

January

2023

**Yakima Regional Clean
Air Agency
Board Meeting**



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

Regular Board of Directors' Meeting

January 12, 2023 – 2:00 P.M.

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Changes to the Agenda**
- 4. Public Comments**
The public may address any matter relevant to the business of the Board at this time. Please state your name and the item you wish to address. Comments are limited to three (3) minutes per person.
- 5. Board Meeting Minutes for December 8, 2022**
- 6. Vouchers and Payroll Authorization Transfers for December 2022**
- 7. Resolution 2023-01 – Establishing Agency Paid Holidays**
- 8. Resolution 2023-02 – Authorizing Board Member Mileage Reimbursement**
- 9. Board Officer Election**
- 10. Agency Branding and Logo**
- 11. Executive Director's Report**
 - Agency Reorganization
 - 2023 Registration Fees
 - Caton Landfill
- 12. Other Business**
- 13. Adjournment**

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



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Reunión Ordinaria de la Junta Directiva

12 de enero de 2023 – 2:00 P.M.

AGENDA

- 1. Llamar al orden**
- 2. Registro de asistencia**
- 3. Cambios en la Agenda**
- 4. Comentarios públicos**
El público puede abordar cualquier asunto relacionado con los asuntos de la Junta en este momento. Indique su nombre y el artículo que desea abordar. Los comentarios están limitados a tres (3) minutos por persona.
- 5. Acta de la reunión de la diciembre del 8 de diciembre de 2022**
- 6. Comprobantes y transferencias de autorización de nómina para diciembre de 2022**
- 7. Resolución 2023-02 – Autorizando el reembolso de millas de los miembros de la Junta**
- 8. Resolución 2023-01 – Establecimiento de vacaciones pagadas por agencias**
- 9. Elección del Oficial de la Junta**
- 10. Marca y logotipo de la agencia**
- 11. Informe del Director Ejecutivo**
 - Reorganización de agencias
 - Cuotas de inscripción 2023
 - Vertedero Caton
- 12. Otros asuntos**
- 13. Aplazamiento**

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

1. **Call to Order**

Chairperson DeVaney called the meeting to order at 2:05 p.m. in the council chambers, Yakima City Hall; 129 N Second St.; Yakima, Washington.

2. **Roll Call**

Herman conducted roll call and declared a quorum present.

Board members: Amanda McKinney, County Representative, Present (via conf. call)
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 Thornsby, Executive Director
Pamela Herman, Clerk of the Board

3. **Changes to the Agenda**

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

4. **Public Comment**

DeVaney asked if there were any public comments.

There were none.

5. **Board Meeting Minutes for November 2022**

Jones moved to approve the minutes. McKinney seconded. Motion passed 2-0.

6. **Vouchers and Payroll Authorization Transfers for November 2022**

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

7. **Board Compensation**

After reviewing Resolution 2022-08 Authorizing Board Member Mileage Reimbursement, DeVaney suggested changing the language in item no. 1 from “shall” to “may” and requiring board members to request mileage reimbursement if it is desired.

McKinney concurred with Chairman DeVaney.

Resolution 2022-08 Authorization Board Member Mileage Reimbursement will be amended and brought back in January for approval.

8. **Member-at-Large Appointment**

DeVaney noted his appointment as the member-at-large expires at the end of the year and inquired as to whether a change in the appointment process was to be considered.

Thornsbury explained time did not permit a more thorough assessment and evaluation of potential alternate processes. He added the work of reviewing similar processes used by others and then developing one appropriate for the Agency would require a period of time well beyond the immediate demands of the January meeting.

DeVaney invited nominations. Jones moved to nominate Jon DeVaney to serve as the board member-at-large. McKinney seconded. Motion passed 2-0.

9. **2023 Registration Fees**

Mayor Deccio joined the Board Meeting.

Thornsbury provided a summary of the proposed changes in compensation and registration fees, noting the board had expressed a desire that compensation rates be set at the 50th percentile identified in the compensation study and to apply increases to various rates—including registration rates—over a period of two years to minimize the impact. He explained the current total wages are estimated at \$548,504, adding the proposed amount would be \$626,726 in 2023 and \$699,572 in 2024. He noted this would achieve the Board's objective by July 1, 2024.

Thornsbury reminded the board members an adjustment to the supplemental income charges had been proposed at the last meeting as the bills for these would be going out in early January. He advised the board a letter had been sent to the cities stating the anticipated per capita rate for the 2023 supplemental income charges. Thornsbury cautioned this served to limit the extent to which supplemental income could be increased in 2023 as the Agency already provided a target amount for budgeting purposes. He explained the proposed plan could still be executed by adopting registration fee increases in early 2023 and 2024, compensation increases in mid-2023 and mid-2024, and supplemental income increases in early 2024 and 2025.

DeVaney asked if there were questions from the board members concerning the cash management and timing aspects of the proposal. McKinney inquired regarding the potential of using reserves to make the proposal work. Thornsbury stated the plan was developed to provide a sufficient financial cushion such that the use of reserves would not be necessary. He added if adjustments were needed to address unexpected events, they could be made during the budget process for the next fiscal year.

Thornsbury noted a grant reduction amount had been reintroduced into the proposal, acknowledged the board had previously requested its removal in full, explained it was a substantially reduced amount, and urged the board to retain it as a hedge against the unexpected.

McKinney wondered if the letters that went out to the cities stated the cost or what the estimated increase would be and whether the Agency was legally bound to the amount

specified. Thornsbery responded he did not believe the Agency was subject to any legal obligation. He stated his belief it is something that has been done every year to help the cities as they discuss their annual budgets. Thornsbery restated he does not believe the Agency is committed to a particular course of action, but noted there are niceties to be observed under the circumstances. McKinney inquired as to the amount of the increase stated in the June letter. Thornsbery noted an increase was not described and the letter stated the rate would remain at forty cents per capita.

DeVaney explained a 5% temporary pay increase was given to employees through the end of the calendar year and asked if employee wages and salaries would decline starting January 1 until the increase July 1. Thornsbery noted the increase was paid as a one-time lump sum so existing employee pay would remain the same until July.

Jones noted a 7.4% pay increase was made effective July 1, 2022, and asked if the proposed increases would be in addition to that amount. Thornsbery affirmed that would be correct and explained the compensation study looked strictly at current pay rates versus market pay rates without regard to any specific or intervening increase and, as a result, the latter had no effect on the results of the study.

Jones stated there was a discrepancy in the total current compensation amount shown in the staff report and the amount shown in the budget. Thornsbery explained this was likely due to the fact compensation costs not directly tied to wages, such as medical insurance and workers' compensation, were excluded from the current compensation discussion as these amounts do not change with pay. He added this was consistent with the information provided at prior meetings. Discussion followed regarding the current and proposed amounts for wages and benefits as shown in the spreadsheet presented to the board members.

Jones expressed concern over the use of an across-the-board increase, adding he believed the matter should be addressed on an individual basis. DeVaney expressed his understanding the plan would not apply a uniform, across-the-board percentage, but would move each employee to the median point set forth in the compensation study with some employees currently closer to that point than others. Jones asked who would determine how the money was divided. DeVaney added he did not believe it was a division of the money, but getting the compensation for each position to the mid-point for a comparable position in the market.

Jones noted not everyone has the same job and each job description is different, adding compensation should be looked at individually and reiterating his opposition to an across-the-board pay increase. Thornsbery asked for confirmation Jones was referring to applying the same percentage or amount to all employees. Jones stated that was his reading of the information. Thornsbery reiterated there would be no across-the-board increase and the figures shown in the staff report are merely an aggregation of the various increases for each individual position. He noted some positions were already closer to the median and would receive a minor increase while others are well out of step with the market and would receive

a larger one, but all would be addressed based on each specific position. Jones requested to see details regarding each position. Thornsby brought up the spreadsheet again and showed the calculations on several individual positions.

Jones stated it was obvious the compensation for each position would be increased to the median of the range described in the compensation study and expressed his belief this left a lot of leeway. He added moving to the median would result in an increase of 35.8%. Thornsby affirmed the latter and noted the board had the option of postponing any change and implement a larger one at a later date, but cautioned the longer the delay in addressing the issue the bigger the required correction.

DeVaney asked if Jones was concerned regarding the overall cost of the plan or the level of scrutiny given the individual changes included in the plan. Jones affirmed the latter. DeVaney expressed satisfaction with the objective of bringing all employees to, at minimum, the median of the range for each position. He acknowledged the amount was large, pointing out this was the result of having deferred increases for so long. Jones expressed support for increasing compensation to the minimum of the range established in the compensation survey and asked if DeVaney was referring to the minimum or the median. DeVaney confirmed the latter and Jones stated he was uncomfortable with paying the median wage.

McKinney expressed support for adopting the median wage as determined by the compensation survey, noting that while budgeting would be difficult—particularly given the need to increase fees—it is the reality faced by the board. She added there is a requirement the Agency provide certain services and doing so requires qualified staff and the ability to recruit and retain them. McKinney noted without Agency would lose out if it cannot at least meet the median wage.

Thornsby recommended a 16% increase in 2023 in addition to the difference between the rate of inflation over the period during which there were no increases and the increase adopted in 2022. He noted this would result in a 2023 increase of 22.53% for minor sources, 22.52% for complex minor sources, and 22.86% for synthetic minor sources. Thornsby explained the increase would be spread over a two-year period, with a corresponding 16% increase in 2024. DeVaney reminded the board the per capita supplemental income rate had not changed for thirteen years. Thornsby added the last substantial increase in registration fees took effect in 2010. He noted staff would be looking into how to restructure the registration fees using additional tiers so the Agency could ensure fees are commensurate with the complexity of the registrant. Currently most registrants fall into a single category.

Jones expressed support for allocating a greater percentage of the increase to registration fees over the supplemental income rate. McKinney concurred. Jones suggested a supplemental income rate increase of up to fifty cents per capita. Discussion followed concerning various per capita rates. Jones expressed his preference the rate not exceed fifty cents and noted other agencies use a number of tiers with different registration fees for each tier. Thornsby

reminded the board of the costs and impact surrounding the use of actual emissions as the basis for calculating registration fees as described during the previous board meeting. Jones suggested the emissions figures used by other agencies might be estimates. Thornsby explained they appeared to be actual emissions readings based on the information received from other agencies. He added the objective is to develop a more finely grained classification system that generally mimics what other agencies use and delivers the desired benefit while avoiding the added cost.

DeVaney reminded the board that while the current discussion involves a plan to be implemented over two years, the only aspects requiring immediate board attention are the 2023 fees. He asked Thornsby for confirmation adjustments to future increases could be made during the next six months. Thornsby confirmed and explained that while the dollar amounts are largely fixed at this point, the various methods for reaching those amounts can be changed. He offered the example that as long as the revenue necessary was generated, the specific mechanism used could be changed. Thornsby explained this would not change the financial picture, but would change how fees are allocated to registrants.

Thornsby reminded the board the reduction in supplemental income will require an increase in registration fees and noted that, with the changes made, supplemental income would now increase by 20% each year, going from forty cents to forty-eight cents in 2023 and fifty-eight cents in 2024. He added registration fees would need to increase between 32% and 33% in 2023 and 24% in 2024 to make up the difference. DeVaney asked Thornsby for confirmation the amounts stated were a projection over two years, but the board is only taking action on registration fee changes for 2023. Thornsby confirmed.

DeVaney asked if the supplemental income rate would be changed in the coming calendar year or if Thornsby was delaying it until 2024. Thornsby explained the increase could take place in 2024 and the plan still implemented. DeVaney stated he was uncomfortable waiting an entire year, but noted he had not been aware a letter had been sent to the cities notifying them of a specific amount. He added a last-minute change would be an uncomfortable position in which to put the cities. DeVaney asked Deccio's opinion concerning the potential impact to cities of an unexpected increase to the supplemental income fee. Deccio stated she was unsure as the city budget has already been finalized.

McKinney stated budgets typically have a minimum 5% contingency for situations such as these, adding the board was in a difficult position. Jones noted a 5% increase would translate into \$7,600 for the City of Yakima. DeVaney inquired as to whether McKinney was suggesting a small increase in 2023 or a delay to 2024. McKinney expressed support for either delaying to 2024 or doing a 5% increase in 2023 and providing notice to expect a substantial increase in 2024.

DeVaney asked Deccio if a 5% increase in 2023 would be acceptable. Deccio agreed. Thornsby asked for clarification as to the objective of a 5% increase. McKinney stated it

would show the board is being responsive to the current financial conditions, acknowledging that despite the need for a greater increase, implementing it in 2023 would not be reasonable given budgets have already be finalized, and adopting a small increase the cities can hopefully absorb within existing budgetary constraints.

Discussion followed reviewing the changes made to registration fees, supplemental income per capita rates, the timing of these changes across the calendar years 2023 through 2025, and the impact on cash flow of these changes and the proposed compensation adjustments to be effective July 2023 and July 2024.

Deccio moved to adopt a 5% supplemental income per capita rate increase and registration fee increases of 32.53% for minor sources, 32.52% for complex minor sources, and 32.86% for synthetic minor sources to be effective January 1, 2023. McKinney seconded. Motion passed 3-0.

Jones moved to direct staff to incorporate into the 2023-24 budget the wage and salary increases proposed to take effect July 1, 2023, as outlined by the Director. Deccio seconded. Motion passed 3-0.

10. **Executive Director's Report**

Thornsbury addressed the houseless winter warming incident that occurred in Winter 2021-22 as previously requested by the board. He explained his work investigating the details surrounding the issue, reviewing relevant laws, and evaluating potential options. Thornsbury noted no conclusions have been reached, but productive conversations with various parties have taken place. He asked if the board had any questions or concerns not addressed in the staff report.

Jones asked if the use of a certified wood stove in an outdoor setting would be permissible under the regulations covering burning in an urban growth area. Thornsbury stated he did not have an answer to the question as his investigation had revealed conflicting information. He pointed to an example concerning the Wash. Dept. of Ecology (ECY) where details from one source suggest it is prohibited under any conditions and details from another source suggest it is permissible under certain circumstances. Thornsbury explained his intent is to secure an answer, but noted there appears to be considerable confusion regarding the matter.

DeVaney noted there is an exemption concerning burning when a wood stove is the only source of heat for a house, but there are also heating needs for those without a house and it appears there is no guideline concerning how an exception might be made. He added the matter might be an issue for the ECY or the state legislature.

Thornsbury addressed the matter of potential additional funding for monitoring in the Lower Yakima Valley and explained information was scarce. He noted several legislators have discussed the budget publicly, but it does not appear any of them have seen it so specific

information as to what it contains remains unknown. Thornsbery added there does appear to be a request for additional funding which will most likely be channeled through conservation districts—in this case, likely the South Yakima Conservation District.

Thornsbery noted the board members had been provided with several graphic and font options for potential use in a new Agency logo and invited the board to offer comments, ideas, questions, or concerns. He added the intent is to lay the groundwork for a more substantive discussion of the matter at the January meeting.

DeVaney noted logo design is often dependent upon how the logo will be presented such as on stationery, the side of a truck, etc. He added logos that are simple are often better. Deccio noted she favored logo 6A and the DejaVu font and inquired as to the reason for changing the logo. Thornsbery explained it was intended to provide a fresh, updated look and to support the development of materials for use in the outreach and education programs the Agency expects to restart.

11. Other Business

DeVaney reminded the board members of the need to attend the January meeting for the election of officers. He expressed hope Deccio and McKinney would continue serving on the board.

Jones inquired as to the status of changes to the web site and e-mail systems. Thornsbery explained that despite much of his time having been consumed in preparation for today's meeting, he is continuing to examine both and has completed additional preliminary work regarding what the new web site will include. He added work has continued to narrow the list of potential web hosts and e-mail service providers.

12. Adjournment

Jones moved to adjourn. Deccio seconded. Motion passed 3-0.
DeVaney adjourned the meeting at 3:45 p.m.

Jon DeVaney, Chairman

Pamela Herman, Clerk of the Board



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STAFF REPORT

Date: January 5, 2022
To: YRCAA Board of Directors
From: Christa Owen, Fiscal Program Manager
Subject: Fiscal Program Report

Issue: Fiscal Reports

Analysis: December 2022 Accounts Payable (AP) and Payroll Authorization are enclosed for your approval. The Budget Verification Analysis (BVA) and Supplemental Income documents are included as informational items.

Recommendation: Accept and approve by minute action the December 2022 AP Fiscal Vouchers, totaling \$85,475.11, and the December 2022 Payroll Authorization, totaling \$61,208.20.



December 13, 2022

Fund 614-6140 YRCAA
Fund 614-1410 Enterprise


<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
509 Ductless*	35384	4105	\$ 6,993.00	12/15/2022
Armstrong's Stove & Spa Yakima*	35385	4105	\$ 10,973.62	12/15/2022
Cascade Natural Gas Corporation	35386	4701	\$ 261.95	12/15/2022
Coastal*	35387	4105	\$ 3,757.76	12/15/2022
Coleman Oil Company	35388	3201	\$ 173.67	12/15/2022
Fosseen's Home & Hearth*	35389	4105	\$ 4,636.77	12/15/2022
Robert Fraga*	35390	4105	\$ 2,500.00	12/15/2022
Teagan Gonzalez*	35391	4105	\$ 2,000.00	12/15/2022
Julianna Hewitt*	35392	4105	\$ 2,000.00	12/15/2022
Imagicomm Yakima*	35393	4105	\$ 2,954.00	12/15/2022
Iron Horse Real Estate Property Mgt	35394	4501	\$ 4,776.83	12/15/2022
KAPP-KVEW*	35395	4105	\$ 1,325.00	12/15/2022
KeyBank	35396	Various	\$ 742.91	12/15/2022
Rowdy Construction*	35397	4105	\$ 2,014.38	12/15/2022
Lisa Sanchez*	35398	4105	\$ 2,000.00	12/15/2022
Stephens Media Group*	35399	4105	\$ 1,125.00	12/15/2022
Hasan Tahat	35400	4301	\$ 229.25	12/15/2022
Terrace Heights Sewer District	35401	4701	\$ 107.00	12/15/2022
YRCAA	35402	4901	\$ 482.45	12/15/2022
Yakima County Public Services	35403	4701	\$ 21.54	12/15/2022

\$ 49,075.13

***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: **\$ 49,075.13**


 Christa Owen, Primary Auditing Officer 12/15/2022

 Jon DeVaney, Board Chairman Date

 Marc D. Thornsbury, Secondary Auditing Officer Date



December 29, 2022

Fund 614-6140 YRCAA
Fund 614-1410 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Oswaldo Alcantara*	35404	4105	\$ 1,500.00	12/30/2022
Alliant Communications	35405	4101	\$ 1,020.03	12/30/2022
Armstrong's Stove & Spa*	35406	4105	\$ 6,000.00	12/30/2022
Steven Branch*	35407	4105	\$ 4,000.00	12/30/2022
Roger Cantrell*	35408	4105	\$ 1,500.00	12/30/2022
Charter Communications	35409	4201	\$ 439.51	12/30/2022
Coastal*	35410	4105	\$ 3,992.69	12/30/2022
Fosseen's Home & Hearth*	35411	4105	\$ 4,649.99	12/30/2022
Richard Gonzalez*	35412	4105	\$ 2,000.00	12/30/2022
Intermountain Cleaning Service, Inc.	35413	4802	\$ 370.00	12/30/2022
Christobal Martinez*	35414	4105	\$ 250.00	12/30/2022
Pacific Power	35415	4701	\$ 220.76	12/30/2022
Maria Reyes*	35416	4105	\$ 2,000.00	12/30/2022
Rowdy Construction*	35417	4105	\$ 3,357.00	12/30/2022
Storage Max	35418	4506	\$ 900.00	12/30/2022
Thurston County Fair Complex**	35419	4506	\$ 200.00	12/30/2022
Pam Wickersham*	35420	4105	\$ 4,000.00	12/30/2022

\$ 36,399.98

*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: **\$ 36,399.98**

Christa Owen
 Christa Owen, Primary Auditing Officer 12/30/2022

 Jon DeVaney, Board Chairman Date

Marc D. Thornsby JAN. 4, 2023
 Marc D. Thornsby, Secondary Auditing Officer Date

**Yakima Regional Clean Air Reimb
December 2022**

Gross Wages	\$45,873.68	
Reserve Adjustment		\$45,873.68
ER Taxes Paid	646.76	
ER Medical Paid	8,996.33	
Pers 1 ER Paid	0.00	
Pers 2 ER Paid	3,679.80	
Pers 3 ER Paid	1,086.48	
	0.00	
SUTA	123.86	
L & I	793.70	
	0.00	
Total Benefits	15,326.93	\$15,326.93
Other	0.00	
Bank Charges	7.59	
Total	\$7.59	\$7.59
Total Payroll		\$61,208.20

Christa Owen 1/5/23
Primary Auditing Officer Date

Chairman Board of Directors Date

Secondary Auditing Officer Date

FY 2023 Monthly BVA

December 2022 Report Date: January 12, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
REVENUE					
REVENUE 614 YRCAA Base Operations					
Stationary Source Permit Fees					
614-32190001	Minor Sources	\$ 163,880	\$ -	\$ 16,788	10.2%
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ -	\$ 2,822	12.5%
614-32190006	Complex Sources	\$ 32,808	\$ -	\$ 885	2.7%
614-32290001	Title V Sources	\$ 92,000	\$ -	\$ 64,038	69.6%
614-32190002	New Source Review	\$ 38,000	\$ 2,866	\$ 8,504	22.4%
<i>Subtotal, Stationary Source Permit Fees</i>		\$ 349,264	\$ 2,866	\$ 93,037	26.6%
Burn Permit Fees					
614-32290005	Residential Burn Permits	\$ 55,000	\$ -	\$ 12,854	23.4%
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 80	\$ 2,511	10.0%
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		\$ 93,000	\$ 80	\$ 15,365	16.5%
Compliance Fees					
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 2,664	\$ 16,365	65.5%
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 660	\$ 2,805	48.4%
<i>Subtotal, Compliance Fees</i>		\$ 30,800	\$ 3,324	\$ 19,170	62.2%
<i>Subtotal, All Permit Fee Revenue</i>		\$ 462,000	\$ 6,270	\$ 127,572	27.6%
Base Grants					
614-33366001	EPA, Core Grant	\$ 106,545	\$ -	\$ 53,272	50.0%
614-33403101	DOE, Core Grant	\$ 76,800	\$ -	\$ 38,576	50.2%
<i>Subtotal, Base Grants</i>		\$ 183,345	\$ -	\$ 91,849	50.1%
Fines & Penalties					
614-35990001	Civil Penalty	\$ 2,500	\$ 7,984	\$ 21,892	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines & Penalties</i>		\$ 2,500	\$ 7,984	\$ 21,892	
Supplemental Income					
614-33831001	Supplemental Income	\$ 102,830	\$ -	\$ 23,379	22.7%
<i>Subtotal, Supplemental Income</i>		\$ 102,830	\$ -	\$ 23,379	22.7%
Other Income					
614-36111001	Interest	\$ 3,500	\$ 753	\$ 3,403	97.2%
614-36990014	Miscellaneous Income	\$ 100	\$ -	\$ 96	96.2%
<i>Subtotal, Other Income</i>		\$ 3,600	\$ 753	\$ 3,499	97.2%
<i>Total YRCAA Base Operations Revenue</i>		\$ 754,275	\$ 15,006	\$ 268,191	35.6%
REVENUE 614 YRCAA Grant Operations					
614-33403105	Wood Stove Ed	\$ 4,906	\$ -	\$ 2,631	53.6%
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 10,525	50.0%
614-33403107	Woodstove Change-out	\$ 579,000	\$ 147	\$ 538,525	93.0%
<i>Total YRCAA Grant Operations Revenue</i>		\$ 604,956	\$ 147	\$ 551,681	91.2%
REVENUE Enterprise Operations					
614-34317001	VE Certification Fees	\$ 60,000	\$ 8,810	\$ 36,490	60.8%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Enterprise Revenue</i>		\$ 60,000	\$ 8,810	\$ 36,490	60.8%
<i>Total Base, Grant and Enterprise Revenue</i>		\$ 1,419,231	\$ 23,963	\$ 856,362	60.3%

FY 2023 Monthly BVA

December 2022 Report Date: January 12, 2023	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries

614-1001	Salaries	\$ 412,802	\$ 33,281	\$ 183,201	44.4%
614-2002	Benefits	\$ 143,349	\$ 11,693	\$ 64,368	44.9%
614-1003	Overtime	\$ -	\$ -	\$ -	-
<i>Subtotal, Salaries</i>		<i>\$ 556,151</i>	<i>\$ 44,975</i>	<i>\$ 247,569</i>	<i>44.5%</i>

Supplies

614-3101	Office Supplies	\$ 6,000	\$ 454	\$ 3,140	52.3%
614-3101	Safety Equipment	\$ 200	\$ -	\$ -	0.0%
614-3201	Vehicles, Gas	\$ 6,000	\$ 174	\$ 787	13.1%
614-3501	Small Tools/Equipment	\$ 1,000	\$ -	\$ -	-
614-3502	Computer Network	\$ 3,000	\$ 686	\$ 3,616	120.5%
<i>Subtotal, Supplies</i>		<i>\$ 16,200</i>	<i>\$ 1,313</i>	<i>\$ 7,543</i>	<i>46.6%</i>

Services

614-4101	Professional Services	\$ 80,000	\$ 345	\$ 31,001	38.8%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,000	\$ -	\$ -	0.0%
614-4201	Communications, Phones/Internet	\$ 7,000	\$ 478	\$ 2,880	41.1%
614-4202	Postage	\$ 1,800	\$ -	\$ 479	26.6%
614-4301	Travel & Transportation	\$ 5,000	\$ 441	\$ 903	18.1%
614-4401	Public Education	\$ 6,000	\$ -	\$ 640	10.7%
614-4401	Publications, Legal Notices	\$ 2,000	\$ -	\$ 544	27.2%
614-4501	Rents & Leases, Equipment	\$ 5,750	\$ -	\$ 485	8.4%
614-4501	Rents & Leases, Space	\$ 58,000	\$ 4,777	\$ 28,661	49.4%
614-4601	Insurance	\$ 16,000	\$ -	\$ 16,768	104.8%
614-4701	Utilities	\$ 4,500	\$ 611	\$ 2,369	52.6%
614-4801	Maintenance, Motor Vehicles	\$ 1,400	\$ -	\$ 516	36.9%
614-4801	Maintenance, Equipment	\$ 5,000	\$ -	\$ 544	10.9%
614-4801	Maintenance, Computers	\$ 4,000	\$ -	\$ 146	3.6%
614-4801	Maintenance, Building	\$ 4,500	\$ 370	\$ 2,220	49.3%
614-4901	Memberships	\$ 700	\$ 28	\$ 584	83.5%
614-4901	Training	\$ 6,000	\$ -	\$ 1,775	29.6%
614-4901	Service Chgs & Interest	\$ 7,500	\$ 482	\$ 2,197	29.3%
614-4901	Miscellaneous Services	\$ 1,000	\$ -	\$ -	0.0%
614-4901	DOE Oversight Fees	\$ 3,600	\$ -	\$ -	0.0%
<i>Subtotal, Services</i>		<i>\$ 220,950</i>	<i>\$ 7,533</i>	<i>\$ 92,712</i>	<i>42.0%</i>

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 793,301</i>	<i>\$ 53,821</i>	<i>\$ 347,824</i>	<i>43.8%</i>

EXPENSES 614 YRCAA Grant Operations
614-33403105 Wood Stove Ed

Salaries

614-1001	Salaries	\$ 3,500	\$ 77	\$ 915	26.2%
614-2002	Benefits	\$ 910	\$ 27	\$ 322	35.3%
614-1003	Overtime	\$ -	\$ -	\$ -	-
<i>Subtotal, Salaries</i>		<i>\$ 4,410</i>	<i>\$ 103</i>	<i>\$ 1,237</i>	<i>28.1%</i>

Supplies

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

FY 2023 Monthly BVA

December 2022 Report Date: January 12, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ 150	\$ -	\$ 560	373.3%
614-4202	Postage	\$ -	\$ -	\$ -	-
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 560</u>	<u>-</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	\$ 4,906	\$ 103	\$ 1,797	-
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,577	\$ 1,157	\$ 6,208	39.9%
614-2002	Benefits	\$ 5,473	\$ 407	\$ 2,181	39.9%
614-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 1,564</u>	<u>\$ 8,389</u>	<u>39.9%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	-
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<u>\$ 21,050</u>	<u>\$ 1,564</u>	<u>\$ 8,389</u>	<u>39.9%</u>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 103,600	\$ 10,779	\$ 55,194	53.3%
614-2002	Benefits	\$ 36,400	\$ 3,787	\$ 19,392	53.3%
614-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 14,566</u>	<u>\$ 74,586</u>	<u>53.3%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Services					
614-4101	Professional Services	\$ 379,000	\$ 75,529	\$ 241,361	63.7%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ 75,529</u>	<u>\$ 241,361</u>	<u>63.7%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	-
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<u>\$ 519,000</u>	<u>\$ 90,095</u>	<u>\$ 315,947</u>	<u>60.9%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 91,763</u>	<u>\$ 326,132</u>	<u>59.8%</u>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 13,320	\$ -	\$ 6,416	48.2%
141-2002	Benefits	\$ 4,680	\$ -	\$ 2,254	48.2%
141-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 8,670</u>	<u>48.2%</u>

FY 2023 Monthly BVA

December 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: January 12, 2023					
Supplies					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ -	\$ 501	50.1%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	\$ 1,150	\$ -	\$ 501	43.5%
Services					
141-4101	Professional Services	\$ 2,500	\$ -	\$ 265	10.6%
141-4202	Postage	\$ 250	\$ -	\$ 21	-
141-4301	Travel & Transportation	\$ 7,500	\$ -	\$ 3,725	49.7%
141-4501	Rents & Leases, Space	\$ 2,500	\$ 1,100	\$ 1,975	79.0%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ -	\$ 20	10.0%
141-4801	Maintenance, Equipment	\$ 1,000	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ 100	\$ -	\$ -	-
	<i>Subtotal, Services</i>	\$ 14,050	\$ 1,100	\$ 6,006	42.7%
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	0.0%
	<i>Total Enterprise Operations Expenses</i>	\$ 33,200	\$ 1,100	\$ 15,177	45.7%
Summary of Revenue vs Expenses:					
	<i>Prior-Year Carry Over Funds</i>	\$ 337,170	\$ -	\$ 337,170	
	<i>Total Revenue, Base, Grants & Enterprise</i>	\$ 1,756,401	\$ 23,963	\$ 1,193,532	68.0%
	<i>Total Expenses, Base, Grants & Enterprise</i>	\$ 1,371,457	\$ 146,683	\$ 689,133	50.2%
	<i>Fund Balance</i>	\$ 384,944	\$ (122,720)	\$ 504,399	
	<i>Operating Reserves</i>	\$ 47,774			
	<i>Estimated Available Fund Balance</i>	\$ 337,170			

YAKIMA REGIONAL CLEAN AIR AGENCY
SUPPLEMENTAL INCOME STATUS for CY 2022 on December 31, 2022
CY 2022 \$.40 PER CAPITA (Rounded Amounts)

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,492	\$ 4,492	2/15/2022	\$ 4,492	\$ -	Pd in full
Granger	\$ -	\$ 1,662	\$ 1,662	2/15/2022; 3/31/2022; 7/5/2022; 10/20/2022	\$ 1,662	\$ -	Pd in full
Harrah	\$ -	\$ 272	\$ 272	2/15/2022	\$ 272	\$ -	Pd in full
Mabton	\$ -	\$ 932	\$ 932	2/25/2022	\$ 932	\$ -	Pd in full
Moxee	\$ -	\$ 1,728	\$ 1,728	2/23/2022	\$ 1,728	\$ -	Pd in full
Naches	\$ -	\$ 398	\$ 398	2/24/2022	\$ 398	\$ -	Pd in full
Selah	\$ -	\$ 3,214	\$ 3,214	2/15/2022	\$ 3,214	\$ -	Pd in full
Sunnyside	\$ -	\$ 6,900	\$ 6,900	2/24/2022; 4/21/2022; 7/18/2022; 10/11/2022	\$ 6,900	\$ -	Pd in full
Tieton	\$ -	\$ 522	\$ 522	2/15/2022	\$ 522	\$ -	Pd in full
Toppenish	\$ -	\$ 3,652	\$ 3,652	3/23/2022	\$ 3,652	\$ -	Pd in full
Union Gap	\$ -	\$ 2,542	\$ 2,542	2/24/2022	\$ 2,542	\$ -	Pd in full
Wapato	\$ -	\$ 2,022	\$ 2,022	2/11/2022; 4/13/2022	\$ 1,011	\$ 1,011	Pd 1/2
City of Yakima	\$ -	\$ 38,196	\$ 38,196	1/20/2022; 3/7/2022; 7/5/2022; 10/3/2022	\$ 38,196	\$ -	Pd in full
Zillah	\$ -	\$ 1,280	\$ 1,280	2/15/2022	\$ 1,280	\$ -	Pd in full
Yakima Co.	\$ -	\$ 35,468	\$ 35,468	2/24/2022	\$ 35,468	\$ -	Pd in full
Totals:	\$ -	\$ 103,280	\$ 103,280		\$ 102,269	\$ 1,011	

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-01

A Resolution of the Board of Directors
Establishing Agency Paid Holidays

WHEREAS, the Yakima Regional Clean Air Agency (YRCAA) provides paid holidays for the benefit of its employees and to maintain parity with other public agencies; and

WHEREAS, the YRCAA commonly adopts the holidays established by the U.S. federal government, excluding Columbus Day;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby supersede the provisions of any prior resolution concerning the identification of paid holidays and establishes the Agency's paid holidays to be comprised of the following:

1. New Year's Day (January 1);
2. Martin Luther King Jr. Day (Third Monday of January);
3. Presidents' Day (Third Monday of February);
4. Memorial Day (Last Monday of May);
5. Juneteenth Independence Day (June 19);
6. Independence Day (July 4);
7. Labor Day (First Monday in September);
8. Veterans Day (November 11);
9. Thanksgiving Day (Fourth Thursday in November);
10. Day after Thanksgiving (Fourth Friday in November); and
11. Christmas Day (December 25).

ADOPTED IN OPEN SESSION this 12th day of January, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-02

A Resolution of the Board of Directors
Authorizing Board Member Mileage Reimbursement

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

WHEREAS, the YRCAA is governed by a board of directors pursuant to RCW 70A.15.2000; and

WHEREAS, the legislature has set forth, in RCW 70A.15.2030, that “each member of the board, or his or her representative, shall receive from the authority compensation consistent with such authority's rates (but not to exceed one thousand dollars per year) for time spent in the performance of duties under this chapter, plus the actual and necessary expenses incurred by the member in such performance”; and

WHEREAS, the Board of Directors seeks to encourage regular meeting attendance by all members of the board; and

WHEREAS, the Board recognizes the attendance-related expenses, including personal transportation costs, incurred by individual members may discourage meeting attendance; and

WHEREAS, it is common for public agencies to reimburse board members for attendance-related expenses in accordance with RCW 70A.15.2030; and

WHEREAS, a state mileage rate is established by the Washington State Office of Financial Management;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby authorize the payment of mileage reimbursements to board members subject to the following provisions:

1. Board members shall receive a mileage reimbursement for costs incurred as a result of driving a personal vehicle to attend, in person, any Agency board meeting.
2. Board members shall provide the Agency with the address of the normal and predominant location where they work and the address of the normal and predominant location where they reside.
3. The mileage rate upon which said reimbursements shall be calculated shall be the current rate established by the Washington State Office of Financial Management (OFM) and in effect on the date of the board meeting.
4. For meetings scheduled at or before 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member works and the location of the Agency meeting.
5. For meetings scheduled after 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member resides and the location of the Agency meeting.
6. Reimbursements to board members shall accrue until paid.
7. Payments to board members shall be made quarterly except in any quarter when such payment shall total less than \$25.
8. Reimbursement for costs covered by another organization or public agency or incurred while driving a vehicle owned by another organization or public agency is prohibited.

ADOPTED IN OPEN SESSION this 9th day of February, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-02

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WHEREAS, the YRCAA is governed by a board of directors pursuant to RCW 70A.15.2000; and

WHEREAS, the legislature has set forth, in RCW 70A.15.2030, that “each member of the board, or his or her representative, shall receive from the authority compensation consistent with such authority's rates (but not to exceed one thousand dollars per year) for time spent in the performance of duties under this chapter, plus the actual and necessary expenses incurred by the member in such performance”; and

WHEREAS, the Board of Directors seeks to encourage regular meeting attendance by all members of the board; and

WHEREAS, the Board recognizes the attendance-related expenses, including personal transportation costs, incurred by individual members may discourage meeting attendance; and

WHEREAS, it is common for public agencies to reimburse board members for attendance-related expenses in accordance with RCW 70A.15.2030; and

WHEREAS, a state mileage rate is established by the Washington State Office of Financial Management;

NOW THEREFORE, BE IT RESOLVED, that the Board does hereby authorize the payment of a mileage reimbursement to any board member using a private vehicle to attend, in person, any Agency board meeting, subject to the following provisions:

~~Board members shall receive a mileage reimbursement for costs incurred as a result of driving a personal vehicle to attend, in person, any Agency board meeting.~~

~~Board members shall provide the Agency with the address of the normal and predominant location where they work and the address of the normal and predominant location where they reside.~~

1. Following an in-person meeting of the Board, Agency staff shall confirm, for each board member physically present at the meeting, their use of a private vehicle to travel to and/or from the meeting and the total distance traveled.
2. The mileage rate upon which the reimbursement is calculated shall be the rate established by the Washington State Office of Financial Management (OFM) in effect on the date of the board meeting.

~~For meetings scheduled at or before 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member works and the location of the Agency meeting.~~

~~For meetings scheduled after 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member resides and the location of the Agency meeting.~~

3. Reimbursements to board members shall accrue until paid.
4. Payments to board members shall be made quarterly except in any quarter when such payment shall total less than \$25.

5. No board member shall accrue or receive reimbursement for a meeting if said member:
 - a. Declines such reimbursement;
 - b. Fails to provide confirmation of their private vehicle use and the total distance traveled;
 - c. Has been, or will be, reimbursed by another private organization or public agency for the subject private vehicle use; or
 - d. Used a vehicle owned by another public agency.

ADOPTED IN OPEN SESSION this 9th day of February, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board

Yakima Regional Clean Air Agency
RESOLUTION NO. 2023-02

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WHEREAS, the legislature has set forth, in RCW 70A.15.2030, that “each member of the board, or his or her representative, shall receive from the authority compensation consistent with such authority's rates (but not to exceed one thousand dollars per year) for time spent in the performance of duties under this chapter, plus the actual and necessary expenses incurred by the member in such performance”; and

WHEREAS, the Board of Directors seeks to encourage regular meeting attendance by all members of the board; and

WHEREAS, the Board recognizes the attendance-related expenses, including personal transportation costs, incurred by individual members may discourage meeting attendance; and

WHEREAS, it is common for public agencies to reimburse board members for attendance-related expenses in accordance with RCW 70A.15.2030; and

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~~Board members shall receive a mileage reimbursement for costs incurred as a result of driving a personal vehicle to attend, in person, any Agency board meeting.~~

~~Board members shall provide the Agency with the address of the normal and predominant location where they work and the address of the normal and predominant location where they reside.~~

1. Any board member may request mileage reimbursement by submitting to the Agency a written request for same and said request shall remain in effect until rescinded in writing.
2. Following an in-person meeting of the Board, Agency staff shall confirm, for each board member physically present at the meeting having a mileage reimbursement request on file with the Agency, their use of a private vehicle to travel to and/or from the meeting and the total distance traveled.
3. The mileage rate upon which the reimbursement is calculated shall be the rate established by the Washington State Office of Financial Management (OFM) in effect on the date of the board meeting.

~~For meetings scheduled at or before 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member works and the location of the Agency meeting.~~

~~For meetings scheduled after 6:00PM, reimbursements shall be calculated on the actual mileage between the location where a member resides and the location of the Agency meeting.~~

4. Reimbursements to board members shall accrue until paid.

5. Payments to board members shall be made quarterly except in any quarter when such payment shall total less than \$25.
6. No board member shall accrue or receive reimbursement for a meeting if said member:
 - a. Does not have on file with the Agency a written request for mileage reimbursement;
 - b. Fails to provide confirmation of their private vehicle use and the total distance traveled;
 - c. Has been, or will be, reimbursed by another private organization or public agency for the subject private vehicle use; or
 - d. Used a vehicle owned by another public agency.

ADOPTED IN OPEN SESSION this 9th day of February, 2023.

Jon DeVaney, Chairperson

Janice Deccio, Director

Amanda McKinney, Director

Jose A. Trevino, Director

Steven Jones, Ph.D., Director

ATTEST:

Pamela Herman, Clerk of the Board



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

STAFF REPORT

Date: January 3, 2023 - **UPDATE**
To: YRCAA Board of Directors
From: Marc Thornsby, Executive Director
Subject: Branding and Logo

Background

Renewed efforts in the areas of education, outreach, and enforcement planned for 2023 will involve the use of printed materials (e.g. informational flyers, notices, and other documents), signage (e.g. banners, presentations, and other identification), and the Agency's web presence.

The Agency's current logo was created in-house around 2006. It is comprised of a yellow circle intended to represent the sun (representing either the predominance of sunny days in the Yakima Valley or the visibility of the sun as a result of clear air) overlaid with four broad lines fading from blue to pale blue in an undulating shape (representing clean air) and the name of the Agency in blue with "Clean Air" in a size approximately four times that of the other portions of the name.

Analysis

Now sixteen years old, the current logo is becoming dated in appearance, the shapes used to represent aspects of the area and/or agency are not readily recognizable, and the difference in lettering size makes it difficult to read the name of the agency when small (e.g. business card) or in motion (e.g. vehicle signage). Combined with a restored focus and reorganized structure, it may be appropriate to reconsider the Agency's identity. To that end, the attached logos and fonts have been provided as options for the Board and to stimulate thought, ideas, and discussion. In developing—and selecting—a logo, the following should be kept in mind:

Unique: Is it relatively unique to the agency (unlikely to be confused with another entity)?

Balanced: Are the elements balanced so one does not overpower another?

Simple: Is it easy to recognize and understand?

Clear: Does it plainly identify the agency and reflect its nature?

Compatible: Will it work in black-and-white (e.g. a newspaper)?

Printable: Is it suitable for printing on documents, reports, invoices, etc.?

Applicable: Is it suitable for application on surfaces (e.g. windows, doors, vehicles, etc.)?

Scalable: Will it work on a business card, the door to the office, or a banner at the state fair?

Recommendation

UPDATE – The Board should do one of the following: a) Narrow the acceptable options to one or two and provide feedback on them; b) Describe a more desirable alternative; or c) Select and adopt one of the options provided. In the case of the former, modifications or a new design will be made and options presented to the Board for selection and adoption at the February meeting.

Logos

The following examples offer various images developed as potential logos for consideration by the Board. The same typeface is used in each case so the only difference is the graphic itself. Notes regarding each alternative are provided below it. **UPDATE** – In response to feedback received concerning the logo options previously provided, modifications were made to some of those options and several additional options were developed. The results are shown below and prefaced with “UPDATE”.

1A1.  **Yakima Regional
Clean Air Agency**

A variation on the current logo, this alternative uses a more recognizable sun image over three waves of air. It has a more modern feel and is unique to the Agency, but could be mistaken for the sun rising over the ocean.

1A2.  **Yakima Regional
Clean Air Agency**

UPDATE – An alternative to option 1A1, this version simplifies the lower portion and limits the image to two colors.

1A3.  **Yakima Regional
Clean Air Agency**

UPDATE – Another alternative to option 1A1, this version uses a slightly different lower portion to improve its recognition as air. However, at smaller sizes, the thinner upper and lower lines are difficult to see. To enhance this, they could be slightly widened and/or the darker color could be used for all three elements (similar to option 1A2).

1B1.  **Yakima Regional
Clean Air Agency**

A full departure from the current logo, this alternative evokes the movement of air and constitutes one of the options that more closely reflects the Agency’s nature. However, it is not particularly unique (it was inspired by an icon on the Agency’s current web site).

1B2. 

UPDATE – The subtle change shown here attempts to soften the sharp, block end of option 1B1.

1B3. 

UPDATE – This version uses a slightly different mechanism to achieve the same objective as option 1B2.

1C. 

This alternative borrows one of the main elements of the current logo, modernizes it, and makes it the focal point. Like 1A, it also suffers from the potential for being mistaken as representing water.

2. 

Like 1B, this alternative is a full departure from the current logo and a throwback to the kind of descriptive logos that were popular decades ago. Representing clear air, particulate matter, and emission regulation, it most accurately reflects the Agency’s work relative to the other alternatives provided. However, it does not scale well and, at smaller sizes, the details become hard to see. It is also more visually complex, less recognizable at a glance, and more difficult to use for banners, signage, and other elements where an applique is employed.

3A. 

Unlike the prior alternatives, this one establishes a direct connection with Yakima County via its shape—but only for those sufficiently familiar with the County to recognize it. As it does not take into account the Yakama reservation, it could lead to confusion with respect to the extent of the Agency’s authority. In addition, because it is a “negative” (that is, the graphic element in the interior is formed by the absence of toner or material), the color of the element will be dependent upon the color of the surface upon which it is placed or, in the case of its use on glass, whatever appears behind it. See comments for 1A regarding the interior graphic.

3B.  **Yakima Regional
Clean Air Agency**

See comments for 3A. See comments for 1B regarding the interior graphic.

3C.  **Yakima Regional
Clean Air Agency**

See comments for 3A. See comments for 1C regarding the interior graphic.

4A.  **Yakima Regional
Clean Air Agency**

Like option 3A, this alternative retains the Yakima County connection, but avoids the issues resulting from its being a “negative”. The thin outline will likely be a challenge in situations where an applique is employed (e.g. banners, vehicle signage, etc.). See comments for 1A regarding the interior graphic.

4B.  **Yakima Regional
Clean Air Agency**

See comments for 4A. See comments for 1B regarding the interior graphic.

4C.  **Yakima Regional
Clean Air Agency**


See comments for 4A. See comments for 1C regarding the interior graphic.

5A.  **Yakima Regional
Clean Air Agency**

This alternative retains the concept of 3A, but without the Yakima County connection and the potential problems that come with it. The other issues noted in 3A are applicable here. See comments for 1A regarding the interior graphic.

5B.  **Yakima Regional
Clean Air Agency**
See comments for 5A. See comments for 1B regarding the interior graphic.

5C.  **Yakima Regional
Clean Air Agency**
See comments for 5A. See comments for 1C regarding the interior graphic.

5D.  **Yakima Regional
Clean Air Agency**
In this alternative, YRCAA is incorporated into the graphic itself, obviating the need for letter placement under the graphic in compact situations (see Logos below). However, to make room, the graphic element was reduced to the sun alone which undermines its ability to reflect the nature of the Agency.

5E.  **Yakima Regional
Clean Air Agency**
Similar to 5D (see comments above), this alternative drops the sun image instead, making it a more effective option versus 5D.

6A.  **Yakima Regional
Clean Air Agency**
A variation on 5A, this alternative abandons the simple box for a slightly more stylish background. The issues with 3A not related to Yakima County are applicable here.

6B.  **Yakima Regional
Clean Air Agency**
See comments for 6A. See comments for 1B regarding the interior graphic.



See comments for 6A. See comments for 1C regarding the interior graphic.



A variation of 1B, this alternative is a strictly horizontal design with no stacked configuration. It is not suitable for situations where a compact version is necessary.



A variation of 7A, this alternative mimics the colored lettering of the current logo consistent with the colors used in the graphic elements. It retains the limitations of option 7A and the issues with the black-and-white compatibility and lower contrast problems of the current logo text.



UPDATE – A full departure from the current logo, this alternative hints at the presence of air through use of a pinwheel. The four colors represent the four different aspects of the agency: Education, enforcement, permitting, and programs. However, a single color could also be used.



UPDATE – A substantial departure from the existing logo, this option (like option 1B) seeks to invoke the idea of clean air.

10.



Yakima Regional Clean Air Agency

UPDATE – Borrowing from option 9, this also invokes the idea of air, but in a different way. In addition, it adds a “Y”—making it more unique and connecting it with Yakima County. However, like several other options described above, it is heavily dependent on “negative” (where graphic elements are formed by the absence of toner or material) elements and this means their color will be dependent upon the color of the surface upon which the logo is placed or, in the case of its use on glass, whatever appears behind it.

11.



Yakima Regional Clean Air Agency

UPDATE – This option keeps part of the existing logo and borrows from the xC (1C, 3C, etc.) options above, but in a modified form. However, it is otherwise unremarkable.

Fonts

The following examples offer various fonts for consideration by the Board that may be used in conjunction with a selected logo. The same image is used in each case so the only difference is the typeface itself. As appropriate for the font in question, versions may be shown using standard letters in a wide layout, capital letters under the logo for compact situations, small capitals in a wide layout, and a stacked configuration for situations where horizontal space is limited but not to the point the compact version would be required.

Serif fonts are those generally containing short lines stemming from the ends of each stroke of a letter. Sans-serif fonts do not have these lines and are considered “plain”. Serif fonts with very thin or long lines with little surface area upon which adhesive can be placed are not suitable for banners, vehicle signage, or other circumstances where an applique is utilized as the serifs may “lift” from the surface and curl. Such fonts were excluded from consideration. Notes regarding each alternative are provided below it.

Arial



**Yakima Regional
Clean Air Agency**



YRCAA

This sans-serif alternative is known for being legible, relatively compact, and readable. However, it is very common and quite plain.

Cambria 1



**Yakima Regional
Clean Air Agency**



YRCAA

A suitable serif alternative, Cambria is relatively clean for a serif font, but not particularly compact. As a result, it is more suitable in a stacked configuration (see Cambria 3).

Cambria 2



**YAKIMA REGIONAL
CLEAN AIR AGENCY**

Cambria 3



**YAKIMA
REGIONAL
CLEAN AIR
AGENCY**



Conthrax

Conthrax is an unusual font that provides a modern feel while retaining the legibility of a sans-serif font. Because it is an exceptionally wide font, it is best suited to a stacked configuration. It is one of the most unique fonts shown, but employs very tight letter spacing that can negatively affect readability at small sizes.



Corbel

This alternative is a plain, but very readable, font that is not particularly noteworthy.



DejaVu 1

A plain font similar in many respects to Corbel, DejaVu has a heavier stroke weight that makes it stand out. However, this can render the lettering overpowering and draw focus away from the logo.



DejaVu 2



DejaVu 3

Gloucester 1



Like Cambria (above), Gloucester is a suitable serif alternative. It is sufficiently compact as to make it unsuitable for use in a stacked configuration. With a heavier stroke weight and reduced whitespace, the letters can end up overpowering the logo.

Gloucester 2



Highway Gothic 1



This font will seem familiar to many as it was the standard for signs on U.S. highways for many years (a newer font is now the standard). Clean and compact, it was designed to be easily readable at a distance and while moving. However, its widespread use means it is not unique. Note the unusual descender on the lowercase “G”.

Highway Gothic 2



Lucida Sans 1



A relatively unique font, Lucida Sans borrows the legibility of sans-serif fonts and the different stroke widths typical of serif fonts. The result is a font that is quite readable yet possesses a subtle flair not typical of other sans-serif fonts. Its greater whitespace makes it easy on the eye, but renders it one of the wider fonts in this list.

Lucida Sans 2



Myriad Pro 1



This alternative was designed to be a general-purpose typeface that could be used in a wide variety of weights and widths. Note the unusual descender on the lowercase "Y".

Myriad Pro 2



Rubik 1



One of the clearest and widest fonts listed here, Rubik is readable—even at very small sizes—due to its letter width and spacing. In addition, the font has a slightly softer appearance due to the rounded ends of each stroke.

Rubik 2



Rubik 3



Tahoma 1



Yakima Regional
Clean Air Agency



A plain and very common font, Tahoma shares many characteristics with Arial (though it has a slightly wider letter width). It was designed to render more cleanly on computer displays and is otherwise unremarkable.

Tahoma 2



YAKIMA REGIONAL
CLEAN AIR AGENCY

Verdana 1



Yakima Regional
Clean Air Agency



The twin to Tahoma, Verdana was designed at the same time, but with greater letter width and spacing than its sibling. As a result it is one of the widest fonts listed here. It is otherwise unremarkable.

Verdana 2



YAKIMA REGIONAL
CLEAN AIR AGENCY

Verdana 3



YAKIMA
REGIONAL
CLEAN AIR
AGENCY



186 Iron Horse Court Ste. 101
Yakima, WA 98901-2303
(509) 834-2050
www.yakimacleanair.org

December 29, 2022

Registered Source:

In accordance with the provisions of the Washington Clean Air Act (under Revised Code of Washington Section 70A.15.2200), the General Regulations for Air Pollution Sources (under Washington Administrative Code Section 173-400-099), and the Yakima Regional Clean Air Agency (YRCAA) Registration Program (under Regulation 1 Section 4.01), your facility is required to register with the YRCAA and pay an annual registration fee. The information you provide is used by the Agency to prepare an air emissions inventory and to properly classify your facility.

Enclosed are your annual registration form(s) for 2023. These must be **completed and returned to the Yakima Regional Clean Air Agency, along with your payment, no later than the close of business on March 1, 2023.** Failure to provide the required information and payment by the date due may result in civil penalties as set forth in YRCAA Regulation 1 Section 5.02 and Section 5.03. If the enclosed forms are lost, damaged, or destroyed, you can download and print a copy from the Agency web site at www.yakimacleanair.org/services/forms.html.

If any form contains information concerning processes or production details unique to your business operation, the disclosure of which would be reasonably expected to adversely affect its competitive position, you may complete and submit the enclosed Certification of Confidential Business Information. You must provide a detailed and specific description of the information you certify to be confidential.

The YRCAA funds its operations predominantly from the registration fees it collects. This is consistent with its statutory obligations under RCW 70A.15.1005 which states, in part, “the costs of protecting the air resource and operating state and local air pollution control programs shall be shared as equitably as possible among all sources whose emissions cause air pollution.”

Historically, the YRCAA has utilized a fee structure substantially below that of other air pollution control authorities in the state and, for nearly a decade, these fees remained unchanged despite inflation and increasing labor costs. Over time, this has made it difficult for the Agency to hire and retain staff and created conditions under which the Agency could be forced to rely on assessed penalties to maintain basic operations—something it has carefully avoided (it is the Agency’s position that penalties should be used to fund assistance and education programs so as to avoid any incentive to impose fines).

In determining a course of action, the Agency conducted a review of Agency expenses, a market-based staff compensation analysis, and an assessment of comparable rates adopted by other clean air agencies in Washington State (adjusted for local cost of living). The results indicated a substantial increase in registration fees is necessary to correct the long-standing issues noted above and ensure regular revenues are sufficient to support basic agency operations.

Despite the clear need for action, adopting such an increase is not one the Agency takes lightly and it will be implemented over a period of two years with 57% of the estimated increase taking effect in 2023 and the remaining 43% taking effect in 2024. For the upcoming year, registration fees will be \$639 for minor

sources and \$3,749 for synthetic minor sources. For comparison, in the absence of the YRCAA, companies would be required to register with the Wash. Dept. of Ecology at 2023 rates ranging from \$200 to \$1,500 for minor sources and \$8,000 for synthetic minor sources.

Starting in 2025, registration fees will be adjusted annually to avoid large, unexpected increases—like the one now taking effect—and allow registrants to more easily plan for and accommodate future increases based on small, routine adjustments. In addition, the Agency is reviewing its source classifications to allow for a more graduated (and proportionate) fee structure—anticipated to take effect in 2024. We understand no one likes paying a fee, but we hope these steps will make it more equitable and consistent from year to year while maintaining compliance with the Agency’s statutory funding obligations.

Please remember to make a copy of the forms you submit for your own records. If you have any questions or concerns, please contact me at 509-834-2050. On behalf of the board and staff of the Yakima Regional Clean Air Agency, we wish you a successful and prosperous new year.

Regards,

Marc Thornsbury
Executive Director

Enclosures:

- Registration Form(s)
- Invoice
- Certification of Confidential Business Information



Media Release

For immediate release: December 22, 2022

Contact: Stephanie Badillo-Sanchez, Communications Specialist

509-941-7364

Update on Caton Limited Purpose Landfill

Yakima, WA- On December 12, 2022, the Yakima Health District notified Caton Limited Purpose Landfill that their permit was suspended due to a series of fire events at the landfill. The Yakima Health District is working alongside Washington State Department of Ecology Central Region Office, Washington State Department of Ecology Spill Prevention, Preparedness and Response Program, Environmental Protection Agency, and Yakima Regional Clean Air Authority to conduct air sampling tests and remedy the fires.

Air sampling sensors have been placed throughout the landfill and towards the outskirts of the landfill near residential and business areas to ensure there are no public health concerns to the community. The purpose of these air sampling sensors is to gather data on what is being released from the smoke and fires and the distance it is traveling. The Yakima Health District anticipates having data results next week to inform the public.

Additionally, given the series of fire events that have occurred at the Caton Limited Purpose Landfill, fire consultants will be on site this week to perform an assessment of the ongoing fire situation to determine the cause of the fire. A workplan will be submitted by the fire consultants that demonstrates the source and/or cause of the fires, the remedy as to how the fires will not continue to happen in the short and long-term future, and a written response plan if a fire does happen at the facility in the future.

###



Media Release

For immediate release: December 30, 2022

Contact: Lilian Bravo, Director of Public Health Partnerships

509-930-4787

Second Update on Caton Limited Purpose Landfill

Yakima, WA- The Yakima Health District continues to work in partnership with Washington State Department of Ecology Central Region Office, Washington State Department of Ecology Spill Prevention, Preparedness and Response Program, federal Environmental Protection Agency, and Yakima Regional Clean Air Authority to conduct air sampling tests and remedy fires at Caton Limited Purpose Landfill.

Last week, air sampling sensors were placed throughout the Caton Limited Purpose Landfill and towards the outskirts of the landfill near residential and business areas to gather data on what is being released from the smoke and fires and the distance it is traveling. The air quality readings recorded have not shown that there is currently any air quality concerns for the public. However, given the ongoing presence of fires at the landfill, air quality monitoring will continue. The Yakima Health District will inform the public if there are any changes to the air quality that are concerning to the public's health.

Additionally, landfill fire consultants were on site last week at the Caton Limited Purpose Landfill. A fire management plan will be submitted next week that will provide information on how to remedy the fires and prevent this from occurring in the future at the facility. Landfill fire consultants will also develop an ongoing air quality monitoring plan to monitor for potential harmful emissions leaving the landfill site. Once the workplan has been submitted by the fire consultants, the Yakima Health District, Department of Ecology and Yakima Regional Clean Air Agency will review it.

At this point in time, there is no established timeline for the landfill to reopen.

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Executive Memorandum

Date of Release: January 5, 2023
Date of Consideration: January 12, 2022
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Compliance, 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:

- Registrations forms were mailed out for CY 2023.
- Reviewed/responded to 30 SEPA's projects;
- Working on New Source Reviews (NSR) Permits;
- Working on Title V renewals;
- Reviewed/approved 13 Notifications of Demolition / Renovation (NODR);
- Issued 3 Dust Control Plans (DCP);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- One burn ban called for the month of December lasted 4 days;
- Issued one agricultural burn permits;
- We expect no exceedances during the month of December as shown in the graphs; and
- Collected and shipped for analysis approximately 15 Air Monitoring Samples and completed 6 Quality Control (QC) checks on 5 Air Monitors. Investigated 30 complaints, issued 3 Notices of Penalty (NOP);

The following Table itemizes, by type, the number of complaints received and the number of NOV's issued, for the month December 2022:

Type of Complaint	Number of Complains	Number of NOV's*	Number of AOD's**
Residential Burning	1	1	
Agricultural Burning			
Other Burning and SFBD***	24		
Fugitive / Construction Dust			
Agricultural Dust			
Agricultural Odor			
Other Dust			
Surface Coating			
Odor	4		
Asbestos	1		
Others and NSR****			
Registration			
Industrial Sources			
TOTALS	30	1	0

*NOV- Notice of Violation

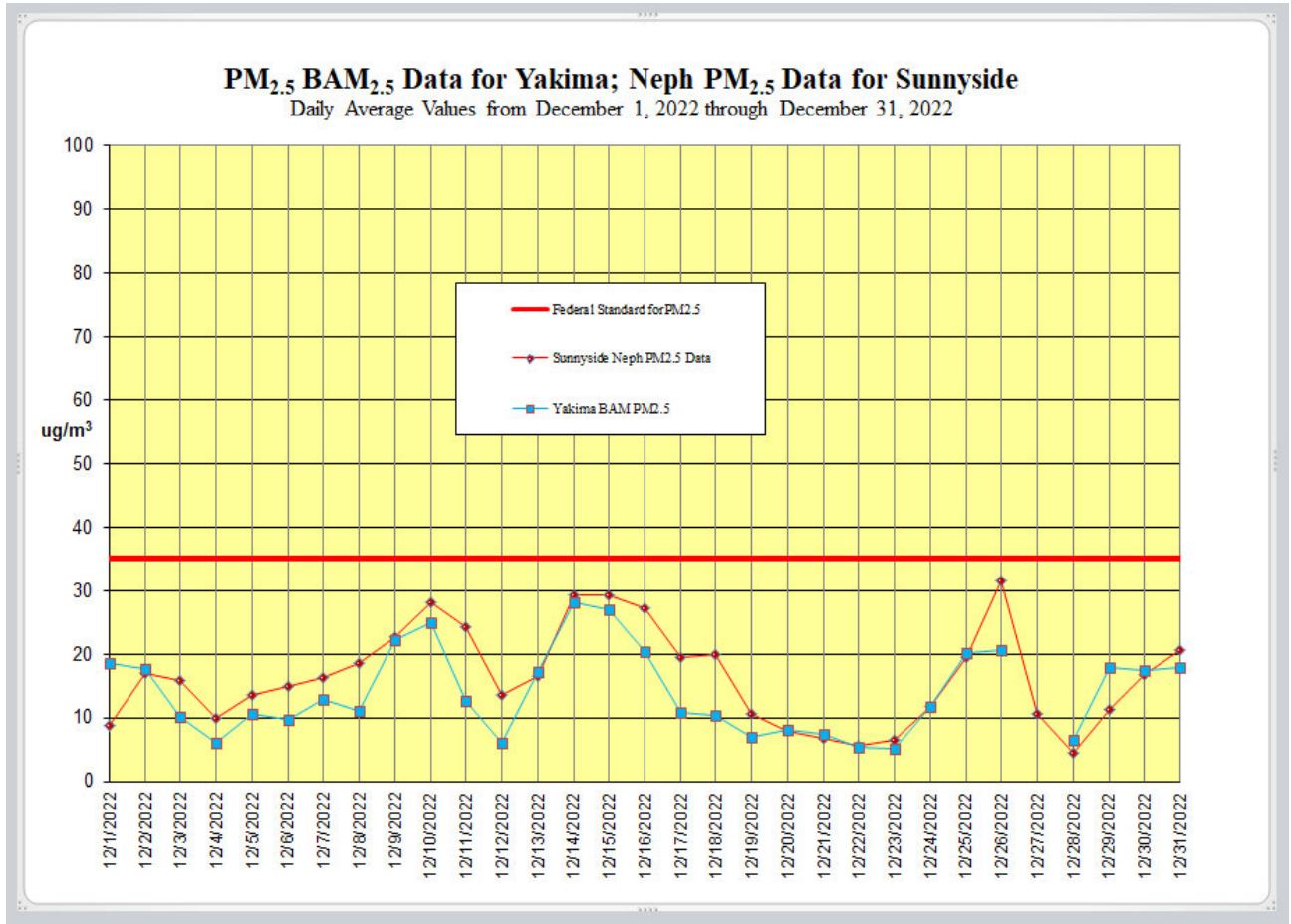
**AOD- Assurance of Discontinues

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

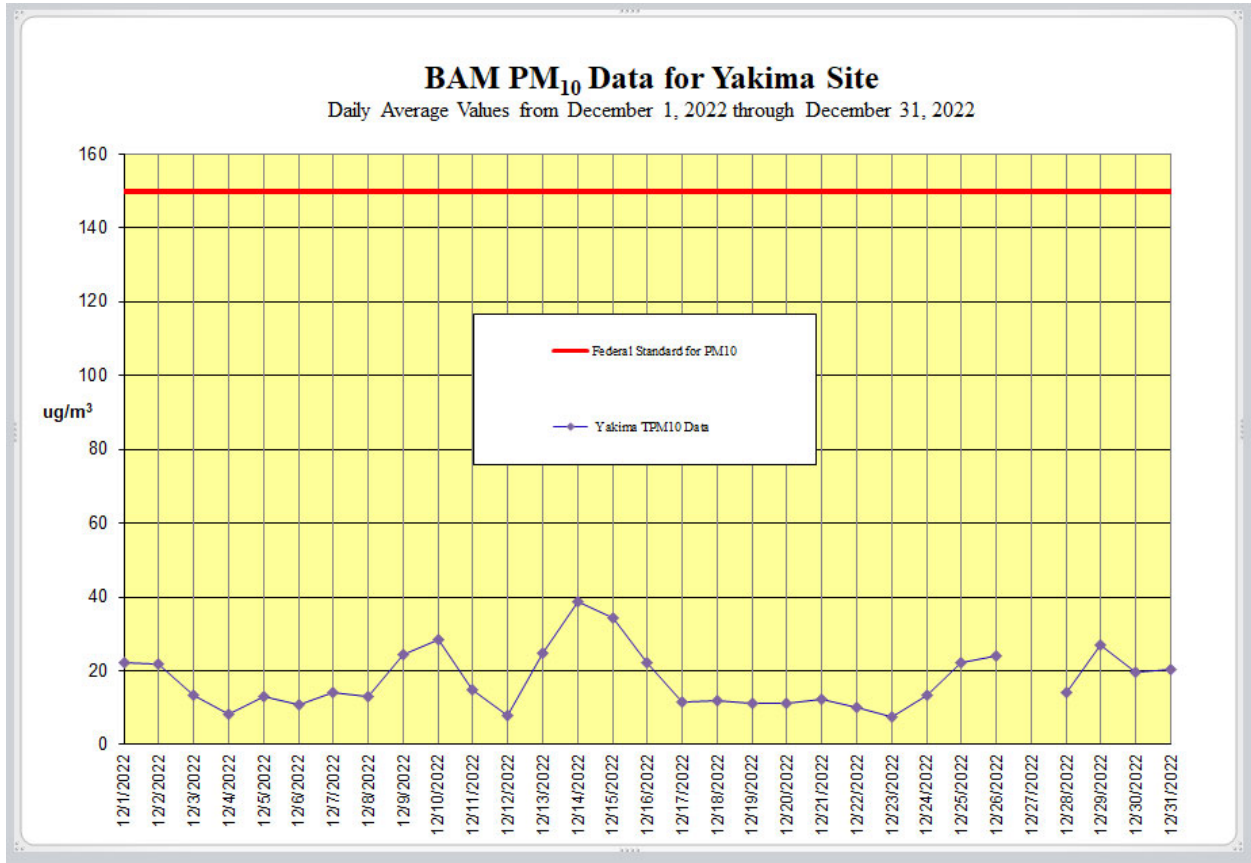
Attachments:

- ✓ *PM_{2.5} Monitor Data for the month of December 2022 and the annual graphs.*
- ✓ *PM₁₀ Monitor Data for the month of December 2022.*

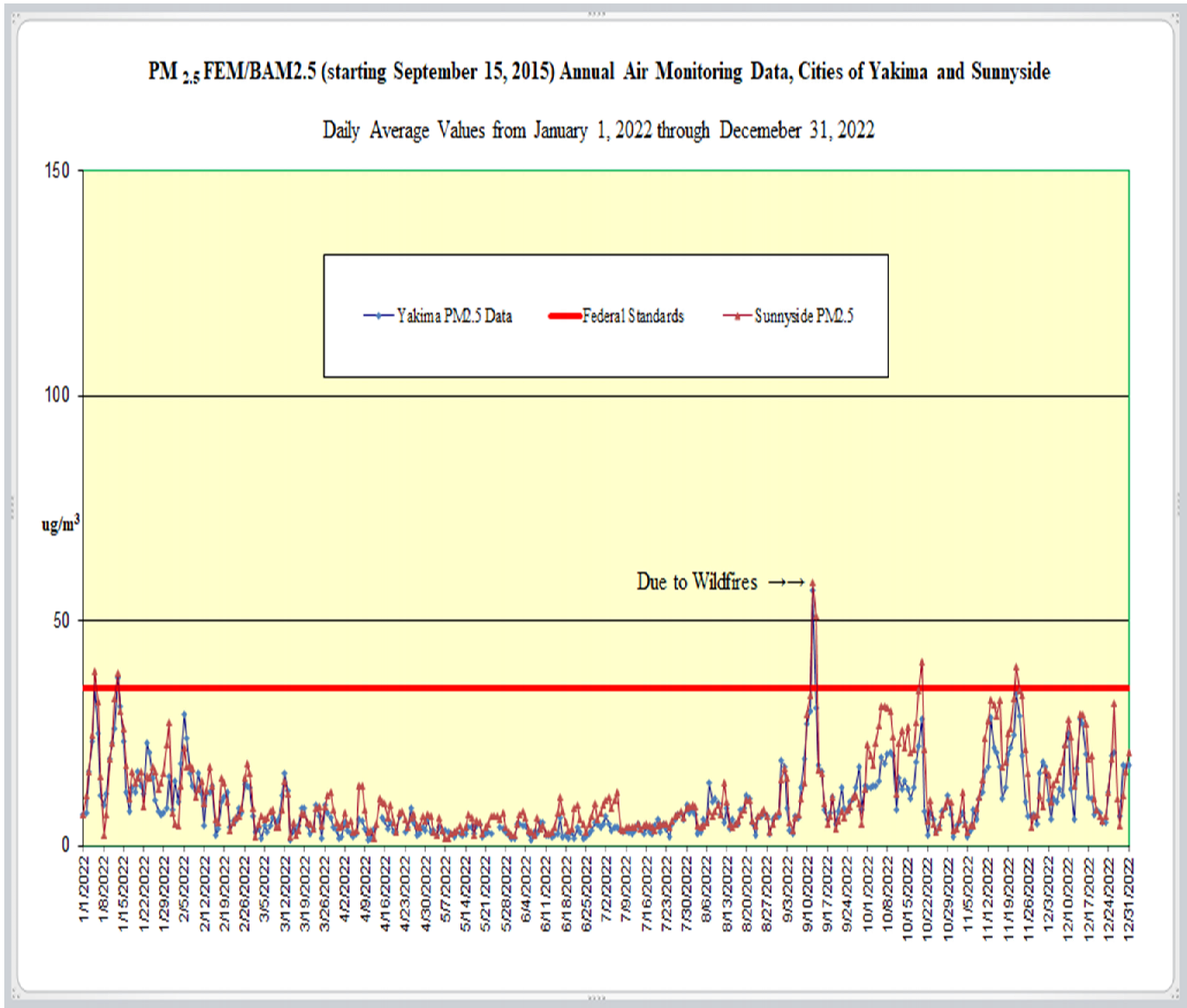
- **PM_{2.5} Data**
 - We expect no PM_{2.5} exceedances for the month of December.



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



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



Date of Release: January 5, 2023
Date of Consideration: January 12, 2023
To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	<i>Current Quarter</i>				FY23 Ttl. to Date
	FY22 Total	Oct FY23	Nov FY23	Dec FY23	
Minor Source Inspections	35	3	0	0	4
Complaints Received	104	8	15	29	61
NOVs Issued	24	5	1	2	8
AODs Issued	0	0	1	0	1
Warning Notices Issued	0	0	1	0	1
NOPs Issued	32	0	6	2	1
SEPA Reviews	443	25	32	30	148
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	2	1	2	8
AOP Inspections	2	0	0	0	0
Public Workshops	1	0	0	0	1
Media Events	1	0	0	0	3
Media Contacts	7	0	2	0	3
Education Outreach Events	1	0	0	0	0
Sources Registered	271	4	0	0	33
NSR Applications Received	14	0	1	0	4
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	2	0	0	8
NODRs Received	143	23	14	8	87
Agricultural Burn Permits Issued	73	0	2	1	4
Conditional Use Permits Issued	11	0	0	0	0
Residential Burn Permits Issued	717	212	9	0	263
Burn Ban Days	84	0	6	4	27
Public Records Requests Fulfilled	39	1	2	5	17

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