	3/17/2023
YRCAA	35488	4901	\$ 1,516.60	3/17/2023
Yakima County Public Services	35489	4701	\$ 21.74	3/17/2023

\$ 18,148.22

*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: **\$ 18,148.22**


 Christa Owen, Primary Auditing Officer 3/17/2023

Jon DeVaney, Board Chairman

Date


 Marc D. Thornsbury, Secondary Auditing Officer 3-27-2023
 Date



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

March 30, 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>
Alliant Communications	35490	4101	\$ 345.33	3/31/2023
Carl Brookshire**	35491	4306	\$ 525.00	3/31/2023
Capital Press	35492	4901	\$ 80.00	3/31/2023
Charter Communications	35493	4201	\$ 444.90	3/31/2023
Mark Edler**	35494	4306	\$ 525.00	3/31/2023
Iron Horse Real Estate & Property Mgt	35495	4501	\$ 2,541.15	3/31/2023
Pacific Power	35496	4701	\$ 444.24	3/31/2023
State Auditor's Office	35497	4101	\$ 7,621.95	3/31/2023
TranSource	35498	3101	\$ 40.00	3/31/2023
Westside Commons**	35499	4506	\$ 300.00	3/31/2023

\$ 12,867.57

***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: **\$ 12,867.57**

Christa Owen
 Christa Owen, Primary Auditing Officer 3/31/2023

Marc D. Thornsbury 4-3-2023
 Marc D. Thornsbury, Secondary Auditing Officer Date

Jon DeVaney, Board Chairman Date

FY 2022 Monthly BVA

March 2022						
Report Date: April 14, 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget	
REVENUE						
REVENUE 614 YRCAA Base Operations						
Stationary Source Permit Fees						
614-32190001	Minor Sources	\$ 163,880	\$ 38,183	\$ 200,663		122.4%
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ -	\$ 32,814		145.3%
614-32190006	Complex Sources	\$ 32,808	\$ 12,684	\$ 42,561		129.7%
614-32290001	Title V Sources	\$ 92,000	\$ 7,055	\$ 71,093		77.3%
614-32190002	New Source Review	\$ 38,000	\$ 675	\$ 9,979		26.3%
<i>Subtotal, Stationary Source Permit Fees</i>		\$ 349,264	\$ 58,597	\$ 357,110		102.2%
Burn Permit Fees						
614-32290005	Residential Burn Permits	\$ 55,000	\$ 9,792	\$ 35,589		64.7%
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 2,715	\$ 13,268		53.1%
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ 242	\$ 242		12.5%
<i>Subtotal, Burn Permit Fees</i>		\$ 93,000	\$ 12,749	\$ 49,099		52.8%
Compliance Fees						
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 1,719	\$ 23,968		95.9%
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 1,347	\$ 5,553		95.7%
<i>Subtotal, Compliance Fees</i>		\$ 30,800	\$ 3,066	\$ 29,521		95.8%
<i>Subtotal, All Permit Fee Revenue</i>		\$ 462,000	\$ 74,412	\$ 435,730		94.3%
Base Grants						
614-33366001	EPA, Core Grant	\$ 106,545	\$ -	\$ 79,908		75.0%
614-33403101	DOE, Core Grant	\$ 76,800	\$ -	\$ 57,865		75.3%
<i>Subtotal, Base Grants</i>		\$ 183,345	\$ -	\$ 137,773		75.1%
Fines & Penalties						
614-35990001	Civil Penalty	\$ 2,500	\$ 2,300	\$ 26,669		
614-35990001	Other Fines	\$ -	\$ -	\$ -		
<i>Subtotal, Fines & Penalties</i>		\$ 2,500	\$ 2,300	\$ 26,669		
Supplemental Income						
614-33831001	Supplemental Income	\$ 102,830	\$ 43,045	\$ 77,216		75.1%
<i>Subtotal, Supplemental Income</i>		\$ 102,830	\$ 43,045	\$ 77,216		75.1%
Other Income						
614-36111001	Interest	\$ 3,500	\$ 696	\$ 5,555		158.7%
614-36990014	Miscellaneous Income	\$ 100	\$ -	\$ 398		397.6%
<i>Subtotal, Other Income</i>		\$ 3,600	\$ 696	\$ 5,952		165.3%
<i>Total YRCAA Base Operations Revenue</i>		\$ 754,275	\$ 120,452	\$ 683,340		90.6%
REVENUE 614 YRCAA Grant Operations						
614-33403105	Wood Stove Ed	\$ 4,906	\$ -	\$ 3,203		65.3%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 15,788		75.0%
614-33403107	Woodstove Change-out	\$ 579,000	\$ 152,405	\$ 748,220		129.2%
<i>Total YRCAA Grant Operations Revenue</i>		\$ 604,956	\$ 152,405	\$ 767,210		126.8%
REVENUE Enterprise Operations						
614-34317001	VE Certification Fees	\$ 60,000	\$ 250	\$ 38,740		64.6%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!	
<i>Subtotal, Enterprise Revenue</i>		\$ 60,000	\$ 250	\$ 38,740		64.6%
<i>Total Base, Grant and Enterprise Revenue</i>		\$ 1,419,231	\$ 273,107	\$ 1,489,290		104.9%

FY 2022 Monthly BVA

March 2022 Report Date: April 14, 2022	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
---	--------	-------------------	------------------------	-----------------------------

EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries

614-1001	Salaries	\$ 412,802	\$ 34,560	\$ 290,932	70.5%
614-2002	Benefits	\$ 143,349	\$ 12,143	\$ 102,219	71.3%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Salaries</i>		<i>\$ 556,151</i>	<i>\$ 46,702</i>	<i>\$ 393,151</i>	<i>70.7%</i>

Supplies

614-3101	Office Supplies	\$ 6,000	\$ 610	\$ 4,922	82.0%
614-3101	Safety Equipment	\$ 200	\$ -	\$ -	0.0%
614-3201	Vehicles, Gas	\$ 6,000	\$ 297	\$ 1,354	22.6%
614-3501	Small Tools/Equipment	\$ 1,000	\$ -	\$ -	0.0%
614-3502	Computer Network	\$ 3,000	\$ 27	\$ 3,643	121.4%
<i>Subtotal, Supplies</i>		<i>\$ 16,200</i>	<i>\$ 934</i>	<i>\$ 9,918</i>	<i>61.2%</i>

Services

614-4101	Professional Services	\$ 80,000	\$ 9,196	\$ 47,403	59.3%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4192	Yakima County Services	\$ 1,000	\$ -	\$ -	0.0%
614-4201	Communications, Phones/Internet	\$ 7,000	\$ 483	\$ 4,323	61.8%
614-4202	Postage	\$ 1,800	\$ -	\$ 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	\$ 243	\$ 728	12.7%
614-4501	Rents & Leases, Space	\$ 58,000	\$ 7,353	\$ 45,638	78.7%
614-4601	Insurance	\$ 16,000	\$ -	\$ 16,768	104.8%
614-4701	Utilities	\$ 4,500	\$ 943	\$ 4,268	0.0%
614-4801	Maintenance, Motor Vehicles	\$ 1,400	\$ -	\$ 530	37.9%
614-4801	Maintenance, Equipment	\$ 5,000	\$ 169	\$ 1,244	24.9%
614-4801	Maintenance, Computers	\$ 4,000	\$ -	\$ 146	3.6%
614-4801	Maintenance, Building	\$ 4,500	\$ 370	\$ 3,330	74.0%
614-4901	Memberships	\$ 700	\$ 94	\$ 706	100.9%
614-4901	Training	\$ 6,000	\$ -	\$ 1,775	29.6%
614-4901	Service Chgs & Interest	\$ 7,500	\$ 1,517	\$ 6,269	83.6%
614-4901	Miscellaneous Services	\$ 1,000	\$ -	\$ -	0.0%
614-4901	DOE Oversight Fees	\$ 3,600	\$ 3,590	\$ 3,590	99.7%
<i>Subtotal, Services</i>		<i>\$ 220,950</i>	<i>\$ 23,957</i>	<i>\$ 139,795</i>	<i>63.3%</i>

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 793,301</i>	<i>\$ 71,593</i>	<i>\$ 542,864</i>	<i>68.4%</i>

EXPENSES 614 YRCAA Grant Operations
614-33403105 Wood Stove Ed

Salaries

614-1001	Salaries	\$ 3,500	\$ 230	\$ 1,503	43.0%
614-2002	Benefits	\$ 910	\$ 81	\$ 528	58.0%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Salaries</i>		<i>\$ 4,410</i>	<i>\$ 310</i>	<i>\$ 2,031</i>	<i>46.1%</i>

Supplies

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

FY 2022 Monthly BVA

March 2022 Report Date: April 14, 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ 150	\$ -	\$ 560	373.3%
614-4202	Postage	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 560</u>	<u>373.3%</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	<u>\$ 4,906</u>	<u>\$ 310</u>	<u>\$ 2,591</u>	<u>52.8%</u>
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,577	\$ 566	\$ 8,368	53.7%
614-2002	Benefits	\$ 5,473	\$ 199	\$ 2,940	53.7%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 765</u>	<u>\$ 11,308</u>	<u>53.7%</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>\$ 765</u>	<u>\$ 11,308</u>	<u>53.7%</u>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 103,600	\$ 5,584	\$ 76,806	74.1%
614-2002	Benefits	\$ 36,400	\$ 1,962	\$ 26,986	74.1%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 7,546</u>	<u>\$ 103,792</u>	<u>74.1%</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	\$ -	\$ 284,142	75.0%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ -</u>	<u>\$ 284,142</u>	<u>75.0%</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>\$ 7,546</u>	<u>\$ 387,934</u>	<u>74.7%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 8,621</u>	<u>\$ 401,834</u>	<u>73.7%</u>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 13,320	\$ 4,806	\$ 11,222	84.3%
141-2002	Benefits	\$ 4,680	\$ 1,689	\$ 3,943	84.3%
141-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ 6,495</u>	<u>\$ 15,165</u>	<u>84.3%</u>

FY 2022 Monthly BVA

March 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: April 14, 2022					
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	\$ 530	0.0%
141-4202	Postage	\$ 250	\$ -	\$ 29	0.0%
141-4301	Travel & Transportation	\$ 7,500	\$ 1,050	\$ 4,775	63.7%
141-4501	Rents & Leases, Space	\$ 2,500	\$ 300	\$ 3,570	142.8%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ 20	10.0%
141-4801	Maintenance, Equipment	\$ 1,000	\$ -	\$ 295	29.5%
141-4901	Miscellaneous Services	\$ 100	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	\$ 14,050	\$ 1,615	\$ 9,219	65.6%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Total Enterprise Operations Expenses</i>	\$ 33,200	\$ 8,110	\$ 24,884	75.0%
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	\$ 273,107	\$ 1,826,460	104.0%
	<i>Total Expenses, Base, Grants & Enterprise</i>	\$ 1,371,457	\$ 88,324	\$ 969,582	70.7%
	<i>Fund Balance</i>	\$ 384,944	\$ 184,783	\$ 856,878	
	<i>Operating Reserves</i>	\$ 47,774			
	<i>Estimated Available Fund Balance</i>	\$ 337,170			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2023 on March 31, 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	3/17/2023	\$ 1,096	\$ 3,288	Pd 1/4
Granger	\$ -	\$ 1,476	\$ 1,476	3/22/2023	\$ 369	\$ 1,107	Pd 1/4
Harrah	\$ -	\$ 232	\$ 232	3/6/2023	\$ 232	\$ -	Pd in full
Mabton	\$ -	\$ 790	\$ 790	3/22/2023	\$ 198	\$ 593	Pd 1/4
Moxee	\$ -	\$ 1,762	\$ 1,762	3/17/2023	\$ 441	\$ 1,322	Pd 1/4
Naches	\$ -	\$ 444	\$ 444	3/17/2023	\$ 111	\$ 333	Pd 1/4
Selah	\$ -	\$ 3,294	\$ 3,294	3/17/2023	\$ 3,294	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,560	\$ 6,560		\$ -	\$ 6,560	
Tieton	\$ -	\$ 572	\$ 572	3/22/2023	\$ 143	\$ 429	Pd 1/4
Toppenish	\$ -	\$ 3,548	\$ 3,548	3/31/2023	\$ 887	\$ 2,661	Pd 1/4
Union Gap	\$ -	\$ 2,638	\$ 2,638	3/17/2023	\$ 660	\$ 1,979	Pd 1/4
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	3/13/2023	\$ 319	\$ 957	Pd 1/4
Yakima Co.	\$ -	\$ 35,296	\$ 35,296	3/17/2023	\$ 35,296	\$ -	Pd in full
Totals:	\$ 1,011	\$ 103,240	\$ 104,251		\$ 53,837	\$ 50,415	



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

STAFF REPORT

Date: January 25, 2023
To: YRCAA Board of Directors
From: Marc Thornsbury, 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)



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

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.

Yakima Regional Clean Air Agency

**Budget
Fiscal Year 2023-24**



PROPOSED

April 13, 2023

(this page intentionally left blank)

YRCAA Proposed FY 2023-24 Budget

The following budget aligns all expenditures with their appropriate revenue sources and contains an itemized accounting of both with respect to the Agency's base, grant, and enterprise operations.

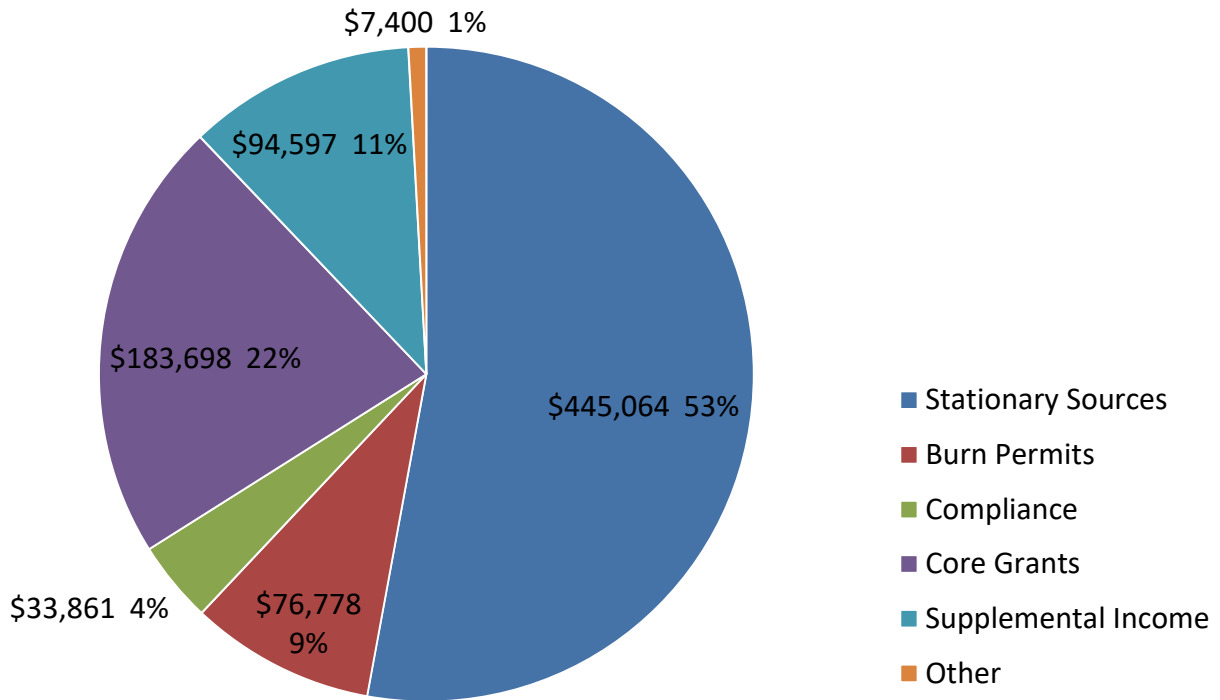
YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
REVENUE – Base Operations				
Stationary Sources				
32199001	Minor Sources	\$ 163,880	\$ 231,742	\$ 251,097
32199002	New Source Review	\$ 38,000	\$ 29,765	\$ 39,848
32199004	Complex Minor Sources	\$ 32,808	\$ 47,997	\$ 44,926
32199005	Synthetic Minor Sources	\$ 22,576	\$ 32,814	\$ 37,193
32290001	Title V Sources	\$ 92,000	\$ 71,093	\$ 72,000
	Subtotal – Stationary Sources	\$ 349,264	\$ 413,411	\$ 445,064
Burn Permits				
32290005	Residential Burn Permits	\$ 55,000	\$ 63,639	\$ 53,500
32290007	Agricultural Burn Permits	\$ 25,000	\$ 17,273	\$ 21,128
32290011	Conditional Use Burn Permits	\$ 1,936	\$ 1,326	\$ 2,150
	Subtotal – Burn Permits	\$ 81,936	\$ 82,238	\$ 76,778
Compliance				
32199003	Asbestos Removal Fees	\$ 25,000	\$ 31,399	\$ 26,229
32199007	Construction Dust Control Fees	\$ 5,800	\$ 7,053	\$ 7,632
	Subtotal – Compliance	\$ 30,800	\$ 33,452	\$ 33,861
Core Grants				
33366001	EPA Core Grant	\$ 106,545	\$ 106,545	\$ 106,545
33403101	Ecology Core Grant	\$ 76,800	\$ 77,153	\$ 77,153
	Subtotal – Base Grants	\$ 183,345	\$ 183,698	\$ 183,698
Fines and Penalties				
35990001	Fines and Penalties	\$ 2,500	\$ 27,669	\$ 0
	Subtotal – Fines and Penalties	\$ 2,500	\$ 27,669	\$ 0
Supplemental Income				
36850003	Supplemental Income	\$ 102,830	\$ 95,421	\$ 94,597
	Subtotal – Supplemental Income	\$ 102,830	\$ 95,421	\$ 94,597
Other Income				
36111001	Interest	\$ 3,500	\$ 6,655	\$ 7,000
36991011	Miscellaneous	\$ 100	\$ 398	\$ 400
	Subtotal – Other Income	\$ 3,600	\$ 7,053	\$ 7,400
	Subtotal – Base Operations	\$ 754,275	\$ 847,942	\$ 861,398
REVENUE – Grant Operations				
Wood Smoke Education				
33403105	Wood Smoke Education	\$ 4,906	\$ 4,287	\$ 4,906
	Subtotal – Wood Smoke Education	\$ 4,906	\$ 4,287	\$ 4,906
Wood Smoke Reduction				
33403107	Wood Smoke Reduction	\$ 579,000	\$ 1,001,944	\$ 687,500
	Subtotal – Wood Smoke Reduction	\$ 579,000	\$ 1,001,944	\$ 687,500
PM 2.5				
33403108	PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
	Subtotal – PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
	Subtotal – Grant Operations	\$ 604,956	\$ 1,027,281	\$ 713,456

YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
REVENUE – Enterprise Operations				
Visible Emission Certification				
34517001	Visible Emission Certification	\$ 60,000	\$ 75,830	\$ 75,000
	<i>Subtotal – Visible Emission Certification</i>	<u>\$ 60,000</u>	<u>\$ 75,830</u>	<u>\$ 75,000</u>
	<i>Subtotal – Enterprise Operations</i>	<u>\$ 60,000</u>	<u>\$ 75,830</u>	<u>\$ 75,000</u>
Total Revenue		\$ 1,419,231	\$ 1,951,053	\$ 1,649,854
EXPENSES – Base Operations				
Wages and Benefits				
553701001	Wages and Salaries	\$ 411,552	\$ 403,628	\$ 462,031
553702001	Benefits	\$ 144,599	\$ 121,646	\$ 181,395
553703001	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<u>\$ 556,151</u>	<u>\$ 525,274</u>	<u>\$ 643,426</u>
Supplies				
533703101	Office Supplies	\$ 6,000	\$ 6,322	\$ 7,000
533703102	Safety Equipment	\$ 200	\$ 0	\$ 750
533703201	Vehicles	\$ 6,000	\$ 2,054	\$ 6,000
533703501	Small Tools and Equipment	\$ 1,000	\$ 0	\$ 1,000
533703502	Technology Systems	\$ 3,000	\$ 4,143	\$ 5,500
	<i>Subtotal – Supplies</i>	<u>\$ 16,200</u>	<u>\$ 12,519</u>	<u>\$ 20,250</u>
Services				
553704101	Professional Services	\$ 80,000	\$ 54,903	\$ 50,000
553704102	Laboratory Analyses	\$ 200	\$ 0	\$ 500
553704192	Yakima County Services	\$ 1,000	\$ 0	\$ 0
553704201	Communications and Technology	\$ 7,000	\$ 5,772	\$ 5,796
553704202	Postage	\$ 1,800	\$ 1,488	\$ 1,800
553704301	Travel and Transportation	\$ 5,000	\$ 1,403	\$ 5,000
553704401	Public Notices and Education	\$ 8,000	\$ 3,834	\$ 7,000
553704501	Rents and Leases	\$ 63,750	\$ 61,045	\$ 78,000
553704601	Insurance	\$ 16,000	\$ 16,768	\$ 18,000
553704701	Utilities	\$ 4,500	\$ 5,718	\$ 6,000
553704801	Maintenance – Vehicles/Equipment	\$ 10,400	\$ 2,370	\$ 2,000
553704802	Maintenance – Building	\$ 4,500	\$ 4,440	\$ 4,700
553704901	Miscellaneous	\$ 15,200	\$ 15,719	\$ 19,900
553704902	Ecology Oversight and Admin. Fee	\$ 3,600	\$ 3,590	\$ 2,700
	<i>Subtotal – Services</i>	<u>\$ 220,950</u>	<u>\$ 173,388</u>	<u>\$ 182,666</u>
Capital Projects/Fixed Assets				
594536401	Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Base Operations</i>	<u>\$ 793,301</u>	<u>\$ 711,181</u>	<u>\$ 845,342</u>
EXPENSES – Grant Operations				
Wood Smoke Education				
Wages and Benefits				
553701002	Wages and Salaries	\$ 3,500	\$ 1,949	\$ 3,186
553702002	Benefits	\$ 910	\$ 829	\$ 1,120
553703002	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<u>\$ 4,410</u>	<u>\$ 2,778</u>	<u>\$ 4,306</u>
Supplies				
553703103	Office Supplies	\$ 346	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<u>\$ 346</u>	<u>\$ 0</u>	<u>\$ 0</u>

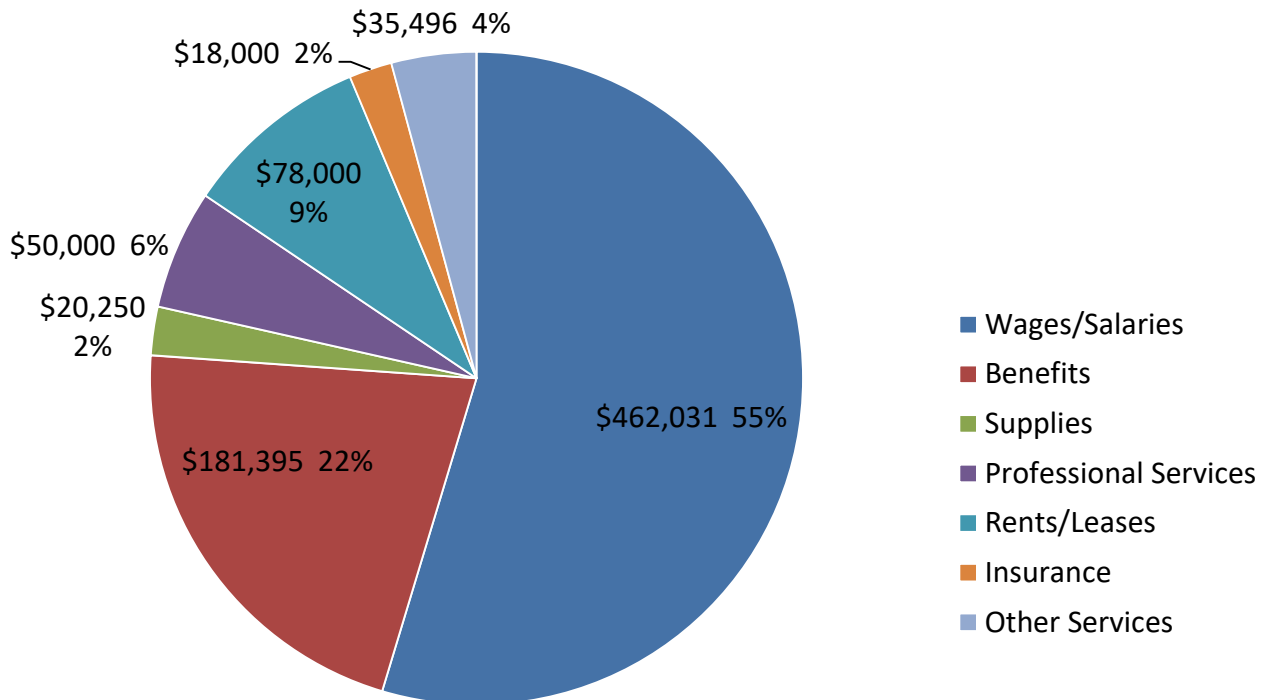
YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
Services				
553704139	Professional Services	\$ 150	\$ 560	\$ 600
553704203	Postage	\$ 0	\$ 0	\$ 0
	Subtotal – Services	\$ 150	\$ 560	\$ 600
	Subtotal – Wood Smoke Education	\$ 4,906	\$ 3,338	\$ 4,906
PM 2.5				
Wages and Benefits				
553701003	Wages and Salaries	\$ 15,577	\$ 15,133	\$ 15,577
553702003	Benefits	\$ 5,473	\$ 5,917	\$ 5,473
553703003	Overtime	\$ 0	\$ 0	\$ 0
	Subtotal – Wages and Benefits	\$ 21,050	\$ 21,050	\$ 21,050
Supplies				
553703104	Office Supplies	\$ 0	\$ 0	\$ 0
	Subtotal – Supplies	\$ 0	\$ 0	\$ 0
Services				
553704104	Professional Services	\$ 0	\$ 0	\$ 0
	Subtotal – Services	\$ 0	\$ 0	\$ 0
	Subtotal – PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
Wood Smoke Reduction				
Wages and Benefits				
553701004	Wages and Salaries	\$ 103,600	\$ 114,862	\$ 127,188
553702004	Benefits	\$ 36,400	\$ 39,100	\$ 44,688
553703004	Overtime	\$ 0	\$ 0	\$ 0
	Subtotal – Wages and Benefits	\$ 140,000	\$ 153,962	\$ 171,876
Supplies				
553703105	Office Supplies	\$ 0	\$ 0	\$ 0
	Subtotal – Supplies	\$ 0	\$ 0	\$ 0
Services				
553704105	Professional Services	\$ 379,000	\$ 417,596	\$ 515,625
	Subtotal – Services	\$ 379,000	\$ 417,596	\$ 515,625
	Subtotal – Wood Smoke Reduction	\$ 519,000	\$ 571,558	\$ 687,501
	Subtotal – Grant Operations	\$ 544,956	\$ 595,946	\$ 713,457
EXPENSES – Enterprise Operations				
Visible Emission Certification				
Wages and Benefits				
553701005	Wages and Salaries	\$ 13,320	\$ 10,026	\$ 13,320
553702005	Benefits	\$ 4,680	\$ 3,103	\$ 4,680
553703005	Overtime	\$ 0	\$ 0	\$ 0
	Subtotal – Wages and Benefits	\$ 18,000	\$ 13,129	\$ 18,000
Supplies				
553703106	Office Supplies	\$ 100	\$ 50	\$ 100
553703206	Vehicles	\$ 1,000	\$ 1,201	\$ 1,200
553703506	Small Tools and Equipment	\$ 50	\$ 50	\$ 50
	Subtotal – Supplies	\$ 1,150	\$ 1,301	\$ 1,350

YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
Services			
553704106 Professional Services	\$ 2,500	\$ 905	\$ 1,000
553704206 Postage	\$ 250	\$ 59	\$ 100
553704306 Travel and Transportation	\$ 7,500	\$ 8,275	\$ 8,500
553704506 Rents and Leases	\$ 2,500	\$ 4,070	\$ 4,000
553704806 Maintenance – Vehicles/Equipment	\$ 1,200	\$ 615	\$ 800
553704906 Miscellaneous	\$ 100	\$ 0	\$ 0
Subtotal – Services	\$ 14,050	\$ 13,924	\$ 14,400
Capital Projects/Fixed Assets			
553706406 Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Enterprise Operations	\$ 33,200	\$ 28,354	\$ 33,750
Total Expenses	\$ 1,371,457	\$ 1,335,481	\$ 1,593,549
Summary			
Total Revenue	\$ 1,419,231	\$ 1,951,053	\$ 1,629,854
Total Expenses	\$ 1,371,457	\$ 1,335,481	\$ 1,593,549
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 36,305
Beginning Reserve Balance	\$ 405,045	\$ 405,045	\$ 1,020,617
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 36,305
Ending Reserve Balance	\$ 452,819	\$ 1,020,617	\$ 1,056,922
Reserve Fund Allocation			
Operating Reserve (min. 25% of base operating exp.)	\$ 198,325	\$ 177,795	\$ 225,000
Legal Reserve (min. \$200,000)	\$ 0	\$ 0	\$ 250,000
Capital Reserve (min. 10% of asset replacement cost)	\$ 11,014	\$ 11,014	\$ 50,000
Unallocated	\$ 243,480	\$ 831,808	\$ 531,922

Revenue - Base Operations



Expenses - Base Operations



Budget Notes

The following notes describe the accounts used by the Agency, the revenues and expenses they represent, and any significant factors affecting, or expected to affect, them during the budget year.

Revenue – Base Operations

Stationary Sources

Because minor, complex minor, and synthetic minor source fees are billed on a calendar year basis and due in the first half of the calendar year, this revenue will be realized in the second half of fiscal year (FY) 2023-24. The first part of the increase in registration fees adopted for calendar year (CY) 2023 was realized in the second half of FY 2022-23. Potential changes to each classification (expected in the first half of FY 2023-24) may affect the allocation of fees amongst individual registrants, but is not expected to substantially affect the total revenue received by the Agency for these sources.

32199001 — Minor Sources

Revenue from sources not otherwise classified as Complex Minor or Synthetic Minor and collected pursuant to Revised Code of Washington (RCW) 70A.15.2200, Washington Administrative Code (WAC) 173-400-099, and Yakima Regional Clean Air Agency (YRCAA) Regulation 1 Section 4.01. The amount shown reflects a substantial increase resulting from an anticipated registration fee increase planned for CY 2024.

32199002 — New Source Reviews

Revenue from stationary sources subject to a New Source Review (NSR) pursuant to Chapter 173-400 WAC, Chapter 173-460 WAC, 40 CFR Part 60, and 40 CFR Part 61. The amount shown is based on a three-year average. It is unclear at this time whether the decrease in FY 2022-23 was a one-time event or indicative of a trend.

32199004 — Complex Minor Sources

Revenue from minor sources that have complex processes with multiple emission points or significant emission potential, collected pursuant to RCW 70A.15.2200, WAC 173-400-099, and YRCAA Regulation 1 Section 4.01. The amount shown reflects an increase resulting from an anticipated registration fee increase planned for CY 2024.

32199005 — Synthetic Minor Sources

Revenue from sources that have chosen to avoid classification as a Title V source by accepting restrictive operating and permit conditions that limit emissions. The amount shown reflects a modest increase resulting from an anticipated registration fee increase planned for CY 2024.

32290001 — Title V Sources

Revenue from stationary sources that directly emit, or have the potential to emit, 100 tons per year (TPY) or more of any air pollutant as defined in 40 Code of Federal Regulations (CFR) Part 70. The amount shown reflects a substantial decrease resulting from the conversion of a Title V source to a synthetic minor source (a 25% reduction in the total number of Title V sources).

Burn Permits

32290005 — Residential Burn Permits

Revenue from residential burn permits pursuant to RCW 70A.15.5070, Chapter 173-425 WAC, and YRCAA Regulation 1 Section 3.03. The amount shown reflects a modest decrease resulting from the expected continuation of longer fire safety burn bans and fewer burn days available.

32290007 — Agricultural Burn Permits

Revenue from agricultural burn permits pursuant to RCW 70A.15.5090, Chapter 173-430 WAC, and YRCAA Regulation 1 Section 3.03. Rates are established by the Agricultural Burning Practices and Research Task Force pursuant to RCW 70A.15.5090(6). The amount shown is based on a three-year average. Agricultural burn permit revenue has declined 50% over several years from a high of approx.. \$40,000 in FY 2019-20. It is unclear at this time whether this trend will continue.

32290011 — Conditional Use Burn Permits

Revenue from conditional use burn permits issued for burning that is not residential or agricultural in nature such as firefighter training and land clearing.

Compliance

32199003 — Asbestos Removal

Revenue from fees required pursuant to the National Emission Standards for Hazardous Air Pollutants and YRCAA Regulation 1, Section 3.07 and used to process notifications and conduct inspections of demolition and renovation activity with the potential release asbestos fibers. The amount shown reflects a modest decrease from actual revenues due to an expectation reduced federal stimulus funding, inflation, and other economic factors may depress remodeling activities over the coming year.

32199007 — Construction Dust Control Plans

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

Core Grants

614-33366001 — EPA Core Grant

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

614-33403101 — Ecology Core Grant

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to the federal Clean Air Act Section 103. These funds are a portion of the monies granted to the State of Washington by the U.S. Environmental Protection Agency.

Fines and Penalties

35990001 — Civil Penalties

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

Supplemental Income

36850003 — Supplemental Income

Assessments paid to YRCAA by cities, towns, and Yakima County pursuant to RCW 70A.15.1590 and RCW 70A.15.1600. The proportionate share of supplemental income for each entity is shown in the appendix. In December 2022, the Board adopted a 20% increase to be effective January 1, 2024. The amount shown reflects the remaining unpaid amounts to be received in the second half of 2023 and one half of the (increased) 2024 amount. While some entities pay the entire amount in the first half of the calendar year, state law directs the Agency to bill on a quarterly basis so only one half of the potential revenue can be assured during FY 2023-24.

Other Income

36111001 — Interest

Interest income earned on funds (primarily reserve funds) held by the Agency. The amount shown reflects a substantial increase resulting from recent policy changes by the Federal Reserve and the expectation interest rates will climb slightly before leveling off in the second half of the fiscal year.

36991011 — Miscellaneous

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

Grant Operations Revenue

Wood Smoke Education

33403105 — Wood Smoke Education

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

33403107 — Wood Smoke Reduction Grant

Grant funds provided by the Wash. Dept. of Ecology to support the Agency's Wood Stove Change-out program. The program provides rebates for, or fully funds for low-income persons, replacement of older, polluting wood-burning stoves with new EPA-certified wood stoves or other heating devices.

33403108 — PM 2.5

Grant funds provided by the Wash. Dept. of Ecology to fund the operation and maintenance of two air quality monitor systems (located in the cities of Yakima and Sunnyside) that measure fine particulate matter equal to or smaller than 2.5 microns (PM_{2.5}).

Enterprise Operations Revenue

Visible Emissions Certification

34517001 — Visible Emissions Certification

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

34517002 — Other Revenue

Revenue from any other enterprise operation.

Expenses – Base Operations

Wages and Benefits

553701001 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency. The amount shown reflects a substantial increase due to the planned wage and salary increase resulting from a market compensation analysis conducted in August and September 2022 and adopted by the Board in December 2022.

533702001 — Benefits

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

533703001 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week). The Agency typically limits overtime to emergency situations.

Supplies

533703101 — Office Supplies

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

533703102 — Safety Equipment

Expenses for safety equipment such as boots, eye protection, safety vests, etc. used for compliance inspections and other field work. The amount shown reflects a modest increase due to a renewed focus on compliance, inspection, and other field work.

533703201 — Vehicles

Expenses for consumables related to vehicle operation such as gasoline, wiper blades, wiper fluid, etc. The amount shown reflects the higher costs anticipated as a result of renewed compliance, inspection, and enforcement efforts.

533703501 — Small Tools and Equipment

Expenses for small tools and equipment not otherwise allocated to another account.

533703502 — Technology Systems

Expenses for software (such as applications, upgrades, user licenses, etc.), computer hardware (such as computers, monitors, keyboards, network, devices, printers, etc.), and other similar equipment.

Services

553704101 — Professional Services

Expenses for all professional services including legal services, technical support, janitorial services, engineering review, and other similar services.

553704102 — Laboratory Analyses

Expenses for laboratory analyses of various samples as needed.

553704192 — Yakima County Services

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

553704201 — Communications and Technology

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

553704202 — Postage

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

553704301 — Travel and Transportation

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

553704401 — Public Notices and Education

Expenses for required publication of notices, announcements, or reports (including public notices concerning board and administrative meetings as well as public hearings) and public education (including print, radio, and television advertisements). The amount shown reflects a reduction based on actual costs in FY 2022-23 with no expected increase in need for FY 2023-24.

553704501 — Rents and Leases

Expenses related to the rent or lease of (primarily office) equipment not otherwise allocated to another account (e.g. copiers, binding machines, postage machines, etc.) and office space, including common area and certain landscape maintenance costs. The amount shown reflects a substantial increase resulting from anticipated additional office building related costs in FY 2023-24.

553704601 — Insurance

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

553704701 — Utilities

Expenses for utilities including water, sewer, electric power, natural gas, and garbage disposal. The amount shown reflects a modest increase consistent with the recent rise in rates for these services (particularly energy costs).

553704801 — Maintenance – Vehicles/Equipment

Expenses for maintaining and repairing vehicles, equipment, technology systems and other office equipment, and office for equipment not specified in other maintenance accounts, such as repair of office furnishings and maintenance of copy machines.

553704802 — Maintenance – Building

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

533704901 — Miscellaneous

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

533704902 — Ecology Oversight and Admin. Fee

Expenses for the Ecology oversight and administration fee for Air Operating Permit (aka Title V) sources. The amount shown reflects a modest decrease due to an expected 25% decrease resulting from the loss of one Title V source.

Capital Projects/Fixed Assets

594536401 — Capital Projects/Fixed Assets

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

Expenses – Grant Operations

Wood Smoke Education

553701002 — Wages and Salaries

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

553702002 — Benefits

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

553703002 — Overtime

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

553703103 — Office Supplies

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

553704139 — Professional Services

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

553704203 — Postage

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

PM 2.5

553701003 — Wages and Salaries

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

553702003 — Benefits

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

553703003 — Overtime

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

553703104 — Office Supplies

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

553704104 — Professional Services

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

Wood Smoke Reduction

553701004 — Wages and Salaries

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

553702004 — Benefits

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

553703004 — Overtime

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

553703105 — Office Supplies

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

553704105 — Professional Services

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

Expenses – Enterprise Operations

Visible Emission Certification

553701005 — Wages and Salaries

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

553702005 — Benefits

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

553703005 — Overtime

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

553703106 — Office Supplies

Expenses for office supplies.

533703206 — Vehicles

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

533703506 — Small Tools and Equipment

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

553704106 — Professional Services

Expenses for various professional or special services.

553704206 — Postage

Expenses for stamps, postage, and similar delivery costs.

553704306 — Travel and Transportation

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

533704506 — Rents and Leases

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

553704806 — Maintenance – Vehicles/Equipment

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

533704906 — Miscellaneous

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

Capital Projects/Fixed Assets

553706406 — Capital Projects/Fixed Assets

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

Contribution to Reserves

Reimbursements from the Wood Smoke Reduction grant program and due the Agency in FY 2021-22 were not paid in that fiscal year. These were covered by the Agency at a loss with payment anticipated at a future date. These reimbursements were realized in FY 2022-23 resulting in what appears to be a very large contribution to reserves. However, this windfall is offset by the prior period loss.

Appendix A

YRCAA FY 2023-24 Resource Allocation All Costs by Division and Operation

Salaries by Operation

Operation	Base Operations			Grant Operations			Enterprise Operations			
Division	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	
Costs	\$ 231,633	\$ 193,028	\$ 218,765	\$ 176,182	\$ 0	\$ 21,050	\$ 18,000	\$ 0	\$ 0	Total
		Subtotal	\$ 643,426		Subtotal	\$ 197,232		Subtotal	\$ 18,000	\$ 858,658
			8.70 FTE			2.67 FTE			0.24 FTE	

Supplies, Services, and Capital Projects/Fixed Assets By Operations

Operation	Base Operations			Grant Operations			Enterprise Operations			
Division	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Totals
Supplies	\$ 7,290	\$ 6,075	\$ 6,885	\$ 0	\$ 0	\$ 0	\$ 1,350	\$ 0	\$ 0	\$ 21,600
Services	\$ 65,400	\$ 54,500	\$ 61,766	\$ 516,225	\$ 0	\$ 0	\$ 14,400	\$ 0	\$ 0	\$ 712,291
Capital	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotals	\$ 72,690	\$ 60,575	\$ 68,651	\$ 516,225	\$ 0	\$ 0	\$ 15,750	\$ 0	\$ 0	\$ 733,891
		T.Supplies	\$ 20,250		T.Supplies	\$ 0		T.Supplies	\$ 1,350	
		T.Services	\$ 181,666		T.Services	\$ 516,225		T.Services	\$ 14,400	
		Capital	\$ 0		Capital	\$ 0		Capital	\$ 0	

All Costs By Division

Category	Salaries	Supplies	Services	Capital	Totals
Administrative	\$ 425,815	\$ 8,640	\$ 596,025	\$ 0	\$ 1,030,480
Engineering	\$ 193,028	\$ 6,075	\$ 54,500	\$ 0	\$ 253,603
Compliance	\$ 239,815	\$ 6,885	\$ 61,766	\$ 0	\$ 308,466
Subtotals	\$ 858,658	\$ 21,600	\$ 712,291	\$ 0	\$ 1,592,549

Appendix B

YRCAA CY 2024 Supplemental Income Assessments

Per Capita Rate:	\$ 0.48		
City / Town	Population	Assessment	% of Total
Grandview	11,020	5,290	4.24%
Granger	3,740	1,795	1.44%
Harrah	580	278	0.22%
Mabton	1,975	948	0.76%
Moxee	4,665	2,239	1.79%
Naches	1,125	540	0.43%
Selah	8,365	4,015	3.22%
Sunnyside	16,500	7,920	6.35%
Tieton	1,505	722	0.58%
Toppenish	8,870	4,258	3.41%
Union Gap	6,640	3,187	2.55%
Wapato	4,615	2,215	1.78%
Yakima (city)	98,200	47,136	37.78%
Zillah	3,195	1,534	1.23%
Unincorporated Yakima County	88,955	42,698	34.22%
Total	259,950	124,776	100%



Executive Memorandum

Date of Release: April 6, 2023
Date of Consideration: April 13, 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 March including some additional related information:

- Working on the registration program, registered 56 sources;
- Working on New Source Reviews (NSR) Permits;
- Issued one Order of Approval;
- Working on Title V renewals;
- Issued 169 Residential Burn Permits;
- Reviewed/responded to 22 SEPA's projects;
- Issued two Dust Control Plans (DCP);
- Reviewed/approved 19 Notifications of Demolition / Renovation (NODR);
- Inspected 18 sources;
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- No ban called for the month of March;
- Issued 4 agricultural burn permits;
- We expect no exceedances during the month of March 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 10 complaints, Issued two NOP and 4 NOV's for the month of March;

The following Table itemizes, by type, the number of complaints received and the number of NOV's issued, for the month March 2023:

Type of Complaint	Number of Complain	Number of NOV's*	Number of AOD's**
Residential Burning	10	3	
Agricultural Burning			
Other Burning and SFBD***			
Fugitive / Construction Dust			
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor			
Asbestos		1	
Others and NSR****			
Registration			
Industrial Sources			
TOTALS	10	4	0

*NOV- Notice of Violation

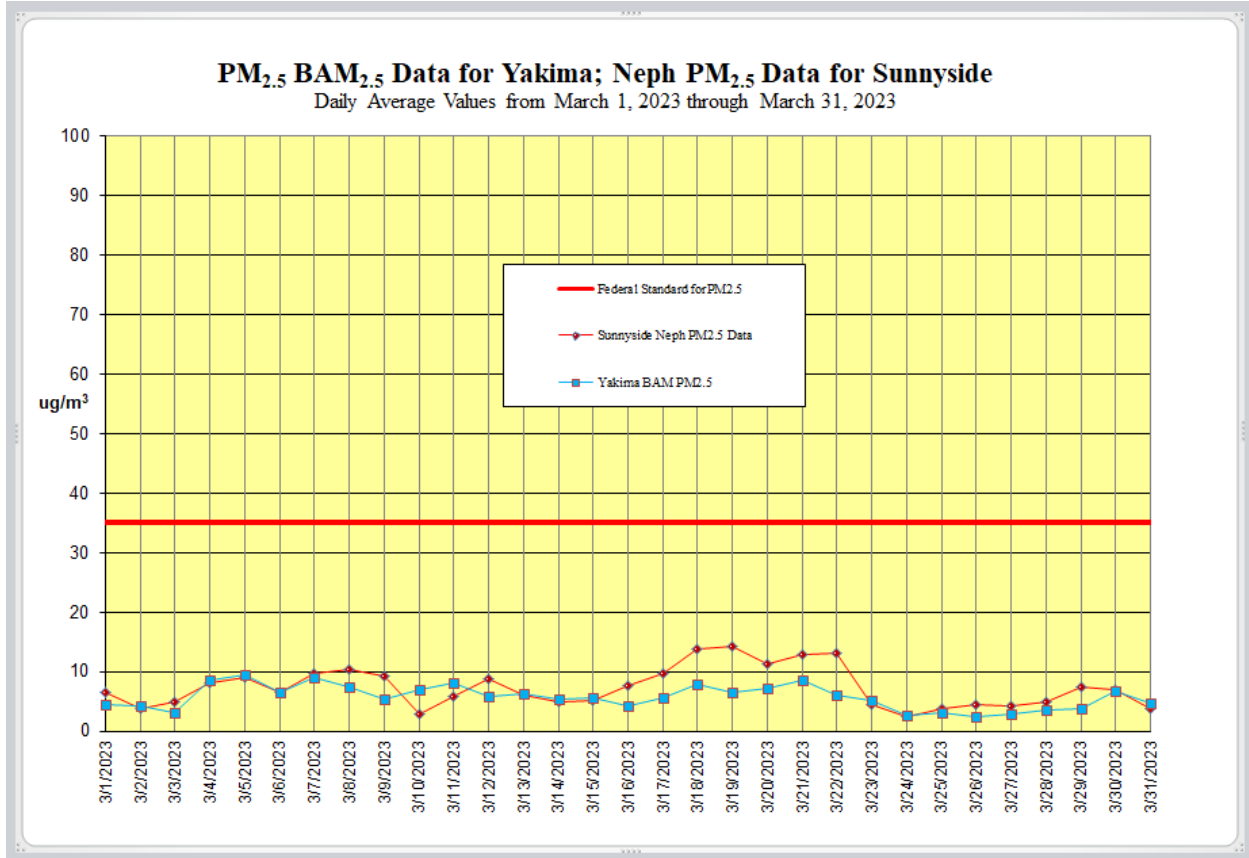
**AOD- Assurance of Discontinues

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

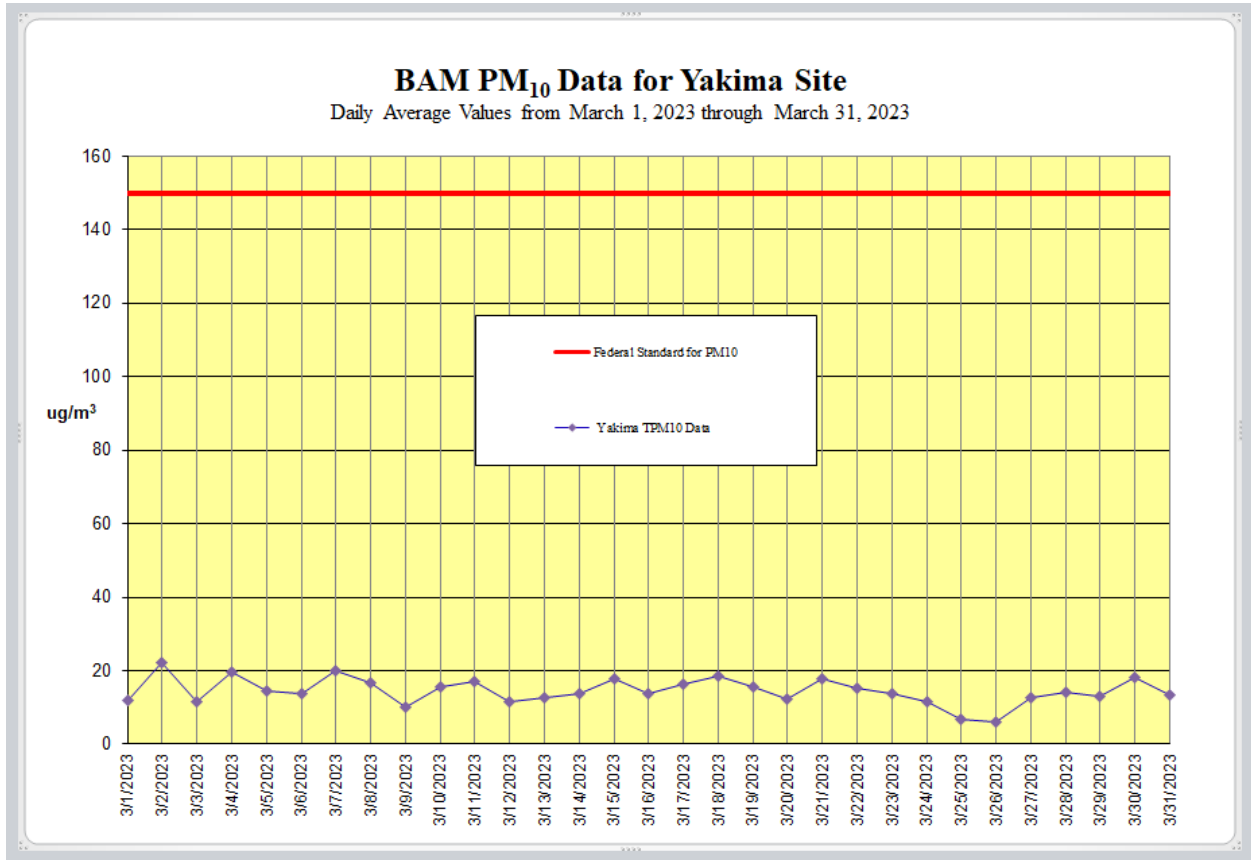
Attachments:

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

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



- **PM₁₀**
- We expect no PM₁₀ exceedance for the month of March.



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

