



Yakima Regional Clean Air Agency

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

Meeting of the Board of Directors April 2024

Reunión de la Junta Directiva
Abril 2024

April 11, 2024

11 de abril de 2024

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Public Comments

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

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Comentarios Públicos

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

Acceso remoto

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Regular Meeting of the Board of Directors

April 11, 2024 – 2:00 P.M.

Yakima City Hall; 129 N Second Street; Yakima, Wash.

Duration – 1 hour (estimated)

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Changes to the Agenda**
- 4. Public Comments**
The public may address any matter relevant to the business of the Board at this time. Please state your name and the item you wish to address. Comments are limited to three (3) minutes per person.
- 5. Board Meeting Minutes for March 2024**
- 6. Vouchers and Payroll Transfers for March 2024**
- 7. Fiscal Year 2024-25 Budget**
- 8. Board Meeting Alternate Schedule**
- 9. Executive Director’s Report**
- 10. Adjournment**

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

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

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

Reunión Ordinaria de la Junta Directiva

11 de abril de 2024 – 2:00 P.M.

Ayuntamiento de Yakima; 129 N Second Street; Yakima, Wash.

Duración – 1 hora (estimativo)

AGENDA

- 1. Llamar al Orden**
- 2. Registo de Asistencia**
- 3. Cambios en el Orden del Día**
- 4. Comentarios Públicos**
El público puede abordar cualquier asunto relacionado con los asuntos de la Junta en este momento. Indique su nombre y el artículo que desea abordar. Los comentarios están limitados a tres (3) minutos por persona.
- 5. Actas de la Reunión de la Junta para marzo de 2023**
- 6. Comprobantes y Transferencias de Nómina para marzo de 2023**
- 7. Presupuesto del Año Fiscal 2024-25**
- 8. Horario Alternativo de la Reunión de la Junta Directiva**
- 9. Informe de los Directores Ejecutivos**
- 10. Cierre**

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

ID de reunión: 605 800 7569
Número de teléfono: 253-215-8782 or 253-205-0468

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

1. **Call to Order**

Chairperson DeVaney called the meeting to order at 5:31 p.m. in the training room, Sunnyside Fire Station; 129 N Second St.; Yakima, Washington.

2. **Roll Call**

Roberson conducted roll call and declared a quorum present.

Board members: Amanda McKinney, County Representative, Present
Steven Jones, Ph.D., County Representative, Present
Janice Deccio, Large City Representative, Present (via videoconference)
Jose Trevino, Small City Representative, Present
Jon DeVaney, Member-at-Large, Present

Staff present: Marc Thornsburg, Executive Director
Jocelyn Roberson, Acting Clerk of the Board

(Technical difficulties with remote access via the video conference system briefly delayed the meeting)

3. **Changes to the Agenda**

DeVaney explained as a result of being a special meeting there would be no changes to the agenda (RCW 42.30.080[3]).

4. **Public Comment**

DeVaney asked if there were any public comments.

Jean Mendoza, Friends of Toppenish Creek, provided documents to the Board and stated the first portion contained the EPA design values for PM_{2.5} applicable to all counties in the U.S. and a graph of the PM_{2.5} readings from Yakima County. She expressed concern Yakima County is at high risk of falling out of attainment under the new standard of 9.0 micrograms per cubic meter.

Mendoza stated the second portion of the documents contained information from the Agency web site concerning the costs of non-attainment. She added the third portion contained data from the EPA National Emissions Inventory for livestock waste pertaining to dairy cattle and stated EPA estimates ammonia emissions from dairy cattle at 7,476 tons per year in Yakima County. Mendoza stated in Washington State ammonia is considered a hazardous air pollutant and, if the County should fall into non-attainment, the Agency has an obligation to regulate air emissions from dairies. She added residents and other industries will be impacted if the County is not in attainment and it would be unfair for the dairy industry to be able to avoid such impacts.

5. **Board Meeting Minutes for February 2024**

DeVaney asked if there were any corrections or changes to the minutes. McKinney moved to approve the minutes as presented. Deccio seconded. Motion passed 4-0.

6. Payroll Transfers for January 2024

DeVaney noted the Board was not able to approve the Payroll Transfers for January at the February meeting and asked if there were any questions. McKinney moved to approve the payroll transfers for January 2024. Deccio seconded. Motion passed 4-0.

7. Vouchers and Payroll Transfers for February 2024

DeVaney asked if there were any questions. McKinney moved to approve the vouchers and payroll transfers for February 2024. Deccio seconded. Motion passed 4-0.

8. Executive Director's Report

Thornsbury reminded the Board of the question posed at the previous meeting as to whether implementation of the "Best Management Practices for Dairy Operations" (BMPs) within Yakima County [in 2013] had rendered the data collected for the National Air Emissions Monitoring Study (NAEMS) in 2012 stale and the models based upon it no longer accurate. He added his remarks at that time stand, but he wished to provide additional context for the benefit of the Board.

Thornsbury stated the study used twenty-five different facilities across the nation ranging from dairy cattle to swine. He added of the twenty-five facilities, nine were dairies with two of these facilities located in Washington State and the remainder scattered across the U.S. Thornsbury explained the two Washington facilities represented twenty-two percent (22%) of the dairies studied and eight percent (8%) of the total facilities studied. He added this was the basis for his prior statement the subsequent implementation of dairy BMPs at the Washington facilities would be unlikely to significantly affect the results of the NAEMS.

Thornsbury stated when he arrived at the Agency, it did not maintain off-site data backups, adding that, had a disaster occurred such as a fire in the building, the Agency would have been at risk of losing all paper and electronic records. Thornsbury noted this was a grave concern and expressed relief full scale off-site data backups have been established and the Agency is able to sustain operations in the event of a catastrophe—albeit at a minimal level. He added further work will be necessary to ensure additional equipment to support continued operations is in place and a business continuity plan is put in place for the Agency.

Thornsbury noted the Agency has added two new compliance employees to the compliance with one in the field training on the opacity certification equipment and the other in the office learning Agency operations. He added both hires have been good for the Agency and expressed his belief there is an opportunity to improve the operation of the Agency.

Thornsbury reminded the Board of a question posed at the prior meeting concerning the DTG Recycle permit and noted it has been issued, posted to the Agency web site, and an e-mail notice sent to anyone signed up to receive permit notices. He added from the Agency's perspective, the matter is now concluded.

Thornsbury remarked, in reference to the public comments concerning the new EPA National Ambient Air Quality Standard for PM_{2.5}, that the most recent information he has received suggests 2025 is the earliest a determination concerning nonattainment would be forthcoming is 2025 but a 2026 date has also been mentioned. He stated he cannot say if one is more or less likely than the other. Thornsbury added the matter of which incidents—such as the Schneider Fire—will be considered extraordinary events and excluded from consideration and which three-year event window will be used remain unresolved. He noted the earliest the Agency might have some insight into a possible timetable would likely be Fall 2024.

McKinney remarked State of Washington forest management practices had contributed to wildfires that resulted in substantial impacts to air quality due to smoke and pushed areas in Central Washington toward non-compliance. She noted the use of enforcement action against businesses and residents and questioned whether the State would be subject to the same when it contributes to the problem.

Thornsbury noted many of the incidents referred to by McKinney would likely be deemed extraordinary events and excluded from consideration in determining compliance. He added areas of the state not covered by a local agency fall under the Dept. of Ecology—including Okanogan County which is at greatest risk of falling out of compliance—and the State would be required to bring them into compliance the same as any local agency.

DeVaney noted many agricultural operations are looking for opportunities to reduce their carbon footprint such as decreasing the use of pile burning, but are impeded by cost considerations. He asked Thornsbury if he was investigating opportunities to fund equipment or regional approaches to reducing these types of emissions.

Thornsbury noted he had spoken with the Wash. Dept. of Commerce concerning an EPA greenhouse gas reduction grant program that seeks to maximize the investment by securing piggyback benefits in other areas. He added the discussion involved reducing agricultural burning by making equipment available potentially through acquisition by conservation districts or the use of low-interest loans or a revolving loan fund to lower initial capital costs and incentivize private business to acquire and make available such equipment. Thornsbury cautioned the idea is one of many that have been submitted to the State and is simply a point of discussion at present. He added he does watch for such opportunities whenever possible.

9. Adjournment

McKinney moved to adjourn. Jones seconded. Motion passed 4-0.

DeVaney adjourned the meeting at 5:56 p.m.

Jon DeVaney, Chairperson

Jocelyn Roberson, Acting Clerk of the Board



03/04/2024

Accounts Payable

YRCAA Fund: 614-6140
Enterprise Fund: 614-1410

<u>Name</u>	<u>Warrant No.</u>	<u>GL No.</u>	<u>Amount</u>	<u>Date</u>
Charter Communications	35867	4201	316.52	03/05/2024
Coastal*	35868	4105	6,871.12	03/05/2024
Coleman Oil Company	35869	3201	247.54	03/05/2024
Mark Edler**	35870	4906	100.00	03/05/2024
Jose Gutierrez**	35871	4906	100.00	03/05/2024
KeyBank	35872	Various	2,445.64	03/05/2024
OIC	35873	4105	300.00	03/05/2024
Pitney Bowes Global Financial Services L	35874	4501	242.58	03/05/2024
Rowdy Construction*	35875	4105	4,017.93	03/05/2024
Elva Jean Sherbahn*	35876	4105	1,600.00	03/05/2024
The Print Guys	35877	3106	VOID	03/05/2024

Total **\$16,241.33**

* Grant Reimbursement
** NOC/Enterprise

I hereby certify the invoices and warrants described above for the Yakima Regional Clean Air Agency have been examined, audited, and approved for payment.

Jocelyn Roberson (DATE)
Primary Auditing Officer

Marc Thornsby (DATE)
Secondary Auditing Officer

Jon DeVaney (DATE)
Board Chairperson



03/14/2024

Accounts Payable

YRCAA Fund: 614-6140
Enterprise Fund: 614-1410

<u>Name</u>	<u>Warrant No.</u>	<u>GL No.</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	35878	3101	129.46	03/15/2024
Angie Marie Calvert*	35879	4105	450.00	03/15/2024
Cascade Natural Gas Corporation	35880	4701	183.43	03/15/2024
Coastal*	35881	4105	4,117.76	03/15/2024
Colby James Flory*	35882	4105	3,800.00	03/15/2024
Fosseen's Home & Heart*	35883	4105	5,290.03	03/15/2024
Iron Horse Real Estate & Property Mgt	35884	4501	4,956.53	03/15/2024
Danny Jones*	35885	4105	2,100.00	03/15/2024
Teresa Lamay*	35886	4105	1,600.00	03/15/2024
Northwest Community Action Center	35887	4105	50.00	03/15/2024
Pitney Bowes Global Financial Services L	35888	4501	572.57	03/15/2024
Precision Sheet Metal*	35889	4105	11,988.00	03/15/2024
Rowdy Construction*	35890	4105	4,397.67	03/15/2024
Mathew Simms*	35891	4105	100.00	03/15/2024
StorageMax**	35892	4506	75.00	03/15/2024
Donald & Kathie Wood*	35893	4105	350.00	03/15/2024
Yakima County Public Services-Utility Di	35894	4701	23.68	03/15/2024

Total **\$40,184.13**

* Grant Reimbursement
** NOC/Enterprise

I hereby certify the invoices and warrants described above for the Yakima Regional Clean Air Agency have been examined, audited, and approved for payment.

Jocelyn Roberson (DATE)
Primary Auditing Officer

Marc Thornsbury (DATE)
Secondary Auditing Officer

Jon DeVaney (DATE)
Board Chairperson



**Payroll Reimbursement
April 2024**

Gross Wages		\$	35,909.80
ER Taxes Paid	\$	6,492.36	
ER Medical Paid		7,661.29	
Pers 1 ER Paid		-	
Pers 2 ER Paid		4,201.99	
Pers 3 ER Paid		2,538.81	
SUTA		85.78	
L & I		1,357.68	
Benefits		\$	22,337.91
Bank Charges	\$	47.54	
Other		-	
Miscellaneous		\$	47.54
Total Payroll		\$	58,295.25

Jocelyn Roberson (DATE)
Primary Auditing Officer

Marc Thornsbury (DATE)
Secondary Auditing Officer

Jon DeVaney (DATE)
Board Chairperson



Yakima Regional Clean Air Agency

Fiscal Year 2024-25 Budget

DRAFT

April 4, 2024

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YRCAA Proposed FY 2024-25 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 2024-25	Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Proposed Budget FY 2024-25
<u>REVENUE – Base Operations</u>			
<u>Stationary Sources</u>			
32199001 Minor Sources	\$ 251,097	\$ 335,215	\$ 364,167
32199002 New Source Review	\$ 39,848	\$ 39,848	\$ 41,044
32199004 Complex Minor Sources	\$ 44,926	\$ 0	\$ 0
32199005 Synthetic Minor Sources	\$ 37,193	\$ 45,000	\$ 38,680
32290001 Title V Sources	<u>\$ 72,000</u>	<u>\$ 122,976</u>	<u>\$ 126,665</u>
<i>Subtotal – Stationary Sources</i>	<i>\$ 445,064</i>	<i>\$ 543,039</i>	<i>\$ 570,556</i>
<u>Burn Permits</u>			
32290005 Residential Burn Permits	\$ 53,500	\$ 63,639	\$ 63,422
32290007 Agricultural Burn Permits	\$ 21,128	\$ 19,860	\$ 15,400
32290011 Conditional Use Burn Permits	<u>\$ 2,150</u>	<u>\$ 1,720</u>	<u>\$ 1,488</u>
<i>Subtotal – Burn Permits</i>	<i>\$ 76,778</i>	<i>\$ 85,219</i>	<i>\$ 80,310</i>
<u>Compliance</u>			
32199003 Asbestos Removal Fees	\$ 26,229	\$ 27,803	\$ 40,682
32199007 Construction Dust Control Fees	<u>\$ 7,632</u>	<u>\$ 7,625</u>	<u>\$ 6,283</u>
<i>Subtotal – Compliance</i>	<i>\$ 33,861</i>	<i>\$ 35,428</i>	<i>\$ 46,966</i>
<u>Core Grants (CAA Section 105)</u>			
33366001 EPA Core	\$ 106,545	\$ 73,273	\$ 106,545
33403101 Ecology Local Partner Core	<u>\$ 77,153</u>	<u>\$ 50,889</u>	<u>\$ 77,153</u>
<i>Subtotal – Base Grants</i>	<i>\$ 183,698</i>	<i>\$ 124,162</i>	<i>\$ 183,698</i>
<u>Fines and Penalties</u>			
35990001 Fines and Penalties	<u>\$ 0</u>	<u>\$ 27,669</u>	<u>\$ 0</u>
<i>Subtotal – Fines and Penalties</i>	<i>\$ 0</i>	<i>\$ 27,669</i>	<i>\$ 0</i>
<u>Supplemental Income</u>			
36850003 Supplemental Income	<u>\$ 94,597</u>	<u>\$ 124,775</u>	<u>\$ 150,771</u>
<i>Subtotal – Supplemental Income</i>	<i>\$ 94,597</i>	<i>\$ 124,775</i>	<i>\$ 150,771</i>
<u>Other Income</u>			
36111001 Interest	\$ 7,000	\$ 11,250	\$ 11,250
36991011 Miscellaneous	<u>\$ 400</u>	<u>\$ 650</u>	<u>\$ 650</u>
<i>Subtotal – Other Income</i>	<i>\$ 7,400</i>	<i>\$ 11,900</i>	<i>\$ 11,900</i>
<i>Subtotal – Base Operations</i>	<i>\$ 841,398</i>	<i>\$ 952,192</i>	<i>\$ 1,044,201</i>
<u>REVENUE – Grant Operations</u>			
<u>Wood Smoke Education</u>			
33403105 Wood Smoke Education	<u>\$ 4,906</u>	<u>\$ 2,992</u>	<u>\$ 5,129</u>
<i>Subtotal – Wood Smoke Education</i>	<i>\$ 4,906</i>	<i>\$ 2,992</i>	<i>\$ 5,129</i>
<u>Wood Smoke Reduction</u>			
33403107 Wood Smoke Reduction	<u>\$ 687,500</u>	<u>\$ 625,000</u>	<u>\$ 625,000</u>
<i>Subtotal – Wood Smoke Reduction</i>	<i>\$ 687,500</i>	<i>\$ 625,000</i>	<i>\$ 625,000</i>

YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Proposed Budget FY 2024-25
Particulate Matter (CAA Section 103)				
33403108	Ecology Local Partner PM 2.5	\$ 21,050	\$ 14,033	\$ 26,313
	<i>Subtotal – Particulate Matter</i>	<u>\$ 21,050</u>	<u>\$ 14,033</u>	<u>\$ 26,313</u>
	<i>Subtotal – Grant Operations</i>	\$ 713,456	\$ 642,025	\$ 656,442
REVENUE – Enterprise Operations				
Visible Emission Certification				
34517001	Visible Emission Certification	\$ 75,000	\$ 42,040	\$ 73,200
	<i>Subtotal – Visible Emission Certification</i>	<u>\$ 75,000</u>	<u>\$ 42,040</u>	<u>\$ 73,200</u>
	<i>Subtotal – Enterprise Operations</i>	\$ 75,000	\$ 42,040	\$ 73,200
Total Revenue		\$ 1,629,854	\$ 1,636,257	\$ 1,773,842
EXPENSES – Base Operations				
Wages and Benefits				
553701001	Wages and Salaries	\$ 462,031	\$ 366,308	\$ 638,540
553702001	Benefits	\$ 182,880	\$ 105,304	\$ 234,005
553703001	Overtime	\$ 2,000	\$ 0	\$ 2,000
	<i>Subtotal – Wages and Benefits</i>	<u>\$ 646,911</u>	<u>\$ 471,612</u>	<u>\$ 874,545</u>
Supplies				
533703101	Office Supplies	\$ 7,000	\$ 6,741	\$ 7,000
533703102	Safety Equipment	\$ 1,000	\$ 0	\$ 500
533703201	Vehicles	\$ 5,500	\$ 2,473	\$ 3,000
533703501	Small Tools and Equipment	\$ 4,500	\$ 0	\$ 3,000
533703502	Technology Systems	\$ 5,000	\$ 4,143	\$ 5,000
533703503	Office Furnishings	\$ 750	\$ 500	\$ 750
	<i>Subtotal – Supplies</i>	<u>\$ 23,750</u>	<u>\$ 13,857</u>	<u>\$ 19,250</u>
Services				
553704101	Professional Services	\$ 46,000	\$ 38,135	\$ 40,000
553704102	Laboratory Analyses	\$ 500	\$ 250	\$ 350
553704192	Yakima County Services	\$ 1,000	\$ 0	\$ 0
553704201	Communications and Technology	\$ 9,800	\$ 9,800	\$ 10,500
553704202	Postage and Freight	\$ 1,800	\$ 650	\$ 750
553704301	Travel and Related	\$ 5,000	\$ 435	\$ 2,500
553704401	Public Notices and Education	\$ 8,000	\$ 3,834	\$ 5,000
553704501	Rents and Leases	\$ 62,000	\$ 65,000	\$ 67,275
553704601	Insurance	\$ 16,000	\$ 21,000	\$ 21,630
553704701	Utilities	\$ 6,000	\$ 5,500	\$ 6,200
553704801	Maintenance – Vehicles/Equipment	\$ 2,000	\$ 2,500	\$ 2,700
553704802	Maintenance – Building	\$ 4,700	\$ 850	\$ 1,000
553704901	Miscellaneous	\$ 17,200	\$ 13,000	\$ 15,000
553704902	Ecology Oversight and Admin. Fee	\$ 2,700	\$ 3,500	\$ 4,050
	<i>Subtotal – Services</i>	<u>\$ 182,700</u>	<u>\$ 164,454</u>	<u>\$ 177,155</u>
Capital Projects/Fixed Assets				
594536401	Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Base Operations</i>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
EXPENSES – Grant Operations				
Wood Smoke Education				
Wages and Benefits				
553701002	Wages and Salaries	\$ 3,186	\$ 6,900	\$ 2,975
553702002	Benefits	\$ 1,120	\$ 2,000	\$ 1,322
553703002	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<u>\$ 4,306</u>	<u>\$ 8,900</u>	<u>\$ 4,297</u>

YRCAA Comparative Budget FY 2024-25		Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Proposed Budget FY 2024-25
Supplies				
553703103	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	\$ 0	\$ 0	\$ 0
Services				
553704139	Professional Services	\$ 600	\$ 3,600	\$ 832
553704203	Postage	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	\$ 600	\$ 3,600	\$ 832
	<i>Subtotal – Wood Smoke Education</i>	\$ 4,906	\$ 12,500	\$ 5,129
Particulate Matter				
Wages and Benefits				
553701003	Wages and Salaries	\$ 15,577	\$ 35,000	\$ 17,897
553702003	Benefits	\$ 5,473	\$ 7,100	\$ 8,392
553703003	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	\$ 21,050	\$ 42,100	\$ 26,289
Supplies				
553703104	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	\$ 0	\$ 0	\$ 0
Services				
553704104	Professional Services	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	\$ 0	\$ 0	\$ 0
	<i>Subtotal – PM 2.5</i>	\$ 21,050	\$ 42,100	\$ 26,289
Wood Smoke Reduction				
Wages and Benefits				
553701004	Wages and Salaries	\$ 127,188	\$ 52,000	\$ 89,182
553702004	Benefits	\$ 44,688	\$ 25,000	\$ 35,761
553703004	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	\$ 171,876	\$ 77,000	\$ 124,943
Supplies				
553703105	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	\$ 0	\$ 0	\$ 0
Services				
553704105	Professional Services	\$ 515,625	\$ 800,222	\$ 500,057
	<i>Subtotal – Services</i>	\$ 515,625	\$ 800,222	\$ 500,057
	<i>Subtotal – Wood Smoke Reduction</i>	\$ 687,501	\$ 877,222	\$ 625,000
	<i>Subtotal – Grant Operations</i>	\$ 713,457	\$ 931,822	\$ 656,418
EXPENSES – Enterprise Operations				
Visible Emission Certification				
Wages and Benefits				
553701005	Wages and Salaries	\$ 13,320	\$ 52,100	\$ 17,087
553702005	Benefits	\$ 4,680	\$ 8,290	\$ 7,109
553703005	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	\$ 18,000	\$ 60,390	\$ 24,195
Supplies				
553703106	Office Supplies	\$ 100	\$ 850	\$ 925
553703206	Vehicles	\$ 1,200	\$ 937	\$ 1,400
553703506	Small Tools and Equipment	\$ 50	\$ 0	\$ 50
	<i>Subtotal – Supplies</i>	\$ 1,350	\$ 1,787	\$ 2,375

YRCAA Comparative Budget FY 2024-25	Adopted Budget FY 2023-24	Projected Actual FY 2023-24	Proposed Budget FY 2024-25
Services			
553704106 Professional Services	\$ 1000	\$ 296	\$ 325
553704206 Postage	\$ 100	\$ 0	\$ 100
553704306 Travel and Transportation	\$ 8,500	\$ 4,500	\$ 5,500
553704506 Rents and Leases	\$ 4,000	\$ 2,501	\$ 3,500
553704806 Maintenance – Vehicles/Equipment	\$ 800	\$ 170	\$ 360
553704906 Miscellaneous	\$ 0	\$ 0	\$ 0
Subtotal – Services	\$ 14,400	\$ 7,467	\$ 9,785
Capital Projects/Fixed Assets			
553706406 Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Enterprise Operations	\$ 33,750	\$ 69,644	\$ 36,355
Total Expenses	\$ 1,600,568	\$ 1,651,389	\$ 1,763,723
Summary			
Total Revenue	\$ 1,629,854	\$ 1,636,257	\$ 1,773,842
Total Expenses	\$ 1,600,568	\$ 1,651,389	\$ 1,763,723
Contribution to Reserves	\$ 29,286	\$ (15,132)	\$ 10,119
Beginning Reserve Balance	\$ 1,020,617	\$ 405,045	\$ 1,049,903
Contribution to Reserves	\$ 29,286	\$ (15,132)	\$ 10,119
Ending Reserve Balance	\$ 1,049,903	\$ 389,913	\$ 1,060,022
Reserve Fund Allocation			
Operating Reserve (min. 25% of base operating exp.)	\$ 225,000	\$ 0	\$ 255,000
Legal Reserve (min. \$200,000)	\$ 250,000	\$ 0	\$ 250,000
Capital Reserve (min. 10% of asset replacement cost)	\$ 30,000	\$ 0	\$ 30,000
Vehicle Replacement	\$ 65,000	\$ 0	\$ 65,000
Equipment Acquisition	\$ 0	\$ 0	\$ 5,000
Building Acquisition	\$ 450,000	\$ 0	\$ 450,000
Employee Cash-out Liability	\$ 0	\$ 0	\$ 5,000
Unallocated	\$ 29,903	\$ 0	\$ 22

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) 2024-25. A two-phase registration fee increase was planned in CY 2022 with the first phase implemented in CY 2023 (the latter half of FY 2022-23) and the second in CY 2024 (the latter half of FY 2023-24). This accounts for the difference between the adopted budget and projected actual figures for FY 2023-24. An annual fee adjustment anticipated at four percent (4%) accounts for the more modest increase in revenue budgeted for FY 2024-25. The implementation of annual adjustments will largely preclude the future need for large increases (such as those in FY 2022-23 and FY 2023-24) necessary to rectify multiple years where no increase was implemented. In addition, a new minor source classification system was adopted and implemented in late CY 2023. While this change affected the allocation of fees amongst individual registrants, it did not substantially affect the total revenue received by the Agency from these sources.

32199001 — Minor Sources

Revenue from sources not otherwise classified as 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 the inclusion of revenues previously reported separately as complex minor sources as a result of the adoption and implementation of a new minor source classification system at the end of CY 2023 as well as the annual fee increases noted above.

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.

32199004 — Complex Minor Sources

No projected actual or proposed budget amount is allocated to complex minor sources due to the adoption and implementation of a new minor source classification system at the end of CY 2023. Under this system, complex minor sources are included with all other minor sources—typically with a higher classification—and no longer exist as a separate revenue category.

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.

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 Agency currently has three (3) major sources and does not anticipate any change in FY 2024-25.

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.

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) and have not been adjusted for several years.

32290011 — Conditional Use Burn Permits

Revenue from conditional use burn permits issued for burning that is not residential or agricultural in nature (e.g. 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.

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, outreach, and other one-time expenses.

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 implemented over two years with the first half effective for CY 2024. The amount shown reflects the second half (\$0.48 per capita population) to be effective for CY 2025. State law directs the Agency to bill on a quarterly basis so it can only project the receipt of one half the revenue anticipated in CY 2025 (which will be billed in the last half of FY 2024-25).

However, some entities pay the entire annual amount in the first half of the calendar year (rather than spread out over four quarters). As a result, a portion of this revenue that would otherwise be budgeted for receipt in the second half of CY 2025 (in next budget year or FY 2025-26) will actually be received in the first half of CY 2025 (in this budget year or FY 2024-25). This results in what appears to be a discrepancy as the Agency budgets only half the anticipated CY revenue in the second half of a FY, but cannot fully budget the remaining half in the first half of the following FY where payment has already been made in full. In the example above, the excess revenue received in the second half of FY 2024-25 over the budgeted amount should equal the shortfall in revenue received in the first half of FY 2025-26.

Other Income

36111001 — Interest

Interest income earned on funds (primarily reserve funds) held by the Agency. The amount shown reflects high interest rates that are expected to remain relatively stable through the fiscal year in tandem with more active investment management of the Agency's reserve funds.

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. This increase was expected to be implemented over two years with the second half occurring in FY 2024-25.

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 amounts shown include an estimated five percent (5%) increase in premiums expected to be effective January 1, 2025, for the last half of FY 2024-25. Calendar year 2024 premiums are shown below:

	Employee	+Spouse	+Children	Full Family
Kaiser Permanente WA Classic	\$1,096.70	\$2,036.30	\$1,801.40	\$2,741.00
Kaiser Permanente WA Value	\$1,082.51	\$2,007.91	\$1,776.56	\$2,701.97
Kaiser Permanente WA CDHP	\$902.12	\$1,645.77	\$1,474.44	\$2,159.77
Uniform Medical Plan Classic	\$994.82	\$1,832.54	\$1,623.11	\$2,460.83
Uniform Medical Plan Select	\$929.75	\$1,702.41	\$1,509.24	\$2,281.90
Uniform Medical Plan Plus – PSHVN	\$979.64	\$1,802.18	\$1,596.55	\$2,419.09
Uniform Medical Plan CDHP	\$910.93	\$1,663.40	\$1,489.87	\$2,184.01
<i>Maximum</i>	<i>\$1,096.70</i>	<i>\$2,036.30</i>	<i>\$1,801.40</i>	<i>\$2,741.00</i>
	Enrolled Employees	Maximum Premium	Agency Percentage	Agency Contribution
Employee (only)	8	\$1,096.70	95%	\$1,041.87
Employee and spouse	1	\$2,036.30	65%	\$1,323.60
Employee and child(ren)	1	\$1,801.40	70%	\$1,260.98
Employee full family	0	\$2,741.00	55%	\$1,507.55
<i>Agency Monthly Cost</i>				<i>\$10,919.54</i>
<i>Agency Annual Cost</i>				<i>\$131,034.48</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 overtime costs resulting from unexpected events (e.g. compliance, enforcement, and complaint response) occurring during non-working hours.

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.

533703201 — Vehicles

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

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 workstations—some of which have been in service for over a decade.

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.

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.

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).

533704501 — 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.

533704601 — 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 expected rate increases for these services.

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 the expectation of additional training expenses related to (relatively) new staff and continuing inspection efforts.

533704902 — Ecology Oversight and Admin. Fee

Expenses for the Ecology oversight and administration fee for Air Operating Permit (aka Title V) sources.

Capital Projects/Fixed Assets

594536401 — Capital Projects/Fixed Assets

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

Expenses – Grant Operations

Wood Smoke Education

553701002 — Wages and Salaries

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

553702002 — Benefits

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

553703002 — Overtime

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

553703103 — Office Supplies

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

553704139 — Professional Services

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

553704203 — Postage

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

PM 2.5

553701003 — Wages and Salaries

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

553702003 — Benefits

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

553703003 — Overtime

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

553703104 — Office Supplies

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

553704104 — Professional Services

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

Wood Smoke Reduction

553701004 — Wages and Salaries

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

553702004 — Benefits

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

553703004 — Overtime

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

553703105 — Office Supplies

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

553704105 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant. This is comprised primarily of payments to third-party vendors for the replacement or conversion of older wood burning devices (including acquisition, permitting, and installation) under the low-income wood stove change-out program.

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 Reserve

The Board has set a minimum operating reserve equal to 25% of the Agency's base operating expenses. The amount shown meets this requirement. 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 Reserve

These funds are held to pay unanticipated legal service fees such as those related to an appeal regarding an order of approval, a lawsuit regarding an enforcement action, or to compel compliance with Agency regulations. Staff recommend a \$250,000 balance with a minimum of \$200,000.

Capital Reserve

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, file cabinets, and other capitalized assets) lost or destroyed and not otherwise covered by insurance or at the end of their useful life.

Vehicle Replacement

Plans call for replacement of the Agency's aging vehicles in the near future. It is expected these new vehicles will be fuel-efficient models that meet the 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 acquisition these vehicles and any related items (such as markings, safety equipment, charging infrastructure, etc.).

Equipment Acquisition

These funds are held to acquire specialized equipment necessary to carry out the mission of the Agency.

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).

Employee Cash-out Liability

Under Agency policy, departing employees may be entitled to cash-out a defined portion of the unused sick and vacation leave they have accrued. Employee departures are not typically planned sufficiently in advance to allow for inclusion in the budget and these funds assist in meeting what can be a sudden demand for monies to meet the Agency's obligation.

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 B

YRCAA CY 2025 Supplemental Income Assessments

Per Capita Rate:	\$ 0.58		
City / Town	Population	Assessment	% of Total
Grandview	11,020	\$ 6,391.60	4.24%
Granger	3,740	2,169.20	1.44%
Harrah	580	336.40	0.22%
Mabton	1,975	1,145.50	0.76%
Moxee	4,665	2,705.70	1.79%
Naches	1,125	652.50	0.43%
Selah	8,365	4,851.70	3.22%
Sunnyside	16,500	9,570.00	6.35%
Tieton	1,505	872.90	0.58%
Toppenish	8,870	5,144.60	3.41%
Union Gap	6,640	3,851.20	2.55%
Wapato	4,615	2,676.70	1.78%
Yakima (city)	98,200	56,956.00	37.78%
Zillah	3,195	1,853.10	1.23%
Unincorporated Yakima County	88,955	51,593.90	34.22%
Total	259,950	\$ 150,771.00	100%

STAFF REPORT

Date: March 18, 2024
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Board Meeting Alternate Locations

Summary

Based on a suggestion more public participation would result if meetings were held in the Lower Yakima Valley, the Board elected to hold two meetings at venues in that area. These were held at Granger in Fall 2023 and Sunnyside in Spring 2024. No significant increase in public participation occurred at either meeting at the cost of broadcast and streaming availability via the Yakima Public Access Channel (Y-PAC) and the use of additional resources by the Agency.

Recommendation

Maintain the status quo with board meetings held at 2:00 PM at the City of Yakima City Hall and table further consideration of using alternate times or locations until circumstances indicate there is sufficient interest to warrant a review.

Background

In late 2022, it was suggested residents of the Lower Yakima Valley were effectively prevented from attending and participating in Agency board meetings due to the time (2:00 PM) and location (Yakima City Hall) of the meetings.

At the meeting held April 10, 2023, the Board considered potential changes to the schedule for Board Meetings including an option to “hold one or two special meetings [in the Lower Yakima Valley] and evaluate the response when changing the location, time, or both—particularly with respect to the level of attendance and participation—and reevaluating based on the outcome.”

With the Board having chosen the above option, the October 2023 board meeting was held at 5:30 PM at the City of Granger City Hall and the March 2024 board meeting was held at 5:30 PM at the City of Sunnyside Fire Station. Both meetings were advertised in the Yakima Herald-Republic, Sunnyside Sun, and Grandview Herald newspapers as well as on the home page of the Agency web site. In addition, public notices were sent to several other English and Spanish publications, radio stations, and television stations in the area and a notice was sent via e-mail to persons signed up (via the Agency web site) to receive meeting notices.

The meetings held in Granger and Sunnyside were each attended by four members of the public. Of these, one of the four at the Granger meeting had not previously attended an Agency board meeting within, at minimum, the prior year. The remainder had previously attended multiple Agency board meetings occurring at the regularly scheduled time and location.

Recordings of the meetings at both locations were attempted, but only successful for the Sunnyside meeting. It was of adequate, but not broadcast, quality and is available through the Agency web site. Facilities for recording and broadcast over the Yakima Public Access Channel (Y-PAC) are not available at venues other than the City of Yakima City Hall.

Both meetings were accessible via videoconference. One board member planned (but was unable) to use this technology during the Granger meeting. One board member successfully used this technology during the Sunnyside meeting. No members of the public used videoconferencing at either meeting.

Analysis

In assessing the two meetings held in the Lower Yakima Valley, staff considered the following:

1. **Visibility:** The purpose of open public meetings is to ensure citizens know how their representatives are conducting the business of government by requiring the decisions and deliberations in which those representatives engage to take place in a manner where they can be witnessed by the public.
2. **Communication:** Members of the public have multiple mechanisms through which they can communicate thoughts, ideas, or concerns to the Board: (a) providing public comment in person during the public comment period of each meeting; (b) providing public comment via videoconference during the public comment period of each meeting; (c) writing and sending comments to the Agency/Board via the US Mail; and (d) writing and sending comments to the Agency/Board via electronic mail.
3. **Accessibility:** People have come to expect broad access to content, whether that is tuning in to public broadcasts, watching a video on the computer in their home, or streaming on a mobile device.
4. **Resources:** Holding meetings at different venues involves consuming additional Agency resources. While not onerous, the cost is enough to warrant consideration.

With respect to the above, staff sought to answer a fundamental question: “Did the meetings held in the Lower Yakima Valley have a positive or negative effect?”

1. **Visibility:** Slightly negative. The meetings had the potential for a positive effect, but this potential was not realized due to a lack of demand by members of the public (as evidenced by the attendance details noted above). Furthermore, the loss of broadcasting by Y-PAC removed one avenue through which members of the public are typically able to witness the actions of the Board. Finally, the availability of technology with limited capabilities resulted in lower-quality audio and video when recording was possible (though this could be alleviated through the acquisition of more advanced equipment at additional cost to the Agency).
2. **Communication:** Neutral. Again, the meetings had the potential for a positive effect, but this was not realized. However, the meetings did not otherwise have a negative effect on

the ability of members to communicate thoughts, ideas, or concerns to the Board using any of the mechanisms available to them (and noted above).

3. Accessibility: Slightly negative. The loss of broadcast and streaming via Y-PAC and difficulties with recording served to reduce the options for access. However, when recording was possible, posting to the Agency web site maintained access through this method and access via videoconference was not affected.
4. Resources: Slightly negative. Though not excessive, the meetings did require the expenditure of additional time, effort, and money by the Agency that would not have been necessary but for the altered time and location. However, cost as a factor can only be evaluated relative to other aspects (e.g. purchasing a vehicle will have a substantial cost, but the benefit gained may make doing so worth the expense). In this case, it is difficult to justify the cost when no substantial benefits were derived.



STAFF REPORT

Date: March 04, 2024
To: YRCAA Board of Directors
From: Jocelyn Roberson, Staff Accountant
Subject: Fiscal Program Report

Issue: Fiscal Reports

Analysis: April 2024 Accounts Payable (AP) and Payroll Authorizations for the months of March is enclosed for your approval. The Supplemental Income document is included as an informational item.

Recommendation: Accept and approve by minute action the March 2024 AP Fiscal Vouchers, totaling \$56,425.46, and the March 2024 Payroll Authorization, totaling \$58,295.25.

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2023 on April 01, 2024
CY 2024 \$.48 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 5,290	\$ 5,290	2/20/2024	\$ 1,323	\$ 3,968	Paid 1st quarter
Granger	\$ -	\$ 1,795	\$ 1,795	2/28/2024	\$ 449	\$ 1,346	Paid 1st quarter
Harrah	\$ -	\$ 278	\$ 278	2/21/2024	\$ 278	\$ -	Paid in full
Mabton	\$ -	\$ 948	\$ 948	2/21/2024	\$ 237	\$ 711	Paid 1st quarter
Moxee	\$ -	\$ 2,239	\$ 2,239	2/14/2024	\$ 560	\$ 1,679	Paid 1st quarter
Naches	\$ -	\$ 540	\$ 540	2/21/2024	\$ 135	\$ 405	Paid 1st quarter
Selah	\$ -	\$ 4,015	\$ 4,015	2/21/2024	\$ 1,004	\$ 3,011	Paid 1st quarter
Sunnyside	\$ -	\$ 7,920	\$ 7,920	2/27/2024	\$ 1,980	\$ 5,940	Paid 1st quarter
Tieton	\$ -	\$ 722	\$ 722	2/20/2024	\$ 181	\$ 542	Paid 1st quarter
Toppenish	\$ -	\$ 4,258	\$ 4,258	2/20/2024	\$ 1,065	\$ 3,194	Paid 1st quarter
Union Gap	\$ -	\$ 3,187	\$ 3,187			\$ 3,187	
Wapato	\$ 1,011	\$ 2,215	\$ 2,215			\$ 2,215	
City of Yakima	\$ -	\$ 47,136	\$ 47,136	2/22/2024	\$ 11,784	\$ 35,352	Paid 1st quarter
Zillah	\$ -	\$ 1,534	\$ 1,534	2/22/2024	\$ 384	\$ 1,151	Paid 1st quarter
Yakima Co.	\$ -	\$ 42,698	\$ 42,698	2/21/2024	\$ 10,675	\$ 32,024	Paid 1st quarter
Totals:	\$ 1,011	\$ 124,775	\$ 124,775		\$ 30,052	\$ 94,723	

Executive Memorandum

Date of Release: April 4, 2024
Date of Consideration: April 11, 2024
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Engineering and Planning Division
Subject: March's Compliance, Engineering and Planning Division Report

Issue:

Monthly activities report to the Board of Directors of YRCAA.

Discussion:

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

- No burn bans were called for the month of March;
- Residential burn season started on March 15, 2024;
- Issued 274 residential burn permits;
- Registered 124 sources in March;
- Working on New Source Reviews (NSR) permits;
- Issued two NSR Order of Approvals permit;
- Reviewed/responded to 28 SEPA's projects;
- Working on Title V renewals;
- Issued 3 Conditional burn permits;
- Issued 6 dust control plans;
- Issued 9 agricultural burn permits;
- Reviewed/approved 10 Notifications of Demolition / Renovation (NODR);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- We expect no exceedances during the month of March as shown in the graphs below;
- Working on several permitting and compliance issues sources;

- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 11 complaints for the month of March. Issued 9 Notices of Violations (NOVs);

The following Table itemizes, by type, the number of complaints received and the number of NOV's issued, for the month of March 2024:

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	11	5	
Agricultural Burning		2	
Other Burning and SFBD***			
Fugitive / Construction Dust			
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor			
Asbestos		2	
Others and NSR****			
Registration			
Industrial Sources			
TOTALS	11	9	0

* NOV- Notice of Violation

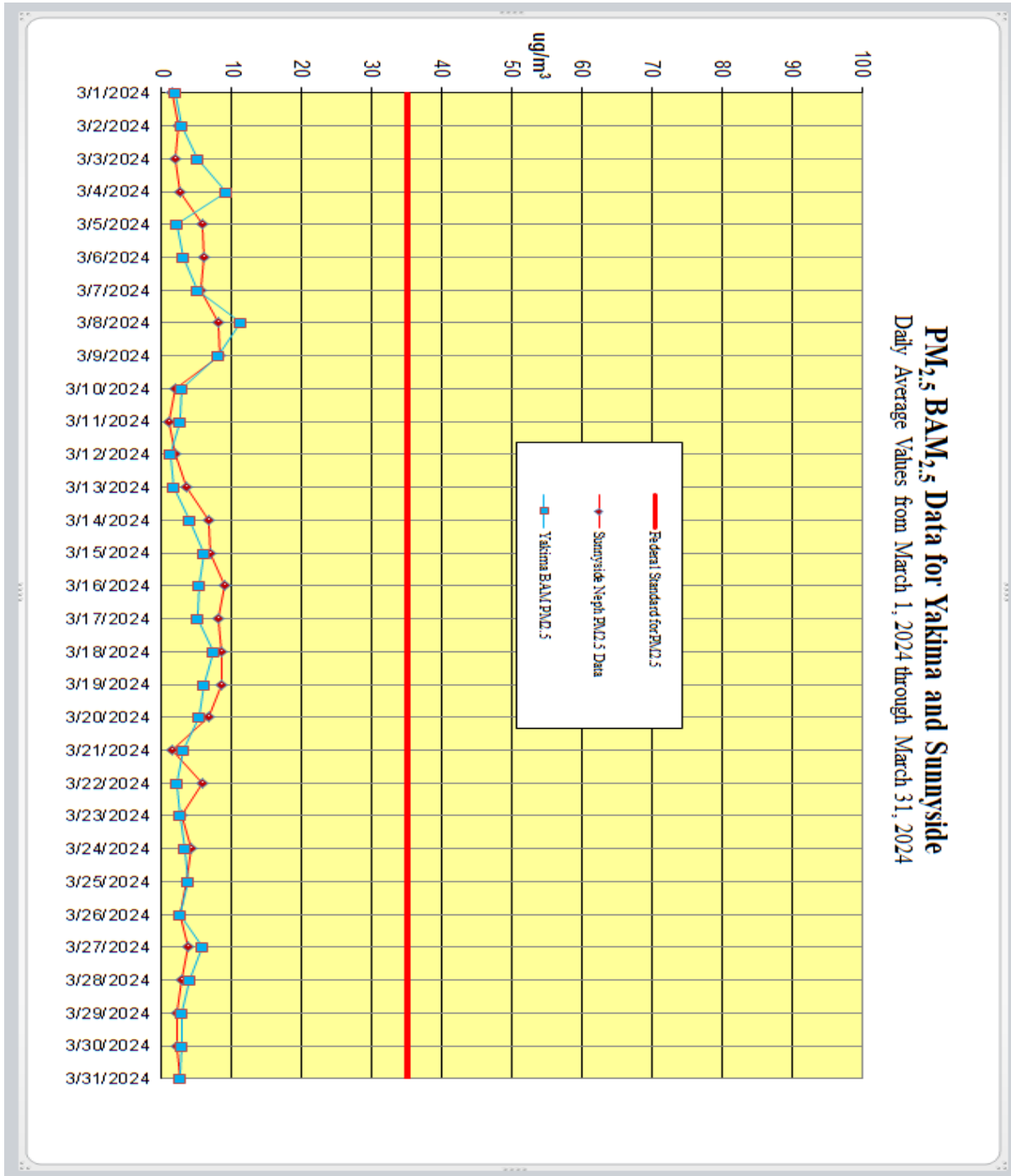
** AOD- Assurance of Discontinues

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

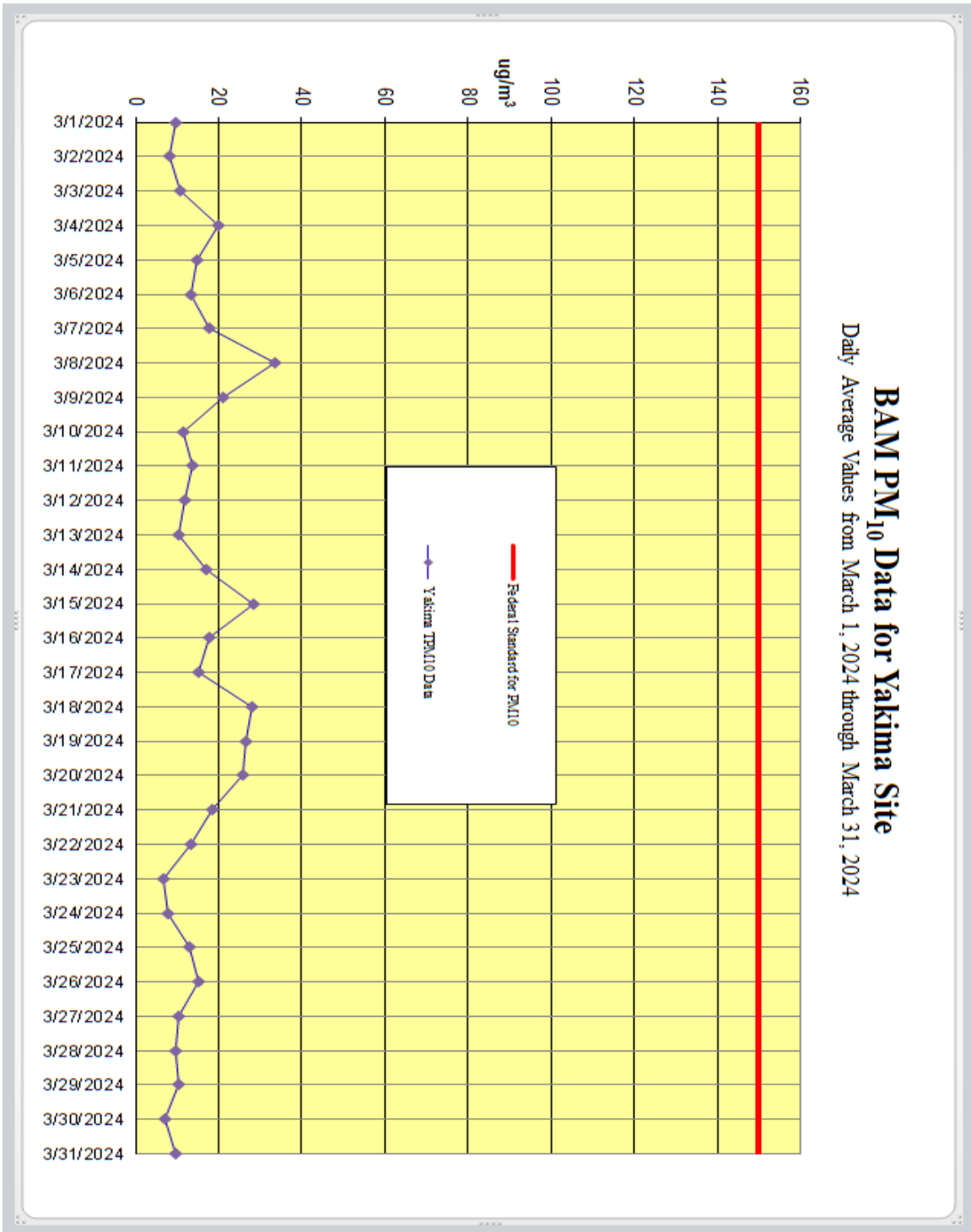
Attachments:

- ✓ *PM_{2.5} Monitor Data for the month of March 2024 and the annual graphs.*
- ✓ *PM₁₀ Monitor Data for the month of March 2024.*

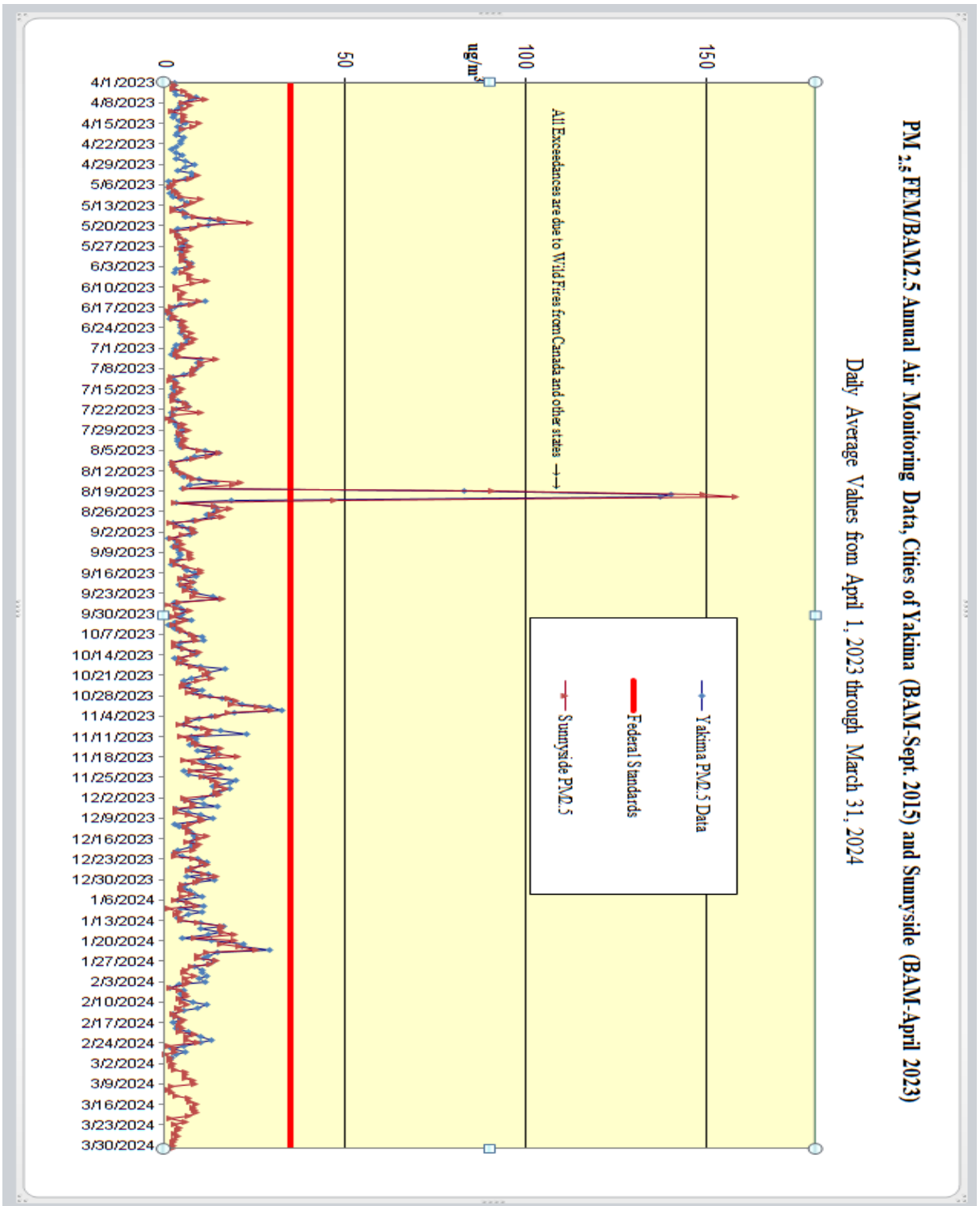
- **PM_{2.5} Data**
 - We expect no PM_{2.5} exceedances for the month of March.



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



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



Date of Release: April 4, 2024
Date of Consideration: April 11, 2024
To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Interim Executive Director
Subject: Monthly Activity Report

Current Quarter

Activity	FY23 Total	Jan FY24	Feb FY24	Mar FY24	FY24 Total to Date
Minor Source Inspections	156	0	0	0	20
Complaints Received	161	1	38	11	127
NOVs Issued	77	5	2	11	21
AODs Issued	4	0	2	1	3
Warning Notices Issued	2	0	5	1	6
NOPs Issued	19	0	2	0	3
SEPA Reviews	297	25	24	27	190
AOP Applications Received	0	0	0	1	1
AOPs Issued or Renewed	1	0	1	0	2
Deviations/Upsets Reported	16	1	2	2	15
AOP Inspections	2	0	0	0	0
Public Workshops	2	0	0	0	2
Media Events	3	0	0	0	2
Media Contacts	8	0	0	0	3
Education Outreach Events	0	0	0	0	2
Sources Registered	375	0	97	124	227
NSR Applications Received	12	1	0	2	9
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	1	1	2	9
NODRs Received	180	1	1	10	78
Agricultural Burn Permits Issued	40	5	8	9	26
Conditional Use Permits Issued	5	0	0	3	4
Residential Burn Permits Issued	852	0	0	274	274
Burn Ban Days	34	8	0	0	16
Public Records Requests Fulfilled	29	0	0	2	18

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