



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

Meeting of the Board of Directors
June 2023

Reunión de la Junta Directiva
Junio 2023

June 8, 2023

8 de Junio 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 at least 72 hours in advance of the meeting.

Aviso de servicios lingüísticos

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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; the Age Discrimination Act of 1975; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972, all as amended.

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

Regular Meeting of the Board of Directors

June 8, 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 May, 2023**
- 6. Vouchers and Payroll Authorization Transfers for May 2023**
- 7. Resolution 2023-03 Altering Contribution to Health Insurance Premiums**
- 8. Resolution 2023-04 Authorizing Social Security or Comparable Benefit**
- 9. Resolution 2023-05 Adopting a “Supplemental Income Assessment” Rate**
- 10. Resolution 2023-06 Adopting the Fiscal Year 2023-24 Budget**
- 11. Resolution 2023-07 Updating the Method for Determining AOP Fee Assessments**
- 12. Board Meeting Remote Access**
- 13. Agency Branding and Logo – Fonts**
- 14. Executive Director’s Report**
 - Wood Smoke Reduction Program conditions
 - Future update on Overburdened Communities
- 15. Other Business**
- 16. Executive Session – One hour**
Executive Director Performance Evaluation pursuant to RCW 42.30.110(1)(g)
- 17. 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.



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Reunión ordinaria de la junta directiva

8 de junio 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. 5. Actas de la reunión de la Junta para mayo de 2023**
- 6. Comprobantes y transferencias de autorización de nómina para mayo de 2023**
- 7. Resolución 2023-03 que modifica la contribución a las**
- 8. Resolución 2023-04 Autorizando Seguro Social o beneficio comparable**
- 9. Resolución 2023-05 Adoptar una tasa “Supplemental Income Assessment”**
- 10. Resolución 2023-06 Aprobación del presupuesto del año fiscal 2023-24**
- 11. Resolución 2023-07 Actualización del método para determinar cargos AOP**
- 12. Acceso remoto a la reunión de la junta**
- 13. Logotipo y marca de la agencia – fuentes**
- 14. Informe del Director Ejecutivo**
 - Condiciones del programa de reducción de humo de leña
 - Actualización futura sobre comunidades vulnerables
- 15. Otros asuntos**
- 16. Sesión Ejecutiva – Una hora**
Evaluación del desempeño del director ejecutivo de conformidad con RCW 42.30.110(1)(g)
- 17. Conclusión**

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 2:00 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, Absent
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 stated there would be a public hearing and comments concerning the budget should be held until the hearing before asking if there were any general public comments. None were offered.

5. **Public Hearing**

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

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

Deccio moved to approve the minutes as amended. Jones seconded. Motion passed 2-0.

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

Jones moved to approve the vouchers and transfers. Deccio seconded. Motion passed 2-0.

8. **Resolution 2023-03 Altering Contribution to Health Insurance Premiums**

Thornsbury explained the Board has typically, on an annual basis, reviewed the amount the Agency would contribute on behalf of employees to their health insurance premiums and suggested establishing a calculation to determine that amount consistent with the past practice of the Board. He added this would allow staff to make adjustments as changes in premiums occur rather than annually coming to the board for review.

DeVaney asked if the resolution would remain in effect indefinitely once adopted.

Thornsbury confirmed, adding it would be effective until superseded by another resolution of the Board. Jones asked how employees choose a plan. Thornsbury explained the different

plans available are those provided by the Public Employees Benefits Board which is part of the Washington State Health Care Authority and noted different plans offer a different mix of benefits with employees selecting the plan they desire. Jones asked if employees can individually select from the plans offered rather than collectively choosing a plan that is effective for all employees. Thornsby stated each employee can choose an individual plan, noting the choice is limited to the plans listed.

Jones noted minor increases had been proposed for some plan types. Thornsby confirmed, adding there was very little difference between the 2022 and proposed contributions, on a percentage basis, though the amounts were different due to the increase in health insurance costs. Jones expressed support for the guidelines presented and suggested the matter be brought before the board each year for review and approval. Thornsby suggested the information be made available through the annual budget process.

Jones concurred and expressed his belief the Board should be aware of the costs of employee benefits. Thornsby explained benefits are always included in the budget as a separate line item that would reflect an amount based on the calculations contained in the resolution, adding additional detail could be provided in the budget documents.

DeVaney asked if there was a need to amend the resolution. Thornsby stated doing so would be at the Board's discretion, but an amendment would not be necessary if the Board were comfortable simply directing staff to provide the information requested as part of the budget process. Jones reiterated his belief the Board should realize the changes in benefits. Thornsby explained the change in benefit costs would be evident by looking at the current year budget amount, the actual amount, and the projected budget amount for benefits included in each budget.

Jones questioned if that would be a lump sum. Thornsby confirmed, adding additional detail could be provided. Jones stated he would like to see detailed costs for each plan and asked if the resolution would need to be amended. Thornsby stated an amendment would not be necessary if the Board considered direction staff sufficient, otherwise the language of the resolution would need to be altered. Jones stated he would prefer altered language so the Board reviews the exact changes in the benefits. Thornsby stated a modified resolution would be presented at the next meeting.

9. Resolution 2023-04 Authorizing Social Security or Comparable Benefit

Thornsby informed the Board that, after speaking with the Washington Department of Retirement Systems (DRS), some minor modifications to the language will be required before taking action on the resolution. He explained the changes will not materially alter the effect of the resolution and added the resolution would provide a bridge until the Social Security participation discussion near the end of 2022 can be implemented. Thornsby noted this would have no effect on the budget amounts as it is tied to the Social Security calculations and the only significant difference is that payments would go to the DRS until

Social Security participation is implemented after which the payments would go to the Social Security Administration.

Jones asked if payments to the DRS would eventually go to Social Security. Thornsby explained there is no provision for transferring funds into Social Security and the monies paid into the Deferred Compensation Plan (DCP) would remain there. Jones asked if the Agency is required to pay into the DCP. Thornsby stated the Board is under no obligation to do so, but this program would deliver an equivalent to the Social Security benefit until the latter can be effected. He reiterated the proposal presented is not mandatory, but allows the Agency to effectively provide the benefit approved in late 2022 on time.

DeVaney asked for confirmation the resolution would be brought back at the next meeting in slightly altered form. Thornsby affirmed, adding Resolution 2023-04 would be presented at the next meeting with only slightly modified language that will satisfy the DRS.

Jones asked if this would be in addition to the existing employee benefits and salary increases. Thornsby affirmed, explaining the salary adjustments were based on the assumption Social Security benefits were already in place. He added removing the Social Security benefit would result in the wage and salary amounts previously discussed in November and December, 2022, being too low.

DeVaney noted the last paragraph of the staff report states the resolution does not increase any cost to the Agency; it affects withholding from employee payroll.” Thornsby clarified the current proposed budget already includes this based on the discussions in late 2022. He added the Agency is contributing funds, but they are budgeted funds and funds already assumed to be part of the compensation package.

10. **Executive Director’s Report**

DeVaney asked Thornsby if he would be addressing the other items in his report before addressing the budget. Thornsby suggested addressing the budget directly. DeVaney concurred.

Budget: Jones stated he remained uncertain as to why the budgeted amount for Supplemental Income was not \$124,000. Thornsby explained the matter was a timing issue, adding that some of the revenue expected to be received in the first half of the new fiscal year has already been paid and received by the Agency in the current fiscal year. Thornsby noted that because the funds are already in hand, the budget cannot reflect they will be realized in the first half of the new fiscal year. He added the Agency cannot require payment of the entire annual Supplemental Income amount, but it cannot prevent it either.

Jones then inquired as to the reason for the substantial increase in contributions to reserves. Thornsby noted information regarding this item was included in the budget notes and explained the matter was also a timing issue resulting from the fact the woodsmoke reduction

grant program is a reimbursement program so the Agency pays the expenses up front and receives reimbursement for those costs from the State of Washington at a later date. He added in this case some program costs were paid out of Agency reserves in one fiscal year, but reimbursement from the State was delayed so the funds were not realized until the following fiscal year and this difference in the fiscal year resulted in the ostensible increase in contributions to reserves.

Jones inquired regarding future vehicle replacement and asked what was meant by the statement in the budget notes pertaining to “areas without paved roads.” Thornsbery explained there are some areas where inspectors need to go to that do not have paved roads—or roads of any kind—such as burns that occur in rural areas and landfill operations. Jones asked what vehicles fit the new state requirements. Thornsbery stated he was not able to provide an answer, but a future staff report would address the matter in question and provide other details related to vehicle replacement. He added the budget amount is largely a placeholder at this time in support of a future need to replace vehicles.

DeVaney stated that he appreciated the budget notes and found them helpful.

Updating the method for determining AOP fee assessments: Thornsbery explained he expected to have a resolution in the coming months to update the method for determining the Air Operating Permit (aka Title V) fee assessments. He noted his understanding is the last update was done in 2009, adding in the most recent state audit of the Agency, the auditors suggested a review and update of the resolution.

Resumption of educational programs: Thornsbery noted he has recently been reconnecting with school districts in Yakima County, explaining his desire to potentially engage educators over the summer months to discuss how the Agency might enhance some of the programs it has used in the past, ensure material is appropriate for the grade level targeted, and support STEM (science, technology, engineering, and math) in the next school year.

Statistics and data collection: Thornsbery stated he is continuing to work on statistics and data collection, adding he hopes the Board will be able to see results soon—particularly with respect to its request for information concerning burn permits (e.g. agricultural, residential, and conditional). He added Thornsbery continues to working on the information requested by the board on agricultural burning, etc. so that he can report on it, and continue to report the information regularly.

Changes to wood stove rebates and low-income replacements: Thornsbery explained the next biennium of the wood smoke reduction grant program would be coming up, adding a meeting will be held around May 18 covering the terms and conditions of the program and requirements for grant applications. Thornsbery stated he is waiting to learn what comes out of that meeting and expects to provide the Board, at its June meeting, with a description of the program and how the Agency expects to allocate the funds it expects to secure.

DeVaney inquired as to the final amount allocated in the state budget. Thornsby expressed belief the total amount was approximately \$4 million—about the same amount as allocated in the current biennium. He noted, however, the amount to be retained by the Dept. of Ecology for its portion of the local program and the amount allocated to local air agencies is not currently known. Thornsby explained there have been considerable increases in the cost of materials and labor, so the number of change-outs and low-income installations that can be funded will likely be reduced.

11. Other Business

DeVaney asked if there was any other business. Jones asked Thornsby to comment on the new Environmental Protection Agency (EPA) air monitor to be placed in the Lower Yakima Valley later in the year. Thornsby replied he did not have much detail to share, noting the units had been designed and/or built by the EPA, but only one would be operating in Yakima County. He added the unit would be available for a limited amount of time and placed in two locations, neither of which has yet been selected. Thornsby expressed his belief the EPA was primarily concerned with obtaining data from two locations, even if that resulted in a shorter sampling period in each location.

Jones asked if the agency had any influence on the choice of location. Thornsby replied that, from a practical standpoint, it would likely be very little. He added the Agency could submit comments, but without a clear and compelling rationale, it is unlikely the decision would be altered based only on the Agency's opinion. Thornsby stated his belief the intent of the EPA is to site the monitor in locations other than those of the existing monitors in the City of Yakima and the City of Sunnyside. Jones inquired as to whether the Agency would be notified of the locations once they are selected. Thornsby responded that was his belief.

12. Adjournment

Deccio moved to adjourn. Jones seconded. Motion passed 2-0.

DeVaney adjourned the meeting at 2:34 p.m.

Jon DeVaney, Chairman

Pamela Herman, Clerk of the Board

Date of Release: June 1, 2023
Date of Consideration: June 8, 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	Mar FY23	Apr FY23	May FY23	FY23 Total to Date
Minor Source Inspections	35	15	28	42	130
Complaints Received	104	10	8	5	150
NOVs Issued	24	1	32	15	72
AODs Issued	0	0	1	1	4
Warning Notices Issued	0	0	1	0	2
NOPs Issued	32	1	4	2	11
SEPA Reviews	443	22	10	15	269
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	1	1	1	15
AOP Inspections	2	0	2	0	2
Public Workshops	1	0	1	0	2
Media Events	1	0	0	0	3
Media Contacts	7	1	4	0	8
Education Outreach Events	1	0	0	0	0
Sources Registered	271	56	24	12	369
NSR Applications Received	14	1	2	2	11
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	1	1	2	15
NODRs Received	143	19	16	9	176
Agricultural Burn Permits Issued	73	4	2	2	39
Conditional Use Permits Issued	11	1	2	2	5
Residential Burn Permits Issued	717	169	180	190	802
Burn Ban Days	84	0	0	0	34
Public Records Requests Fulfilled	39	1	1	1	27

Acronyms:

AOP - Air Operating Permit; **NODR** - Notification of Demolition and Renovation; **NOP** - Notice of Penalty; **NOV** - Notice of Violation; **NSR** - New Source Review; **SEPA** - State Environmental Policy Act



STAFF REPORT

Date: June 1, 2023
To: YRCAA Board of Directors
From: Christa Owen, Staff Accountant
Subject: Fiscal Program Report

Issue: Fiscal Reports

Analysis: May 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 May 2023 AP Fiscal Vouchers, totaling \$65,885.66, and the May 2023 Payroll Authorization, totaling \$62,880.04.



May 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>
Air & Waste Management Association	35547	4901	\$ 195.00	5/31/2023
Charter Communications	35548	4201	\$ 444.90	5/31/2023
Coastal*	35549	4105	\$ 7,238.61	5/31/2023
Rowdy Construction*	35550	4105	\$ 4,315.05	5/31/2023
Yakima Valley Conference of Governments	35551	4901	\$ 500.00	5/31/2023

\$ 12,693.56


***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: **\$ 12,693.56**


 Christa Owen, Primary Auditing Officer 5/31/2023

 Jon DeVaney, Board Chairman Date

 5-31-2023
 Marc D. Thornsbury, Secondary Auditing Officer Date



May 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	35524	4801	\$ 128.42	5/17/2023
Alliant Communications	35525	4101	\$ 345.33	5/17/2023
Cascade Natural Gas Corporation	35526	4701	\$ 106.04	5/17/2023
Coastal*	35527	4105	\$ 25,888.68	5/17/2023
Coleman Oil Company	35528	3201	\$ 194.25	5/17/2023
Intermountain Cleaning Service	35529	4101	\$ 370.00	5/17/2023
Iron Horse Real Estate & Property Mgt	35530	4501	\$ 4,920.80	5/17/2023
KUNW-TV*	35531	4405	\$ 750.00	5/17/2023
KeyBank	35532	Various	\$ 739.98	5/17/2023
La Voz Hispanic Newspaper	35533	4401	\$ 118.00	5/17/2023
Northwest Community Action Center*	35534	4105	\$ 150.00	5/17/2023
OIC*	35535	4105	\$ 600.00	5/17/2023
Pacific Power	35536	4701	\$ 181.24	5/17/2023
Pitney Bowes, Inc.	35537	3101	\$ 31.36	5/17/2023
Rowdy Construction*	35538	4105	\$ 13,476.82	5/17/2023
Springbrook Holding Company LLC	35539	4101	\$ 4,142.21	5/17/2023
StorageMax**	35540	4506	\$ 75.00	5/17/2023
Sunnyside Sun	35541	4401	\$ 88.00	5/17/2023
Valley Publishing	35542	4401	\$ 28.13	5/17/2023
YRCAA	35543	4901	\$ 787.93	5/17/2023
Yakima County Public Services	35544	4701	\$ 22.31	5/17/2023
Yakima Herald Republic	35545	4401	\$ 47.60	5/17/2023

\$ 53,192.10

*Reimbursement from Grant **NOC/Enterprise

SUNNY'S
 2018

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: **\$ 53,192.10**

Christa Owen

Christa Owen, Primary Auditing Officer 5/17/2023

Marc D. Thornsbury

Marc D. Thornsbury, Secondary Auditing Officer

5-18-2023

Date

Jon DeVaney, Board Chairman

Date

SUNNY'S
 2018

**Yakima Regional Clean Air Payroll Reimbursement
May 2023**

Gross Wages	\$47,110.80	
Reserve Adjustment		\$47,110.80
ER Taxes Paid	664.16	
ER Medical Paid	8,959.23	
Pers 1 ER Paid	0.00	
Pers 2 ER Paid	3,679.80	
Pers 3 ER Paid	1,086.48	
	0.00	
SUTA	127.20	
L & I	1,233.61	
	0.00	
Total Benefits	15,750.48	\$15,750.48
Other	0.00	
Bank Charges	18.76	
Total	\$18.76	\$18.76
Total Payroll		\$62,880.04

Christa Owen 5/20/23
Primary Auditing Officer Date

Chairman Board of Directors Date

Secondary Auditing Officer Date

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2023 on May 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; 5/2/2023	\$ 2,192	\$ 2,192	Pd 1/2
Granger	\$ -	\$ 1,476	\$ 1,476	3/22/2023; 5/22/2023	\$ 738	\$ 738	Pd 1/2
Harrah	\$ -	\$ 232	\$ 232	3/6/2023	\$ 232	\$ -	Pd in full
Mabton	\$ -	\$ 790	\$ 790	3/22/2023; 5/2/2023	\$ 395	\$ 395	Pd 1/2
Moxee	\$ -	\$ 1,762	\$ 1,762	3/17/2023	\$ 441	\$ 1,322	Pd 1/4
Naches	\$ -	\$ 444	\$ 444	3/17/2023; 5/15/2023	\$ 222	\$ 222	Pd 1/2
Selah	\$ -	\$ 3,294	\$ 3,294	3/17/2023	\$ 3,294	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,560	\$ 6,560	4/3/2023; 5/22/2023	\$ 3,280	\$ 3,280	Pd 1/2
Tieton	\$ -	\$ 572	\$ 572	3/22/2023; 5/15/2023	\$ 286	\$ 286	Pd 1/2
Toppenish	\$ -	\$ 3,548	\$ 3,548	3/31/2023; 5/15/2023	\$ 1,774	\$ 1,774	Pd 1/2
Union Gap	\$ -	\$ 2,638	\$ 2,638	3/17/2023; 5/15/2023	\$ 1,319	\$ 1,319	Pd 1/2
Wapato	\$ 1,011	\$ 1,844	\$ 2,855	2/27/2023; 5/8/2023	\$ 1,933	\$ 922	Pd 1/2
City of Yakima	\$ -	\$ 39,124	\$ 39,124	1/26/2023; 5/8/2023	\$ 19,562	\$ 19,562	Pd 1/2
Zillah	\$ -	\$ 1,276	\$ 1,276	3/13/2023; 5/8/2023	\$ 638	\$ 638	Pd 1/2
Yakima Co.	\$ -	\$ 35,296	\$ 35,296	3/17/2023	\$ 35,296	\$ -	Pd in full
Totals:	\$ 1,011	\$ 103,240	\$ 104,251		\$ 71,602	\$ 32,650	

FY 2023 Monthly BVA

May 2023						
Report Date: June 8, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget	
REVENUE 614 YRCAA Base Operations						
REVENUE 614 YRCAA Base Operations						
Stationary Source Permit Fees						
614-32190001	Minor Sources	\$ 163,880	\$ 7,979	\$ 223,043		136.1%
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ -	\$ 32,814		145.3%
614-32190006	Complex Sources	\$ 32,808	\$ -	\$ 45,740		139.4%
614-32290001	Title V Sources	\$ 92,000	\$ -	\$ 71,093		77.3%
614-32190002	New Source Review	\$ 38,000	\$ 3,090	\$ 19,521		51.4%
<i>Subtotal, Stationary Source Permit Fees</i>		\$ 349,264	\$ 11,069	\$ 392,211		112.3%
Burn Permit Fees						
614-32290005	Residential Burn Permits	\$ 55,000	\$ 15,555	\$ 69,249		125.9%
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 1,084	\$ 15,512		62.0%
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ 1,767	\$ 2,735		141.3%
<i>Subtotal, Burn Permit Fees</i>		\$ 93,000	\$ 18,406	\$ 87,496		94.1%
Compliance Fees						
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 2,111	\$ 28,176		112.7%
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 1,236	\$ 8,025		138.4%
<i>Subtotal, Compliance Fees</i>		\$ 30,800	\$ 3,347	\$ 36,201		117.5%
<i>Subtotal, All Permit Fee Revenue</i>		\$ 462,000	\$ 32,822	\$ 515,908		111.7%
Base Grants						
614-33366001	EPA, Core Grant	\$ 106,545	\$ 26,636	\$ 106,545		100.0%
614-33403101	DOE, Core Grant	\$ 76,800	\$ 19,288	\$ 77,153		100.5%
<i>Subtotal, Base Grants</i>		\$ 183,345	\$ 45,924	\$ 183,698		100.2%
Fines & Penalties						
614-35990001	Civil Penalty	\$ 2,500	\$ 4,803	\$ 31,872		
614-35990001	Other Fines	\$ -	\$ -	\$ -		
<i>Subtotal, Fines & Penalties</i>		\$ 2,500	\$ 4,803	\$ 31,872		
Supplemental Income						
614-33831001	Supplemental Income	\$ 102,830	\$ 16,125	\$ 94,981		92.4%
<i>Subtotal, Supplemental Income</i>		\$ 102,830	\$ 16,125	\$ 94,981		92.4%
Other Income						
614-36111001	Interest	\$ 3,500	\$ 827	\$ 7,143		204.1%
614-36990014	Miscellaneous Income	\$ 100	\$ 3	\$ 401		400.6%
<i>Subtotal, Other Income</i>		\$ 3,600	\$ 830	\$ 7,543		209.5%
<i>Total YRCAA Base Operations Revenue</i>		\$ 754,275	\$ 100,505	\$ 834,001		110.6%
REVENUE 614 YRCAA Grant Operations						
614-33403105	Wood Stove Ed	\$ 4,906	\$ 993	\$ 4,195		85.5%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 15,788		75.0%
614-33403107	Woodstove Change-out	\$ 579,000	\$ 122	\$ 828,501		143.1%
<i>Total YRCAA Grant Operations Revenue</i>		\$ 604,956	\$ 1,115	\$ 848,484		140.3%
REVENUE Enterprise Operations						
614-34317001	VE Certification Fees	\$ 60,000	\$ -	\$ 41,865		69.8%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!	
<i>Subtotal, Enterprise Revenue</i>		\$ 60,000	\$ -	\$ 41,865		69.8%
<i>Total Base, Grant and Enterprise Revenue</i>		\$ 1,419,231	\$ 101,620	\$ 1,724,350		121.5%

FY 2023 Monthly BVA

May 2023 Report Date: June 8, 2023	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries

614-1001	Salaries	\$ 412,802	\$ 37,685	\$ 366,879	88.9%
614-2002	Benefits	\$ 143,349	\$ 13,241	\$ 128,903	89.9%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Salaries</i>		<i>\$ 556,151</i>	<i>\$ 50,926</i>	<i>\$ 495,782</i>	<i>89.1%</i>

Supplies

614-3101	Office Supplies	\$ 6,000	\$ 552	\$ 5,731	95.5%
614-3101	Safety Equipment	\$ 200	\$ -	\$ -	0.0%
614-3201	Vehicles, Gas	\$ 6,000	\$ 194	\$ 1,743	29.1%
614-3501	Small Tools/Equipment	\$ 1,000	\$ 28	\$ 28	2.8%
614-3502	Computer Network	\$ 3,000	\$ 20	\$ 3,753	125.1%
<i>Subtotal, Supplies</i>		<i>\$ 16,200</i>	<i>\$ 794</i>	<i>\$ 11,255</i>	<i>69.5%</i>

Services

614-4101	Professional Services	\$ 80,000	\$ 4,858	\$ 56,644	70.8%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,000	\$ -	\$ -	0.0%
614-4201	Communications, Phones/Internet	\$ 7,000	\$ 483	\$ 5,289	75.6%
614-4202	Postage	\$ 1,800	\$ -	\$ 1,468	81.6%
614-4301	Travel & Transportation	\$ 5,000	\$ -	\$ 903	18.1%
614-4401	Public Education Services	\$ 6,000	\$ -	\$ 640	10.7%
614-4401	Publications, Legal Notices	\$ 2,000	\$ 282	\$ 826	41.3%
614-4501	Rents & Leases, Equipment	\$ 5,750	\$ -	\$ 728	12.7%
614-4501	Rents & Leases, Space	\$ 58,000	\$ 4,921	\$ 55,480	95.7%
614-4601	Insurance	\$ 16,000	\$ -	\$ 16,768	104.8%
614-4701	Utilities	\$ 4,500	\$ 310	\$ 4,871	0.0%
614-4801	Maintenance, Motor Vehicles	\$ 1,400	\$ -	\$ 530	37.9%
614-4801	Maintenance, Equipment	\$ 5,000	\$ 128	\$ 1,485	29.7%
614-4801	Maintenance, Computers	\$ 4,000	\$ -	\$ 146	3.6%
614-4801	Maintenance, Building	\$ 4,500	\$ -	\$ 3,330	74.0%
614-4901	Memberships	\$ 700	\$ 829	\$ 1,549	221.3%
614-4901	Training	\$ 6,000	\$ -	\$ 1,840	30.7%
614-4901	Service Chgs & Interest	\$ 7,500	\$ 788	\$ 8,156	108.7%
614-4901	Miscellaneous Services	\$ 1,000	\$ -	\$ -	0.0%
614-4901	DOE Oversight Fees	\$ 3,600	\$ -	\$ 3,590	99.7%
<i>Subtotal, Services</i>		<i>\$ 220,950</i>	<i>\$ 12,598</i>	<i>\$ 164,243</i>	<i>74.3%</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>\$ 64,318</i>	<i>\$ 671,280</i>	<i>84.6%</i>

EXPENSES 614 YRCAA Grant Operations

614-33403105 Wood Stove Ed and Enforcement

Salaries

614-1001	Salaries	\$ 3,500	\$ 52	\$ 1,555	44.4%
614-2002	Benefits	\$ 910	\$ 18	\$ 546	60.0%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
<i>Subtotal, Salaries</i>		<i>\$ 4,410</i>	<i>\$ 70</i>	<i>\$ 2,102</i>	<i>47.7%</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 2023 Monthly BVA

May 2023 Report Date: June 8, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ 150	\$ 750	\$ 2,060	1373.33%
614-4202	Postage	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ 750</u>	<u>\$ 2,060</u>	<u>1373.3%</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	<u>\$ 4,906</u>	<u>\$ 820</u>	<u>\$ 4,162</u>	<u>84.8%</u>
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,577	\$ 1,075	\$ 10,291	66.1%
614-2002	Benefits	\$ 5,473	\$ 378	\$ 3,616	66.1%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 1,452</u>	<u>\$ 13,907</u>	<u>66.1%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<u>\$ 21,050</u>	<u>\$ 1,452</u>	<u>\$ 13,907</u>	<u>66.1%</u>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 103,600	\$ 7,668	\$ 90,517	87.4%
614-2002	Benefits	\$ 36,400	\$ 2,694	\$ 31,803	87.4%
614-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 10,362</u>	<u>\$ 122,320</u>	<u>87.4%</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	\$ 51,669	\$ 382,075	100.8%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ 51,669</u>	<u>\$ 382,075</u>	<u>100.8%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<u>\$ 519,000</u>	<u>\$ 62,031</u>	<u>\$ 504,395</u>	<u>97.2%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 64,303</u>	<u>\$ 522,464</u>	<u>95.9%</u>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 13,320	\$ 52	\$ 11,689	87.8%
141-2002	Benefits	\$ 4,680	\$ 18	\$ 4,107	87.8%
141-1003	Overtime	\$ -	\$ -	\$ -	0.0%
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ 70</u>	<u>\$ 15,796</u>	<u>87.8%</u>

FY 2023 Monthly BVA

May 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: June 8, 2023					
Supplies					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ -	\$ 1,120	112.0%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	\$ 1,150	\$ -	\$ 1,120	97.4%
Services					
141-4101	Professional Services	\$ 2,500	\$ -	\$ 530	0.0%
141-4202	Postage	\$ 250	\$ -	\$ 49	0.0%
141-4301	Travel & Transportation	\$ 7,500	\$ -	\$ 7,244	96.6%
141-4501	Rents & Leases, Space	\$ 2,500	\$ 75	\$ 3,645	145.8%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ 94	47.1%
141-4801	Maintenance, Equipment	\$ 1,000	\$ -	\$ 295	29.5%
141-4901	Miscellaneous Services	\$ 100	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	\$ 14,050	\$ 75	\$ 11,857	84.4%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Total Enterprise Operations Expenses</i>	\$ 33,200	\$ 145	\$ 28,773	86.7%
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	\$ 101,620	\$ 2,061,520	117.4%
	<i>Total Expenses, Base, Grants & Enterprise</i>	\$ 1,371,457	\$ 128,766	\$ 1,222,517	89.1%
	<i>Fund Balance</i>	\$ 384,944	\$ (27,146)	\$ 839,003	
	<i>Operating Reserves</i>	\$ 47,774			
	<i>Estimated Available Fund Balance</i>	\$ 337,170			

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-03

A Resolution of the Board of Directors
Altering Contribution to Health Insurance Premiums

WHEREAS, the Yakima Regional Clean Air Agency (YRCAA) provides health insurance for the benefit of its employees and to maintain parity with other public and private sector employers; and

WHEREAS, the Board of Directors has historically set the amount the Agency contributes to the cost of employee health insurance premiums on an annual basis; and

WHEREAS, the Board wishes to establish a mechanism by which the Agency can maintain parity with routine health insurance premium increases without requiring annual adoption of a specific contribution amount by the Board;

NOW THEREFORE, BE IT RESOLVED, the Board does hereby supersede any prior resolution concerning the Agency's contribution to employee health insurance premiums and establishes the following:

1. Starting July 1, 2023, and thereafter upon any change in health insurance premiums, the methods set forth in this section shall be used to calculate the Agency contribution to said premiums.
 - a. For employee only coverage (no spouse or dependent coverage) the contribution amount shall be ninety-five percent (95%) of the premium for the same coverage level under the highest cost plan offered.
 - b. For employee and spouse coverage (no dependent coverage) the contribution amount shall be sixty-five percent (65%) of the premium for the same coverage level under the highest-cost plan offered.
 - c. For employee and dependent coverage (no spouse coverage) the contribution shall be seventy percent (70%) of the premium for the same coverage level under the highest-cost plan offered.
 - d. For employee, spouse, and dependent coverage the contribution shall be fifty-five percent (55%) of the premium for the same coverage level under the highest-cost plan offered.
2. Each annual proposed budget shall include information concerning the health insurance plans available to employees, the cost of each plan, and the amount to be contributed by the Agency in accordance with the above provisions.

ADOPTED IN OPEN SESSION this 8th day of June, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-04

A Resolution of the Board of Directors
Authorizing Social Security or Comparable Benefit

WHEREAS, by Public Law 761 of the second session, 83rd Congress, and Chapter 4, Laws of the Extraordinary Session of 1955, Congress and the legislature of the State of Washington have expressed their intent that the benefits of the federal Old Age and Survivors Insurance (OASI) program may be made available at their option to members of existing public retirement systems, in addition to and without any reduction or impairment of the protection and benefits afforded by such systems; and

WHEREAS, most (but not all) public agencies in Washington State, and an estimated 70% to 75% nation-wide, participate in the OASI system—commonly known as Social Security; and

WHEREAS, participation in Social Security is voluntary and possible only with a favorable vote of both an agency’s board or commission and its employees; and

WHEREAS, the Yakima Regional Clean Air Agency (YRCAA) desires to offer Social Security coverage to its eligible employees and, in the interim, to provide additional deferred compensation through the Deferred Compensation Program (DCP) offered by the Washington Department of Retirement Services (DRS) to ensure it can attract and retain qualified employees and to maintain equity with other public agencies and the private sector; and

WHEREAS, Social Security is a defined benefit retirement program funded by an employer payment equal to an employee’s gross wages multiplied by the Employer Social Security Tax Rate (6.2% as of 2023) and an employee payroll deduction equal to an employee’s gross wages multiplied by the Employee Social Security Tax Rate (also 6.2% as of 2023); and

WHEREAS, the Employer Social Security Tax Rate and the Employee Social Security Rate result in an overall Combined Social Security Tax Rate of 12.4% (of 2023); and

WHEREAS, Medicare is a health insurance program funded by an employer payment equal to an employee’s gross wages multiplied by the Employer Medicare Tax Rate (1.45% as of 2023) and an employee payroll deduction equal to an employee’s gross wages multiplied by the Employee Medicare Tax Rate (also 1.45% as of 2023); and

WHEREAS, the unemployment insurance program is funded by an employer payment equal to an employee’s gross wages multiplied by the Unemployment Tax Rate (0.27% as of 2023); and

WHEREAS, Social Security taxes are collected on the lesser of an employee’s gross wages or the Social Security Contribution and Benefit Base (\$160,200 as of 2023); and

WHEREAS, the DRS Deferred Compensation Program is a 457(b) defined contribution plan; and

WHEREAS, an employer may add additional deferred compensation during any calendar month provided an employee has elected to have such additional compensation deferred and the total compensation deferred does not exceed the maximum allowed pursuant to Washington Administrative Code (WAC) 415-501-600; and

WHEREAS, employer additional deferred compensation that is conditioned on employee participation in the DCP is not reportable compensation for the purposes of the Public Employees' Retirement System (PERS) pursuant to WAC 415-108-483; and

WHEREAS, annual contributions to a 457(b) plan are subject to a 457(b) Contribution Limit (\$22,500 as of 2023);

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby declare its policy and purpose to extend the provisions of RCW 41.48.030 providing Social Security coverage to eligible employees of the Public Employees' Retirement System, subject to a referendum in favor of voluntary participation in the Social Security system, and to provide a comparable benefit through an alternate retirement program until such time as participation in Social Security is effective, all as set forth below:

1. The Executive Director is authorized, upon his/her reasonable confidence in a favorable outcome, to request the Washington Department of Retirement Systems, as the duly designated State Social Security Administrator, to supervise a majority vote referendum, under Section 218(d)(3) of the Social Security Act, for eligible employees who are members of the Public Employees' Retirement System (PERS). Upon such a request:
 - a. The majority vote referendum shall be conducted pursuant to applicable state and federal laws and regulations for the purpose of allowing eligible employees, as a retirement system group, the opportunity to participate in the Social Security system and pay the Social Security tax.
 - b. The Executive Director is authorized to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees as described above.
 - c. Upon a favorable outcome of said referendum, coverage of eligible employees in the Social Security System shall be effective the first (1st) day of the third full month following said favorable referendum (e.g. October 1 for an affirmative vote on any date in July).
 - d. Upon the effective date as set forth above, withholdings from the wages or salaries of employees as required by participation in the Social Security system are authorized to be made in the amounts and at such times as may be required by applicable state and federal laws and regulations and shall be paid to the Internal Revenue Service as designated pursuant to IRS Code 3121(b)(7)(E) and IRS Code 3126.
 - e. Employer contributions shall be paid, from amounts appropriated for such purposes, to the Internal Revenue Service in accordance with applicable federal law.
 - f. The Agency shall maintain such records and submit such reports as may be required by applicable state and federal laws and regulations.
2. Effective July 1, 2023, and until such time as participation by the Agency in Social Security is effective as set forth above, the Agency shall compensate employees for a percentage of the monthly contribution of any employee into the Deferred Compensation Program (DCP) offered by the Washington Department of Retirement Services (DRS) in accordance with, and subject to, the following provisions and limitations:
 - a. The employee must be enrolled in a DRS DCP standard 457(b) plan into which all Agency Payments shall be deposited (Agency contributions to a DCP Roth 457(b) plan are prohibited).
 - b. The employee must elect to contribute an amount not less than thirty dollars (\$30) per month to a DCP standard or Roth 457(b) plan via payroll deduction (the "Employee Contribution").
 - c. The Agency Percentage Rate during any calendar year shall be equal to One minus the Employer Medicare Tax Rate and Unemployment Tax Rate then in effect, the sum of which shall be multiplied by the Employer Social Security Tax Rate then in effect, the sum of which

shall be divided by the Combined Social Security Tax Rate and rounded down to a maximum of six decimals. For example, the Agency Percentage Rate for a year in which the Employer Medicare Tax Rate is 1.45%, the Employer Social Security Tax Rate is 6.2%, the Unemployment Tax Rate is 0.27%, and the Combined Social Security Tax Rate is 12.4% would be 49.14% or $((1 - 0.0145 - 0.0027) \times 0.062) \div 0.124$.

- d. Upon meeting the conditions set forth above in this section, the Agency shall pay to the employee that portion of the Employee Contribution equal to the Agency Percentage Rate multiplied by the Employee Contribution (the "Agency Payment"). For example, the Agency Payment for an Employee Contribution of \$620 per month and an Agency Percentage Rate of 49.14% would be \$304.67 per month or $0.4914 \times \$620$.
- e. The monthly Agency Payment shall not exceed the lesser of:
 - i. The Employer Social Security Tax Rate then in effect minus the Employer Medicare Tax Rate and Unemployment Tax Rate then in effect, the sum of which is multiplied by the employee's gross wages for the month; or
 - ii. The Employer Social Security Tax Rate then in effect minus the Employer Medicare Tax Rate and Unemployment Tax Rate then in effect, the sum of which is multiplied by the Social Security Contribution and Benefit Base then in effect divided by twelve; or
 - iii. The Agency Percentage Rate multiplied by the 457(b) Contribution Limit then in effect divided by twelve.

For example, the monthly Agency Payment for an employee earning \$60,000 per year with an Employer Social Security Tax Rate of 6.2%, a Social Security Contribution Benefit Base of \$160,200, and a 457(b) Contribution Limit of \$22,500 would be capped at \$310 per month ($0.062 \times \$60,000 \div 12$) and \$3,720 per year.

- f. Employees may not withdraw funds contributed by the Agency to a DCP 457(b) plan pursuant to this section while they are employed by the Agency.
- g. On the date participation by the Agency in Social Security shall take effect, any contribution by the Agency to the DCP under the terms and conditions set forth in this section shall cease and from that date forward the provisions of this section shall be null and void.

ADOPTED IN OPEN SESSION this 8th day of June, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-05

A Resolution of the Board of Directors
Adopting a Supplemental Income Assessment Rate

WHEREAS, the Yakima Regional Clean Air Agency (YRCAA) may impose a “supplemental income” assessment on each of its component cities, towns, and counties pursuant to Revised Code of Washington (RCW) 70A.15.1590 and in accordance with the provisions of RCW 70A.15.1600(1)(b) and RCW 70A.15.1600(2)(b); and

WHEREAS, the YRCAA Board of Directors has determined additional funds are required to meet budget expenditures as set forth in RCW 70A.15.1590; and

WHEREAS, the Board accepts the most recent population estimates for its component cities, towns, and counties as determined by the Washington State Office of Financial Management (ofm.wa.gov/washington-data-research/population-demographics/population-estimates) in accordance with RCW 70A.15.1600(1)(b);

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby adopt a “supplemental income” assessment rate of \$0.48 per capita for each of its component cities, towns, and counties for the calendar year 2023 based on the population estimates set forth above and directs staff to certify to each component city, town, and county, prior to the fourth Monday in June, the amount of supplemental income to be paid pursuant to RCW 70A.15.1600(3).

ADOPTED IN OPEN SESSION this 8th day of June, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency

**Budget
Fiscal Year 2023-24**



FINAL BUDGET

June 8, 2023

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YRCAA Proposed FY 2023-24 Budget

The Yakima Regional Clean Air Agency (YRCAA) is required to have an annual budget that “contain[s] adequate funding and provide[s] for staff sufficient to carry out the provisions of all applicable ordinances, resolutions, and local regulations related to the reduction, prevention, and control of air pollution” pursuant to RCW 70A.15.1590. The following budget meets these requirements, 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.

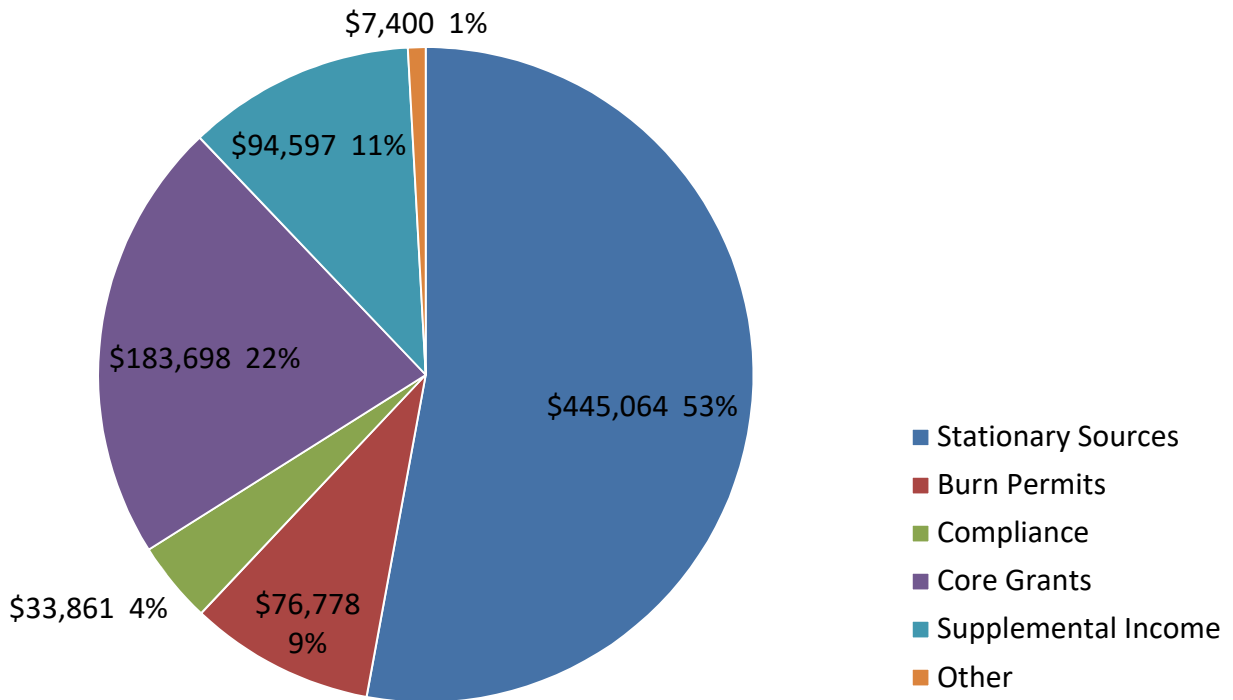
YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
REVENUE – Base Operations				
Stationary Sources				
32199001	Minor Sources	\$ 163,880	\$ 231,742	\$ 251,097
32199002	New Source Review	\$ 38,000	\$ 29,765	\$ 39,848
32199004	Complex 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	\$ 38,452	\$ 33,861
Core Grants (CAA Section 105)				
33366001	EPA Core	\$ 106,545	\$ 106,545	\$ 106,545
33403101	Ecology Local Partner Core	\$ 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	\$ 841,398
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

YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
Particulate Matter (CAA Section 103)			
33403108 Ecology Local Partner PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
<i>Subtotal – Particulate Matter</i>	<u>\$ 21,050</u>	<u>\$ 21,050</u>	<u>\$ 21,050</u>
<i>Subtotal – Grant Operations</i>	\$ 604,956	\$ 1,027,281	\$ 713,456
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>	\$ 60,000	\$ 75,830	\$ 75,000
Total Revenue	\$ 1,419,231	\$ 1,951,053	\$ 1,629,854
EXPENSES – Base Operations			
Wages and Benefits			
553701001 Wages and Salaries	\$ 411,552	\$ 403,628	\$ 462,031
553702001 Benefits	\$ 144,599	\$ 121,646	\$ 182,880
553703001 Overtime	\$ 0	\$ 0	\$ 2,000
<i>Subtotal – Wages and Benefits</i>	<u>\$ 556,151</u>	<u>\$ 525,274</u>	<u>\$ 646,911</u>
Supplies			
533703101 Office Supplies	\$ 6,000	\$ 6,322	\$ 7,000
533703102 Safety Equipment	\$ 200	\$ 0	\$ 1,000
533703201 Vehicles	\$ 6,000	\$ 2,054	\$ 5,500
533703501 Small Tools and Equipment	\$ 1,000	\$ 0	\$ 4,500
533703502 Technology Systems	\$ 3,000	\$ 4,143	\$ 5,000
533703503 Office Furnishings	\$ 0	\$ 0	\$ 750
<i>Subtotal – Supplies</i>	<u>\$ 16,200</u>	<u>\$ 12,519</u>	<u>\$ 23,750</u>
Services			
553704101 Professional Services	\$ 80,000	\$ 54,903	\$ 46,000
553704102 Laboratory Analyses	\$ 200	\$ 0	\$ 500
553704192 Yakima County Services	\$ 1,000	\$ 0	\$ 0
553704201 Communications and Technology	\$ 7,000	\$ 5,772	\$ 9,800
553704202 Postage and Freight	\$ 1,800	\$ 1,488	\$ 1,800
553704301 Travel and Related	\$ 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	\$ 62,000
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	\$ 12,057	\$ 17,200
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>\$ 182,700</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>\$ 853,361</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			

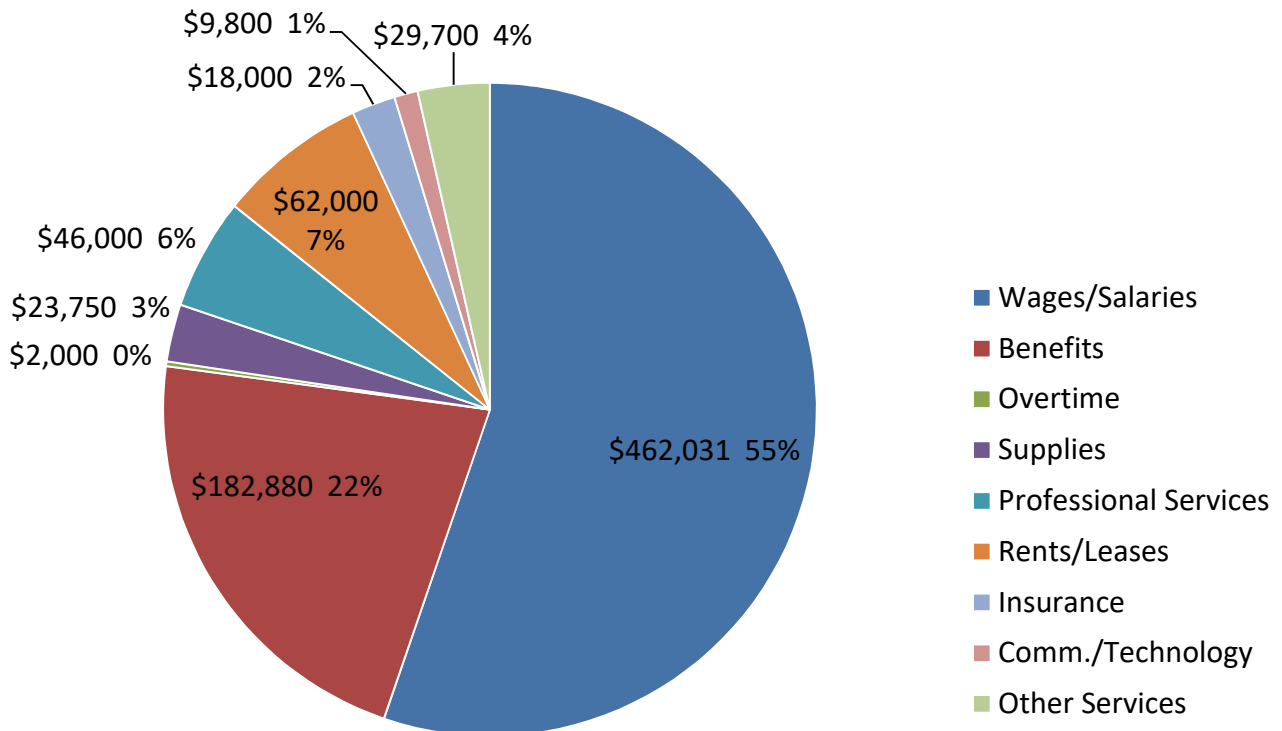
YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
553703103	Office Supplies	\$ 346	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 346</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704139	Professional Services	\$ 150	\$ 560	\$ 600
553704203	Postage	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	<i>\$ 150</i>	<i>\$ 560</i>	<i>\$ 600</i>
	<i>Subtotal – Wood Smoke Education</i>	<i>\$ 4,906</i>	<i>\$ 3,338</i>	<i>\$ 4,906</i>
Particulate Matter				
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
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>
Supplies				
553703104	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704104	Professional Services	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
	<i>Subtotal – PM 2.5</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>
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
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 140,000</i>	<i>\$ 153,962</i>	<i>\$ 171,876</i>
Supplies				
553703105	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704105	Professional Services	\$ 379,000	\$ 417,596	\$ 515,625
	<i>Subtotal – Services</i>	<i>\$ 379,000</i>	<i>\$ 417,596</i>	<i>\$ 515,625</i>
	<i>Subtotal – Wood Smoke Reduction</i>	<i>\$ 519,000</i>	<i>\$ 571,558</i>	<i>\$ 687,501</i>
	<i>Subtotal – Grant Operations</i>	<i>\$ 544,956</i>	<i>\$ 595,946</i>	<i>\$ 713,457</i>
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
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 18,000</i>	<i>\$ 13,129</i>	<i>\$ 18,000</i>
Supplies				
553703106	Office Supplies	\$ 100	\$ 50	\$ 100
553703206	Vehicles	\$ 1,000	\$ 1,201	\$ 1,200
553703506	Small Tools and Equipment	\$ 50	\$ 50	\$ 50
	<i>Subtotal – Supplies</i>	<i>\$ 1,150</i>	<i>\$ 1,301</i>	<i>\$ 1,350</i>
Services				

YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
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	\$ 1,600,568
Summary			
Total Revenue	\$ 1,419,231	\$ 1,951,053	\$ 1,629,854
Total Expenses	\$ 1,371,457	\$ 1,335,481	\$ 1,600,568
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 29,286
Beginning Reserve Balance	\$ 405,045	\$ 405,045	\$ 1,020,617
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 29,286
Ending Reserve Balance	\$ 452,819	\$ 1,020,617	\$ 1,049,903
Reserve Fund Allocation			
Operations (min. 25% of base operating exp.)	\$ 198,325	\$ 177,795	\$ 225,000
Legal Services (min. \$200,000)	\$ 0	\$ 0	\$ 250,000
Building Acquisition	\$ 0	\$ 0	\$ 450,000
Vehicle Replacement	\$ 0	\$ 0	\$ 65,000
Capital Assets (min. 10% of asset replacement cost)	\$ 11,014	\$ 11,014	\$ 30,000
Unallocated	\$ 243,480	\$ 831,808	\$ 29,903

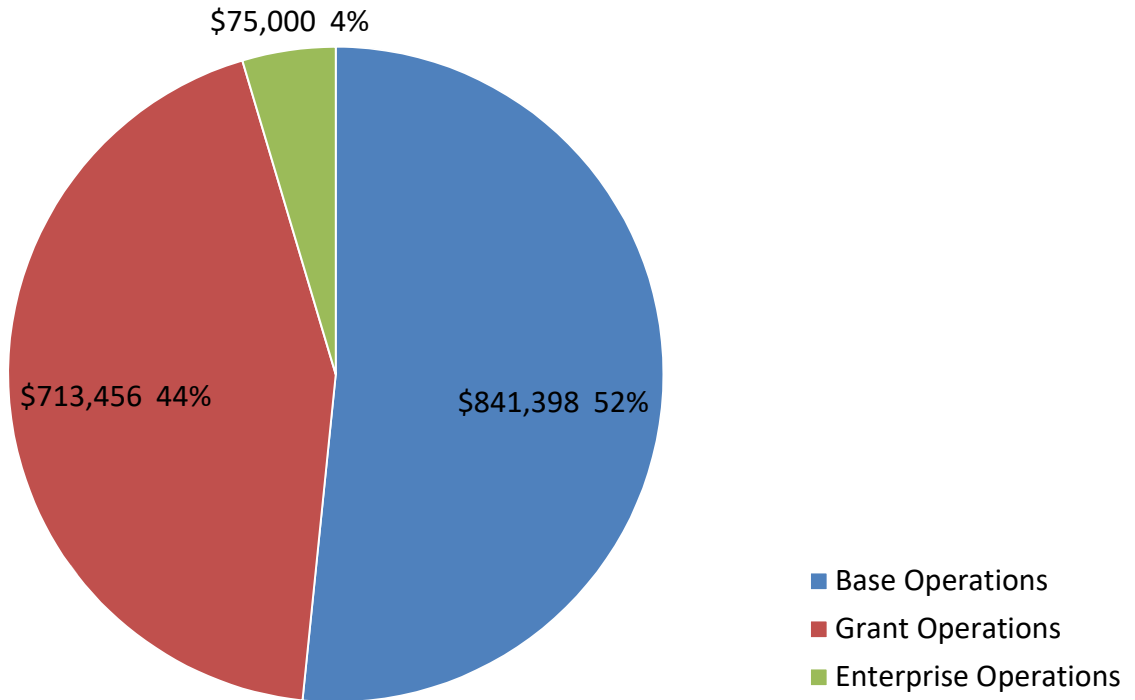
Revenue - Base Operations



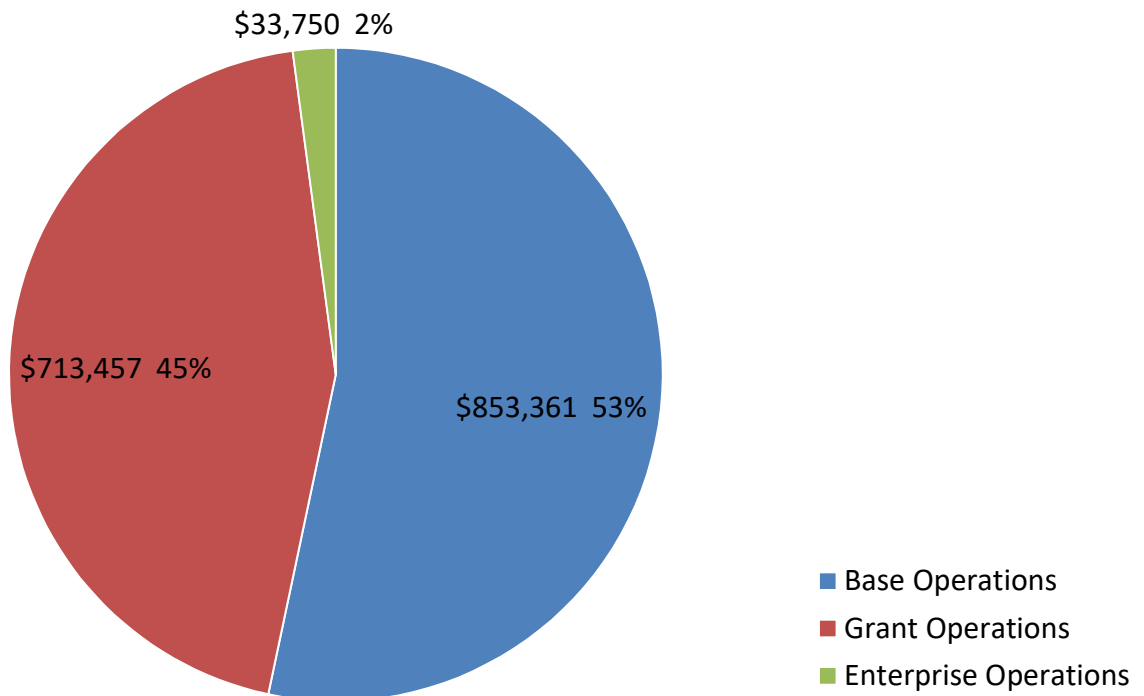
Expenses - Base Operations



Revenue - Total



Expenses - Total



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. The reader should understand the Projected Actual FY 2023-24 figures provided are comprised of actual amounts for the first nine months of the fiscal year (July 1 through March 31) plus a projected amount for the remaining three months (April 1 through June 30). The projected amount may be based on an actual amount if the future revenue/expense is known and not subject to change, a percentage of the prior nine months revenue/expense equal to that of the previous fiscal year if the revenue/expense is seasonal, an estimate if the future revenue/expense is largely known but subject to change, another reasonable basis upon which to anticipate the final revenue/expense for special circumstances, or simply one third of the prior nine months revenue/expense if no other basis for calculation exists.

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 Code of Federal Regulations (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 CFR Part 70. The amount shown reflects a substantial decrease resulting from the conversion of a Title V source to a synthetic minor source in FY 2022-23 (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.. \$47,000 in FY 2019-20. It is unclear, at present, whether this trend will continue. However, the prevalence of agricultural burning from year to year is significantly influenced by the availability and financial feasibility of alternatives and market demand for chipped vegetative material.

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 (NESHAP) and YRCAA Regulation 1, Section 3.07 used to process notifications and conduct inspections of demolition and renovation activity with the potential to release asbestos fibers. The amount shown reflects a modest decrease from actual revenues due to an expected reduction in remodeling activities resulting 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 Section 3.08.

Core Grants

33366001 — EPA Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to 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 figure shown is one-half the amount awarded for the two-year period.

33403101 — Ecology Local Partner Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to federal Clean Air Act Section 105. 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 reasonably 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.

Revenue – Grant Operations

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 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 — Ecology Local Partner PM 2.5

Funds awarded through the Wash. Dept. of Ecology pursuant to federal Clean Air Act Section 103 and used to operate and maintain 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}).

Revenue – Enterprise Operations

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 (the first half of a planned adjustment to be implemented over two years).

533702001 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or equivalent program, industrial insurance (aka Workers’ Compensation), and Public Employees Retirement System (PERS). The amount shown includes the proposed adjustments to the Agency contribution to employee health insurance premiums for the first half of FY 2023-24 (CY 2023) and an estimated five percent (5%) increase in premiums for the last half of FY 2023-24 (CY 2024). Calendar year 2023 premiums are shown below:

	Employee	+Spouse	+Children	Full Family
Kaiser Permanente WA Classic	\$1,001.31	\$1,844.94	\$1,634.03	\$2,477.66
Kaiser Permanente WA Value	\$928.83	\$1,699.98	\$1,507.19	\$2,278.34
Kaiser Permanente WA CDHP	\$864.62	\$1,569.78	\$1,408.07	\$2,054.90
Uniform Medical Plan Classic	\$970.10	\$1,782.52	\$1,579.42	\$2,391.84
Uniform Medical Plan Select	\$893.87	\$1,630.06	\$1,446.01	\$2,182.20
Uniform Medical Plan Plus – PSHVN	\$931.69	\$1,705.70	\$1,512.20	\$2,286.21
Uniform Medical Plan CDHP	\$869.16	\$1,578.86	\$1,416.02	\$2,067.39
<i>Maximum</i>	<i>\$1,001.31</i>	<i>\$1,844.94</i>	<i>\$1,634.03</i>	<i>\$2,477.66</i>

	Enrolled Employees	Maximum Premium	Agency Percentage	Agency Contribution
Employee (only)	8	\$1,001.31	95%	\$951.24
Employee and spouse	2	\$1,844.94	65%	\$1,199.21
Employee and child(ren)	0	\$1,634.03	70%	\$1,143.82
Employee full family	0	\$2,477.66	55%	\$1,362.71
<i>Agency Monthly Cost</i>				<i>\$10,008.34</i>
<i>Agency Annual Cost</i>				<i>\$120,100.08</i>

533703001 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week). The Agency typically limits overtime to urgent and special situations. The amount shown reflects potential costs resulting from plans to enhance enforcement, compliance, and complaint response during non-working hours that may involve modest overtime.

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 substantial increase due to a renewed focus on compliance, inspection, and other field work requiring personal protective equipment (PPE).

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. The amount shown reflects costs for the potential acquisition of equipment that may be needed to support the Agency's compliance, inspection, and enforcement efforts.

533703502 — Technology Systems

Expenses for computer software (such as applications, upgrades, user licenses, etc.), computer hardware (such as computers, monitors, keyboards, network, devices, printers, etc.), printers, scanners, phone system equipment (such as desksets, software, blades, etc.), and other similar equipment. The amount shown reflects the need to replace several monitors, add data backup capacity, and begin replacing individual workstations—some of which have been in service for a decade. It is expected similar amounts will be required over the next three to four fiscal years to fully address all current outstanding issues.

533703503 — Office Furnishings

Expenses for office and conference room furnishings (such as task chairs, desks, file cabinets, chair mats, guest seating, tables, white boards, projection screens, etc.). It is expected additional funding will be required in future years to acquire needed furnishings—particularly with respect to planned improvements to paper file management.

Services

553704101 — Professional Services

Expenses for all professional services including legal services, technical support, janitorial services, engineering review, and other similar services. A majority of the expenses incurred in the prior year were related to legal costs associated with two state court cases involving all local clean air agencies in Washington. To date, one case under review by Division I of the Washington State Court of Appeals has been dismissed. The other remains under review by Division II. Because the potential legal costs related to the second case are unclear at this time, a modest decrease is proposed (though it is expected a fraction of the amount allocated will actually be spent—particularly in the event the second case is dismissed). Most of the decrease in the amount shown reflects the reallocation of certain costs from this account to the more appropriate 553704201 (Communications and Technology).

553704102 — Laboratory Analyses

Expenses for laboratory analyses of various samples as needed. Costs have typically involved analysis of potential asbestos containing materials (PACM). The amount shown reflects a modest increase to cover the potential need for ambient air analyses under emergency circumstances.

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. Most of the increase in the amount shown reflects the reallocation of certain costs from 553704101 (Professional Services) to this account.

553704202 — Postage and Freight

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

553704301 — Travel and Related

Expenses for transportation including travel costs (e.g. meals and lodging), 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 (such as print, radio, and television advertisements). The amount shown reflects a reduction based on actual costs in FY 2022-23 with no expected increase 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 fire insurance, property taxes, and common area and certain landscape maintenance costs. The amount shown reflects a minor increase to account for inflation.

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, field equipment, technology systems, and other office equipment not allocated to another maintenance account (e.g, office furnishings, copy machines, etc.).

553704802 — Maintenance – Building

Expenses for carpet cleaning, 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. The budget figure for FY 2022-23 was in error and has been corrected, resulting in an increased amount for this line item despite a decline in wages and salaries.

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 and utilization of reserve funds.

Reserve Fund Allocation

Operating Expense

The Board has set a minimum operating reserve equal to 25% of the Agency's base operating expenses. The amount shown meets that requirement and adds approximately \$50,000. These funds are used to cover Agency operating expenses during periods of significant, unanticipated economic impact such as the loss of grant funds or reduced revenues.

Legal Expense

These funds are held to pay unanticipated legal service fees and other costs related to a response to an appeal or a lawsuit filed against the Agency as a result of an enforcement action or to compel compliance with Agency regulations. Staff recommend a \$250,000 balance with a minimum of \$200,000.

Building Acquisition

These funds are held to acquire the building the agency occupies or another building in the event the Board elects to do so (at a future date).

Vehicle Replacement

In the next few years, the Agency's vehicles will need to be replaced with newer, more fuel-efficient models that meet statutory requirements pertaining to public agency vehicles and are better able to operate in areas without paved roads and (particularly) in winter weather conditions. These funds are held to pay for these anticipated new vehicles and any related items (such as markings, safety equipment, charging infrastructure, etc.).

Capital Assets

The Board has set a minimum capital reserve equal to 10% of the Agency's asset replacement cost. The amount shown meets that requirement and adds approximately \$19,000. These funds are used to replace capital items (e.g. desks, vehicles, and other capitalized assets) lost or destroyed and not otherwise covered by insurance or at the end of their useful life.

Unallocated

Any funds held in reserve and not otherwise allocated to a specific purpose. These funds may be used in tandem with other allocated reserve funds to, take advantage of unique opportunities, provide match funds in support of grant applications, address emergency circumstances (such as theft or vandalism), or provide additional monies to other budget line items or for any other purpose approved by the Board.

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	\$ 232,888	\$ 194,073	\$ 219,950	\$ 176,182	\$ 0	\$ 21,050	\$ 18,000	\$ 0	\$ 0	Total
		Subtotal	\$ 646,911		Subtotal	\$ 197,232		Subtotal	\$ 18,000	\$ 862,143
			7.50 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	\$ 8,550	\$ 7,125	\$ 8,075	\$ 0	\$ 0	\$ 0	\$ 1,350	\$ 0	\$ 0	\$ 25,100
Services	\$ 65,772	\$ 54,810	\$ 62,118	\$ 516,225	\$ 0	\$ 0	\$ 14,400	\$ 0	\$ 0	\$ 713,325
Capital	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotals	\$ 74,322	\$ 61,935	\$ 70,193	\$ 516,225	\$ 0	\$ 0	\$ 15,750	\$ 0	\$ 0	\$ 738,425
		T.Supplies	\$ 23,750		T.Supplies	\$ 0		T.Supplies	\$ 1,350	
		T.Services	\$ 182,700		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	\$ 427,070	\$ 9,900	\$ 596,397	\$ 0	\$ 1,033,367
Engineering	\$ 194,073	\$ 7,125	\$ 54,810	\$ 0	\$ 256,008
Compliance	\$ 241,000	\$ 8,075	\$ 62,118	\$ 0	\$ 311,193
Subtotals	\$ 862,143	\$ 25,100	\$ 713,325	\$ 0	\$ 1,600,568

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%

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-06

A Resolution of the Board of Directors
Adopting the Fiscal Year 2023-24 Budget

WHEREAS, the Yakima Regional Clean Air Agency (YRCAA) Board of Directors reviewed a proposed budget for fiscal year 2023-24 at its regular public meeting held April 13, 2023; and

WHEREAS, the Board held a public hearing on May 11, 2023, for the purpose of receiving comments from members of the public regarding the draft budget for fiscal year 2023-24; and

WHEREAS, the Board has considered all comments offered by members of the public concerning, and reviewed the details of, the draft budget for fiscal year 2023-24;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby adopt the fiscal year 2023-24 budget as presented with \$1,629,854 in total projected revenue and \$1,600,568 in total projected expense in accordance with the provisions of RCW 70A.15.1590.

ADOPTED IN OPEN SESSION this 8th day of June, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-07

A Resolution of the Board of Directors
Updating the Method for Determining AOP Fee Assessments

WHEREAS, the Yakima Regional Clean Air Agency is an air pollution control authority established pursuant to Revised Code of Washington (RCW) 70A.15.1500; and

WHEREAS, commercial and industrial businesses that annually emit over 100 tons of any pollutant, over 10 tons of any hazardous air pollutant, or over 25 tons of any combination of hazardous air pollutants and those subject to certain special circumstances are required to obtain an operating permit (commonly known as an air operating permit or AOP) under Title V of the federal Clean Air Act; and

WHEREAS, the Washington Department of Ecology may accept the delegation of programs as provided for in the federal Clean Air Act and, subject to federal approval, may, in turn, delegate such programs to the local authority with jurisdiction in a given area pursuant to RCW 70A.15.6240; and

WHEREAS, the Agency's Board of Directors applied to, and received from, Ecology a delegation order authorizing the Agency to administer the operating permit program for sources under its jurisdiction pursuant to RCW 70A.15.2260; and

WHEREAS, the federal Environmental Protection Agency (EPA) approved the Ecology and Agency operating permits programs effective September 12, 2001 as set forth in 40 Code of Federal Regulations (CFR) Part 70; and

WHEREAS, the Agency is required to establish a process for developing, assessing, and collecting fees from permit program sources under its jurisdiction and said fees must be sufficient to cover its permit administration costs and its share of Ecology's development and oversight costs pursuant to WAC 173-401-905; and

WHEREAS, Ecology's development and oversight costs are those it incurs developing and administering the state operating permit program and in overseeing the administration of the program by the delegated local permitting authorities pursuant to RCW 70A.15.2270(2)(b); and

WHEREAS, Ecology charges its development and oversight (D&O) costs across all permitting authorities in proportion to the number of permit program sources under the jurisdiction of each authority pursuant to RCW 70A.15.2270(3)(c); and

WHEREAS, the Washington State Auditor's Office (SAO) conducts a biennial fiscal audit of the Agency's air operating permit program pursuant to WAC 173-401-920(3)(a); and

WHEREAS, the SAO recommends the Agency adopt a method for determining AOP fee assessments as needed, but no less than every three to five years; and

WHEREAS, the Agency last adopted a method for determining said fee assessments in 2009;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby supersede Resolution No. 2009-03 and establish the following methodology for determining AOP fee assessments:

1. Hourly Billing Rate

During the development of its annual budget, and upon any change in the costs comprising it, the Agency shall calculate an Hourly Billing Rate for each employee equal to one hundred twenty-five percent (125%) of the annual cost to the Agency of wages and benefits for the employee divided by the number of hours to be worked by the employee during the year (typically 2,080 for a full-time position). For example, the Hourly Billing Rate for a full-time employee receiving \$50,000 in wages and \$30,000 in benefits would be \$48.08 $((50,000 + 30,000) \times 1.25) \div 2,080$. The twenty-five percent (25%) surcharge covers the estimated portion of overhead costs (e.g. office lease, Internet access, electric power, janitorial, supplies, etc.).

2. Annual AOP Program Costs

The AOP fees assessed and collected are required to be sufficient to cover all direct and indirect costs of administering the AOP program annually. These annual costs are divided into an Internal Cost and an External Cost as set forth below.

a. The Internal Cost shall be equal to the (estimated or actual) hours used by Agency employees to administer the AOP program and engage in other eligible activities, as set forth in WAC 173-401-900 through 940, multiplied by the Hourly Billing Rate applicable for each employee and in effect at the time the work was performed. For example, the Internal Cost for two employees spending 1,083 hours and 649 hours administering the program with Hourly Billing Rates of \$76.29 and \$48.08, respectively, would be \$113,825.99 $((1,083 \times \$76.29) + (649 \times \$48.08))$.

b. The External Cost shall be equal to the (estimated or actual) Ecology development and oversight fee plus the SAO audit fee, if applicable. For example, the External Cost for a year in which the Ecology D&O fee was \$52,000 and an audit was performed resulting in an SAO audit fee of \$7,500 would be \$59,500 $(\$52,000 + \$7,500)$.

3. Projection of Annual AOP Source Fees

During the development of its annual budget, the Agency shall project an annual cost for each AOP source based on an estimated Internal Cost and an estimated External Cost with said costs allocated and billed to each AOP source as set forth below.

4. Reconciliation of Annual AOP Source Fees

At the beginning of each fiscal year, the Agency shall calculate the actual cost of administering the AOP program incurred during the previous fiscal year for each AOP source based on the actual Internal Cost and the actual External Cost with said costs allocated to each AOP source as set forth below. Any difference between the projected cost billed to an AOP source for the previous fiscal year (as set forth in the prior section) and the actual cost incurred by the Agency to administer the AOP program for that source in the same period (as set forth in this section) shall be charged or credited, as appropriate, to said AOP source in the billing for the new fiscal year. For example, the amount credited to an AOP source with a projected cost of \$135,849 and an actual cost of \$127,335 would be \$8,514 $(\$135,849 - \$127,335)$. If the projected cost for the new fiscal year were \$133,658, the AOP source would owe a net balance of \$125,144 $(\$133,658 - \$8,514)$.

5. Program Cost Allocation

The cost allocated to each AOP source shall be the total of the following three components:

a. *Fixed Component*

An amount equal to forty-five percent (45%) of the Internal Cost plus the entire External Cost, the sum of which shall be divided by the total number of AOP sources. For example, the fixed component amount for an AOP source where the Internal Cost equals \$210,000, the External Cost equals \$59,500, and the total number of AOP sources is three (3) would be \$51,333.33 $((210,000 \times 0.45) + 59,500) \div 3$.

b. *Complexity Component*

An amount equal to thirty percent (30%) of the Internal Cost divided by the total complexity rating of all AOP sources, the quotient of which shall be multiplied by the complexity rating for each AOP source. For example, the complexity component amount for an AOP source with a complexity rating of 2 where the total complexity rating of all AOP sources equals 8, and the Internal Cost equals \$210,000 would be \$15,750.00 $((210,000 * 0.30) \div 8) \times 2$. For the purposes of this sub-section, the complexity rating shall be a number from 1 (least complex) to 3 (most complex) based on the estimated time required to review, permit, and inspect the source and conduct other fee-eligible activities.

c. *Emissions Component*

An amount equal to twenty-five percent (25%) of the Internal Cost divided by the total annual emissions from all AOP sources, the quotient of which shall be multiplied by the annual emissions for each AOP source. For example, the emissions component amount for an AOP source emitting 18 tons of a hazardous air pollutant where the total annual emissions from all AOP sources equals 133 tons and the Internal Cost equals \$210,000 would be \$7,105.26 $((210,000 \times 0.25) \div 133) \times 18$. For the purposes of this sub-section, annual emissions shall *exclude* those regulated air pollutants set forth in 40 CFR Part 70 Section 70.9(b)(2) and WAC 173-401-200(27).

ADOPTED IN OPEN SESSION this 11th day of May, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board



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STAFF REPORT

Date: May 10, 2023
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Board Meeting Remote Access

Background

Meetings of the Agency Board of Directors are currently held in the Yakima City Council Chambers and are broadcast (live and as a courtesy) on Yakima Public Access Channel (Y-PAC) by City of Yakima staff.

To broadcast the meeting, one Y-PAC staff person is responsible for all production elements including audio, four broadcast cameras, and any ancillary video input such as presentations or the use of computer applications by Agency staff.

Remote access to the Council Chambers via teleconference or videoconference is possible via the Zoom communications platform (using existing equipment). A teleconference call-in number or videoconference link is provided to potential participants/attendees. The same audio that is broadcast is also delivered via Zoom. However, a single Zoom-only camera is used to provide an overview image of the Chambers (from a static perspective) that differs from the broadcast video.

Given the limited resources available to Y-PAC, the work required to manage production of the broadcast, and the need to be able to address unexpected technical problems, Y-PAC staff are unable to manage teleconference and/or videoconference services and, as a result, these are not currently available.

Analysis

It is possible for the Agency to make remote access to the meeting available via teleconference or videoconference. This would require the Agency to provide a notebook computer for use by the Clerk of the Board (acting as the Zoom “host”) during the meeting and obtain a Zoom One Pro license. The Clerk would be responsible for managing remote access including scheduling Zoom meetings, starting the meeting, and managing participants/attendees as well as handling any technical difficulties that might arise during the meeting.

As a Zoom “host”, the Clerk would have the ability to mute participant audio, disable participant video, force mute to be enabled when a participant enters the meeting, establish a “waiting room” and specifically allow entry to the meeting, remove disruptive participants, and disable private chat, fire transfers, and screen sharing.

An existing Agency notebook computer could be pressed into service as the host computer and the cost for the required basic Zoom One Pro license with one “host” would be \$150 per year.

Board Members

In its most basic form, board members would be able to remotely participate in the meeting via teleconference or videoconference. Any member wishing to do so would notify agency staff 48 hours in advance so a Zoom meeting could be scheduled and a link and phone number could be provided to the board member. Access would be limited to board members through use of a password. Excluding the status quo (with no remote participation possible), this would require the least amount of additional staff effort.

Members of the Public

Because meetings are broadcast live, it is already possible for members of the public to view them remotely. In addition, members of the public can submit comments to the Board through standard mail or electronic mail (something that could be highlighted more prominently in the board meeting materials). However, it is not possible for the public to actively address the Board—typically during the public comment period—unless physically present. The ability to actively address the Board remotely could be made available by expanding the Zoom meeting to include the public as well as board members (as outlined above).

A Zoom meeting would have to be scheduled for each board meeting prior to issuance of the board packet which would then include a link and phone number through which board members and the public could connect. The Zoom “host” would be responsible for managing the entry of members of the public into the meeting (virtually) as well as who could speak and when. During any period where members of the public would be allowed to speak, an individual could raise a virtual hand, the Clerk of the Board would report the name of the person to the Board Chairperson and, upon recognition by the Chair, allow the person to address the Board.

Limitations

In situations requiring staff to use a computer (such as delivering a presentation or conducting what-if analyses involving a spreadsheet), the screen image would be visible on the monitors located on the premises in addition to being broadcast. However, it is not possible to deliver the same image to Zoom participants. In such cases, a second image would have to be created on the notebook (mimicking the primary image) and the screen “shared” with Zoom participants. The Zoom “host” would then be responsible for ensuring the two images were synchronized to the extent reasonably possible.

In the opinion of staff, it would be possible to deliver prepared (static) presentations and similar content using the scenario described above, but doing so would be difficult in cases where dynamic content was being presented—providing an opportunity for errors and mistakes to be introduced so that information delivered to those present and via broadcast could potentially differ from the information delivered via Zoom.

Remote access would not be available at any alternate meeting venues. Providing this would require additional video hardware not currently owned by, or available to, the Agency. In addition, it would require the venue have an accessible Internet connection capable of supporting the frame rate and resolution of the video hardware utilized.

Process

Using Zoom meetings would require the following process:

- Schedule a Zoom meeting one week in advance of the board meeting.
- Obtain a link and dial-in phone number for the Zoom meeting.
- Promptly distribute the link and dial-in phone number to board members and Y-PAC staff.
- If the public is allowed to “attend” via Zoom, include the link and dial-in phone number in the board meeting materials.
- Connect the YRCAA notebook computer to the City of Yakima wireless network.
- Launch Zoom, disable the notebook speakers, and mute the notebook mic.
- Start the Zoom meeting.

If access by the public is allowed:

- Enable the “waiting room”.
- Monitor for presence of board members and allow prompt entry from the “waiting room”.
- At the start of the regular meeting, allow all members of the public to enter the meeting from the “waiting room” with muting enabled.
- At the start of the public comment period, monitor for any raised virtual hands and, if any, provide the names to the Chairperson.
- Unmute and allow video for any member of the public called upon by the Chairperson.

Member Attendance

In the event it is made available, remote access via Zoom would serve as a convenience to allow board member participation when circumstances make it impossible to attend a board meeting in person. However, the Board might wish to consider a statement that such availability is not intended as a substitute for in-person attendance and board members should strive for the latter whenever reasonably possible.

Recommendation

No staff recommendation. The Board may elect to:

- Maintain the status quo with no remote access.
- Allow remote access for board members (only) via Zoom.
- Allow remote access for board members and members of the public via Zoom (with an understanding of the limitations noted above).



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STAFF REPORT

Date: May 30, 2023
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Branding and Logo—Fonts

Background

At its meeting held February 9, 2023, the Board selected Marcellus as its preferred font for the Agency's new logo. Marcellus is a flared (where the stem is slightly wider at the ends), stressed (where the stroke is heavier in one direction—vertically or horizontally—and lighter in the other direction), sans-serif font that is free for commercial use. When selecting the Marcellus font, members of the Board expressed a desire for a bolder version of the sample font presented.

In evaluating fonts suitable for use in the Agency's new logo, staff utilized an on-line font search application to identify font families meeting certain criteria, one of which was the availability of multiple weights and styles (e.g. bold, semi-bold, light, regular, italic, oblique, etc.). However, whether the result of a bug in the search application or the inadvertent resetting of one or more search criteria by staff that went unnoticed, a few of the fonts in the final list had only one weight and/or style. Regrettably, this included Marcellus. As a result, no bold option is available.

Analysis

The graphic element of the logo has been completed and is used throughout this document. As a scalable vector graphic (SVG), it can be sized down to business cards and credentials and up to vehicle identification and wayfinding signage without the loss of detail or clarity. What remains is to decide whether to retain the Marcellus font *without* a bold option (as shown below) or shift to an alternative font *with* a bold option (see the following pages).

Marcellus Regular



Recommendation

No staff recommendation. However, the Board may wish to pay particular attention to Luxi Sans (or Optimum) if it desires a heavier alternative that most closely mimics Marcellus or to Classica (or Philosopher) if a more unique font is sought.

ALTERNATIVE FONTS – FREE

Similar to Marcellus

Asul Bold



Most similar in style to Marcellus (of the alternatives shown below), Asul shares the flared and stressed attributes of the former—though the flaring is notably more pronounced and, thus, more visually noticeable. The key differences are the spurs appearing on the ascender of the lowercase 'K' and the stems of the lowercase 'l', 'L', 'N', and 'R' as well as the loop of the lowercase 'G'.

Luxi Sans Bold



Notwithstanding the style similarities of Asul, Luxi Sans delivers an appearance more similar to Marcellus from a strictly visual perspective (not to mention closely mimicking the classic Lucida Sans font). It lacks some of the more nuanced aspects of Marcellus, but this may be an unfair comparison as a bold version of Marcellus (were one available) would likely suffer the same fate. This font shares the subtle stressing and loop of the lowercase 'G' found in Marcellus, but without the flaring of the latter. It is a safe and respectable choice, but offers little that is remarkable or memorable.

Optimum Bold



Similar in many respects to the Asul font (e.g. stressed design and the loop of the lowercase 'G'), Optimum retains the stressed aspect of Marcellus and emphasizes it—creating a pronounced difference between the light and heavy strokes used (e.g. the left and right arms of the uppercase 'Y') versus the more subtle Marcellus. Nevertheless, Optimum is visually appealing and offers a bold statement while maintaining a touch of style.

Arsenal Bold



In many respects, Arsenal is little more than a version of the Optimum font with a reduced horizontal footprint. This is due to Arsenal's narrow character width and relatively tight spacing. Perhaps its greatest selling point is the ability to have larger (that is, taller) letters without sacrificing space or running out of room where horizontal space is constrained (e.g. a vehicle door).

Unique in Appearance

Classica Bold



In many ways Classica might more appropriately appear in the previous category, given it is a subtly flared and modestly stressed font like Marcellus. However, the differences in the counter (center) area of the uppercase 'A' and the curved descenders of the lowercase 'G' and 'Y' were enough to render it visually distinct.

Gayathri Bold



Gayathri is an interesting font that is surprisingly readable given its tight character spacing. Slightly stressed, its lowercase letters are equally wide and high. Unfortunately, the curved descenders on the lowercase 'G' and 'Y' may appear too casual and its bold option (seen above) uses a relatively light stroke weight making it less likely to deliver the visual impact desired.

Oxanium Bold



Oxanium makes a bold statement with a consistent, heavy stroke weight and block-like style, yet maintains a unique appearance through the use of several effects such as the aborted swash on the lower end of the lowercase 'L', the complete absence of spurs, and the bobbed terminals of the lowercase 'A', 'E' and 'G' and the lowercase and uppercase 'C'. It is definitely not your run-of-the-mill sans-serif font.

Philosopher Bold



A heavily stressed font (like Optimum) that combines light and heavy stroke weights, Philosopher offers lines that conjure a serif font while retaining the readability and key elements of a sans-serif font. Abbreviated swashes on the left arm of the uppercase and lowercase 'Y', the ascender of the lowercase 'K', and the right leg of the uppercase 'A' and 'R' give this font its unique appearance which seems to take its cue from the blue wisps that appear in the logo. If the font seems familiar, it is likely due to the fact it is nearly the identical twin of the El Messiri font previously considered (but eliminated). It is certainly unusual and memorable, but might suffer by being too much of both.

Plain Sans-serif

A number of largely plain, sans-serif fonts are also available and included here largely for completeness. Most have little to distinguish them from the others save the occasional nip here or tuck there. As a result, they are simply listed below without comment. It is worth noting Josefin Sans offers an almost airy appearance due to its relatively wide letter spacing; Saira Condensed also has a fully bold version and takes up the least amount of horizontal space of all fonts listed; and Ysabeau is notable for its lightly stressed (nearly imperceptible) letters and the small swash at the end of the leg (tail) of the uppercase ‘R’.

Barlow Semi-condensed Semi-bold



Candara Bold



Carlito Bold



Cuprum Semi-bold



Farro Medium



Josefin Sans Semi-bold



**Yakima Regional
Clean Air Agency**

Mohave Bold



**Yakima Regional
Clean Air Agency**

Roboto Condensed Bold



**Yakima Regional
Clean Air Agency**

Saira Condensed Semi-bold



**Yakima Regional
Clean Air Agency**

Tw Cen MT Bold



**Yakima Regional
Clean Air Agency**

XXII Aven Bold



**Yakima Regional
Clean Air Agency**

Ysabeau Bold



**Yakima Regional
Clean Air Agency**

ALTERNATIVE FONTS – PAID

The fonts listed in the previous section were free for commercial use under the SIL International Open Font License. However, other fonts are also available. One close match for Marcellus is Stevens Percepta Demi from designer Arthur Vanson. It is one of the least expensive fonts with a one-time charge of \$276 for use on ten systems and includes web sites and mobile apps (see www.letterheadfonts.com/fonts/stevenspercepta.php). A specific example could not be obtained, but the Stevens Percepta Demi-bold character set appears below:



ABCDEFGHIJ
KLMNOP
QRSTUVWXYZ
XYZ
abcdefghijkl
mnopqrst
vwxyz
1234567
890

Other fonts with various characteristics similar to Marcellus are available at substantially greater cost, but do not appear significantly more desirable than those available at no cost. As a result, they are listed below only for completeness and without comment.

Christiana: \$1,105 for ten systems; \$370/year web use.

Yakima Regional Clean Air Agency

Leksa Sans Demi: \$1,620 for ten systems; \$500/year web use.

Yakima Regional Clean Air Agency

Argus RR Bold: \$450 for ten systems; \$150/year web use; \$2,550/year app use.

Yakima Regional Clean Air Agency

Columbia Serial Bold: \$90 for ten systems, \$27/year web use; \$510/year app use.

Yakima Regional Clean Air Agency

Cartesius Bold: \$300 for ten systems and \$100/year web use.

Yakima Regional Clean Air Agency

Angie Sans Standard Demi: \$465 for ten systems.

Yakima Regional Clean Air Agency

Orenga Bold: \$600 for ten systems; \$200/year web use; \$3,400/year app use.

Yakima Regional Clean Air Agency

Amerigo BT Standard Bold: \$450 for ten systems; \$135/year web use; \$2,550/year app use.

Yakima Regional Clean Air Agency

Optima Pro Demi: \$695 for ten systems; \$230/year web use; \$3,925/year app use.

Yakima Regional Clean Air Agency

Alinea Incise Medium: \$435 for ten systems; \$145/year web use; \$2,450/year app use.

Yakima Regional Clean Air Agency

Icone Pro Bold: \$470 for ten systems; \$160/year web use; \$2,670/year app use.

Yakima Regional Clean Air Agency



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STAFF REPORT

Date: May 20, 2023
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Wood Smoke Reduction Program Conditions

Background

For many years, the Agency has operated a wood smoke reduction program (commonly referred to as the “wood stove change-out program” that provides rebates to individuals replacing solid fuel burning devices that do not meet current emissions standards with Environmental Protection Agency (EPA) certified devices (e.g. wood stoves, pellet stoves, fireplace inserts/retrofits, and furnaces), natural gas or propane devices (e.g. stoves, furnaces, and inserts/retrofits), and electric devices (e.g. heat pumps, mini-split systems, furnaces, and inserts/retrofits).

The program also funds the replacement of solid fuel burning devices that do not meet current emissions standards with EPA certified devices, natural gas or propane devices, and electric devices for low income households. In addition, it pays a modest “bounty” for the permanent destruction of solid fuel burning devices that do not meet current emissions standards.

In the current (2021-23) biennium, the Agency issued 149 rebates, performed 104 low-income device replacements, and issued 27 wood stove “bounties”.

The Agency’s program is funded through the biennial Wood Smoke Reduction Grant provided by the Wash. Dept. of Ecology. This competitive grant program funds projects that “protect people from breathing harmful smoke.” Ecology notes “wood smoke is one of the main sources of air pollution in Washington” and “wood stoves, fireplaces, and other wood-burning devices put out hundreds of times more air pollution than other sources of heat, such as natural gas or electricity.” In addition, wood smoke is a substantial contributor to fine particulate matter (PM_{2.5}) which is an EPA criteria pollutant of concern in the Yakima Valley.

For the coming biennium, \$4.14 million (statewide) has been allocated to the wood smoke reduction program with a minimum \$100,000 earmarked for wood-to-wood upgrades. It is expected the amount awarded to the Agency will be similar to that of the current biennium.

Older solid fuel burning devices typically release fifteen to thirty grams of particulate matter per hour (15g/h to 30g/h). The New Source Performance Standards for residential wood heaters established in 1988 required such devices to emit a maximum of seven and one-half grams of particulate matter per hour (7.5g/h). In 2015, the standard was lowered to four and one-half grams of particulate matter per hour (4.5g/h) with a future adjustment scheduled to take effect five years later (known as “Step II”). In 2020, the standard became two and one-half grams of particulate matter per hour (2.5g/h). However, these anticipated emissions reductions can only be realized if the wood stove is properly operated and, unfortunately, that is often not the case.

Concerns regarding the production of greenhouse gasses prompted limitations on the use of Wood Smoke Reduction Grant funds for natural gas devices during the current biennium. However, this had a negative effect on efforts to reduce PM_{2.5} and similar limitations have not been implemented for the coming biennium.

During FY2021-22 and FY2022-23, the Agency’s program provided the following:

Type	Replacement Appliance	Amount
Rebate	Wood or pellet stove	\$2,000
Rebate	Gas stove or furnace	\$1,500
Rebate	Electric heat pump or furnace	\$2,500
Low-income	Wood, pellet, or gas stove or gas furnace	\$6,000
Low-income	Electric heat pump or furnace	\$7,000
Bounty	Non-certified appliance	\$250

Analysis

Inflation has affected costs for heating equipment and installation with current estimates suggesting an increase of seventeen to eighteen percent (17% to 18%) in FY 2023-24. As the state funding available for the coming biennium will remain largely unchanged, the Agency will likely request \$1.35 million with the expectation it will receive \$1.25 to \$1.30 million. However, any modest increase in funding will likely be inadequate to accommodate the higher program costs anticipated. As a result, a reduction in the number of program participants will be necessary. Based on current performance data and expected cost increases, staff estimate the Agency will be able to deliver approximately 120 rebates, 85 low-income device replacements, and 20 wood stove “bounties” in FY 2023-24 and FY 2024-25 (combined).

In evaluating how best to structure the program for the next two fiscal years, staff considered the following factors:

- Costs are expected to be 17% to 18% higher for the first half of the biennium with a 3% adjustment necessary for the second half of the biennium.
- Pre-1988 and uncertified wood stoves, as well as open fireplaces, emit quantities of fine particulate matter (PM_{2.5}) substantially exceeding those of certified wood burning, natural gas, propane, and electric devices.
- Pellet stoves are more efficient and emit smaller quantities of PM_{2.5} than wood stoves or open fireplaces—typically because the mechanism involved is more likely to result in consistent, proper operation of the device, over time, versus a human (www.epa.gov/burnwise/frequent-questions-about-wood-burning-appliances).
- Electric devices emit the lowest quantities of greenhouse gasses compared to gas and wood burning devices (locally—the overall impact, and the comparative impacts of gas and wood devices, are both in dispute).
- Gas devices emit substantially lower quantities of fine particulate matter than wood burning devices (www.epa.gov/burnwise/frequent-questions-about-wood-burning-appliances).
- Electric devices emit the lowest quantities of fine particulate matter compared to gas and wood burning devices (locally—the overall impact is in dispute).
- There is an inverse correlation between the age of EPA certified wood burning devices and the effect achieved by replacing them with current (2020 standard) wood burning devices (see the fine particulate matter emissions allowed with each standards change as noted above).

- Wood burning device efficiency generally declines, and emissions increase, with age.
- On average, the Yakima Valley is subject to high levels of fine particulate matter relative to most other areas of the state.

Taking the above elements into account, staff developed the proposal shown below so that:

- Amounts are adjusted to account for inflation so as to ensure future financial incentives are commensurate with current levels (rebates) and allow for a reasonable profit for retailers and installers to ensure continued participation in the program (low income);
- Funds continue to be provided for wood-to-wood upgrades while offering a greater financial incentive to utilize gas, propane, or electric devices that deliver the greatest reduction in fine particulate matter emissions;
- The highest financial incentive is provided for the use of electric devices that reduce fine particulate matter emissions while limiting greenhouse gas emissions;
- Program funds and efficacy are preserved by reducing incentives to upgrade recent (2015 standard) devices that deliver limited fine particulate matter emissions benefits; and
- Amounts are substantially increased for pre-1988 standard and uncertified devices and open fireplaces where the installation of new (2020 standard) devices would eliminate devices emitting high levels of fine particulate matter.

Recommendation

No action by the board is necessary. However, staff seek the concurrence of the board with respect to the following (subject to change as may be required by the final adopted conditions and requirements of the Wash. Dept. of Ecology Wood Smoke Reduction Grant). The figures shown are for FY 2024-25 (FY 2023-24 will be approximately 3% less).

Removed Device	Replacement Device	Amount	Type
Pre-1988 EPA certified or uncertified wood or pellet stove or insert or open fireplace	2020 EPA certified wood stove/insert	\$1,550	Rebate
	2020 EPA certified pellet stove/insert	\$2,200	Rebate
	Natural gas/propane stove/furnace/insert	\$2,850	Rebate
	Electric heat-pump/furnace/insert/mini-split	\$3,500	Rebate
1988-2014 EPA certified wood or pellet stove or insert	2020 EPA certified wood stove/insert	\$1,050	Rebate
	2020 EPA certified pellet stove/insert	\$1,700	Rebate
	Natural gas/propane stove/furnace/insert	\$2,350	Rebate
	Electric heat-pump/mini-split/furnace/insert	\$3,000	Rebate
2015-2019 EPA certified wood or pellet stove or insert	2020 EPA certified wood stove/insert	\$0	
	2020 EPA certified pellet stove/insert	\$350	Rebate
	Natural gas/propane stove/furnace/insert	\$850	Rebate
	Electric heat-pump/mini-split/furnace/insert	\$1,350	Rebate
2020+ EPA certified wood or pellet stove or insert	Not applicable	\$0	N/A
	No rebate available		
Pre-2014 EPA certified or uncertified wood or pellet stove or insert or open fireplace	2020 EPA certified wood/pellet stove	\$7,300	Low Income
	Natural gas/propane stove/furnace	\$7,300	Low Income
	Electric heat-pump/one-zone mini-split/furnace	\$8,500	Low Income
	Electric two-zone mini-split	\$11,000	Low Income
Pre-2020 EPA certified or uncertified wood or pellet stove or insert	None (old device must be destroyed)	\$350	Bounty



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STAFF REPORT

Date: May 25, 2023
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Outreach Efforts

Background

During the regular board meeting held March 9, 2023, staff were informed some board members did not have a clear understanding concerning the outreach efforts recently undertaken.

Starting in October of 2022, the Agency's executive director began attending the meetings of multiple public entities within the Agency's jurisdiction in order to reestablish relationships, connect with the members of their respective governing boards (e.g. commissions, councils, school boards), and engage administrators (e.g. chiefs, superintendents, directors). Because many of the meetings held by various entities occur in the evening on the same day of the month (the first/third and second/fourth Mondays and Tuesdays being most popular), it is not possible to attend all of the meetings within a single month (or two).

To date, outreach efforts have taken place for the following entities (in approximate order of occurrence):

- Port of Sunnyside
- City of Granger
- South Yakima Conservation District
- City of Yakima
- Highland School District (#203)
- City of Union Gap
- City of Sunnyside
- City of Grandview
- East Valley Fire District (#4)
- Town of Naches
- Port of Grandview
- Yakima County
- North Yakima Conservation District
- City of Mabton
- Zillah School District (#205)
- Naches Fire District (#3)
- Lower Valley Fire District (#5)
- City of Moxee
- Yakima Fire Chiefs Association
- Mabton School Dist. (#120)

- City of Selah
- City of Zillah
- West Valley Fire District (#12)
- Union Gap School District (#2)
- Selah School District (#119)
- East Valley School District (#90)
- Grandview School District (#200)
- Sunnyside School District (#201)

Analysis

Several fire districts without published information concerning their commission meetings and a small number of other organizations (e.g. Granger School District, Naches School District, Yakima Valley Conference of Governments, etc.) remain and efforts to address these will continue in the coming months. Contact with private and/or non-profit entities that engage target groups—such as the Central Washington Hispanic Chamber of Commerce, Yakima County Development Association, Nuestra Casa, and La Oficina—will likely occur in early Fall.

To date, the Agency’s efforts appear to have been well-received and will form the basis for future projects that more directly engage communities, residents, students, and businesses with regard to various air quality topics (e.g. permitting, registration, burning, National Ambient Air Quality Standards (NAAQS), asbestos, etc.) likely to be useful to, or to have an impact on, these groups (as determined on a case-by-case basis).

In addition, work has begun to identify additional educational materials available from peer, state, and federal agencies, regional and national associations, previous collaborative efforts, and non-profit organizations. These may be used to supplement existing Agency materials as appropriate. In addition, these materials will be updated with a modern look and improved content as available resources permit.

Recommendation

No action by the board is necessary.



Executive Memorandum

Date of Release: June 1, 2023
Date of Consideration: June 8, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Compliance, Engineering and Planning Division
Subject: May'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 May including some additional related information:

- Working on the registration program, registered 12 sources;
- Working on New Source Reviews (NSR) permits;
- Issued two NSR Order of Approvals;
- Issued about ≈190 residential burn permits;
- Working on Title V renewals;
- Reviewed/responded to 15 SEPA's projects;
- Issued 7 Dust Control Plans (DCP);
- Reviewed/approved 9 Notifications of Demolition / Renovation (NODR);
- Inspected 42 sources;
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- No burn ban called for the month of May;
- Issued 2 agricultural burn permits;
- We expect no exceedances during the month of May 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 5 complaints, Issued two NOP's and 15 NOV's for the month of May;

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

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	4	2	1
Agricultural Burning		1	
Other Burning and SFBD***			
Fugitive / Construction Dust	1		
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor			
Asbestos			
Others and NSR****			
Registration		12	
Industrial Sources			
TOTALS	5	15	1

*NOV- Notice of Violation

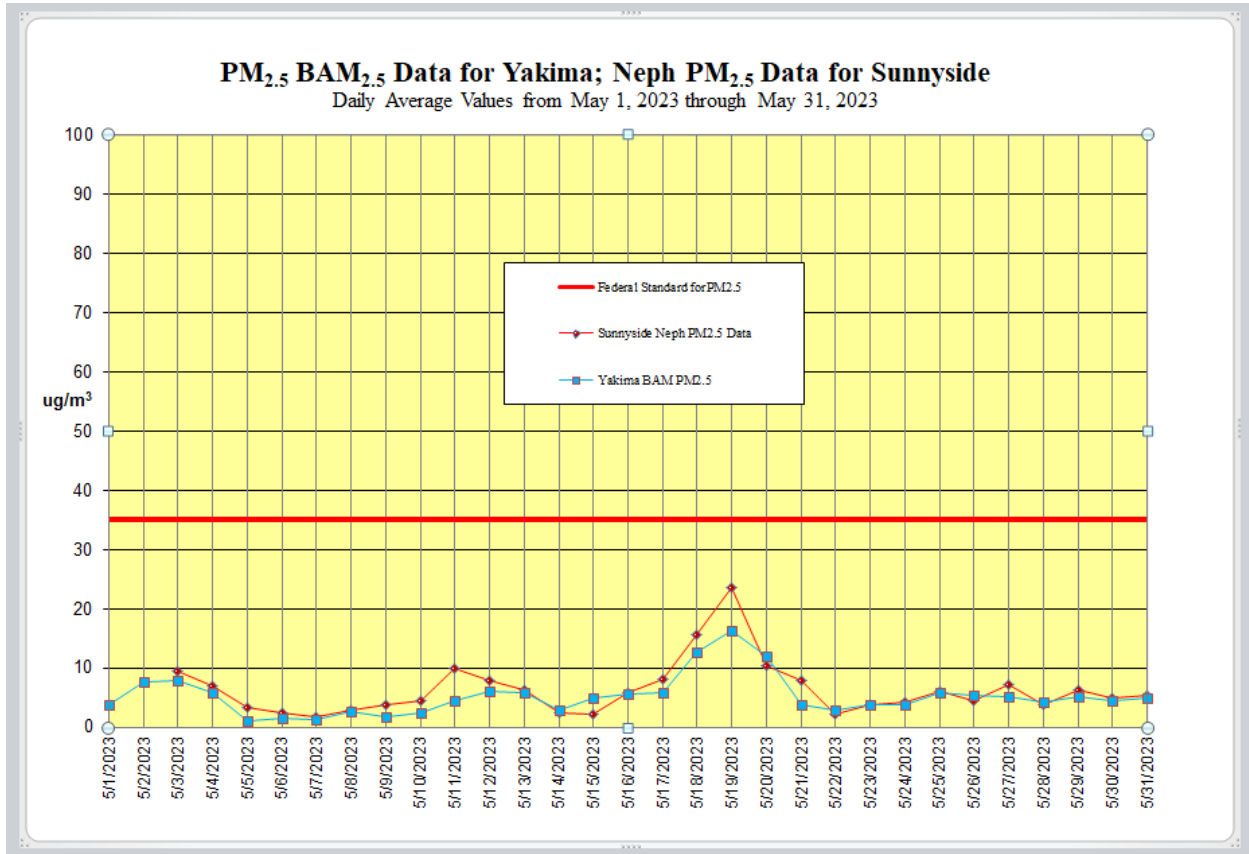
**AOD- Assurance of Discontinues

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

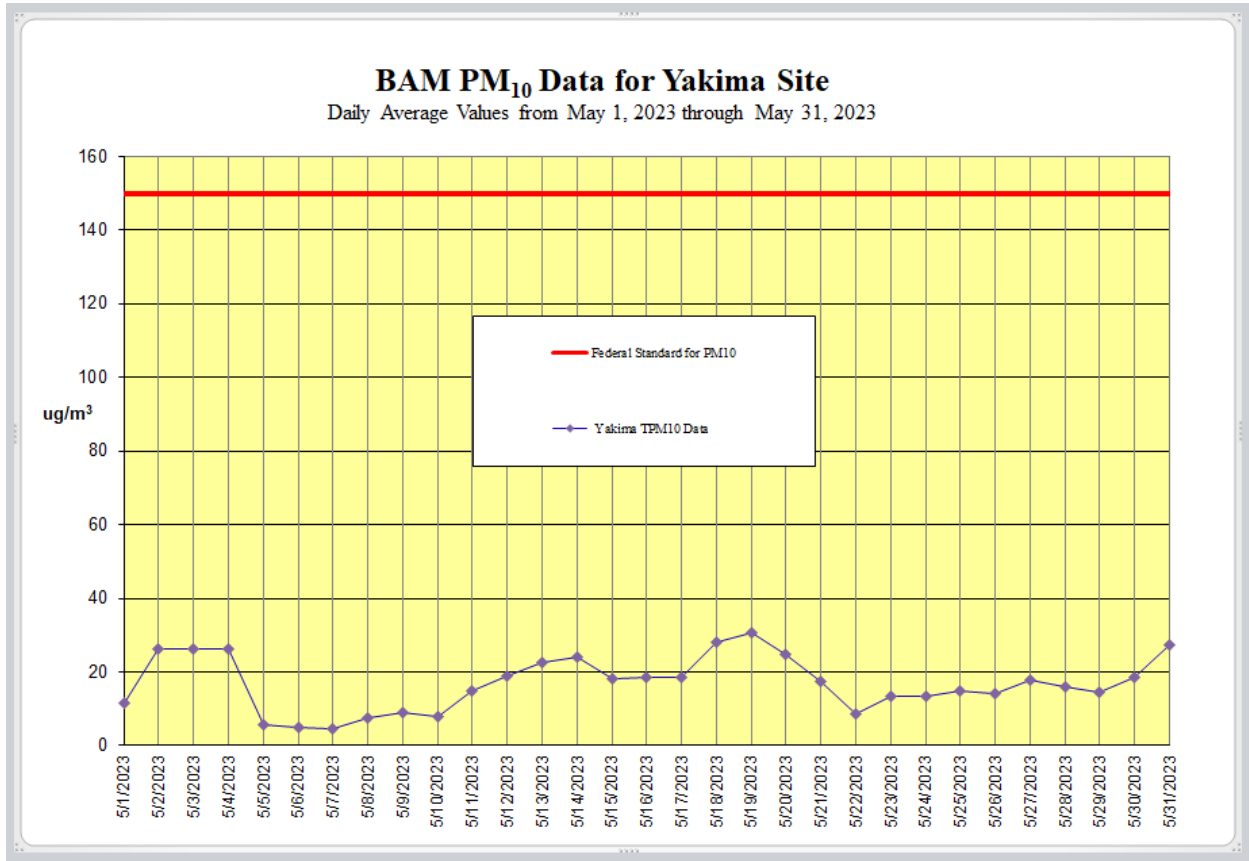
Attachments:

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

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

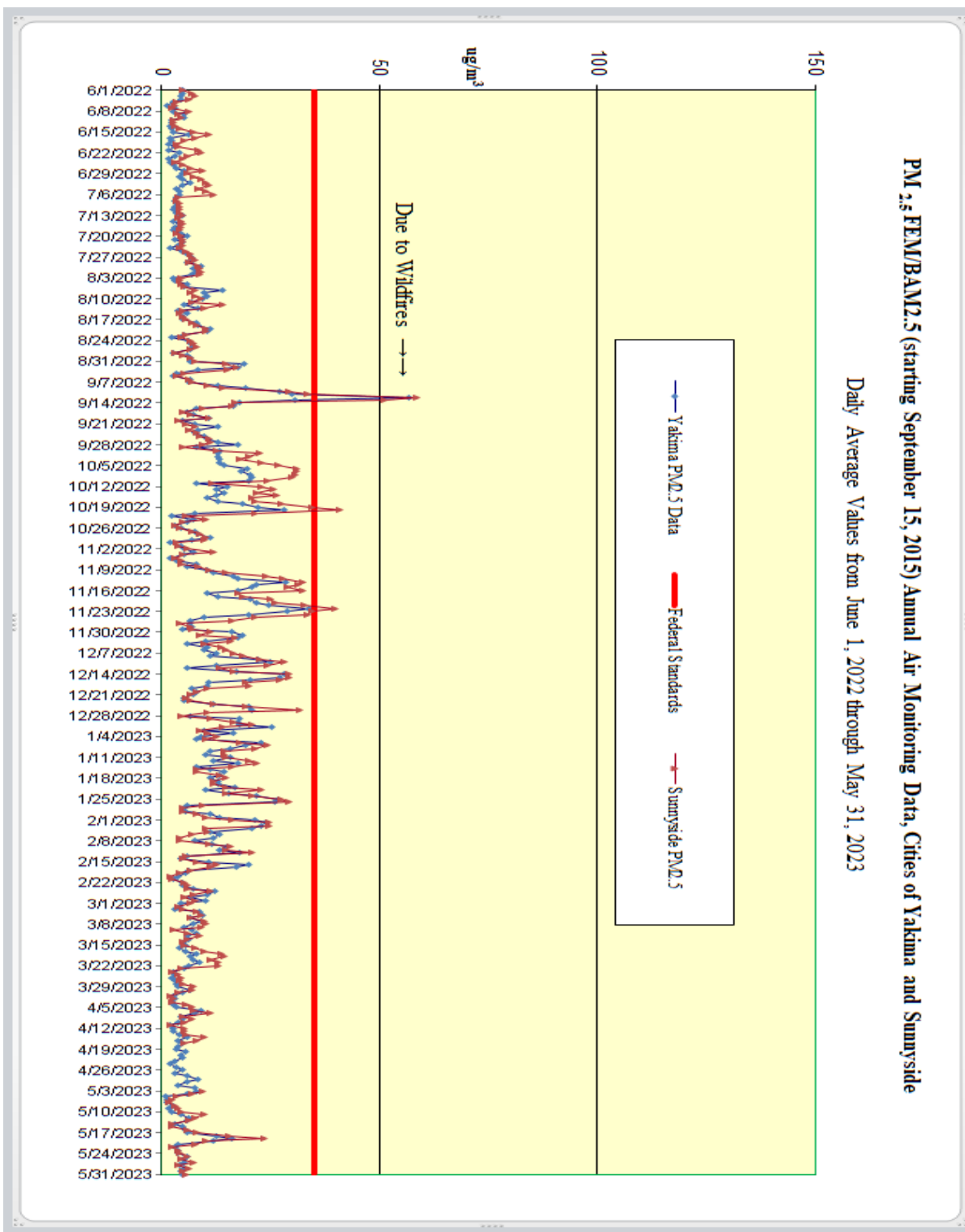


- **PM₁₀**
- We expect no PM₁₀ exceedance for the month of May.



- **Annual PM_{2.5} Data**

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





Performance Appraisal Executive Director

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

Employee:

Period: to

PERFORMANCE

- Readily corrects problems and follows up to insure satisfactory resolution.
- Completes tasks as directed, performs in a timely manner, and ensures effective results.
- Demonstrates initiative and the ability to self-direct.
- Accepts accountability and responsibility for work performance and outcomes.
- Works when needed and exhibits promptness, dependability, and dedication.
- Strives for accuracy, exhibits attention to detail, and delivers quality results.
- Demonstrates the ability to quickly learn and apply new skills and information.

Comments:

LEADERSHIP

- Knows, embraces, and communicates the mission and objectives of the agency.
- Sets goals and priorities consistent with board direction and pursues them to completion.
- Continually seeks ways to improve agency operations.
- Pursues professional development through conferences, industry associations, etc.
- Exhibits sound leadership and inspires confidence in that leadership in others.
- Develops and maintains effective relationships with constituents, peers, and other agencies.
- Engages state and federal legislative delegations and regularly communicates agency issues.
- Demonstrates long-term vision by anticipating trends, problems, and opportunities.

Comments:

JUDGMENT

- Uses sound judgment, employs tact, seeks understanding, and solicits information.
- Invites input from board members, staff, public, and others when appropriate.
- Exhibits decisiveness, proportionality, and discernment.
- Performs adequate research when evaluating opportunities, solutions, and alternatives.
- Demonstrates objectivity and makes timely, consistent, and appropriate decisions.
- Accurately balances costs and risks against benefits when evaluating possible action.
- Effectively addresses complex political and institutional situations.

Comments:

ADMINISTRATION

- Maintains policies, procedures, and other documents necessary for effective agency operation.
- Exhibits understanding of, and ensures compliance with, applicable laws and regulations.
- Continually seeks to improve efficiency and productivity of self and agency staff.
- Keeps daily agency operations running with minimal disruption.
- Ensures agency operates in a fiscally prudent and sound manner.
- Maintains a high standard of performance and professionalism for self and agency staff.
- Conducts oversight and ensures adequate internal controls to protect the agency.
- Adequately protects agency assets and data from loss, theft, or unauthorized access.
- Ensures agency equipment and vehicles are regularly maintained and fully operational.
- Maintains office in good working order and appearance.

Comments:

MANAGEMENT

- Shows respect for staff and encourages professional development.
- Delegates tasks and authority as appropriate.
- Encourages open communication and welcomes constructive criticism.
- Appropriately rewards and corrects staff performance.
- Works to foster teamwork and support a collaborative and harmonious work environment.
- Appropriately rewards and corrects staff performance.

Comments:

BOARD

- Accepts and carries out board policies and decisions.
- Communicates appropriate information to the board in a regular, effective, and timely manner.
- Promptly responds to requests from, and addresses the concerns of, the board.

Comments:

CREDIBILITY

- Conducts work with honesty, integrity, humility, respect, and reliability.
- Exhibits self-control and remains dispassionate when challenged or criticized.
- Displays a thorough understanding of agency operations, finances, and programs.
- Considers alternative points of view and maintains objectivity, impartiality, and sensitivity.
- Exhibits dress and demeanor appropriate to the position of Executive Director.
- Demonstrates broad knowledge and understanding in a variety of disciplines.

Comments:

COMMUNITY

- 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:

I hereby certify this joint evaluation is the result of a collaborative process involving, and represents the collective appraisal of, all members of the Board of Directors in attendance at the public meeting held on the date below.

(evaluator name and title)

(evaluator signature)

(date)

I acknowledge receiving a performance evaluation, including a copy of this document, and have been provided the opportunity to submit written comments within seven calendar days.

- I have submitted written comments (attached to this document).
- I have **not** submitted comments.

(employee signature)

(date)