



Yakima Regional Clean Air Agency

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

Meeting of the Board of Directors January 2024

**Reunión de la Junta Directiva
enero 2024**

January 11, 2024

11 de enero de 11

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.

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

Aviso de Servicios Lingüísticos

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

Notificación de No Discriminación

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

Comentarios Públicos

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

Acceso remoto

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

Regular Meeting of the Board of Directors

January 11, 2024 – 2:00 P.M.

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

Duration – 30 minutes (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 December 2023**
- 6. Vouchers and Payroll Transfers for December 2023**
- 7. Resolution 2024-01 Delegating Authority to Agency Officials**
- 8. Resolution 2024-02 Appointing Agency Officials**
- 9. Resolution 2024-03 Adopting a Minor Source Classification Methodology**
- 10. Resolution 2024-04 Adopting a Fee Schedule for 2024**
- 11. Executive Director's Report**
- 12. 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 Enero de 2024 – 2:00 P.M.

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

Duración – 30 minutos (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 Diciembre de 2023**
- 6. Comprobantes y Transferencias de Nómina para Diciembre de 2023**
- 7. Resolución 2024-01 Delegación de Facultades a Funcionarios de la Agencia**
- 8. Resolución 2024-02 Designación de Funcionarios de la Agencia**
- 9. Resolución 2024-03 Adopción de una Metodología de Clasificación de Fuentes Menores**
- 10. Resolución 2024-04 Adopción de una Lista de Tarifas para 2024**
- 11. Informe de los Directores Ejecutivos**
- 12. 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 2:00 p.m. in the council chambers, Yakima City Hall; 129 N Second St.; Yakima, Washington.

2. **Roll Call**

Herman conducted roll call and declared a quorum present.

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

Staff present: Marc Thornsburg, Executive Director
Pamela Herman, Clerk of the Board
Jocelyn Roberson, Staff Accountant

3. **Changes to the Agenda**

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

4. **Public Comment**

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

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

Jones noted an error in the minutes indicating there was no quorum when a quorum was present. DeVaney concurred. Thornsburg suggested adopting the minutes as corrected with an updated copy to be provided at the January meeting. DeVaney asked if there was a motion to approve the corrected minutes. McKinney moved to approve the amended minutes to show there was a quorum at the November meeting. Deccio Seconded. Motion passed 3-0.

6. **Vouchers and Payroll Transfers for November 2023**

McKinney moved to approve the vouchers and transfers. Deccio seconded. Motion passed 3-0.

7. **2024 Source Classifications and Fees**

Thornsburg addressed a question posed by Jones during the November meeting concerning the terms “Annual Notice”, “Emergency Notice”, and “Revision” as related to the fees for Demolition/Asbestos. He explained contractors engaged in demolition and asbestos work file an annual notice at the beginning of the year and provide updates regarding specific projects completed during the year. Thornsburg added an emergency notice is required when asbestos is discovered unexpectedly such as after a house fire. He continued explaining a revision notice is filed when asbestos is not expected, but is ultimately discovered such as when new material that does not contain asbestos is used to cover over asbestos containing materials and the latter is not discovered until demolition has started.

Jones asked if every contractor files for the permit annually. Thornsbury replied that he had not conducted research regarding who files regularly. Jones asked how many contractors use an annual permit. Thornsbury explained he had not looked at any statistics.

Thornsbury noted additional work had been done since the prior meeting resulting in the modification of the classifications shown in the staff report. He added staff believed these changes made for a distribution more reflective of a typical curve and pointed to a chart in the report showing the proposed distribution closely resembles that of a normal bell curve. Thornsbury suggested this indicated the proposal was very close to its target. He added the figures presented are actual amounts whereas the figures provided at the November meeting were projections based on a sampling of approximately one third of the Agency's registrants.

DeVaney asked if the new fees should be adopted by motion or resolution. Thornsbury recommended they be adopted by motion.

Jones commended staff for doing an excellent job developing the new classification method and expressed his belief it is a more reasonable approach. He added the calculations appear to be straightforward, but expressed concern they will add a small amount of internal bureaucracy to the organization by requiring additional effort to evaluate each source. Thornsbury noted the statement was correct at the start when considerable effort was required over a couple months to determine the classification for each existing source. He added that, looking forward, this would decrease significantly as the need for classification would occur only when there is a significant change in one of the factors for an existing registrant or when there is a new registrant. Thornsbury reiterated the new system will represent some additional work, but relatively minor in comparison to alternatives such as conducting field analysis.

Jones asked whether, if the criteria upon which the classifications are based were provided, a business could change how it operates in order to fall into a lower classification with a smaller fee. He continued, asking if a business could self-classify using an online process. Thornsbury explained a business could alter its operation to reduce its classification and, consequently, the registration fee paid, but cautioned this would be limited to areas over which the business had control. He noted that, for example, unless the alteration considered substantially reduced the size of the operation, the time required for inspection would likely remain unchanged and this would limit the effect on the classification.

Thornsbury explained a business that changed the toxicity and/or quantity of its emissions would have a greater impact on its classification, but cautioned what would be required, from a business and economic standpoint, to accomplish this would likely be more costly than the savings. He added that, for example, it is unlikely a company would reduce its production by 20% so as to sufficiently limit its emissions so that it would receive a lower classification resulting in a savings of \$300 per year.

Jones requested confirmation that if a low-margin business using a particular chemical changed to a more neutral chemical it would gain a substantial benefit. Thornsby confirmed a business using a highly toxic chemical, resulting in a high toxicity rating, that switched to an equivalent product that was not toxic would see realize a financial benefit. McKinney noted creating such an incentive would be desirable.

Jones suggested the criteria upon which the classifications are based be published so a business can assess their operations and determine whether to change one or more of their processes to reduce their registration fee.

McKinney stated communication will be important as this represents something new and suggested staff reach out to registrants to provide additional information and offer assistance in understanding the impact to a business. Thornsby noted a cover letter went out with the 2023 registration explaining the changes taking place at that time and indicating, in advance, the Agency would be considering how to change the mechanism for assessing fees. He added a similar letter with additional information would go out with the 2024 registration as well.

McKinney reiterated her previous thoughts and expressed her desire to see more outreach and assistance from the Agency.

Jones stated the public should be aware the purpose for raising fees is to support needed wage and salary increases for staff. He noted the first half of those changes occurred in 2023 and the need for this fee increase, and its timing, is to fund the second half of those changes coming in 2024. McKinney concurred, adding the fee increase is not a revenue-generating scheme to ensure the Agency has a large amount of money sitting in a bank account, but to ensure it is covering operating costs. She noted having a local agency is a benefit to the residents and businesses of Yakima County versus the alternative, which would not be local, and it is important the Board ensure operations are sustainable.

Thornsby addressed Jones question regarding an online option for registration and stated that would be evaluated at a later date. Jones stated it appeared to be a “check-the-box” system that could be easily done by a business. Thornsby explained the collection of fees is only one part of the annual registration process that also includes the filing of information which is more complicated. He added while the financial aspect represents a substantial part of funding the operations of the Agency, it is a relatively small portion of the overall registration program.

McKinney made a motion to approve the fees as presented. Deccio seconded. Motion passed 3-0.

8. **Executive Director’s Report**

Thornsby explained the Agency currently uses two different companies to provide credit card process services online, in person, or over the phone and stated a review is planned to

assess the potential for cost savings through consolidation. He added the Agency has also been subjected to nefarious activities through its online credit card payment process and explained the Agency itself was not the target, but was used by parties believed to have been engaged in attempts to fraudulently use credit card number obtained from other individuals. Thornsbery stated as a result of several thousand of these attempted transactions, the cost to the Agency was approximately \$11,000. He noted staff are currently attempting to recoup a portion of those charged, but cautioned the only a portion will likely be recovered and estimated the amount to be around \$7,000.

Thornsbery explained the online credit card processor has been contacted and additional controls have been put in place, adding it was unclear if these would be sufficient to prevent further incidents. He stated the cost of accepting credit card payments and its financial impact had already gained the attention of staff and a reassessment of the matter will take place given recent events.

McKinney expressed support for ensuring the Agency is protected financially, but cautioned that the ability to pay some of the costs of doing business by credit card is how some businesses survive and urged staff not to abandon credit card payments altogether. Thornsbery stated he did not anticipate that credit card payment would no longer be accepted, but that they might be scaled back in some form. He added there would be plenty of opportunity for the Board to review any proposed change and to provide its input before any change is made.

Jones inquired as to whether the agency was participating in the propane heating at the mission. Thornsbery stated it was not involved and the Agency had not been contacted by any of the entities involved this year, but noted the winter weather has be relatively mild compared to previous years. He added he had reached out last year to both of the parties involved and invited them to meet in the office or at lunch to discuss the issues involved. Thornsbery noted he had not received a reply from either, but would be happy to do either if contacted.

9. Other Business

10. Adjournment

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

DeVaney adjourned the meeting at 2:25 p.m.

Jon DeVaney, Chairman

Pamela Herman, Clerk of the Board

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

Activity	<i>Current Quarter</i>				FY24 Ttl. to Date
	FY23 Total	Oct FY24	Nov FY24	Dec FY24	
Minor Source Inspections	156	0	0	0	20
Complaints Received	161	7	18	8	77
NOVs Issued	77	0	0	0	3
AODs Issued	4	0	0	0	0
Warning Notices Issued	2	0	0	0	0
NOPs Issued	19	0	0	0	1
SEPA Reviews	297	21	21	19	114
AOP Applications Received	0	0	0	0	0
AOPs Issued or Renewed	1	0	0	1	1
Deviations/Upsets Reported	16	2	2	1	10
AOP Inspections	2	0	0	0	0
Public Workshops	2	1	0	0	2
Media Events	3	0	1	0	2
Media Contacts	8	0	1	0	3
Education Outreach Events	0	0	0	0	2
Sources Registered	375	0	0	0	6
NSR Applications Received	12	2	0	0	6
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	16	1	0	0	5
NODRs Received	180	10	10	5	66
Agricultural Burn Permits Issued	40	2	1	0	4
Conditional Use Permits Issued	5	0	1	0	1
Residential Burn Permits Issued	852	0	0	0	0
Burn Ban Days	34	0	6	2	8
Public Records Requests Fulfilled	29	3	2	3	16

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

Issue: Fiscal Reports

Analysis: December 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 December 2023 AP Fiscal Vouchers, totaling \$180,991.03, and the December 2023 Payroll Authorization, totaling \$55,860.61

December 05, 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	35738	4801	\$152.72	12/05/2023
Alliant Communications	35739	4201	\$357.22	12/05/2023
Charter Communications	35740	4201	\$309.51	12/05/2023
Coastal*	35741	4105	\$16,263.15	12/05/2023
Coleman Oil Company	35742	3201	\$246.44	12/05/2023
Fosseen's Home & Hearth*	35743	4105	\$14,744.01	12/05/2023
Key Bank	35744	Various	\$2,635.71	12/05/2023
Trista Melton*	35745	4105	\$350.00	12/05/2023
Katie Noble*	35746	4105	\$700.00	12/05/2023
Rowdy Construction*	35747	4105	\$12,619.67	12/05/2023
William Trudell*	35748	4105	\$700.00	12/05/2023
William R. Trudell*	35749	4105	\$700.00	12/05/2023
WAPRO	35750	4901	\$25.00	12/05/2023
Charles Wykto*	35751	4105	\$2,100.00	12/05/2023
Yakima Chimney Guys*	35752	4105	\$1,181.16	12/05/2023

\$ 53,084.59

***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: **\$ 53,084.59**

Jocelyn Roberson, Primary Auditing Officer 12/04/2023

Jon DeVaney, Board Chairman Date

Marc D. Thornsbury, Secondary Auditing Officer Date

December 20, 2023

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>
509 Ductless*	35753	4105	\$8,500.00	12/20/2023
Abadan Reprographics	35754	4801	\$101.25	12/20/2023
Alliant Communications	35755	4201	\$357.22	12/20/2023
Armstrong's Stove & Spa Yakima*	35756	4105	\$39,814.11	12/20/2023
Arlene Barney*	35757	4105	\$1,550.00	12/20/2023
Martha Browne*	35758	4105	\$1,550.00	12/20/2023
James Butler*	35759	4105	\$700.00	12/20/2023
Cynthia Ann Canaday*	35760	4105	\$350.00	12/20/2023
Cascade Natural Gas Corporation	35761	4701	\$190.81	12/20/2023
Coastal*	35762	4105	\$14,755.28	12/20/2023
Howard Cooley*	35763	4105	\$350.00	12/20/2023
David & Renee Silvestri*	35764	4105	\$2,300.00	12/20/2023
Fosseen's Home & Hearth*	35765	4105	\$11,095.53	12/20/2023
Marcus Michael Hudson*	35766	4105	\$1,550.00	12/20/2023
Imagicomm Yakima*	35767	4105	\$3,652.00	12/20/2023
Intermountain Cleaning Services Inc	35768	4101	\$370.00	12/20/2023
Iron Horse Real Estate & Property Mgt	35769	4501	\$9,841.60	12/20/2023
KAPP-KVEW*	35770	4105	\$1,920.00	12/20/2023
Menke Jackson Law Firm	35771	4101	\$3,113.75	12/20/2023
Minuteman Press	35772	3101	\$251.26	12/20/2023
Northwest Community Action Center*	35773	4105	\$400.00	12/20/2023
OIC*	35774	4105	\$600.00	12/20/2023
Pacific Power	35775	4701	\$214.00	12/20/2023
Michael & Jessica Petri*	35776	4105	\$1,050.00	12/20/2023
Pitney Bowes Global Financial Services L	35777	4501	\$242.58	12/20/2023
RH Welch Inc	35778	4901	\$400.00	12/20/2023
Carlos Reyes*	35779	4105	\$2,100.00	12/20/2023
Rowdy Construction*	35780	4105	\$11,869.68	12/20/2023
Springbrook Holding Company LLC	35781	4101	\$4,349.28	12/20/2023
Stephen's Media Group*	35781	4105	\$2,112.00	12/20/2023
Sunnyside Sun	35783	4401	\$36.0	12/20/2023
Terrace Heights Sewer District	35784	4701	\$114.00	12/20/2023
The Print Guys Inc.	35785	3101	\$324.16	12/20/2023
Angel Tovar*	35786	4105	\$1,550.00	12/20/2023
Xpress Billpay	35787	4901	\$130.13	12/20/2023
Yakima Herald Republic	35788	4401	\$102.00	12/20/2023

Total

\$127,906.64

* 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
December 2023**

Gross Wages		\$	31,863.24
ER Taxes Paid	\$	596.66	
ER Medical Paid		8,200.76	
Pers 1 ER Paid		-	
Pers 2 ER Paid		2,883.64	
Pers 3 ER Paid		1,144.75	
SUTA		84.82	
L & I		944.83	
Benefits		\$	13,855.46
Bank Charges	\$	-	
Other		-	
Miscellaneous		\$	-
Total Payroll		\$	55,860.61

Jocelyn Roberson
Primary Auditing Officer

Marc Thornsbury
Secondary Auditing Officer

(DATE)

Jon DeVaney
Board Chairperson

(DATE)

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2023 on November 30, 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; 8/29/2023; 11/21/2023	\$ 4,384	\$ -	Pd in full
Granger	\$ -	\$ 1,476	\$ 1,476	3/22/2023; 5/22/2023; 8/18/2023; 11/27/2023	\$ 1,476	\$ -	Pd in full
Harrah	\$ -	\$ 232	\$ 232	3/6/2023	\$ 232	\$ -	Pd in full
Mabton	\$ -	\$ 790	\$ 790	3/22/2023; 5/2/2023; 8/1/2023; 10/31/2023	\$ 790	\$ -	Pd in full
Moxee	\$ -	\$ 1,762	\$ 1,762	3/17/2023; 7/18/2023; 8/24/2023; 11/17/2023	\$ 1,762	\$ -	Pd in full
Naches	\$ -	\$ 444	\$ 444	3/17/2023; 5/15/2023; 8/18/2023; 11/21/2023	\$ 444	\$ -	Pd in full
Selah	\$ -	\$ 3,294	\$ 3,294	3/17/2023	\$ 3,294	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,560	\$ 6,560	4/3/2023; 5/22/2023; 8/23/2023; 11/28/2023	\$ 6,560	\$ -	Pd in full
Tieton	\$ -	\$ 572	\$ 572	3/22/2023; 5/15/2023; 8/14/2023; 11/21/2023	\$ 572	\$ -	Pd in full
Toppenish	\$ -	\$ 3,548	\$ 3,548	3/31/2023; 5/15/2023; 8/23/2023; 11/21/2023	\$ 3,548	\$ -	Pd in full
Union Gap	\$ -	\$ 2,638	\$ 2,638	3/17/2023; 5/15/2023; 8/18/2023; 11/21/2023	\$ 2,638	\$ -	Pd in full
Wapato	\$ 1,011	\$ 1,844	\$ 2,855	2/27/2023; 5/8/2023; 8/14/2023; 11/08/2023	\$ 2,855	\$ -	Pd in full
City of Yakima	\$ -	\$ 39,124	\$ 39,124	1/26/2023; 5/8/2023; 8/9/2023; 11/08/2023	\$ 39,124	\$ -	Pd in full
Zillah	\$ -	\$ 1,276	\$ 1,276	3/13/2023; 5/8/2023; 8/14/2023; 11/13/2023	\$ 1,276	\$ -	Pd in full
Yakima Co.	\$ -	\$ 35,296	\$ 35,296	3/17/2023	\$ 35,296	\$ -	Pd in full
Totals:	\$ 1,011	\$ 103,240	\$ 104,251		\$ 104,251	\$ -	

Yakima Regional Clean Air Agency
RESOLUTION NO. 2024-01

A Resolution of the Board of Directors
Delegating Authority to Agency Officials

WHEREAS, the Board of Directors may appoint an Air Pollution Control Officer and any other personnel pursuant to RCW 70A.15.2030; and

WHEREAS, the Board desires to assign certain responsibilities, and delegate certain authorities, to the officials holding specific positions as appointed by the Board;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby delegate the responsibilities and authorities described to the agency officials identified, by title, as set forth below:

1. The Primary and Secondary Auditing and Investing Officers shall be responsible for:
 - a. Ensuring all Agency financial transactions are executed in accordance with state law and consistent with commonly accepted accounting practices;
 - b. Identifying internal control deficiencies and recommending corrective action;
 - c. Reporting fraud, misconduct, malfeasance, or other wrongdoing to the Board of Directors; and
 - d. Monitoring grants to ensure contract and budget compliance.
2. The Primary and Secondary Auditing and Investing Officers shall be delegated the authority to:
 - a. Receive monies and make deposits into Agency accounts;
 - b. Transfer funds between and within Agency accounts;
 - c. Audit claims against the Agency;
 - d. Issue checks, make electronic or other external fund transfers, and submit warrants for lawful Agency expenditures in advance of approval by the Board of Directors and act as signatories on all such documents; and
 - e. Sign warrant registers and void warrant agreements.
3. The Public Records Officer shall be responsible for:
 - a. Making all public records available for public inspection and copying, unless the record falls within the specific exemptions permitted by state law;
 - b. Protecting public records from damage or disorganization;
 - c. Ensuring public records are retained in accordance with the retention schedules set forth in Washington Administrative Code; and
 - d. Otherwise implementing all provisions of the Public Records Act (Chapter 42.56 RCW).
4. The Executive Director shall be responsible for:
 - a. Providing management and supervision of all other Agency employees;
 - b. Preparing and proposing annual budgets and amendments thereto;
 - c. Informing employees of Agency policy and their rights as set forth in the same or by statute or regulation;
 - d. Providing facts, figures, and other pertinent information, advice, and guidance to the Board of Directors in support of its governance and policy-making responsibilities;
 - e. Ensuring employees are not subjected to discrimination, unsafe or unhealthy working conditions, or harassment;
 - f. Implementing and directing the activities and expenditures of the Agency consistent with Agency policy, its duly adopted budget, and the direction of the Board; and
 - g. Ensuring no practice, activity, or decision of Agency personnel is in violation of state law, Agency policy, or commonly accepted standards of ethical conduct.

5. The Executive Director shall be delegated the authority to:
 - a. Expend funds, without restriction as to individual expenditure amounts or line items, up to the aggregate amount approved by the Board of Directors in the Agency's most recent adopted budget, as may be amended;
 - b. Schedule or reschedule work periods for all employees;
 - c. Enter into contracts on behalf of the Agency with his/her signature being sufficient to bind the Agency in all such matters;
 - d. Hire, review, promote, discipline, and terminate all other Agency employees consistent with adopted policy;
 - e. Seek grant funds from other federal, state, and local agencies or other organizations;
 - f. Accept service of process and receive any claim for damages pursuant to RCW 4.96.020;
 - g. Adjust wages and salaries consistent with Agency policies and duly adopted budgets;
 - h. Evaluate, select, direct, and execute and terminate professional services contracts as necessary to perform his/her assigned duties and to do so without conducting a competitive solicitation process for emergency projects pursuant to RCW 39.80.060;
 - i. Sell at market value or, when the cost to do so would exceed market value, otherwise dispose of surplus property deemed no longer of use to the Agency and having an estimated value less than twenty thousand dollars (\$20,000);
 - j. Represent the Agency to the public, other agencies, and the media in a manner consistent with Agency policy and the direction of the Board; and
 - k. Delegate and re-delegate his/her authority to other Agency employees with any degree of formality consistent with state law.
6. All prior delegations of authority are superseded and the authorities assigned to the positions or persons named therein are null and void.

ADOPTED IN OPEN SESSION this 11th day of January, 2024.

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. 2024-02

A Resolution of the Board of Directors
Appointing Agency Officials

WHEREAS, the Board of Directors is required to appoint an Auditing Officer for the Agency pursuant to Revised Code of Washington (RCW) 42.24.080; and

WHEREAS, the Board of Directors is required to appoint a Public Records Officer for the Agency whose responsibility is to oversee the Agency’s compliance with public records disclosure requirements pursuant to RCW 42.56.580; and

WHEREAS, the Board of Directors may appoint an Air Pollution Control Officer and any other personnel pursuant to RCW 70A.15.2030; and

WHEREAS, the Board of Directors is required to designate the treasurer of a county as treasurer of the Agency pursuant to RCW 70A.15.2610 and has so designated the Yakima County Treasurer; and

WHEREAS, the Yakima County Treasurer requires the Agency to designate a Primary and Alternate Auditing and Investing Officer; and

WHEREAS, the Yakima County Treasurer requires a date upon which the designation of a Primary and Alternate Auditing and Investing Officer expires;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby designate Jocelyn Roberson as Primary Auditing and Investing Officer, Pamela Herman as Public Records Officer, and Marc Thornsby as Executive Director, Air Pollution Control Officer, Secondary Auditing and Investing Officer, and agent to receive claims for damages with said designation superseding all previous designations and effective until superseded or through January 31, 2025, whichever shall occur first, subject to the authorities and responsibilities for said positions as set forth in Resolution 2024-01 adopted January 11, 2024, and the provisions set forth below:

1. The named individuals shall be held harmless, to the fullest extent allowed by law, for actions taken, or for failure to take actions, that are required by virtue of their designated offices;
2. The Agency shall acquire and maintain, through its insurance provider, indemnification (aka “directors and officers”) insurance to defray the cost of any action against the named individuals.

ADOPTED IN OPEN SESSION this 11th day of January, 2024.

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. 2024-03

A Resolution of the Board of Directors
Adopting a Minor Source Classification Methodology

WHEREAS, the Board of Directors instructed Agency staff to create a framework for assessing registration fees that would more equitably allocate said fees across different minor sources; and

WHEREAS, Agency staff developed a proposed method using a point system based on emission toxicity, emission quantity, and compliance work time and presented it on December 14, 2023; and

WHEREAS, the Board reviewed, and took public comment concerning, the proposed method described herein and determined it to be effective, objective, and equitable;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby approve and adopt a minor source classification methodology wherein each minor source shall be assigned a registration class number equal to the total points allocated to the source based on the following three elements.

1. Toxicity as calculated on the acceptable source impact level (ASIL), as set forth in WAC 173-460-150, of the most toxic air pollutant used or present.

0 to 0.12 $\mu\text{g}/\text{m}^3$	4 points	10 to 30 $\mu\text{g}/\text{m}^3$	1 point
0.12 to 1 $\mu\text{g}/\text{m}^3$	3 points	30 $\mu\text{g}/\text{m}^3$ or more	0 points
1 to 10 $\mu\text{g}/\text{m}^3$	2 points		

(a lower ASIL indicates a higher toxicity)

2. Emissions as calculated on the estimated quantity of emissions released.

0 to 10 tons	0 points	30 to 40 tons	2 points
10 to 30 tons	1 point	40 tons or more	3 points

(one million gallons liquid [e.g. gasoline] throughput equals approx. one ton of emissions)

3. Compliance as calculated on the approximate time required for the Agency to conduct all compliance-related work necessary under federal, state, and local regulations.

0 to 2 hours	0 points	4 to 6 hours	2 points
2 to 4 hours	1 point	6 hours or more	3 points

ADOPTED IN OPEN SESSION this 11th day of January, 2024.

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. 2024-04

A Resolution of the Board of Directors
Adopting a Fee Schedule for 2024

WHEREAS, the Board of Directors authorized the Executive Director to adjust fees annually based on a cost and revenue analysis; and

WHEREAS, a compensation study conducted in 2022 found staff wages substantially below market averages in the public and private sectors, taking into account differences in the cost of living; and

WHEREAS, the Board of Directors determined this disparity had a negative effect on the ability of the Agency to hire and retain staff members; and

WHEREAS, the Board of Directors, upon the recommendation of the Executive Director, deemed it necessary to adjust wages and salaries so as to reduce the risk to continued operation of the Agency posed by potential staff losses and recruiting challenges; and

WHEREAS, the Board of Directors elected to adjust wages and salaries to equal market averages over a period of two years and to raise registration and other fees over the same period sufficient to meet the resulting increased wage and benefit costs; and

WHEREAS, the first year increases in registration fees and wages took effect in January 2023 and July 2023, respectively; and

WHEREAS, the second year increase in wages and salaries will take effect in July 2024; and

WHEREAS, YRCAA Regulation 1 Section 2.02(D)(1) requires fee schedules to be adopted by board resolution;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby approve and adopt the fee schedule set forth below and authorizes the Executive Director to implement the same for the calendar year 2024.

1. Registration Fee (annual):			
Class 0 Minor	\$236	Class 6 Minor	\$2,036
Class 1 Minor	\$292	Class 7 Minor	\$3,326
Class 2 Minor	\$387	Class 8 Minor	\$5,501
Class 3 Minor	\$547	Class 9 Minor	\$9,168
Class 4 Minor	\$816	Class 10 Minor	\$15,348
Class 5 Minor	\$1,270	Synthetic Minor	\$4,949
2. Burn Permit:			
Residential (annual)	\$55	Land Clearing (per ton)	\$2.42
Agricultural (per ton)	\$1	Land Clearing (per acre)	\$9.03
Agricultural (minimum)	\$80	Land Clearing (minimum)	\$242
Fire training (per event)	\$242	Conditional (per ton)	\$2.42
		Conditional (minimum)	\$242
3. Dust Plan:			
Master/Project	\$370	Site Notification (per site)	\$170

4. Demolition and Asbestos:			
0-10 LF / 0-48 SF	\$45	Owner-Occupied	\$80
11-260 LF / 49-160 SF	\$100	Commercial Roof	\$214
261-999 LF / 161-4,999 SF	\$205	Annual Notice	\$435
1K-10K LF / 5K-50K SF	\$495	Emergency Notice	\$155
>10K LF / >50K SF	\$1,190	Revision	\$40
5. New Source Review:			
Stationary Source	\$400	plus actual cost	
Temporary/Portable Source	\$150		
6. Air Operating Permit			
	\$0	plus actual annual cost	
7. Regulatory Order			
	\$400	plus actual cost	
8. General Permit			
	\$400	plus actual cost	
9. SEPA			
	\$400	plus actual cost	
10. Public Records:			
Paper copy (per page)	\$0.15		
Scanned copy (per page)	\$0.10		
Electronic file (per 4 files)	\$0.05		
Electronic delivery (per GB)	\$0.10		
Postal/Other delivery	\$0	plus actual cost	
Mailing materials	\$0	plus actual cost	
Flash/Portable drive (per dev)	\$0	plus actual cost	
Customized service	\$0	plus actual cost	

ADOPTED IN OPEN SESSION this 11th day of January, 2024.

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

Executive Memorandum

Date of Release: January 4, 2023
Date of Consideration: January 11, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Engineering and Planning Division
Subject: December'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 December including some additional related information:

- Two days of burn bans were called for the month of December;
- Working on the registration program for 2024;
- Working on New Source Reviews (NSR) permits;
- Reviewed/responded to 19 SEPA's projects;
- Working on Title V renewals;
- Reviewed/approved 5 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 December as shown in the graphs below;
- Working on several permitting and compliance issues with industrial sources;
- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 8 complaints for the month of December;

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

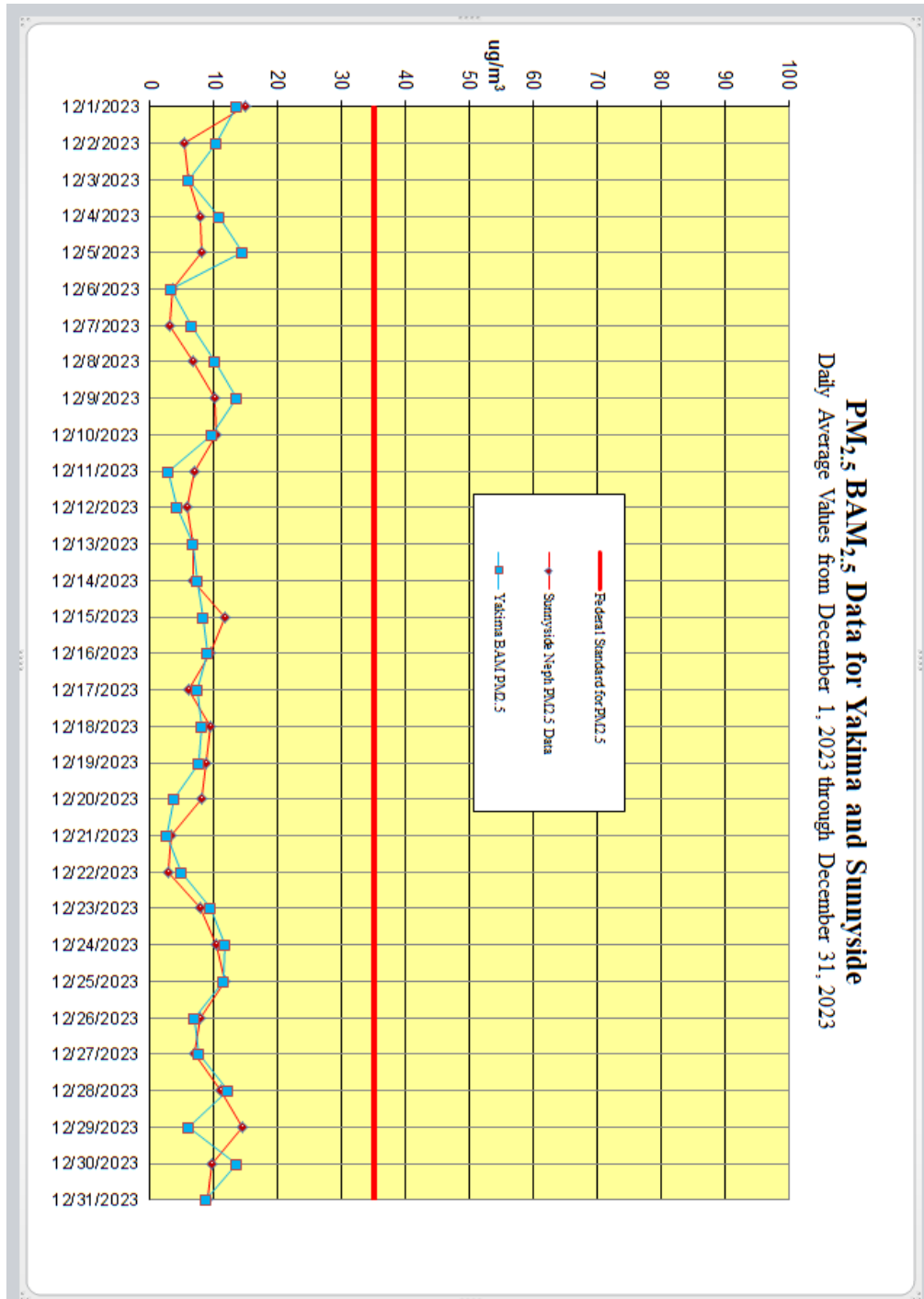
Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	4		
Agricultural Burning	3		
Other Burning and SFBD***	1		
Fugitive / Construction Dust			
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor			
Asbestos			
Others and NSR****			
Registration			
Industrial Sources			
TOTALS	8	0	0

- * NOV- Notice of Violation
- ** AOD- Assurance of Discontinues
- *** Solid Fuel Burning Device **** New Source Review

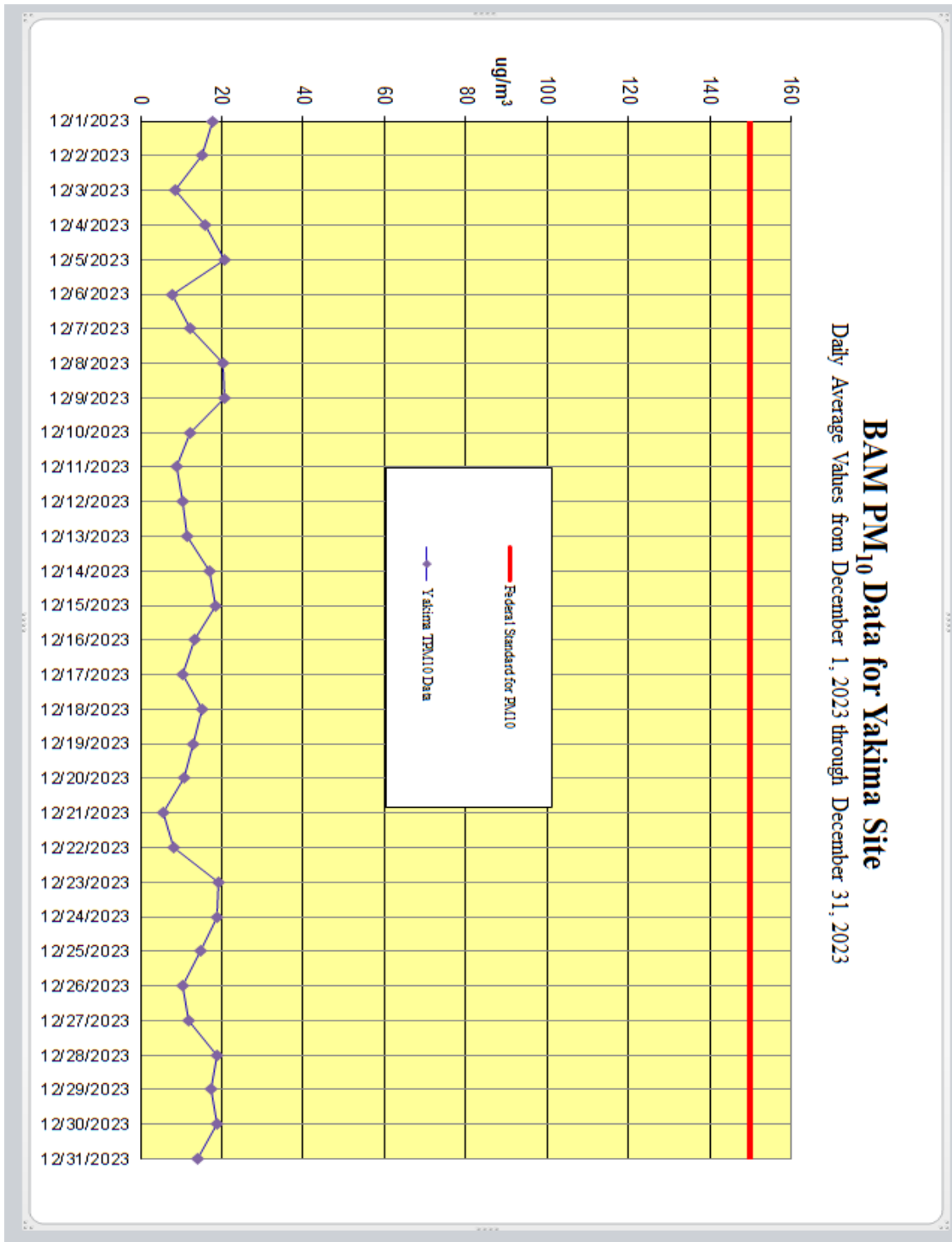
Attachments:

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

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



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



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

