



# **Yakima Regional Clean Air Agency**

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

## **Meeting of the Board of Directors September 2023**

Reunión de la Junta Directiva  
septiembre 2023

September 5, 2023

14 de septiembre de 2023

### **Notice of Language Services**

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

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

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

### **Public Comments**

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

### **Remote Access**

Meetings are broadcast live and rebroadcast on the Yakima Public Access Channel (Y-PAC). For a current schedule, visit [www.yakimawa.gov/services/yctv](http://www.yakimawa.gov/services/yctv). Public comment may be offered remotely via Zoom video or voice conference call. See the agenda for the meeting ID, link, and phone numbers (long-distance charges may apply).

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### **Aviso de Servicios Lingüísticos**

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

### **Notificación de No Discriminación**

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

### **Comentarios Públicos**

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

### **Acceso remoto**

Las reuniones se transmiten en vivo y se retransmiten en el Canal de Acceso Público de Yakima (Y-PAC). Para ver un cronograma actual, visite [www.yakimawa.gov/services/yctv](http://www.yakimawa.gov/services/yctv). Los comentarios públicos se pueden ofrecer de forma remota a través de Zoom video o llamada de conferencia de voz. Consulte la agenda para conocer el ID de reunión, el enlace y los números de teléfono (se pueden aplicar cargos por larga distancia).

**Regular Meeting of the Board of Directors**

**September 14, 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 July 2023**
- 6. Vouchers and Payroll Authorization Transfers for July & August 2023**
- 7. Board--Director Engagement**
- 8. Executive Director's Report**
  - Education & Outreach
  - Source Classification
- 9. Other Business**
- 10. Adjournment**

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

Meeting ID: 605 800 7569  
Phone number: 253-215-8782 or 253-205-0468

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

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

**14 de septiembre de 2023 – 2:00 P.M.**

### **AGENDA**

- 1. Llamar al orden**
- 2. Registo de asistencia**
- 3. Cambios en el orden del día**
- 4. Comentarios públicos**  
El público puede abordar cualquier asunto relacionado con los asuntos de la Junta en este momento. Indique su nombre y el artículo que desea abordar. Los comentarios están limitados a tres (3) minutos por persona.
- 5. Actas de la reunión de la Junta para julio de 2023**
- 6. Comprobantes y transferencias de autorización de nómina para julio y agosto de 2023**
- 7. Participacion del Director de la Junta**
- 8. Informe de los directores ejecutivos**
  - Educación y divulgación
  - Clasificación de la fuente
- 9. Otros asuntos**
- 10. Cierre**

Zoom información

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

ID de reunión: 605 800 7569

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

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

1. **Call to Order**

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

2. **Roll Call**

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

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 and offered instructions for people attending remotely. He noted for those wishing to comment regarding the air operating permit fee assessments, a separate public hearing would be held shortly.

Jean Mendoza (*provided in Spanish—translated to English by Agency staff*)

Good morning. My name is Jean Mendoza. I live in White Swan. The topic entitled “Update on Overburdened Communities” will be discussed. In the past, the YRCAA board has expressed its concern about public declarations of frustration in board meetings. The solution that has been in effect for almost five years was to convene community forums four times per year. At these meetings, members of the public were able to discuss their concerns and issues with YRCAA staff. According to YRCAA policy, there would have been a community forum on June 12th of this year. The forum was canceled without prior notice. Consequently, there was no opportunity for the public to discuss important issues with the YRCAA. The end result is the community did not have the opportunity to learn about the high levels of methane in the ambient air in South County. They were not able to understand the causes before the issuance of permits for a manure bio-digester at the Port of Sunnyside. Thank you.

5. **Public Hearing for the method used for Air Operating Permit fee assessments**

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

DeVaney closed the public hearing at 2:05 p.m. and reopened the Regular Board Meeting.

6. **Board Meeting Minutes for June 2023**

Deccio moved to approve the minutes. McKinney seconded. Motion passed 3-0.

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**7. Vouchers and Payroll Authorization Transfers for June 2023**

Dr. Jones inquired as to why the registered sources count appearing on the monthly report appears to be approximately one-third higher than the previous year. Thornsby explained the Agency had discovered several sources were behind in their registrations. He added that staff has been engaged in reaching out to encourage those sources to bring their registrations current. McKinney moved to approve the vouchers and transfers. Deccio seconded. Motion passed 3-0.

**8. Resolution 2023-07 Updating the Method for Determining AOP Fee Assessments**

Thornsby explained the Agency is subject to accountability and financial audits for the state and a separate audit for the federal air operating permit (AOP) program—the cost of which is allocated amongst the permittees—also known as Title V sources. He added the Agency received remarks during its last audit noting several years had passed since the AOP fee assessment method had been reviewed and updated to ensure it was correct. Thornsby stated the Wash. Dept. of Ecology (ECY) statewide development and oversight (D&O) costs related to the AOP program are divided strictly by the total number of sources in Washington and the amount charged to the various clean air agencies is calculated on the number of sources in each jurisdiction.

Thornsby noted in the prior language, audit and ECY development and oversight costs were allocated to the permittees on a percentage basis. He added staff considered this method unfair as these costs are charged to the Agency on a flat basis and steps were taken to charge the permittees on the same basis. Thornsby explained the language of the previous resolution, however, did not allow for this, requiring the language be adjusted as found in the proposed resolution so these costs can be allocated to permittees in the same way the Agency is charged for them. Deccio moved to adopt Resolution 2023-07. McKinney seconded. Motion passed 3-0.

**9. Wood Smoke Reduction Program conditions**

Thornsby noted at its prior meeting, the Board expressed concern regarding how staff determined the proposed rebate amounts available for different types of wood stove replacement devices and whether the amounts proposed were unfairly weighted in favor of one or more alternatives relative to others available. Thornsby stated staff conducted a thorough assessment, looking particularly at the estimated costs for low-income installations as they would be fully funded by the Agency and, thus, represent a reasonable total estimated cost. He cautioned that despite this, there can be unique circumstances resulting in higher or lower costs and offered, as an example, the installation of an electric device where the electrical panel is found to be undersized, requiring installation of a larger panel at additional cost. Thornsby noted an average member of the public, not part of the program, would be expected to pay a slightly greater amount than what the agency is paying for a low-income installation, but the difference would be a similar percentage, approximately five percent (5%) across-the-board premium, regardless of the replacement device type.

Thornsbury stated there are two alternatives proposed with the first one being strictly neutral with respect to fuel source and consistent with the Board's prior statements. He added the idea was to set amounts so that a person using a rebate, regardless of the fuel source, would end up paying the same out-of-pocket amount whether the device operated on natural gas or electric power. Thornsbury explained this would ensure an economically neutral selection for homeowners. He added this may run counter to what may have been the Board's expectation the original proposal was underfunding rebates for gas devices in favor of electric devices, but from a strictly neutral perspective relative to out-of-pocket expense, the original proposal actually favored gas devices over electric devices.

Thornsbury explained a second alternative was developed in the event the Board found the first unacceptable and this set the rebate amounts based on the same percentage of total cost for gas installations relative to electric installations. He noted the estimated costs are \$7,000 for low-income gas installations and \$8,500 for low-income electric installations such that gas installations are estimated to cost 82% of an electric installation. Thornsbury added the rebate amount for electric devices was determined and the same percentage, 82%, was then applied to calculate the rebate amount for gas devices.

DeVaney asked if he understood the second alternative would require an ongoing review of actual market costs for various devices. Thornsbury responded that would not be the case and the estimated amounts used would remain unchanged. He added they were determined based on what staff believes to be reasonable market estimates. Thornsbury reiterated the amounts used in the two alternatives are different with the second alternative favoring gas devices with higher rebates relative to total cost.

Jones then asked if moving from an open flame fireplace to a certified wood stove would result in the largest reduction in PM2.5. Thornsbury stated he would expect the greatest reduction would occur in moving from a fireplace to an electric device. Jones asked if moving from an open flame fireplace to a certified wood stove would still represent a significant reduction in PM2.5 emissions. Thornsbury concurred, adding it would be a significant drop whether the move was from a fireplace or an older, uncertified wood stove. He explained the substantial impact of such a change prompted the higher rebate amounts proposed to encourage replacement of these devices. Jones asked if any consideration was given to the cost of fuel after installation. Thornsbury replied fuel costs were not a factor in developing the two proposals.

Thornsbury added pellet stoves offered an improvement in emissions over standard wood stoves due largely to their mechanical feed mechanism that reduces the effect of human error in operating the stove. He noted wood stove emission certification was based on operating the stove in accordance with certain standards and these are often not strictly followed by persons using a wood stove.

McKinney stated she liked the idea neutrality and allowing the consumer to choose what works best for their household and what may be more economically feasible for them. She offered gas as an example, noting there might be higher costs on the front end, but it might prove to be more economically viable for continuous service given actual fuel costs going forward. McKinney explained she leaned toward supporting the first alternative due in large part to its neutrality. DeVaney and Deccio concurred.

Jones expressed support for the second alternate, adding the consumer should be allowed to make the choice with the goal being to reduce emissions. He reiterated if the impact of changing to a gas or electric device is relatively equal, the decision should be left to the consumer without influence. Jones stated the costs used as the basis for determining rebates did not take into account any potential additional costs such as electrical panels, adding these would not be a factor for gas installations. Thornsby explained gas installation had their own unanticipated costs such as having to install a more expensive roof vent versus a wall vent. He added the figures used, regardless of the device type, are reasonable estimates, but estimates nonetheless.

Thornsby suggested the first alternative would more fully allow the consumers to make the choice as they would have the same out-of-pocket cost for either device type and would then make a choice based on anticipated long-term operating cost, not short-term installation cost. Jones stated the first alternative appeared to more heavily weighted toward natural gas. Thornsby replied the first alternative was not weighted toward any device type and explained the rebate amounts were calculated by looking at the estimated installation costs and then using a figure that would result in the same out-of-pocket cost for the consumer regardless of whether the device was gas or electric.

Jones noted gas devices are much cheaper to operate and expressed support for the second alternative as it would serve to promote the installation of gas devices. McKinney stated her objective was to avoid promoting either gas or electric devices and leave the decision to the consumer. Thornsby remarked Jones statement was correct and the second alternative would serve to encourage installing gas devices, but at the cost of neutrality. He added not everyone has choices available to them so, for example, if a person does not have natural gas service and gas devices are more heavily subsidized, the latter would effectively act as a penalty.

Jones stated his belief most persons taking advantage of the program likely live in older homes where the addition of a propane heater would be more feasible than bringing in additional power to a 100-year-old house and explained this was the reason for his support for the second alternative. Thornsby noted the rebate amount for a gas device would be greater under the second alternative meaning a person who chose to install a gas device would have a lower out-of-pocket cost than a person who chose to install an electric device.



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DeVaney called for a motion. Jones moved to approve alternative two. There was no second. DeVaney asked if there was another motion. Deccio moved to approve alternative one. McKinney seconded. Motion passed 3-0.

#### 10. **Executive Director's Report**

Board meeting remote access. Thornsby explained staff had worked diligently to provide remote access to the Agency board meetings as requested by the Board. McKinney expressed appreciation for the work done. She added the ability would be useful for board members and expressed hope it would encourage community members to participate.

Inter-agency coordination of burn ban notifications. Thornsby explained the catalyst for this work was a previous meeting held to discuss how agencies could better communicate the status of burning to members of the public. He added there are County fire safety burn bans, State fire safety burn bans, and Agency air quality burn bans and these are not always well-communicated. Thornsby noted the result can be a situation where one agency might state it has no prohibition on burning without that statement necessarily being applicable to all other agencies—leaving the impression burning is allowed even when it is not.

Thornsby reported some work has been done to identify potential alternatives to help synchronize messaging and to coordinate with other agencies—particularly Yakima County and, in the future, perhaps EPA (to allow accurate reporting of bans covering the Yakama Nation Reservation) and the State of Washington (to allow accurate reporting of state-wide bans). He added several options are available including modifications to the Agency's residential burn permits to highlight where (and with whom) permittees should check before burning, improvements to the Agency web site, and alterations to the Agency phone system automated attendant. Thornsby noted he has been in contact with County technology staff and a rough concept has been developed with work now turning to the practical aspects concerning what elements will be needed to implement the concept—though no specific solution has been identified to date.

McKinney noted there has been some miscommunication that has been frustrating for the County and the Agency while creating confusion for members of the public who are trying to do the right thing. She expressed appreciation for the work being done and suggested the County Geographic Information System (GIS) might prove useful.

Update on Overburdened Communities. Thornsby stated he inadvertently left this item on the agenda and was unable to provide an update regarding Overburdened Communities due to other demands on his time. He noted it would appear on a future agenda.

#### 11. **Other Business**

DeVaney expressed appreciation for the coordination of the YRCAA with other agencies concerning landfill permitting and commended Thornsby for his efforts to work with peer agencies as has been done with respect to burn ban notification.

Thornsbury noted the Board will likely need to address when to hold its planned Fall Lower Yakima Valley meeting and suggested the September or October meeting to avoid inclement weather. He added he expected to have a primary and alternate venue lined up by the next meeting. Thornsbury explained discussions are being held regarding a public air quality meeting to be held in the fall at a location in the Lower Yakima Valley and noted the Agency would have an opportunity to participate with respect to its wood stove replacement program.

DeVaney noted the Board is legally required to hold at least ten meeting each year and has historically canceled the August meeting. Thornsbury stated he would be reluctant to make that call at present and stated his preference to wait a couple weeks to see what develops. He explained if there were no pressing agenda items, the meeting could then be canceled. Thornsbury cautioned doing so would push back any discussion regarding the Fall Lower Yakima Valley meeting.

DeVaney asked if the Board wished to discuss location. McKinney stated she was satisfied with deferring to staff regarding location. Thornsbury asked if there was a preference for September or October. The consensus favored September. DeVaney stated he would leave the August meeting on the calendar and cancel at a later date if there was no pressing business.

## 12. **Adjournment**

McKinney moved to adjourn. Deccio seconded. Motion passed 3-0.

DeVaney adjourned the meeting at 3:38 p.m.

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Jon DeVaney, Chairman

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Pamela Herman, Clerk of the Board

**Date of Release:** August 3, 2023  
**Date of Consideration:** August 10, 2023 Cancelled  
**To:** Board of Directors  
**From:** Office of the Interim Executive Director  
**Subject:** Monthly Activity Report

Activity	<i>Current Quarter</i>				FY24 Ttl. to Date
	FY23 Total	May FY23	June FY23	July FY24	
Minor Source Inspections	156	42	26	20	20
Complaints Received	161	5	11	6	6
NOVs Issued	77	15	5	2	2
AODs Issued	4	1	0	0	0
Warning Notices Issued	2	0	0	0	0
NOPs Issued	19	2	8	1	1
SEPA Reviews	297	15	28	22	22
AOP Applications Received	0	0	0	0	0
AOPs Issued or Renewed	1	0	0	0	0
Deviations/Upsets Reported	16	1	1	1	1
AOP Inspections	2	0	0	0	0
Public Workshops	2	0	0	0	0
Media Events	3	0	0	0	0
Media Contacts	8	0	0	1	1
Education Outreach Events	0	0	0	0	0
Sources Registered	375	12	6	6	6
NSR Applications Received	12	2	1	1	1
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	2	1	2	2
NODRs Received	180	9	4	7	7
Agricultural Burn Permits Issued	40	2	1	1	1
Conditional Use Permits Issued	5	2	0	0	0
Residential Burn Permits Issued	852	190	71	0	40
Burn Ban Days	34	0	0	0	0
Public Records Requests Fulfilled	29	1	2	3	3

**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:** September 7, 2023  
**Date of Consideration:** September 14, 2023  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of the Interim Executive Director  
**Subject:** Monthly Activity Report

Activity	<i>Current Quarter</i>				FY24 Ttl. to Date
	FY23 Total	June FY23	July FY24	August FY24	
Minor Source Inspections	156	26	20	0	20
Complaints Received	161	11	6	13	19
NOVs Issued	77	5	2	1	3
AODs Issued	4	0	0	0	0
Warning Notices Issued	2	0	0	0	0
NOPs Issued	19	8	1	0	1
SEPA Reviews	297	28	22	13	35
AOP Applications Received	0	0	0	0	0
AOPs Issued or Renewed	1	0	0	0	0
Deviations/Upsets Reported	16	1	1	2	3
AOP Inspections	2	0	0	0	0
Public Workshops	2	0	0	0	0
Media Events	3	0	0	1	1
Media Contacts	8	0	1	1	2
Education Outreach Events	0	0	0	0	0
Sources Registered	375	6	6	0	6
NSR Applications Received	12	1	1	1	2
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	1	2	0	2
NODRs Received	180	4	7	28	35
Agricultural Burn Permits Issued	40	1	1	0	1
Conditional Use Permits Issued	5	0	0	0	0
Residential Burn Permits Issued	852	71	0	0	0
Burn Ban Days	34	0	0	0	0
Public Records Requests Fulfilled	29	2	2	3	5

**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:** September 7, 2023  
**To:** YRCAA Board of Directors  
**From:** Christa Owen, Staff Accountant  
**Subject:** Fiscal Program Report

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**Issue:** Fiscal Reports

**Analysis:** July and August 2023 Accounts Payable (AP) and Payroll Authorizations are enclosed for your approval. The Budget Verification Analysis (BVA) and Supplemental Income documents are included as informational items.

**Recommendation:** Accept and approve by minute action the July and August 2023 AP Fiscal Vouchers, totaling \$58,331.28, and the July and August 2023 Payroll Authorizations, totaling \$144,867.02.

**Yakima Regional Clean Air Reimb  
July 2023**

Gross Wages	\$52,862.68	
Reserve Adjustment		\$52,862.68
ER Taxes Paid	749.93	
ER Medical Paid	9,135.89	
Pers 1 ER Paid	0.00	
Pers 2 ER Paid	3,733.76	
Pers 3 ER Paid	1,127.92	
	0.00	
SUTA	135.80	
L & I	1,123.81	
	0.00	
Total Benefits	16,007.11	\$16,007.11
Other	0.00	
Bank Charges	33.30	
Total	\$33.30	\$33.30
<b>Total Payroll</b>		<b>\$68,903.09</b>

Christa Owen  
Primary Auditing Officer \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Secondary Auditing Officer \_\_\_\_\_ Date \_\_\_\_\_



# Yakima Regional Clean Air Agency

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

July 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	35610	4801	\$ 122.38	7/17/2023
Cheyenne Breshears*	35611	4105	\$ 500.00	7/17/2023
Cascade Natural Gas	35612	4701	\$ 15.52	7/17/2023
Coastal*	35613	4105	\$ 11,365.56	7/17/2023
Coleman Oil Company	35614	3201	\$ 239.09	7/17/2023
Invisible Ink	35615	4201	\$ 90.00	7/17/2023
Iron Horse Real Estate & Property Mgt	35616	4501	\$ 4,920.80	7/17/2023
KeyBank	35617	Various	\$ 741.77	7/17/2023
Nth Degree Environmental Engineering Sol	35618	4101	\$ 2,550.00	7/17/2023
Michael Romias*	35619	4105	\$ 500.00	7/17/2023
Rowdy Construction*	35620	4105	\$ 4,413.85	7/17/2023
StorageMax**	35621	4506	\$ 75.00	7/17/2023
Valley Publishing	35622	4401	\$ 46.25	7/17/2023
YRCAA	35623	4901	\$ 699.18	7/17/2023
Yakima County Public Services	35624	4701	\$ 21.90	7/17/2023
Yakima Herald Republic	35625	4401	\$ 56.00	7/17/2023

**\$ 26,357.30**

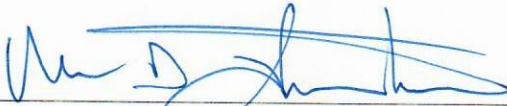
\*Reimbursement from Grant \*\*NOC/Enterprise

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: **\$ 26,357.30**

  
\_\_\_\_\_  
Christa Owen, Primary Auditing Officer 7/17/2023

Jon DeVaney, Board Chairman Date

  
\_\_\_\_\_  
Marc D. Thornsbury, Secondary Auditing Officer Date 7-25-2023

July 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>
Alliant Communications	35626	4201	\$ 345.33	7/31/2023
Charter Communications	35627	4201	\$ 309.51	7/31/2023
Intermountain Cleaning Service, Inc.	35628	4101	\$ 370.00	7/31/2023
NTH Degree Environmental Engineering Sol	35629	4101	\$ 900.00	7/31/2023
Pacific Power	35630	4701	\$ 245.14	7/31/2023
Rowdy Construction*	35631	4105	\$ 2,220.59	7/31/2023

**\$ 4,390.57**


**\*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: **\$ 4,390.57**

  
\_\_\_\_\_  
Christa Owen, Primary Auditing Officer 7/31/2023

\_\_\_\_\_  
Jon DeVaney, Board Chairman Date

  
\_\_\_\_\_  
Marc D. Thornsbury, Secondary Auditing Officer Date 7-31-2023



FY 2024 Monthly BVA

July 2023						
Report Date: August 10, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget	
<b>REVENUE</b>						
<b>REVENUE 614 YRCAA Base Operations</b>						
<b>Stationary Source Permit Fees</b>						
614-32190001	Minor Sources	\$ 251,097	\$ 3,334	\$ 3,334		1.3%
614-32190008	Synthetic Minor Sources	\$ 37,193	\$ -	\$ -		0.0%
614-32190006	Complex Sources	\$ 44,926	\$ 1,812	\$ 1,812		4.0%
614-32290001	Title V Sources	\$ 72,000	\$ -	\$ -		0.0%
614-32190002	New Source Review	\$ 39,848	\$ 3,129	\$ 3,129		7.9%
<i>Subtotal, Stationary Source Permit Fees</i>		<b>\$ 445,064</b>	<b>\$ 8,275</b>	<b>\$ 8,275</b>		<b>1.9%</b>
<b>Burn Permit Fees</b>						
614-32290005	Residential Burn Permits	\$ 53,500	\$ 1,071	\$ 1,071		2.0%
614-32290007	Agricultural Burn Permits	\$ 21,128	\$ 80	\$ 80		0.4%
614-32290011	Conditional Use Burn Permits	\$ 2,150	\$ -	\$ -		0.0%
<i>Subtotal, Burn Permit Fees</i>		<b>\$ 76,778</b>	<b>\$ 1,151</b>	<b>\$ 1,151</b>		<b>1.5%</b>
<b>Compliance Fees</b>						
614-32190005	Asbestos Removal Fees	\$ 26,229	\$ 1,536	\$ 1,536		5.9%
614-32190009	Construction Dust Control Fees	\$ 7,632	\$ 1,244	\$ 1,244		16.3%
<i>Subtotal, Compliance Fees</i>		<b>\$ 33,861</b>	<b>\$ 2,780</b>	<b>\$ 2,780</b>		<b>8.2%</b>
<i>Subtotal, All Permit Fee Revenue</i>		<b>\$ 555,703</b>	<b>\$ 12,206</b>	<b>\$ 12,206</b>		<b>2.2%</b>
<b>Base Grants</b>						
614-33366001	EPA, Core Grant	\$ 106,545	\$ -	\$ -		0.0%
614-33403101	DOE, Core Grant	\$ 77,153	\$ -	\$ -		0.0%
<i>Subtotal, Base Grants</i>		<b>\$ 183,698</b>	<b>\$ -</b>	<b>\$ -</b>		<b>0.0%</b>
<b>Fines &amp; Penalties</b>						
614-35990001	Civil Penalty	\$ -	\$ 21,795	\$ 21,795		
614-35990001	Other Fines	\$ -	\$ -	\$ -		
<i>Subtotal, Fines &amp; Penalties</i>		<b>\$ -</b>	<b>\$ 21,795</b>	<b>\$ 21,795</b>		
<b>Supplemental Income</b>						
614-33831001	Supplemental Income	\$ 94,597	\$ 441	\$ 441		0.5%
<i>Subtotal, Supplemental Income</i>		<b>\$ 94,597</b>	<b>\$ 441</b>	<b>\$ 441</b>		<b>0.5%</b>
<b>Other Income</b>						
614-36111001	Interest	\$ 7,000	\$ 881	\$ 881		12.6%
614-36990014	Miscellaneous Income	\$ 400	\$ 17	\$ 17		4.2%
<i>Subtotal, Other Income</i>		<b>\$ 7,400</b>	<b>\$ 898</b>	<b>\$ 898</b>		<b>12.1%</b>
<i>Total YRCAA Base Operations Revenue</i>		<b>\$ 841,398</b>	<b>\$ 35,339</b>	<b>\$ 35,339</b>		<b>4.2%</b>
<b>REVENUE 614 YRCAA Grant Operations</b>						
614-33403105	Wood Stove Ed	\$ 4,906	\$ 1,151	\$ 1,151		23.5%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ -		0.0%
614-33403107	Woodstove Change-out	\$ 687,500	\$ 64,195	\$ 64,195		9.3%
<i>Total YRCAA Grant Operations Revenue</i>		<b>\$ 713,456</b>	<b>\$ 65,346</b>	<b>\$ 65,346</b>		<b>9.2%</b>
<b>REVENUE Enterprise Operations</b>						
614-34317001	VE Certification Fees	\$ 75,000	\$ 375	\$ 375		0.5%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -		#DIV/0!
<i>Subtotal, Enterprise Revenue</i>		<b>\$ 75,000</b>	<b>\$ 375</b>	<b>\$ 375</b>		<b>0.5%</b>
<i>Total Base, Grant and Enterprise Revenue</i>		<b>\$ 1,629,854</b>	<b>\$ 101,061</b>	<b>\$ 101,061</b>		<b>6.2%</b>

FY 2024 Monthly BVA

July 2023 Report Date: August 10, 2023	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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**EXPENSES**  
**EXPENSES 614 YRCAA Base Operations**

<b>Salaries</b>						
614-1001	Salaries	\$	462,031	\$	43,854	\$ 43,854 9.5%
614-2002	Benefits	\$	182,880	\$	15,408	\$ 15,408 8.4%
614-1003	Overtime	\$	2,000	\$	-	\$ - 0.0%
<i>Subtotal, Salaries</i>		\$	<b>646,911</b>	\$	<b>59,262</b>	\$ <b>59,262</b> <b>9.2%</b>

**Supplies**

614-3101	Office Supplies	\$	7,000	\$	477	\$ 477 6.8%
614-3101	Safety Equipment	\$	1,000	\$	-	\$ - 0.0%
614-3201	Vehicles, Gas	\$	5,500	\$	239	\$ 239 4.3%
614-3501	Small Tools/Equipment	\$	4,500	\$	-	\$ - 0.0%
614-3502	Technology Systems	\$	5,000	\$	162	\$ 162 3.2%
614-3502	Office Furnishings	\$	750	\$	-	\$ - 0.0%
<i>Subtotal, Supplies</i>		\$	<b>23,750</b>	\$	<b>878</b>	\$ <b>878</b> <b>3.7%</b>

**Services**

614-4101	Professional Services	\$	46,000	\$	3,820	\$ 3,820 8.3%
614-4101	Laboratory Analyses	\$	500	\$	-	\$ - 0.0%
614-4125	Treasurer, Yakima County	\$	-	\$	-	\$ - #DIV/0!
614-4201	Communications and Technology	\$	9,800	\$	783	\$ 783 8.0%
614-4202	Postage and Freight	\$	1,800	\$	29	\$ 29 1.6%
614-4301	Travel & Transportation	\$	5,000	\$	-	\$ - 0.0%
614-4401	Public Notices and Education	\$	7,000	\$	102	\$ 102 1.5%
614-4501	Rents & Leases, Equipment	\$	62,000	\$	4,921	\$ 4,921 7.9%
614-4601	Insurance	\$	18,000	\$	-	\$ - 0.0%
614-4701	Utilities	\$	6,000	\$	283	\$ 283 4.7%
614-4801	Maintenance - Vehicles/Equipment	\$	2,000	\$	142	\$ 142 7.1%
614-4801	Maintenance, Building	\$	4,700	\$	-	\$ - 0.0%
614-4901	Miscellaneous	\$	17,200	\$	715	\$ 715 4.2%
614-4901	DOE Oversight Fees	\$	2,700	\$	-	\$ - 0.0%
<i>Subtotal, Services</i>		\$	<b>182,700</b>	\$	<b>10,795</b>	\$ <b>10,795</b> <b>5.9%</b>

**Capital Out-Lay & Fixed Assets**

614-6401	Capital Out-Lay/Fixed Assets	\$	-	\$	-	\$ - #DIV/0!
<i>Total YRCAA Base Operations Expenses</i>		\$	<b>853,361</b>	\$	<b>70,935</b>	\$ <b>70,935</b> <b>8.3%</b>

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

<b>Salaries</b>						
614-1001	Salaries	\$	3,186	\$	302	\$ 302 9.5%
614-2002	Benefits	\$	1,120	\$	106	\$ 106 9.5%
614-1003	Overtime	\$	-	\$	-	\$ - #DIV/0!
<i>Subtotal, Salaries</i>		\$	<b>4,306</b>	\$	<b>408</b>	\$ <b>408</b> <b>9.5%</b>

**Supplies**

614-3101	Office Supplies	\$	-	\$	-	\$ - #DIV/0!
<i>Subtotal, Supplies</i>		\$	<b>-</b>	\$	<b>-</b>	\$ <b>-</b> <b>#DIV/0!</b>

FY 2024 Monthly BVA

July 2023 Report Date: August 10, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>Services</b>					
614-4139	Professional Services	\$ 600	\$ -	\$ -	0.0%
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<u>\$ 600</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
<i>Subtotal, Woodstove Grant Expenses</i>		<u>\$ 4,906</u>	<u>\$ 408</u>	<u>\$ 408</u>	<u>8.3%</u>
<b>614-33403108 PM2.5</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 15,577	\$ 1,348	\$ 1,348	8.7%
614-2002	Benefits	\$ 5,473	\$ 473	\$ 473	8.7%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<u>\$ 21,050</u>	<u>\$ 1,821</u>	<u>\$ 1,821</u>	<u>8.7%</u>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Services</b>					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, PM 2.5 Grant Expenses</i>		<u>\$ 21,050</u>	<u>\$ 1,821</u>	<u>\$ 1,821</u>	<u>8.7%</u>
<b>614-33403107 Woodstove Change-out</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 127,188	\$ 5,465	\$ 5,465	4.3%
614-2002	Benefits	\$ 44,688	\$ 1,920	\$ 1,920	4.3%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<u>\$ 171,876</u>	<u>\$ 7,385</u>	<u>\$ 7,385</u>	<u>4.3%</u>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Services</b>					
614-4101	Professional Services	\$ 515,625	\$ 19,000	\$ 19,000	3.7%
<i>Subtotal, Services</i>		<u>\$ 515,625</u>	<u>\$ 19,000</u>	<u>\$ 19,000</u>	<u>3.7%</u>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Woodstove Change-out Grant Expenses</i>		<u>\$ 687,501</u>	<u>\$ 26,385</u>	<u>\$ 26,385</u>	<u>3.8%</u>
<i>Total, Grant Operations Expenses</i>		<u>\$ 713,457</u>	<u>\$ 28,614</u>	<u>\$ 28,614</u>	<u>4.0%</u>
<b>EXPENSES 141 Enterprise Operations</b>					
<b>Salaries</b>					
141-1001	Salaries	\$ 13,320	\$ 20	\$ 20	0.1%
141-2002	Benefits	\$ 4,680	\$ 7	\$ 7	0.1%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<u>\$ 18,000</u>	<u>\$ 27</u>	<u>\$ 27</u>	<u>0.1%</u>

FY 2024 Monthly BVA

July 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>Report Date: August 10, 2023</b>					
<b>Supplies</b>					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,200	\$ -	\$ -	0.0%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<i>\$ 1,350</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
<b>Services</b>					
141-4101	Professional Services	\$ 1,000	\$ -	\$ -	0.0%
141-4202	Postage	\$ 100	\$ -	\$ -	0.0%
141-4301	Travel & Transportation	\$ 8,500	\$ -	\$ -	0.0%
141-4501	Rents & Leases	\$ 4,000	\$ 75	\$ 75	1.9%
141-4801	Maintenance - Vehicles/Equipment	\$ 800	\$ -	\$ -	0.0%
141-4901	Miscellaneous	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<i>\$ 14,400</i>	<i>\$ 75</i>	<i>\$ 75</i>	<i>0.5%</i>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Total Enterprise Operations Expenses</i>	<i>\$ 33,750</i>	<i>\$ 102</i>	<i>\$ 102</i>	<i>0.3%</i>
	<i>Total Expenses</i>	<i>\$ 1,600,568</i>	<i>\$ 99,651</i>	<i>\$ 99,651</i>	<i>6.2%</i>
<b>Summary of Revenue vs Expenses:</b>					
	<i>Total Revenue, Base, Grants &amp; Enterprise</i>	<i>\$ 1,629,854</i>	<i>\$ 101,061</i>	<i>\$ 101,061</i>	<i>6.2%</i>
	<i>Total Expenses, Base, Grants &amp; Enterprise</i>	<i>\$ 1,600,568</i>	<i>\$ 99,651</i>	<i>\$ 99,651</i>	<i>6.2%</i>
	<i>Contribution to Reserves</i>	<i>\$ 29,286</i>	<i>\$ 1,410</i>	<i>\$ 1,410</i>	

**AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER**

**Direct Deposit Payroll & Payroll Taxes**

**Date:** 8/27/2023

**District:** Yakima Regional Clean Air Agency

**Contact Person:** Christa Owen

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

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

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

**Name of Bank:** Key Bank of Washington

**ABA Routing Number:** 125000574

**Bank Account Number:** 472091010661

**Payroll Date:** September 1, 2023

**Transfer Amount(s):** \$ 75,963.93

**Total Amount of Electronic Transfer:** \$ 75,963.93

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

Christa Owen 8/27/23  
Primary Auditing Officer

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

\_\_\_\_\_  
Secondary Auditing Officer      Date      September 1, 2023

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

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

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

Telefax Number: 509-574-2801

**Yakima Regional Clean Air Reimb  
August 2023**

Gross Wages	\$60,684.04	
Reserve Adjustment		\$60,684.04
ER Taxes Paid	863.34	
ER Medical Paid	8,204.20	
Pers 1 ER Paid	0.00	
Pers 2 ER Paid	3,733.76	
Pers 3 ER Paid	1,127.92	
	0.00	
SUTA	132.26	
L & I	1,218.47	
	0.00	
Total Benefits	15,279.95	\$15,279.95
Other	0.00	
Bank Charges	0.00	
Total	\$0.00	\$0.00
<b>Total Payroll</b>		<b>\$75,963.99</b>

Christa Owen 8/27/2023  
 Primary Auditing Officer                      Date                      Chairman Board of Directors                      Date  
 \_\_\_\_\_  
 Secondary Auditing Officer                      Date



**Yakima Regional  
Clean Air Agency**

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

August 29, 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	35645	4201	\$ 308.88	8/31/2023
Charter Communications	35646	4201	\$ 309.51	8/31/2023
Christa Owen	35647	3101	\$ 52.44	8/31/2023
Ridgeline Office Systems	35648	4801	\$ 146.88	8/31/2023
StorageMax**	35649	4506	\$ 75.00	8/31/2023
Itza-Vel Trudell	35650	3101	\$ 34.10	8/31/2023
Yakima Herald Republic	35651	4401	\$ 46.00	8/31/2023

**\$ 972.81**

**\*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: \$ 972.81

*Christa Owen*

Christa Owen, Primary Auditing Officer 8/31/2023

Jon DeVaney, Board Chairman

Date

Marc D. Thornsbury, Secondary Auditing Officer

Date

FY 2024 Monthly BVA

August 2023 Report Date: September 14, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>REVENUE</b>					
<b>REVENUE 614 YRCAA Base Operations</b>					
<b>Stationary Source Permit Fees</b>					
614-32190001	Minor Sources	\$ 251,097	\$ 639	\$ 639	0.3%
614-32190008	Synthetic Minor Sources	\$ 37,193	\$ -	\$ -	0.0%
614-32190006	Complex Sources	\$ 44,926	\$ -	\$ -	0.0%
614-32290001	Title V Sources	\$ 72,000	\$ -	\$ -	0.0%
614-32190002	New Source Review	\$ 39,848	\$ 12,442	\$ 12,442	31.2%
<i>Subtotal, Stationary Source Permit Fees</i>		<b>\$ 445,064</b>	<b>\$ 13,081</b>	<b>\$ 13,081</b>	<b>2.9%</b>
<b>Burn Permit Fees</b>					
614-32290005	Residential Burn Permits	\$ 53,500	\$ 102	\$ 102	0.2%
614-32290007	Agricultural Burn Permits	\$ 21,128	\$ 80	\$ 80	0.4%
614-32290011	Conditional Use Burn Permits	\$ 2,150	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<b>\$ 76,778</b>	<b>\$ 182</b>	<b>\$ 182</b>	<b>0.2%</b>
<b>Compliance Fees</b>					
614-32190005	Asbestos Removal Fees	\$ 26,229	\$ 2,204	\$ 2,204	8.4%
614-32190009	Construction Dust Control Fees	\$ 7,632	\$ 495	\$ 495	6.5%
<i>Subtotal, Compliance Fees</i>		<b>\$ 33,861</b>	<b>\$ 2,699</b>	<b>\$ 2,699</b>	<b>8.0%</b>
<i>Subtotal, All Permit Fee Revenue</i>		<b>\$ 555,703</b>	<b>\$ 15,962</b>	<b>\$ 15,962</b>	<b>2.9%</b>
<b>Base Grants</b>					
614-33366001	EPA, Core Grant	\$ 106,545	\$ 26,636	\$ 26,636	25.0%
614-33403101	DOE, Core Grant	\$ 77,153	\$ 19,288	\$ 19,288	25.0%
<i>Subtotal, Base Grants</i>		<b>\$ 183,698</b>	<b>\$ 45,924</b>	<b>\$ 45,924</b>	<b>25.0%</b>
<b>Fines &amp; Penalties</b>					
614-35990001	Civil Penalty	\$ -	\$ 500	\$ 500	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines &amp; Penalties</i>		<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	
<b>Supplemental Income</b>					
614-33831001	Supplemental Income	\$ 94,597	\$ 16,105	\$ 16,105	17.0%
<i>Subtotal, Supplemental Income</i>		<b>\$ 94,597</b>	<b>\$ 16,105</b>	<b>\$ 16,105</b>	<b>17.0%</b>
<b>Other Income</b>					
614-36111001	Interest	\$ 7,000	\$ 903	\$ 903	12.9%
614-36990014	Miscellaneous Income	\$ 400	\$ 301	\$ 301	75.3%
<i>Subtotal, Other Income</i>		<b>\$ 7,400</b>	<b>\$ 1,204</b>	<b>\$ 1,204</b>	<b>16.3%</b>
<i>Total YRCAA Base Operations Revenue</i>		<b>\$ 841,398</b>	<b>\$ 79,695</b>	<b>\$ 79,695</b>	<b>9.5%</b>
<b>REVENUE 614 YRCAA Grant Operations</b>					
614-33403105	Wood Stove Ed	\$ 4,906	\$ -	\$ -	0.0%
614-33403108	PM 2.5	\$ 21,050	\$ 5,263	\$ 5,263	25.0%
614-33403107	Woodstove Change-out	\$ 687,500	\$ 52,171	\$ 52,171	7.6%
<i>Total YRCAA Grant Operations Revenue</i>		<b>\$ 713,456</b>	<b>\$ 57,433</b>	<b>\$ 57,433</b>	<b>8.0%</b>
<b>REVENUE Enterprise Operations</b>					
614-34317001	VE Certification Fees	\$ 75,000	\$ 2,000	\$ 2,000	2.7%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Enterprise Revenue</i>		<b>\$ 75,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>2.7%</b>
<i>Total Base, Grant and Enterprise Revenue</i>		<b>\$ 1,629,854</b>	<b>\$ 139,128</b>	<b>\$ 139,128</b>	<b>8.5%</b>



FY 2024 Monthly BVA

August 2023 Report Date: September 14, 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	\$ 462,031	\$ 48,728	\$ 48,728	10.5%
614-2002	Benefits	\$ 182,880	\$ 17,121	\$ 17,121	9.4%
614-1003	Overtime	\$ 2,000	\$ -	\$ -	0.0%
<i>Subtotal, Salaries</i>		<i>\$ 646,911</i>	<i>\$ 65,848</i>	<i>\$ 65,848</i>	<i>10.2%</i>

**Supplies**

614-3101	Office Supplies	\$ 7,000	\$ 1,164	\$ 1,164	16.6%
614-3101	Safety Equipment	\$ 1,000	\$ -	\$ -	0.0%
614-3201	Vehicles, Gas	\$ 5,500	\$ 323	\$ 323	5.9%
614-3501	Small Tools/Equipment	\$ 4,500	\$ -	\$ -	0.0%
614-3502	Technology Systems	\$ 5,000	\$ 638	\$ 638	12.8%
614-3502	Office Furnishings	\$ 750	\$ -	\$ -	0.0%
<i>Subtotal, Supplies</i>		<i>\$ 23,750</i>	<i>\$ 2,126</i>	<i>\$ 2,126</i>	<i>9.0%</i>

**Services**

614-4101	Professional Services	\$ 46,000	\$ 213	\$ 213	0.5%
614-4101	Laboratory Analyses	\$ 500	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ -	\$ -	\$ -	#DIV/0!
614-4201	Communications and Technology	\$ 9,800	\$ 1,114	\$ 1,114	11.4%
614-4202	Postage and Freight	\$ 1,800	\$ 308	\$ 308	17.1%
614-4301	Travel & Transportation	\$ 5,000	\$ -	\$ -	0.0%
614-4401	Public Notices and Education	\$ 7,000	\$ 91	\$ 91	1.3%
614-4501	Rents & Leases, Equipment	\$ 62,000	\$ 4,921	\$ 4,921	7.9%
614-4601	Insurance	\$ 18,000	\$ 16,184	\$ 16,184	89.9%
614-4701	Utilities	\$ 6,000	\$ 443	\$ 443	7.4%
614-4801	Maintenance - Vehicles/Equipment	\$ 2,000	\$ 1,067	\$ 1,067	53.4%
614-4801	Maintenance, Building	\$ 4,700	\$ -	\$ -	0.0%
614-4901	Miscellaneous	\$ 17,200	\$ 610	\$ 610	3.5%
614-4901	DOE Oversight Fees	\$ 2,700	\$ -	\$ -	0.0%
<i>Subtotal, Services</i>		<i>\$ 182,700</i>	<i>\$ 24,951</i>	<i>\$ 24,951</i>	<i>13.7%</i>

**Capital Out-Lay & Fixed Assets**

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 853,361</i>	<i>\$ 92,924</i>	<i>\$ 92,924</i>	<i>10.9%</i>

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

**Salaries**

614-1001	Salaries	\$ 3,186	\$ 216	\$ 216	6.8%
614-2002	Benefits	\$ 1,120	\$ 76	\$ 76	6.8%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 4,306</i>	<i>\$ 291</i>	<i>\$ 291</i>	<i>6.8%</i>

**Supplies**

614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Supplies</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>#DIV/0!</i>

**Services**

614-4139	Professional Services	\$ 600	\$ -	\$ -	0.0%
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Services</i>		<i>\$ 600</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>
<i>Subtotal, Woodstove Grant Expenses</i>		<i>\$ 4,906</i>	<i>\$ 291</i>	<i>\$ 291</i>	<i>5.9%</i>

FY 2024 Monthly BVA

August 2023 Report Date: September 14, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>614-33403108 PM2.5</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 15,577	\$ 1,341	\$ 1,341	8.6%
614-2002	Benefits	\$ 5,473	\$ 471	\$ 471	8.6%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<b>\$ 21,050</b>	<b>\$ 1,813</b>	<b>\$ 1,813</b>	<b>8.6%</b>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Services</b>					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<b>\$ 21,050</b>	<b>\$ 1,813</b>	<b>\$ 1,813</b>	<b>8.6%</b>
<b>614-33403107 Woodstove Change-out</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 127,188	\$ 5,929	\$ 5,929	4.7%
614-2002	Benefits	\$ 44,688	\$ 2,083	\$ 2,083	4.7%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<b>\$ 171,876</b>	<b>\$ 8,012</b>	<b>\$ 8,012</b>	<b>4.7%</b>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Services</b>					
614-4101	Professional Services	\$ 515,625	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<b>\$ 515,625</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<b>\$ 687,501</b>	<b>\$ 8,012</b>	<b>\$ 8,012</b>	<b>1.2%</b>
	<i>Total, Grant Operations Expenses</i>	<b>\$ 713,457</b>	<b>\$ 10,116</b>	<b>\$ 10,116</b>	<b>1.4%</b>
<b>EXPENSES 141 Enterprise Operations</b>					
<b>Salaries</b>					
141-1001	Salaries	\$ 13,320	\$ -	\$ -	0.0%
141-2002	Benefits	\$ 4,680	\$ -	\$ -	0.0%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Supplies</b>					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,200	\$ -	\$ -	0.0%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<b>\$ 1,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

**FY 2024 Monthly BVA**

<b>August 2023</b>		<b>Budget</b>	<b>Actual Current</b>	<b>Actual Year to Date</b>	<b>Year to Date % of Budget</b>
<b>Report Date: September 14, 2023</b>					
<b>Services</b>					
141-4101	Professional Services	\$ 1,000	\$ -	\$ -	0.0%
141-4202	Postage	\$ 100	\$ -	\$ -	0.0%
141-4301	Travel & Transportation	\$ 8,500	\$ 357	\$ 357	4.2%
141-4501	Rents & Leases	\$ 4,000	\$ 150	\$ 150	3.8%
141-4801	Maintenance - Vehicles/Equipment	\$ 800	\$ -	\$ -	0.0%
141-4901	Miscellaneous	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<i>\$ 14,400</i>	<i>\$ 507</i>	<i>\$ 507</i>	<i>3.5%</i>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Total Enterprise Operations Expenses</i>	<i>\$ 33,750</i>	<i>\$ 507</i>	<i>\$ 507</i>	<i>1.5%</i>
	<i>Total Expenses</i>	<i>\$ 1,600,568</i>	<i>\$ 103,547</i>	<i>\$ 103,547</i>	<i>6.5%</i>
<b>Summary of Revenue vs Expenses:</b>					
	<i>Total Revenue, Base, Grants &amp; Enterprise</i>	<i>\$ 1,629,854</i>	<i>\$ 139,128</i>	<i>\$ 139,128</i>	<i>8.5%</i>
	<i>Total Expenses, Base, Grants &amp; Enterprise</i>	<i>\$ 1,600,568</i>	<i>\$ 103,547</i>	<i>\$ 103,547</i>	<i>6.5%</i>
	<i>Contribution to Reserves</i>	<i>\$ 29,286</i>	<i>\$ 35,581</i>	<i>\$ 35,581</i>	
	Beginning Reserve Balance	\$ 1,020,617	\$ 1,022,027	\$ 1,020,617	
	Contribution to Reserves	\$ 29,286	\$ 35,581	\$ 35,581	
	<b>Ending Reserve Balance</b>	<b>\$ 1,049,903</b>	<b>\$ 1,057,607</b>	<b>\$ 1,056,198</b>	
<b>Reserve Fund Allocation</b>					
	Operations (min. 25% of base operating exp.)	\$ 225,000			
	Legal Services (min \$200,000)	\$ 250,000			

## MEMORANDUM

**Date:** September 7, 2023  
**To:** YRCAA Board of Directors  
**From:** Jon DeVaney, Chair  
**Subject:** Follow-Up from Executive Director Performance Review

You will be gratified to know that our Executive Director takes the feedback he received from the Board at his performance review very seriously, and has asked for some further discussion of a few points at our September 14<sup>th</sup> meeting to ensure that he fully understands our expectations and preferences. To refresh your memories and tee-up this discussion, I will attempt to summarize these issues below.

The first of these issues pertains to the level of detail we receive in oral briefings during monthly meetings, and how best to facilitate discussion at meetings. Some members pointed out that oral briefings that repeat the content of written memos may be repetitive, while others observed that information may be more easily absorbed when presented orally. The previous practice of scheduling study sessions on specific topics was raised as one possible means of addressing this issue. I agree with Mr. Thornsbury that the Board should more clearly express its preferences for how information is conveyed by staff.

The second concern relates to the length of Board meetings. This was not necessarily a complaint that they are too long, but instead an issue of scheduling so that members can plan the appropriate amount of time for each meeting around other commitments. I have discussed potential means of addressing this concern with Mr. Thornsbury, including more assertive time management by the Chair or moving the meeting time to later in the afternoon where members may be less likely to have scheduled commitments right after the anticipated end time of our meetings.

Finally, our discussions in meetings frequently result in requests for further information or investigation by staff either from individual members or the Board as a whole. Mr. Thornsbury has asked that we provide some clearer guidance on how to organize and prioritize individual and collective requests for research and information so that these can be appropriately managed within the context of all agency activities.

Please consider the above and be prepared to discuss these issues on September 14<sup>th</sup>.

## **Executive Memorandum**

**Date of Release:** August 3, 2023  
**Date of Consideration:** **Cancelled** August 10, 2023  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Compliance, Engineering and Planning Division  
**Subject:** July's Compliance, Engineering and Planning Division Report

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**Issue:**

Monthly activities report to the Board of Directors of YRCAA.

**Discussion:**

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

- No burn ban called for the month of July;
- Issued two NSR Order of Approvals;
- Working on New Source Reviews (NSR) permits;
- Registered 6 sources for the month of July;
- Reviewed/responded to 22 SEPA's projects;
- Working on Title V renewals;
- Issued 4 Dust Control Plans (DCP);
- Reviewed/approved 7 Notifications of Demolition / Renovation (NODR);
- Inspected 20 sources;
- Issued one Agricultural burn permit;
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- We expect no exceedances during the month of July 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 6 complaints, Issued 1 NOP's and 2 NOV's for the month of July;

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

Type of Complaint	Number of Complain	Number of NOV's*	Number of AOD's**
Residential Burning	3		
Agricultural Burning			
Other Burning and SFBD***			
Fugitive / Construction Dust			
Agricultural Dust	2		
Agricultural Odor			
Other Dust			
Surface Coating			
Odor	1		
Asbestos			
Others and NSR****			
Registration			
Industrial Sources		2	
<b>TOTALS</b>	<b>6</b>	<b>2</b>	<b>0</b>

\*NOV- Notice of Violation

\*\*AOD- Assurance of Discontinues

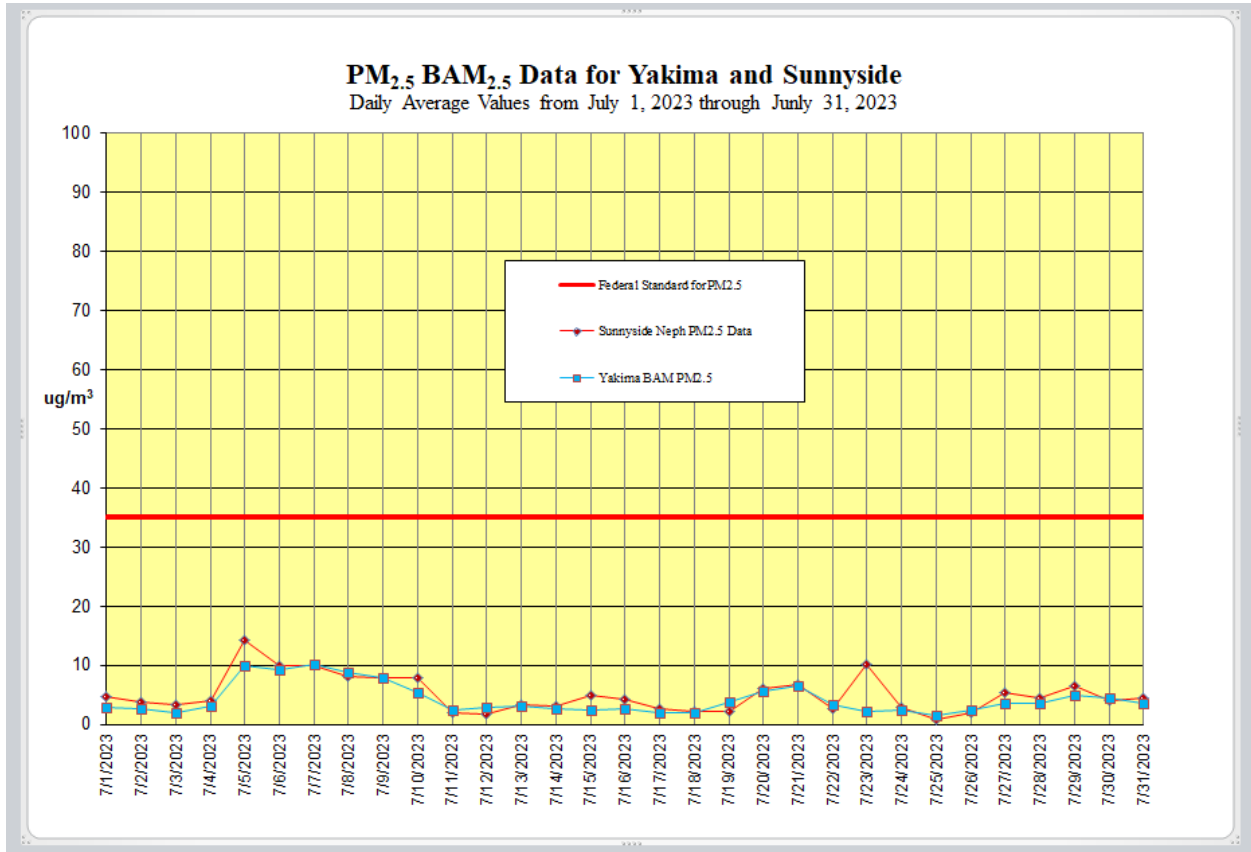
\*\*\* Solid Fuel Burning Device \*\*\*\* New Source Review

***Attachments:***

- ✓ *PM<sub>2.5</sub> Monitor Data for the month of July 2023 and the annual graphs.*
- ✓ *PM<sub>10</sub> Monitor Data for the month of July 2023.*

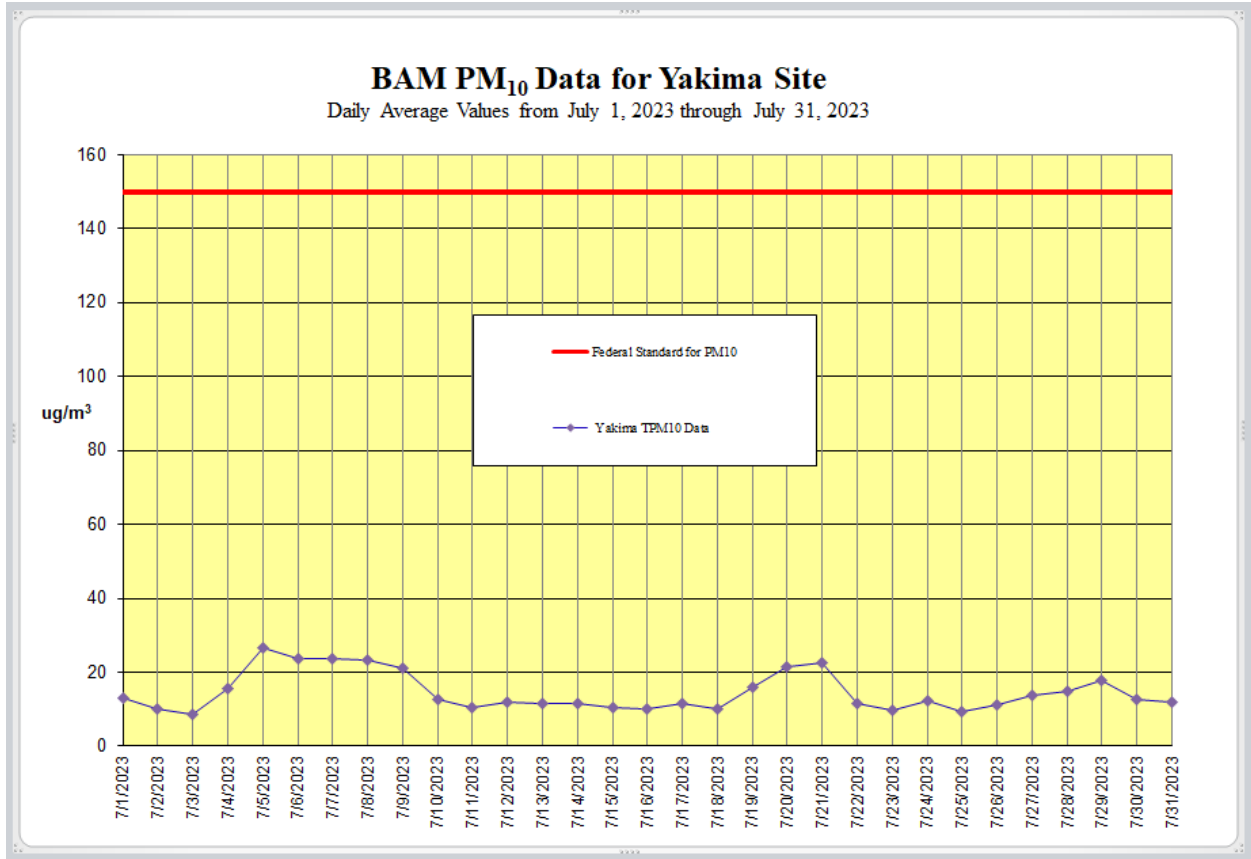
- **PM<sub>2.5</sub> Data**

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



- PM<sub>10</sub>

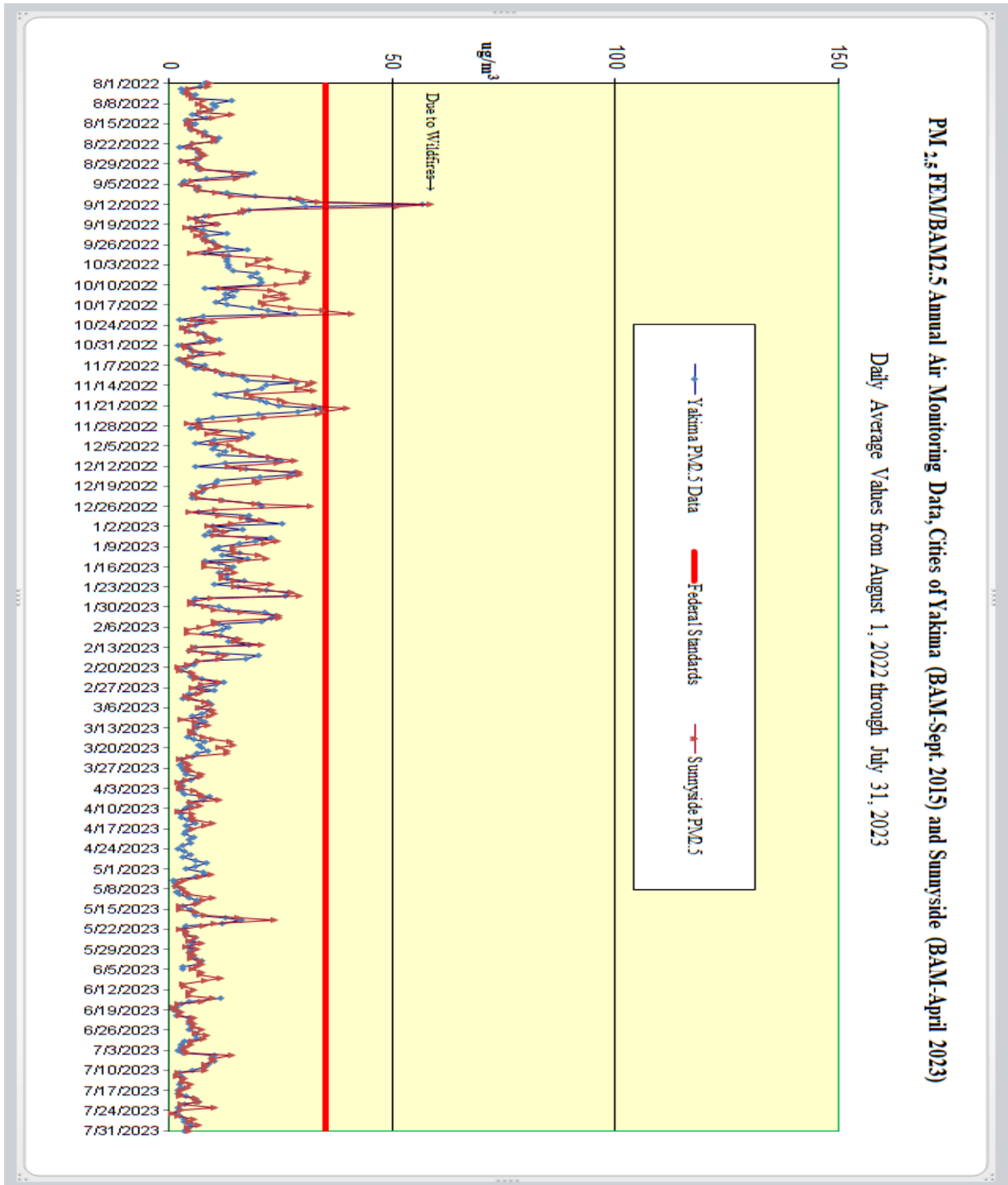
- We expect no PM<sub>10</sub> exceedance for the month of July.



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



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



## **Executive Memorandum**

**Date of Release:** September 1, 2023  
**Date of Consideration:** September 14, 2023  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Compliance, Engineering and Planning Division  
**Subject:** August's Compliance, Engineering and Planning Division Report

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**Issue:**

Monthly activities report to the Board of Directors of YRCAA.

**Discussion:**

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

- No burn ban called for the month of August, but county-wide fire safety still in effect through September 30, 2023;
- Working on New Source Reviews (NSR) permits;
- Reviewed/responded to 13 SEPA's projects;
- Working on Title V renewals;
- Issued two Dust Control Plans (DCP);
- Reviewed/approved 28 Notifications of Demolition / Renovation (NODR);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- We expect 3 exceedances during the month of August due to WILD FIRES from Canada and other states as shown in the graphs;
- Working on several permitting and compliance issues with industrial sources;
- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 13 complaints, Issued one NOV's for the month of August;

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

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	8		
Agricultural Burning			
Other Burning and SFBD***	2	1	
Fugitive / Construction Dust	1		
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor	1		
Asbestos	1		
Others and NSR****			
Registration			
Industrial Sources			
<b>TOTALS</b>	<b>13</b>	<b>1</b>	<b>0</b>

\*NOV- Notice of Violation

\*\*AOD- Assurance of Discontinues

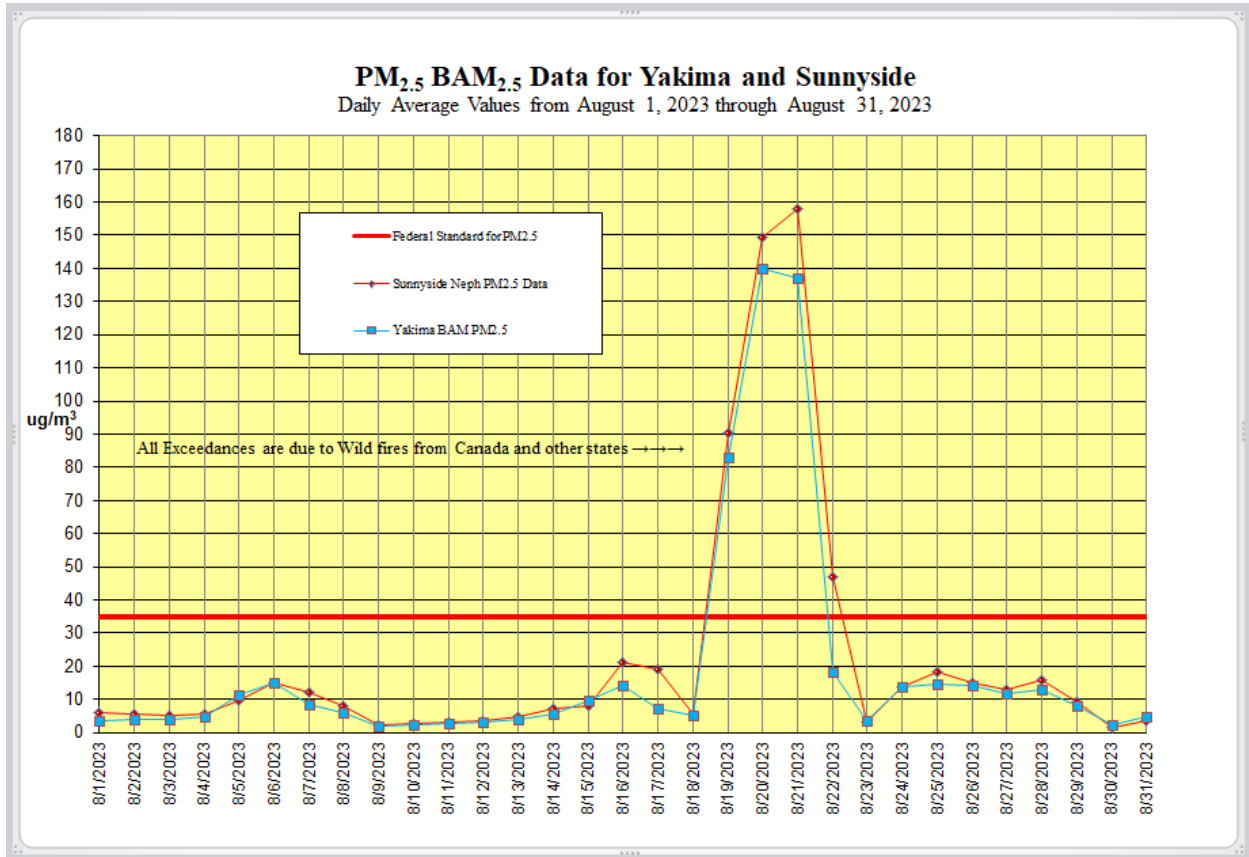
\*\*\* Solid Fuel Burning Device \*\*\*\* New Source Review

***Attachments:***

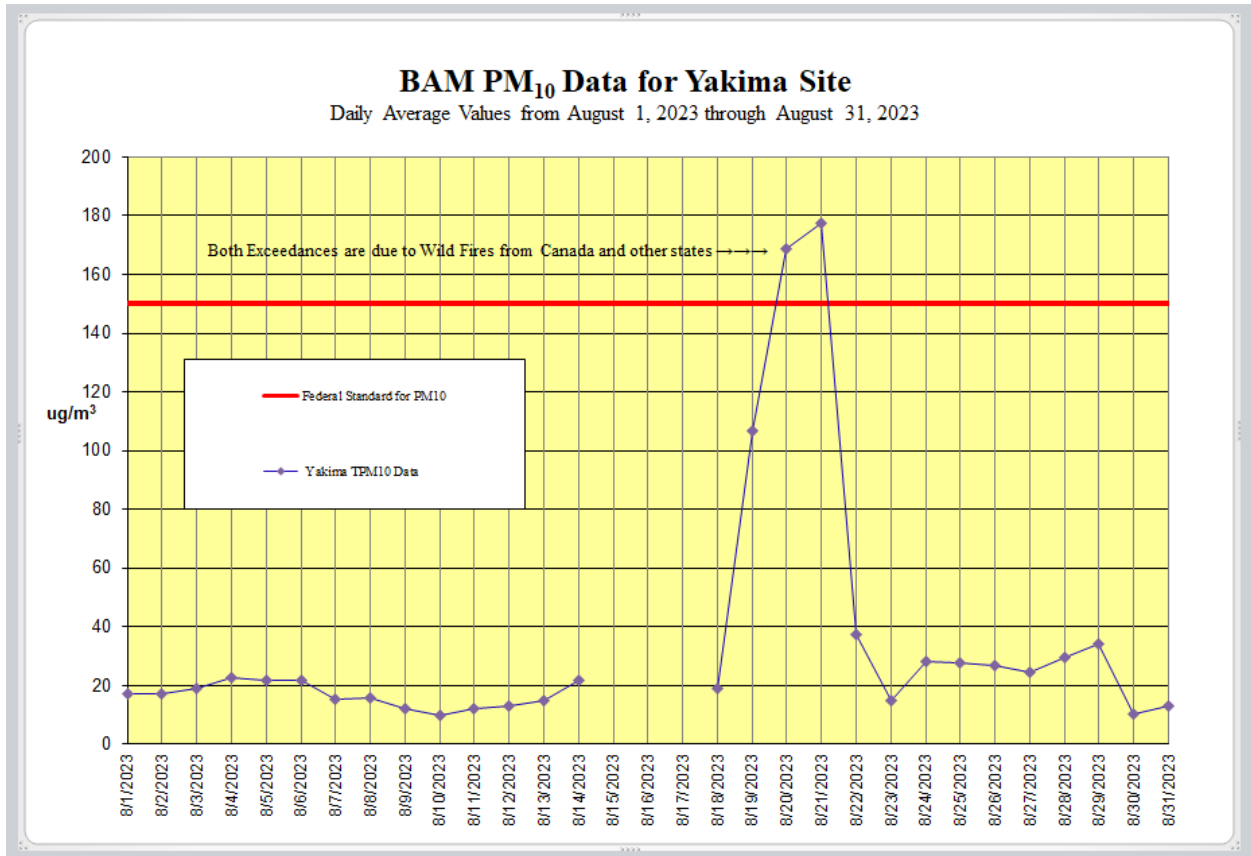
- ✓ *PM<sub>2.5</sub> Monitor Data for the month of August 2023 and the annual graphs.*
- ✓ *PM<sub>10</sub> Monitor Data for the month of August 2023.*

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

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



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



- **Annual PM<sub>2.5</sub> Data**
  - Annual PM<sub>2.5</sub> for Yakima and Sunnyside monitors for the specified periods.

