

# **February**

# **2023**

## **Yakima Regional Clean Air Agency Board Meeting**



186 Iron Horse Court, Suite 101  
Yakima, WA 98901  
509-834-2050  
[www.yakimacleanair.org](http://www.yakimacleanair.org)

## **Regular Board of Directors' Meeting**

**February 9, 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 January 12, 2023**
- 6. Vouchers and Payroll Authorization Transfers for January 2023**
- 7. Resolution 2023-02 – Authorizing Board Member Mileage Reimbursement**
- 8. Agency Branding and Logo**
- 9. Executive Director's Report**
  - Executive Director Performance Evaluation
  - 2023 Supplemental Income Adjustment
  - Board Meeting Schedule
  - Biennial Audit
- 10. Other Business**
- 11. 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](mailto:admin@yrcaa.org).



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

**9 de febrero 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 enero del 12 de enero de 2023**
- 6. Comprobantes y transferencias de autorización de nómina para enero de 2023**
- 7. Resolución 2023-02 – Autorizando el reembolso de millas de los miembros de la Junta**
- 8. Marca y logotipo de la agencia**
- 9. Informe del Director Ejecutivo**
  - Evaluación del desempeño del Director Ejecutivo
  - Ajuste de ingresos suplementarios 2023
  - Calendario de reuniones de la Junta
  - Auditoría bienal
- 10. Otros asuntos**
- 11. 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](mailto: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**

Owen conducted roll call and declared a quorum present.

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

Staff present: Marc Thornsbury, Executive Director  
Christa Owen, Acting 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.

Jean Mendoza, White Swan, stated her opinion the process to appoint Jon DeVaney to the Board of Directors had been done improperly. She expressed appreciation the Agency previously acknowledged those releasing emissions into the air should pay for control of those emissions. Ms. Mendoza then inquired about the difference in the impact of the emissions from the Caton Landfill and the emissions from a one million gallon manure lagoon.

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

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

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

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

7. **Resolution 2023-01 – Establishing Agency Paid Holidays**

Jones made the motion to approve. Trevino seconded. Motion passed 2-0

8. **Resolution 2023-02 – Authorizing Board Member Mileage Reimbursement**

Thornsbury noted the resolution was not being presented for adoption and pointed to copies of the original language and two alternatives. He noted proposed alterations were suggested by various board members during the December 2022 board meeting and explained his work to incorporate them, resulting in two alternatives that address the issues in a slightly different

fashion. Thornsbery requested the Board select an alternative or provide feedback so a final version can be presented at the February meeting.

DeVaney asked if Thornsbery had any comments or a staff recommendation. Thornsbery expressed his opinion alternative one would be preferable as it would be effective without unnecessarily complicating the needed operational procedures. He added alternative two would require additional effort on the part of staff and board members.

DeVaney stated his reading of alternative one makes the default the offering of the reimbursement to board members who traveled to the board meetings whereas alternative two requires board members who wish to receive reimbursement to affirmatively request it. Thornsbery concurred.

Trevino asked if there were plans to hold board meetings in the lower valley. Thornsbery explained staff has been looking into identifying available venues and anticipates bringing more information to the board at the February meeting.

Jones inquired about having to provide a home address for documentation needed to obtain reimbursement. Thornsbery explained the original proposed resolution was based on a fixed reimbursable distance which has been changed and, as a result, alternatives one and two no longer require that information. Trevino described the mileage reimbursement process used by other entities. Discussion followed. Thornsbery noted the degree of rigor incorporated into the reimbursement process is at the discretion of the Board. Trevino suggested use of a form. Jones concurred. Thornsbery assured the Board the process used by the Agency would be one with which the Board is comfortable. He added he will bring a final version with the changes and a sample form for review at the February meeting.

DeVaney requested Thornsbery do so based on alternative one. Jones concurred. Thornsbery confirmed consensus using the language identified as “Alternative One”.

#### **9. Board Officer Election**

DeVaney noted January is when a board chair and vice chair are elected, adding he currently serves as the chair with Trevino serving as the vice chair. Jones offered a slate of board officers for 2023 with Jon DeVaney as chair and Janice Deccio as vice chair. Jones moved to elect the slate presented. Trevino seconded. Motion passed 2-0.

#### **10. Agency Branding and Logo**

Thornsbery reminded the Board it had been provided a variety of examples at the last board meeting so it would have time to review them and provide comments, ideas, alternatives, and direction to staff in the present meeting. He added the expectation is to adopt an alternative at the February or March board meeting.

DeVaney noted the sheer number of options bordered on overwhelming, adding he preferred one of the variations within the group numbered “1B” and the group numbered “7”. He suggested the Board narrow the list.

Jones asked if Agency staff members had voted as to their preference. Thornsbery replied that had not occurred. DeVaney suggested Thornsbery have staff assist in narrowing the options under consideration. Thornsbery suggested the Board narrow the list after which staff could express a preference within the smaller number of alternatives. Trevino concurred.

Jones expressed support for option “1A3” using Arial or Rubik as the font. Trevino also expressed support for option “1A3”. Thornsbery confirmed DeVaney’s support for option “1B3” and the use of a narrowed list comprised of the options in the groups numbered “1A” and “1B” for which board members had expressed support.

#### 11. Executive Directors Report

Agency Reorganization: Thornsbery briefly discussed progress implementing the changes to the organizational structure. He explained the Agency previously had approximately 60% of staff assigned to administration and 40% assigned to operations, adding this has been reversed and there will now be 40% assigned to administration and 60% assigned to operations. Thornsbery noted this is generally consistent with other clean air agencies in the state and brings the Agency more in line with the norm.

2023 Registration Fees: Thornsbery pointed the Board to the copy of the letter that went out to all registrants and informed the Board the Wash. Dept. of Ecology will be increasing its fees by approximately 25% for major and minor new source reviews as well as its carbon dioxide mitigation program.

DeVaney asked if the agency had received any feedback on the registration cover letter explaining the fee increase. Thornsbery stated he had not personally received any questions but understood a couple of staff members had received some questions typically seeking addition background information.

Jones questioned a reference to a “certification of confidential business information” form included in the third paragraph of the letter, expressing his belief the form’s efficacy was suspect and noting the Agency had been the subject of a lawsuit relating to confidential information.

Thornsbery explained the Wash. Public Records Act contains very tightly limited exceptions including an exception covering the details of unique business processes that would be anti-competitive if they were revealed. He noted the form essentially provides the Agency with notice the information provided may be subject to an exemption under the Public Records Act and clarified the form does not state such information *is* exempt from disclosure nor does

it allow an individual who completes it to prohibit the Agency from releasing such information if it is subject to disclosure. Thornsbery reiterated that in the event the records covered by a form are the subject of a public records request, the form acts as a warning the Agency should take added care and notify the subject entity its information may be disclosed. He added they may then choose whether to seek an injunction from a court barring the Agency from disclosing the information until a determination can be made by the court as to whether or not the exemption applies.

Caton Landfill: Thornsbery explained the agency is working with the Wash. Dept. of Ecology and the Yakima County Department of Health regarding the issues surrounding the fire that occurred at the Caton Landfill near the end of 2022. He noted, at present, all three entities are working to come up with a clear and concise set of requirements and obligations the landfill will need to meet in order to resume operations. Thornsbery stated the goal is to create a clear and workable process that serves to protect the public interest and allow for the business to resume operation in a reasonable timeframe.

DeVaney stated one of the biggest challenges that comes up when addressing public questions around emissions issues is that of the jurisdiction of various agencies where the Department of Health or Department of Ecology might have primary jurisdiction, with the Agency in a supporting role or, in some cases, activities may have categorical exemptions in statute. He inquired as to whether there exists a mapping of jurisdictions regarding enforcement, noting not everything that potentially impacts the air is within the jurisdiction of the Agency.

Thornsbery stated he was not aware of any such map. He added the three agencies are being respectful of their respective jurisdictional boundaries and working together on a common set of objectives. Thornsbery expressed belief progress was being made that would serve to ensure the public their interests are being safeguarded and allow the business to resume operations as quickly as possible in a safe and appropriate manner.

DeVaney suggested, as part of the Agency's education and outreach efforts, the development of an abbreviated description of what falls within the Agency's jurisdiction and where it might make a referral to another agency. He added a simple diagram might be helpful. Thornsbery concurred and noted he is working on some web content to address commonly asked questions and suggested this might be appropriate for that effort.

Outreach: Thornsbery informed the Board he has resumed his outreach efforts after the holidays and listed the municipalities and special districts he has visited. He noted much of the focus to date has been on the lower valley, but as these are completed he will be moving northward.

DeVaney stated the U.S. Environmental Protection Agency (EPA) is currently conducting a review of emissions controls on tribal lands, noting this will likely affect a good portion of

the area of Yakima County. He added his understanding is EPA is not intending to finalize any changes until later this year. He suggested staff provide a future update concerning regulatory and enforcement changes that will be taking within the exterior boundaries of the reservation. Thornsberry stated the Agency is aware of the proposed changes to the Federal Air Rules for Indian Reservations (FARR) and expressed his opinion the changes would bring many of the regulations more in line with those applicable outside of the reservation.

Trevino expressed appreciation for Thornsberry's visit to the City of Granger and for his efforts to reach out to the cities and building partnerships.

## 12. Adjournment

Jones moved to adjourn. Trevino seconded. Motion passed 2-0.  
DeVaney adjourned the meeting at 2:39 p.m.

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Jon DeVaney, Chairman

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Pamela Herman, Clerk of the Board

**Date of Release:** February 2, 2023  
**Date of Consideration:** February 9, 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	Nov FY23	Dec FY23	Jan FY23	
Minor Source Inspections	35	0	0	19	4
Complaints Received	104	15	29	24	61
NOVs Issued	24	1	3	2	8
AODs Issued	0	1	0	0	1
Warning Notices Issued	0	1	0	0	1
NOPs Issued	32	6	2	0	1
SEPA Reviews	443	32	30	21	148
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	0	0	0	1
Deviations/Upsets Reported	21	1	2	1	8
AOP Inspections	2	0	0	19	0
Public Workshops	1	0	0	0	1
Media Events	1	0	0	0	3
Media Contacts	7	2	0	0	3
Education Outreach Events	1	0	0	0	0
Sources Registered	271	0	0	91	33
NSR Applications Received	14	1	0	1	4
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	0	0	0	8
NODRs Received	143	14	8	23	87
Agricultural Burn Permits Issued	73	2	1	14	4
Conditional Use Permits Issued	11	0	0	0	0
Residential Burn Permits Issued	717	9	0	0	263
Burn Ban Days	84	6	4	3	27
Public Records Requests Fulfilled	39	2	5	2	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



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## STAFF REPORT

**Date:** February 2, 2023  
**To:** YRCAA Board of Directors  
**From:** Christa Owen, Staff Accountant  
**Subject:** Fiscal Program Report

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**Issue:** Fiscal Reports

**Analysis:** January 2023 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 January 2023 AP Fiscal Vouchers, totaling \$43,621.76, and the January 2023 Payroll Authorization, totaling \$61,581.86.



January 13, 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	35421	4801	\$ 456.16	1/18/2023
Carl Brookshire	35422	3101	\$ 100.00	1/18/2023
Cascade Natural Gas	35423	4701	\$ 353.73	1/18/2023
Coastal*	35424	4105	\$ 3,480.64	1/18/2023
Coleman Oil Company	35425	3201	\$ 33.16	1/18/2023
Imagicomm Yakima*	35426	4105	\$ 2,811.00	1/18/2023
Intermountain Cleaning Service	35427	4802	\$ 370.00	1/18/2023
Invisible Ink	35428	4101	\$ 215.00	1/18/2023
Iron Horse Real Estate	35429	4501	\$ 4,812.12	1/18/2023
KAPP-KVEW*	35430	4105	\$ 1,425.00	1/18/2023
KeyBank	35431	Various	\$ 585.52	1/18/2023
Rowdy Construction*	35432	4105	\$ 2,501.73	1/18/2023
YRCAA	35433	4901	\$ 534.79	1/18/2023
Yakima County Public Services	35434	4701	\$ 21.89	1/18/2023

**\$ 17,700.74**

**\*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: **\$ 17,700.74**

\_\_\_\_\_  
Christa Owen, Primary Auditing Officer 1/18/2023

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc D. Thornsbury, Secondary Auditing Officer

\_\_\_\_\_  
Date



January 30, 2023

**Fund 614-6140 YRCAA  
Fund 614-1410 Enterprise**

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Alliant Communications	35435	4101	\$ 345.33	1/31/2023
Armstrong's Stove & Spa*	35436	4105	\$ 11,956.21	1/31/2023
Charter Communications	35437	4201	\$ 439.51	1/31/2023
Coastal*	35438	4105	\$ 2,440.84	1/31/2023
Paul Davis*	35439	4105	\$ 2,000.00	1/31/2023
Richard Gonzalez*	35440	4105	\$ 2,000.00	1/31/2023
Pacific Power	35441	4701	\$ 241.43	1/31/2023
Rowdy Construction*	35442	4105	\$ 2,355.53	1/31/2023
Springbrook Holding Company LLC	35443	4101	\$ 4,142.17	1/31/2023

**\$ 25,921.02**

**\*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: **\$ 25,921.02**

\_\_\_\_\_  
Christa Owen, Primary Auditing Officer 1/31/2023

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

Date

\_\_\_\_\_  
Marc D. Thornsbury, Secondary Auditing Officer

Date

**Yakima Regional Clean Air Reimb  
January 2023**

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	1,149.95	
	0.00	
Total Benefits	15,683.18	\$15,683.18
Other	0.00	
Bank Charges	25.00	
Total	\$25.00	\$25.00
<b>Total Payroll</b>		<b>\$61,581.86</b>

\_\_\_\_\_  
Primary Auditing Officer      Date

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

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

FY 2023 Monthly BVA

January 2023 Report Date: February 9, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>REVENUE</b>					
<b>REVENUE 614 YRCAA Base Operations</b>					
<b>Stationary Source Permit Fees</b>					
614-32190001	Minor Sources	\$ 163,880	\$ 56,232	\$ 73,020	44.6%
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ 7,498	\$ 10,320	45.7%
614-32190006	Complex Sources	\$ 32,808	\$ 5,436	\$ 6,321	19.3%
614-32290001	Title V Sources	\$ 92,000	\$ -	\$ 64,038	69.6%
614-32190002	New Source Review	\$ 38,000	\$ 400	\$ 8,904	23.4%
<i>Subtotal, Stationary Source Permit Fees</i>		<b>\$ 349,264</b>	<b>\$ 69,566</b>	<b>\$ 162,603</b>	<b>46.6%</b>
<b>Burn Permit Fees</b>					
614-32290005	Residential Burn Permits	\$ 55,000	\$ 11,100	\$ 23,954	43.6%
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 3,580	\$ 6,091	24.4%
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ -	\$ -	0.0%
<i>Subtotal, Burn Permit Fees</i>		<b>\$ 93,000</b>	<b>\$ 14,680</b>	<b>\$ 30,045</b>	<b>32.3%</b>
<b>Compliance Fees</b>					
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 3,919	\$ 20,284	81.1%
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 357	\$ 3,162	54.5%
<i>Subtotal, Compliance Fees</i>		<b>\$ 30,800</b>	<b>\$ 4,276</b>	<b>\$ 23,446</b>	<b>76.1%</b>
<i>Subtotal, All Permit Fee Revenue</i>		<b>\$ 462,000</b>	<b>\$ 88,522</b>	<b>\$ 216,094</b>	<b>46.8%</b>
<b>Base Grants</b>					
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>		<b>\$ 183,345</b>	<b>\$ -</b>	<b>\$ 91,849</b>	<b>50.1%</b>
<b>Fines &amp; Penalties</b>					
614-35990001	Civil Penalty	\$ 2,500	\$ 1,000	\$ 22,892	
614-35990001	Other Fines	\$ -	\$ -	\$ -	
<i>Subtotal, Fines &amp; Penalties</i>		<b>\$ 2,500</b>	<b>\$ 1,000</b>	<b>\$ 22,892</b>	
<b>Supplemental Income</b>					
614-33831001	Supplemental Income	\$ 102,830	\$ 9,781	\$ 33,160	32.2%
<i>Subtotal, Supplemental Income</i>		<b>\$ 102,830</b>	<b>\$ 9,781</b>	<b>\$ 33,160</b>	<b>32.2%</b>
<b>Other Income</b>					
614-36111001	Interest	\$ 3,500	\$ 718	\$ 4,121	117.7%
614-36990014	Miscellaneous Income	\$ 100	\$ 122	\$ 218	218.2%
<i>Subtotal, Other Income</i>		<b>\$ 3,600</b>	<b>\$ 840</b>	<b>\$ 4,339</b>	<b>120.5%</b>
<i>Total YRCAA Base Operations Revenue</i>		<b>\$ 754,275</b>	<b>\$ 100,143</b>	<b>\$ 368,334</b>	<b>48.8%</b>
<b>REVENUE 614 YRCAA Grant Operations</b>					
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	\$ 57,272	\$ 595,797	102.9%
<i>Total YRCAA Grant Operations Revenue</i>		<b>\$ 604,956</b>	<b>\$ 57,272</b>	<b>\$ 608,953</b>	<b>100.7%</b>
<b>REVENUE Enterprise Operations</b>					
614-34317001	VE Certification Fees	\$ 60,000	\$ 2,000	\$ 38,490	64.2%
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Enterprise Revenue</i>		<b>\$ 60,000</b>	<b>\$ 2,000</b>	<b>\$ 38,490</b>	<b>64.2%</b>
<i>Total Base, Grant and Enterprise Revenue</i>		<b>\$ 1,419,231</b>	<b>\$ 159,415</b>	<b>\$ 1,015,777</b>	<b>71.6%</b>

FY 2023 Monthly BVA

January 2023 Report Date: February 9, 2023	<b>Budget</b>	<b>Actual Current</b>	<b>Actual Year to Date</b>	<b>Year to Date % of Budget</b>
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**EXPENSES**  
**EXPENSES 614 YRCAA Base Operations**

**Salaries**

614-1001	Salaries	\$ 412,802	\$ 35,730	\$ 218,931	53.0%
614-2002	Benefits	\$ 143,349	\$ 12,554	\$ 76,922	53.7%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 556,151</i>	<i>\$ 48,283</i>	<i>\$ 295,853</i>	<i>53.2%</i>

**Supplies**

614-3101	Office Supplies	\$ 6,000	\$ 616	\$ 3,757	62.6%
614-3101	Safety Equipment	\$ 200	\$ -	\$ -	0.0%
614-3201	Vehicles, Gas	\$ 6,000	\$ 33	\$ 820	13.7%
614-3501	Small Tools/Equipment	\$ 1,000	\$ -	\$ -	0.0%
614-3502	Computer Network	\$ 3,000	\$ -	\$ 3,616	120.5%
<i>Subtotal, Supplies</i>		<i>\$ 16,200</i>	<i>\$ 650</i>	<i>\$ 8,192</i>	<i>50.6%</i>

**Services**

614-4101	Professional Services	\$ 80,000	\$ 4,703	\$ 35,704	44.6%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,000	\$ -	\$ -	0.0%
614-4201	Communications, Phones/Internet	\$ 7,000	\$ 478	\$ 3,357	48.0%
614-4202	Postage	\$ 1,800	\$ 17	\$ 496	27.6%
614-4301	Travel & Transportation	\$ 5,000	\$ -	\$ 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	\$ 4,812	\$ 33,473	57.7%
614-4601	Insurance	\$ 16,000	\$ -	\$ 16,768	104.8%
614-4701	Utilities	\$ 4,500	\$ 617	\$ 2,986	66.4%
614-4801	Maintenance, Motor Vehicles	\$ 1,400	\$ -	\$ 516	36.9%
614-4801	Maintenance, Equipment	\$ 5,000	\$ 456	\$ 1,000	20.0%
614-4801	Maintenance, Computers	\$ 4,000	\$ -	\$ 146	3.6%
614-4801	Maintenance, Building	\$ 4,500	\$ 370	\$ 2,590	57.6%
614-4901	Memberships	\$ 700	\$ 14	\$ 598	85.5%
614-4901	Training	\$ 6,000	\$ -	\$ 1,775	29.6%
614-4901	Service Chgs & Interest	\$ 7,500	\$ 535	\$ 2,732	36.4%
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>\$ 12,001</i>	<i>\$ 104,713</i>	<i>47.4%</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>\$ 60,934</i>	<i>\$ 408,758</i>	<i>51.5%</i>

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

**Salaries**

614-1001	Salaries	\$ 3,500	\$ 282	\$ 1,197	34.2%
614-2002	Benefits	\$ 910	\$ 99	\$ 421	46.2%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
<i>Subtotal, Salaries</i>		<i>\$ 4,410</i>	<i>\$ 381</i>	<i>\$ 1,618</i>	<i>36.7%</i>

**Supplies**

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

FY 2023 Monthly BVA

January 2023 Report Date: February 9, 2023		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
<b>Services</b>					
614-4139	Professional Services	\$ 150	\$ -	\$ 560	373.3%
614-4202	Postage	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 560</u>	<u>373.3%</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	<u>\$ 4,906</u>	<u>\$ 381</u>	<u>\$ 2,178</u>	<u>44.4%</u>
<b>614-33403108 PM2.5</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 15,577	\$ 878	\$ 7,086	45.5%
614-2002	Benefits	\$ 5,473	\$ 309	\$ 2,490	45.5%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 1,187</u>	<u>\$ 9,575</u>	<u>45.5%</u>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Services</b>					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<u>\$ 21,050</u>	<u>\$ 1,187</u>	<u>\$ 9,575</u>	<u>45.5%</u>
<b>614-33403107 Woodstove Change-out</b>					
<b>Salaries</b>					
614-1001	Salaries	\$ 103,600	\$ 8,681	\$ 63,875	61.7%
614-2002	Benefits	\$ 36,400	\$ 3,050	\$ 22,443	61.7%
614-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 11,731</u>	<u>\$ 86,317</u>	<u>61.7%</u>
<b>Supplies</b>					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
<b>Services</b>					
614-4101	Professional Services	\$ 379,000	\$ 30,971	\$ 272,332	71.9%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ 30,971</u>	<u>\$ 272,332</u>	<u>71.9%</u>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<u>\$ 519,000</u>	<u>\$ 42,702</u>	<u>\$ 358,649</u>	<u>69.1%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 44,269</u>	<u>\$ 370,402</u>	<u>68.0%</u>
<b>EXPENSES 141 Enterprise Operations</b>					
<b>Salaries</b>					
141-1001	Salaries	\$ 13,320	\$ -	\$ 6,416	48.2%
141-2002	Benefits	\$ 4,680	\$ -	\$ 2,254	48.2%
141-1003	Overtime	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 8,670</u>	<u>48.2%</u>

**FY 2023 Monthly BVA**

<b>January 2023</b>		<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Year to Date</b>
<b>Report Date: February 9, 2023</b>			<b>Current</b>	<b>Year to Date</b>	<b>% of Budget</b>
<b>Supplies</b>					
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>	<i>\$ 1,150</i>	<i>\$ -</i>	<i>\$ 501</i>	<i>43.5%</i>
<b>Services</b>					
141-4101	Professional Services	\$ 2,500	\$ -	\$ 265	10.6%
141-4202	Postage	\$ 250	\$ -	\$ 21	8.4%
141-4301	Travel & Transportation	\$ 7,500	\$ -	\$ 3,725	49.7%
141-4501	Rents & Leases, Space	\$ 2,500	\$ -	\$ 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	\$ -	\$ -	0.0%
	<i>Subtotal, Services</i>	<i>\$ 14,050</i>	<i>\$ -</i>	<i>\$ 6,006</i>	<i>42.7%</i>
<b>Capital Out-Lay &amp; Fixed Assets</b>					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	#DIV/0!
	<i>Total Enterprise Operations Expenses</i>	<i>\$ 33,200</i>	<i>\$ -</i>	<i>\$ 15,177</i>	<i>45.7%</i>
<b>Summary of Revenue vs Expenses:</b>					
	<i>Prior-Year Carry Over Funds</i>	<i>\$ 337,170</i>	<i>\$ -</i>	<i>\$ 337,170</i>	
	<i>Total Revenue, Base, Grants &amp; Enterprise</i>	<i>\$ 1,756,401</i>	<i>\$ 159,415</i>	<i>\$ 1,352,947</i>	<i>77.0%</i>
	<i>Total Expenses, Base, Grants &amp; Enterprise</i>	<i>\$ 1,371,457</i>	<i>\$ 105,204</i>	<i>\$ 794,337</i>	<i>57.9%</i>
	<i>Fund Balance</i>	<i>\$ 384,944</i>	<i>\$ 54,212</i>	<i>\$ 558,610</i>	
	<i>Operating Reserves</i>	<i>\$ 47,774</i>			
	<i>Estimated Available Fund Balance</i>	<i>\$ 337,170</i>			

**YAKIMA REGIONAL CLEAN AIR AGENCY**  
**SUPPLEMENTAL INCOME STATUS for CY 2023 on January 31, 2023**  
**CY 2023 \$.40 PER CAPITA (Rounded Amounts)**

City/Town	Past Due	Assessment Amount	Total Amt Due	Date Received	Amount Received	Balance Due	Responses
Grandview	\$ -	\$ 4,384	\$ 4,384		\$ -	\$ 4,384	
Granger	\$ -	\$ 1,476	\$ 1,476		\$ -	\$ 1,476	
Harrah	\$ -	\$ 232	\$ 232		\$ -	\$ 232	
Mabton	\$ -	\$ 790	\$ 790		\$ -	\$ 790	
Moxee	\$ -	\$ 1,762	\$ 1,762		\$ -	\$ 1,762	
Naches	\$ -	\$ 444	\$ 444		\$ -	\$ 444	
Selah	\$ -	\$ 3,294	\$ 3,294		\$ -	\$ 3,294	
Sunnyside	\$ -	\$ 6,560	\$ 6,560		\$ -	\$ 6,560	
Tieton	\$ -	\$ 572	\$ 572		\$ -	\$ 572	
Toppenish	\$ -	\$ 3,548	\$ 3,548		\$ -	\$ 3,548	
Union Gap	\$ -	\$ 2,638	\$ 2,638		\$ -	\$ 2,638	
Wapato	\$ 1,011	\$ 1,844	\$ 2,855		\$ -	\$ 2,855	
City of Yakima	\$ -	\$ 39,124	\$ 39,124	1/26/2023	\$ 9,781	\$ 29,343	Pd 1/4
Zillah	\$ -	\$ 1,276	\$ 1,276		\$ -	\$ 1,276	
Yakima Co.	\$ -	\$ 35,296	\$ 35,296		\$ -	\$ 35,296	
<b>Totals:</b>	<b>\$ 1,011</b>	<b>\$ 103,240</b>	<b>\$ 104,251</b>		<b>\$ 9,781</b>	<b>\$ 94,470</b>	

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 a mileage reimbursement to any board member using a private vehicle to attend, in person, any Agency board meeting, subject to the following provisions:

1. Following an in-person meeting of the Board, each board member physically present at the meeting may complete, and submit to Agency staff, a mileage reimbursement form provided by the Agency certifying their use of a private vehicle to attend said meeting and the distance traveled both to and from the meeting.
2. The distance upon which the reimbursement is calculated shall be double the shortest distance traveled (to or from the meeting) as set forth on the mileage reimbursement form.
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.
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. Declines such reimbursement;
  - b. Fails to complete a mileage reimbursement form certifying their private vehicle use and the 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



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Yakima, WA 98901  
509-834-2050  
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## Mileage Reimbursement Certification

Board Member: \_\_\_\_\_ Request Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Arrived From:

Locality: \_\_\_\_\_ Miles: \_\_\_\_\_  
(city, town, or area)

Returned To:

Locality: \_\_\_\_\_ Miles: \_\_\_\_\_  
(city, town, or area)

I hereby certify, under penalty of perjury, that the information provided herein is true and correct, that I attended the Yakima Regional Clean Air Agency board meeting in person on the date set forth above, and that I used a private vehicle and traveled the distances specified above to attend the same. I understand, provided it meets the requirements of YRCAA Resolution 2023-02, my travel will be reimbursed at the mileage rate established by the Washington State Office of Financial Management as calculated on double the shortest distance set forth above.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_



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## STAFF REPORT

**Date:** January 31, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Branding and Logo Alternatives

---

### Background

At its January 12, 2023, meeting, the Board of Directors reviewed eleven proposed logo designs (plus variations), eliminating several and resulting in the narrowed list that appears below.

At the above meeting, the Board requested the opinion of all staff regarding the alternatives it selected for further consideration. Of the ten Agency employees polled, the results were evenly split between the two styles with the first style (alternatives 1/2) receiving five votes and the second style (alternatives 3/4) receiving five votes. Individual alternatives received the following: #1 – 0 votes; #2 – 5 votes; #3 – 2 votes; and #4 – 3 votes.

Sixteen individuals unrelated to the Agency were polled with the first style (alternatives 1/2) receiving fourteen votes and the second style (alternatives 3/4) receiving two votes. Individual alternatives received the following: #1 – 6 votes; #2 – 8 votes; #3 – 2 votes; and #4 – 0 votes.

The Board itself voted as follows: #1 – 1 vote; #2 – 2 votes; #3 – 0 votes; and #4 – 1 vote.

Combined, the total result was:

Alternative #1 – 7 votes  
Alternative #2 – 15 votes  
Alternative #3 – 4 votes  
Alternative #4 – 4 votes

The gradient used for the blue lines under the sun in Alternative #2 (and still used in the other alternatives) was abandoned as the top pale blue line was so thin at small sizes there was insufficient contrast it became difficult to see.

### Analysis

All four alternatives are suitable with examples shown below. These examples illustrate the use of the alternative in a letterhead context and a business card context. In addition, smaller supporting designs are shown that could be used in circumstances where the full logo is not desired or the space available is insufficient. Finally, a black-and-white version is shown to illustrate how the logo would come across when photocopied or printed in monochrome.

Two separated supporting documents have also been provided. The first shows images of the four alternatives in real-world situations to allow the Board to gain an understanding of their

appearance in contexts beyond letterhead and business cards. The second lists potential fonts to be used in conjunction with the selected image.

As previously noted, prospective logo should be considered with the following 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?

In addition, in coming to a conclusion, the Board may wish to take the following into account.

While all four alternatives called for the use of a gradient, it was removed in Alternative #2 due to challenges surrounding its use (see above). However, while not necessary in the case of the other alternatives, each of these would significantly benefit from the use of a single dark color for all of the elements in blue.

It has been discovered the logo for Yakima Transit is similar, in some respects, to alternatives #1 and #2. They do not appear visually the same, but there are characteristics in common such as the use of a partial sun that sits atop wavy lines that are considerably longer. Any similarity is entirely unintentional and there was no desire or intent to borrow aspects from Yakima Transit's logo.

### **Recommendation**

There is no staff recommendation. However, the Board should do one of the following: a) Select and adopt one of the alternative images and fonts provided; or b) Specifically identify any desired changes to the alternatives so that a final design can be presented for adoption at the March meeting.

**Alternative #1 (fka 1A1)**



 **Yakima Regional  
Clean Air Agency**

---

**JOHN Q. PUBLIC**  
*Chief Cook and Bottle Washer*

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Yakima, WA 98901-2303      fax: 509-834-2060  
www.yakimacleanair.gov      jpublic@yakimacleanair.gov



**Alternative #2 (fka 1A3)**



 **Yakima Regional  
Clean Air Agency**

---

**JOHN Q. PUBLIC**  
*Chief Cook and Bottle Washer*

186 Iron Horse Ct. Ste. 101      tel: 509-834-2050  
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**Alternative #3 (fka 1B2)**



 <b>Yakima Regional Clean Air Agency</b>	
<hr/>	
<b>JOHN Q. PUBLIC</b> <i>Chief Cook and Bottle Washer</i>	
186 Iron Horse Ct. Ste. 101 Yakima, WA 98901-2303 www.yakimacleanair.gov	tel: 509-834-2050 fax: 509-834-2060 jpublic@yakimacleanair.gov



**Alternative #4 (fka 1B3)**



 <b>Yakima Regional Clean Air Agency</b>	
<hr/>	
<b>JOHN Q. PUBLIC</b> <i>Chief Cook and Bottle Washer</i>	
186 Iron Horse Ct. Ste. 101 Yakima, WA 98901-2303 www.yakimacleanair.gov	tel: 509-834-2050 fax: 509-834-2060 jpublic@yakimacleanair.gov





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## STAFF REPORT

**Date:** January 31, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbery, Executive Director  
**Subject:** Branding and Logo Alternatives - Fonts

---

### Background

In addition to the graphic elements of the logo (addressed elsewhere), the text of the Agency's name can also be part of its brand (think Kellogg's, Coca-Cola, and Ben & Jerry's—all of which rely heavily on the appearance of the characters forming their name as part of their identity). The following list includes fonts for which support has been expressed by board members as well as a handful of recently discovered fonts that are unique alternatives to those already reviewed and discarded.

### Arial

A clean and common font that is legible, but otherwise unremarkable.



### Barlow

A modern font similar to Arial, but with a lighter feel and some unique touches such as the loop of the lowercase "g" and the lowered bar of the capital "A".



## Dungeon

Bold and unique, this font makes a statement while remaining legible. Strong vertical strokes and lighter horizontal strokes give it an appeal beyond fonts with a uniform stroke weight throughout. However, care must be taken to avoid overpowering adjacent elements.



## El Messiri

A readable font that offers a unique appearance that hints at serifs without fully embracing them. These small, swooping elements tie in with the blue waves of the image—potentially creating a surprisingly memorable logo.



## Futura

A Spartan font similar to Arial, Futura has been a go-to typeface for years, but is typically better suited for use in publishing.



## Josefin

This modern typeface gives a very airy feel with lean strokes and wide letter spacing. A potentially good choice for a clean air agency and particularly if there is a desire to ensure the adjacent image is the focal point. Note the uniquely slanted bar of the lowercase “e”.



## Lucida

Old by most standards, the Lucida font family remains a standard when a very legible but generally nondescript typeface is desired. However, unlike Arial and other plain fonts, Lucida delivers a slightly heavier stroke in areas such as the left stem of the uppercase “Y” and the right stem of the uppercase “A”. Subtle to the point of going unnoticed, it remains one of the reasons this font draws the eye even if the reader isn’t entirely sure why.



## Marcellus

Marcellus is one of several modern fonts that are creative and appealing without being overbearing. Varied stroke weights and hints at serifs make this a unique option that stands out from the crowd.



## MicroSquare

A more angular font than most, MicroSquare offers a legible typeface that isn’t like most others. The use of tight corners and a penchant for nearly (but not quite) straight lines leaves one with a font that is, well, a bit square.



## Myriad

Similar to many of the other plain fonts noted above, Myriad is an alternative to that genre—using a narrower character width and a tight character spacing to make the most of the space available. If a larger (vertically) font is desired and horizontal space is at a minimum, this would be a good choice.



## Quicksand

Quicksand is very similar to Rubik, but with a slightly more casual, airy feel due in large part to its lighter stroke weight and an appearance reminiscent of printed handwriting (the result, in part, of the rounded ends of each stroke).



## Rubik

This font borrows from other plain fonts (such as Arial Rounded). It is a legible typeface that has a slightly softer appearance as a result of the rounded ends of each stroke (similar to Quicksand).



## Saira

Similar to Myriad, this option also uses a narrower character width and a tight character spacing to fit more into each horizontal inch. However, it is otherwise unremarkable.





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## STAFF REPORT

**Date:** January 31, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Branding and Logo Alternatives - Images

---

### Background

The following images offer an example of what the four alternative logos might look like when used in real-world applications such as on a vehicle or the office building sign.

Alternative #1 (fka 1A1)



Alternative #2 (fka 1A3)



Alternative #3 (fka 1B2)



Alternative #4 (fka 1B3)





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## STAFF REPORT

**Date:** January 25, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Executive Director Performance Evaluation

---

### Background

The Board of Directors hired an executive director for the Agency effective September 12, 2022.

Agency policy requires an annual performance evaluation for employees.

A search was conducted for an internal performance evaluation form for the executive director position. However, no such form was found.

### Analysis

It is common for the board of a public agency to evaluate the performance of an executive director after an initial period of three to six months. March 11, 2023, will conclude the first six months of employment for that position in the Agency. In the absence of a previously utilized form, a sample form has been attached with line items typically found in a performance evaluation for an executive director—modified to accommodate the unique aspects of the Agency.

Whether the Board chooses to conduct a performance evaluation and when it does so is entirely within its discretion. However, if it elects to conduct such an evaluation, it will need to do so at the next board meeting to be held March 10, 2023. The Board may also select another time such as its June meeting at the end of the fiscal year or at its December meeting at the end of the calendar year (and the time when all other annual employee performance evaluations are expected to take place).

The elements upon which an executive director is evaluated should be considered carefully as they communicate to the director the aspects of the position considered important by the Board. They can also be a key element when considering adjustments to compensation for the position and are often the basis for disciplinary action, including termination. As a result, the Board should ensure the items upon which it will base its evaluation fully and accurately reflect its expectations regarding the conduct of the Executive Director. It is also important for all board members to participate in the evaluation process and to be present at the meeting in which the evaluation takes place.

The Board may utilize an executive session to conduct the performance evaluation under RCW 42.30.110(g). Before adjourning to such an executive session, the Board Chairperson should announce: "Pursuant to RCW 42.30.110(g), the board of directors will adjourn to an executive session for a period of [number] minutes to review the performance of the Executive Director, a

public employee of the Agency. No action will be taken in the executive session.” In the event additional time is necessary, the Board Chairperson may extend the executive session by publicly announcing the same and stating the number of minutes by which the session will be extended. The regular board meeting is not permitted to resume until the stated period of time has transpired.

**Recommendation**

The Board should determine if and when it will conduct a performance evaluation of the Executive Director. Staff strongly recommends an annual performance evaluation for this position.

If the Board elects to conduct such an evaluation, board members should review the sample evaluation form and provide any comments, concerns, additions, or deletions to staff a minimum of two weeks prior to the meeting at which the evaluation is to occur so these can be evaluated and incorporated into the form for distribution to the board members in advance of the meeting.

The Board should also consider whether it wishes to have each individual board member complete a performance evaluation form in advance of the meeting with the results aggregated in a single form during the evaluation process or to have the Board collectively complete a single form during the evaluation process.



# Performance Appraisal Executive Director

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

Employee: \_\_\_\_\_

Period: \_\_\_\_\_ to \_\_\_\_\_

## PERFORMANCE

- \_\_\_\_\_ Accepts and carries out board policies and decisions.
- \_\_\_\_\_ Provides an accurate and positive image of the agency to the public.
- \_\_\_\_\_ Readily corrects problems and follows up to insure satisfactory resolution.
- \_\_\_\_\_ Promptly responds to requests from board members, staff, and others outside the agency.
- \_\_\_\_\_ Completes tasks as directed, performs in a timely manner, and ensures effective results.
- \_\_\_\_\_ Maintains policies, procedures, and other documents necessary for effective agency operation.
- \_\_\_\_\_ Ensures interactions with registrants, permittees, public, and staff are cordial and productive.
- \_\_\_\_\_ Demonstrates initiative and the ability to self-direct.
- \_\_\_\_\_ Accepts accountability and responsibility for work performance and outcomes.
- \_\_\_\_\_ Works when needed and exhibits promptness, dependability, and dedication.
- \_\_\_\_\_ Strives for accuracy, exhibits attention to detail, and delivers quality results.
- \_\_\_\_\_ Demonstrates the ability to quickly learn and apply new skills and information.
- \_\_\_\_\_ Respects others, is an effective team player, and fosters a harmonious working environment.

Comments: \_\_\_\_\_

## LEADERSHIP

- \_\_\_\_\_ Knows, communicates, and follows the mission of the agency.
- \_\_\_\_\_ Assists in setting goals and priorities and effectively pursues them to completion.
- \_\_\_\_\_ Continually seeks ways to improve agency operations.
- \_\_\_\_\_ Pursues professional development through conferences, industry associations, etc.
- \_\_\_\_\_ Exhibits sound leadership and inspires confidence in that leadership in others.
- \_\_\_\_\_ Develops and maintains relationships with constituents, peers, and other agencies.
- \_\_\_\_\_ Demonstrates long-term vision by anticipating trends, problems, and opportunities.

Comments: \_\_\_\_\_

## JUDGMENT

- \_\_\_\_\_ Uses sound judgment, employs tact, seeks perspective, and solicits information.
- \_\_\_\_\_ Invites input from board members, staff, public, and others when appropriate.
- \_\_\_\_\_ Exhibits decisiveness, proportionality, and discernment.
- \_\_\_\_\_ Performs adequate research when evaluating opportunities, solutions, and alternatives.
- \_\_\_\_\_ Makes timely, consistent, and appropriate decisions.
- \_\_\_\_\_ Demonstrates objectivity and perspective.

\_\_\_\_\_ Accurately balances costs and risks against benefits when evaluating possible action.  
\_\_\_\_\_ Effectively addresses complex political and institutional situations.

Comments:

**ADMINISTRATION**

\_\_\_\_\_ Ensures agency operates in compliance with all applicable laws and administrative rules.  
\_\_\_\_\_ Continually seeks to improve efficiency and productivity of self and agency staff.  
\_\_\_\_\_ Keeps daily agency operations running with minimal disruption.  
\_\_\_\_\_ Ensures agency operates in a financially sound and prudent manner.  
\_\_\_\_\_ Maintains a high standard of performance and professionalism for self and agency staff.  
\_\_\_\_\_ Displays a thorough understanding of laws and regulations covering agency operations.  
\_\_\_\_\_ Effectively collaborates with local, peer, and other agencies and authorities.  
\_\_\_\_\_ Adequately protects agency assets and data from loss, theft, or unauthorized access.

Comments:

**DELEGATION**

\_\_\_\_\_ Shows respect and regard for staff.  
\_\_\_\_\_ Delegates tasks and authority as appropriate.  
\_\_\_\_\_ Encourages open communication and welcomes constructive criticism.  
\_\_\_\_\_ Appropriately rewards and corrects staff performance.  
\_\_\_\_\_ Works to foster teamwork and support a collaborative environment.

Comments:

**CREDIBILITY**

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

Comments:

**COMMUNICATION**

Communicates appropriate information to the board in a regular, effective, and timely manner.

Ensures agency web site content is current, comprehensive, and readily available.

Engages with elected officials and boards, industry and community groups, and others.

Promotes activities to educate the public concerning the agency’s purpose and programs.

Ensures the development and availability of printed and online educational material.

Comments:

[Empty text box for comments]

Objectives:

[Empty text box for objectives]

Remarks:

[Empty text box for remarks]

\_\_\_\_\_  
Name of Evaluator

\_\_\_\_\_  
Signature of Evaluator

I have received my performance evaluation and have been provided the opportunity to comment. I have also received a copy of this document.

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

\_\_\_\_\_  
(employee signature)

\_\_\_\_\_  
(date)

\* This evaluation is based on performance expectations for the position. Scoring is based on the performance of the employee as compared to the acceptable level of performance expected by the evaluator for an average employee in the position, taking into account various factors including the experience of the individual, the length of their employment, formal or on-the-job training, continuing education, the length of time spent in the position, and any disabilities. Such expectations are relative measures that may change over time in conjunction with changes in the factors noted above. For example, an employee with significant applicable experience, training, and education in a particular area will generally need to deliver greater performance to “exceed expectations” than an employee with less applicable experience, training, or education.



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## STAFF REPORT

**Date:** January 24, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** 2023 Supplemental Income Adjustment

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### Background

In June 2022, the Agency sent a letter to the cities and county stating the supplemental income rate for the calendar year 2023 would be \$0.40 per capita.

In early November 2022, staff reviewed city representative election procedures including statutory requirements and processes. Though not a focus of the work, this resulted in unintentional exposure to the statutory language concerning supplemental income received from the cities and county.

At the regular board meeting held December 8, 2022, it was suggested the Board of Directors adopt a twenty percent supplemental income increase effective for the calendar year 2024 and a second twenty percent increase effective for the calendar year 2025 with no increase for the calendar year 2023. After deliberation, the Board directed staff to implement a five percent increase in the Agency's supplemental income rate for the calendar year 2023 (raising it to \$0.42 per capita) with subsequent increases of fifteen percent and twenty percent planned for the calendar years 2024 and 2025, respectively.

### Analysis

At the time of the December board meeting, staff had reservations regarding the proposed 2023 increase, but was unable to provide any specificity or recall their source. Subsequent to the meeting, information discovered during the review conducted in November was recalled and the source of the concern identified. RCW 70A.15.1600(3) states, in part, "The board shall certify to each component city, town and county, prior to the fourth Monday in June of each year, the share of the supplemental income to be paid by such component city, town or county for the next calendar year. The latter shall then include such amount in its budget for the ensuing calendar year, and during such year shall pay to the activated authority, in equal quarterly installments, the amount of its supplemental share."

This statutory language appears to preclude any adjustments to the supplemental income rate for the following calendar year made after the fourth Monday in June. However, to confirm this, staff contacted the Municipal Research and Services Center (MRSC). The MRSC helps local governments across Washington State better serve their communities by providing legal and policy guidance on various topics. The Agency's inquiry and the MRSC response are attached.

In addition, staff contacted the other six air pollution control authorities operating in Washington State to inquire as to whether they had implemented an increase to their supplemental income

rate after the fourth Monday in June. Of those six, four responded stating they had not done so. No response was received from the remaining two agencies.

Based on the statutory language and the assessment provided by MRSC, and in the absence of evidence to the contrary from sister agencies, staff concludes an increase in the 2023 supplemental income rate at this time would constitute a violation of state law. Staff will include a twenty percent increase in the 2024 supplemental income, as originally proposed, as part of the annual budget process for the fiscal year 2023-24.

**Recommendation**

No action by the Board is necessary. Because the action taken by the Board in December, if implemented, would contravene state statute, it is null and void by operation of law.

The verbatim inquiry to, and response from, the Municipal Research and Services Center (MRSC) concerning adjustments to supplemental income for an air pollution control authority under Washington State law.

INQUIRY: RCW 70A.15.1600(3) states, in part, "The board shall certify to each component city, town and county, prior to the fourth Monday in June of each year, the share of the supplemental income to be paid by such component city, town or county for the next calendar year. The latter shall then include such amount in its budget for the ensuing calendar year, and during such year shall pay to the activated authority, in equal quarterly installments, the amount of its supplemental share." Can the board of an air pollution control authority elect to increase (above the amount certified) the supplemental income amount to be paid by each component city, town or county for the next calendar year by a vote of the board occurring during the period between the fourth Monday in June and December 31 of the current year?

RESPONSE: Because the statute uses the phrase, "*shall* certify to each component city, town and county, *prior to*" [emphasis added], then the air pollution control authority must certify the amount before the fourth Monday of June. The statute does not give an option for a later certification, and absent such a section in the statute, I don't believe it would be possible to do so. Most likely the fourth Monday in June was set as the date because air pollution control authorities have a budget year of July 1 – June 30 and should know their budgetary requirements for their upcoming budget year by the end of June. It also gives cities and counties time to determine how to include the supplemental share into their individual budgets. Allowing for later certifications would most likely cause last minute issues for taxing districts trying to set and approve their budgets by their statutory deadline.



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## STAFF REPORT

**Date:** January 31, 2023  
**To:** YRCAA Board of Directors  
**From:** Marc Thornsbury, Executive Director  
**Subject:** Board Meeting Schedule

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### Background

The regular meeting of the Board of Directors currently takes place on the second Thursday of each month at 2:00PM in the City of Yakima council chamber.

The council chamber for the City of Yakima contains audio and video equipment that allow for the broadcasting of public meetings on the Yakima Public Affairs Channel (Y-PAC). In addition, the City of Union Gap had similar equipment installed in their (relatively) new council chamber, allowing meetings at that location to also be broadcast. Because meetings of the Board take place in the afternoon at the City of Yakima council chambers, they are currently broadcast on Y-PAC and available at any time through the Y-PAC web site.

Y-PAC is operated by the City of Yakima's Office of Community Relations and funded exclusively by a franchise fee paid to the City by the local cable television provider. As a result, the availability of technical staff to record (for broadcast and streaming) the meetings of other agencies and special-purpose districts (such as the Yakima Regional Clean Air Agency) is limited to normal business hours and offered as a courtesy. Evening meetings of entities other than the City of Yakima are generally not recorded. However, it is believed the City of Union Gap, given its proximity to Yakima, has entered into an agreement for the operation of its audio/video equipment and the broadcasting and streaming of its meetings (likely at its cost and expense).

Y-PAC has been unable to record special events or meetings held in various locations in the region for some time due to a lack of modern portable equipment and staff availability. Portable equipment could be utilized by the Agency to record meetings for rebroadcast by Y-PAC with the cost to purchase the equipment necessary to deliver the most basic, broadcast-quality content estimated at a minimum of \$5,000 to \$10,000.

Staff reviewed a majority of the municipalities and special-purpose districts in Yakima County regarding meeting days/dates and times (schedules for several small fire districts could not be determined). Of the 39 reviewed and where a fixed time was published, 24 (61%) start at 6pm or later and 13 (33%) start before 6pm (typically 4pm or 5:30pm) with the remainder having a start time that could not be determined.

Of the 39 entities, 16 (41%) meet on Monday, 16 (41%) meet on Tuesday, 4 (10%) meet on Wednesday, and 3 (8%) meet on Thursday. Of these, meetings are held on the day of each

month as shown in the table below (some entities meet more than one time per month so totals may exceed the number of entities):

	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Monday	4	8	5	8
Tuesday	1	11	3	11
Wednesday	1	2	1	0
Thursday	0	1	0	2

Based on information obtained by staff, it appears most municipalities and special purpose districts meet at the same location and do not shift venues (whether on a random or scheduled basis). The predominant exception occurs with some school districts where meetings may be held in different locations within the district—though these appear to be exclusively held in district-owned facilities.

### **Analysis**

At its meeting held October 13, 2022, the Board discussed the time and place of its meetings and the possibility of making a change to one or both. As part of the discussion, it was suggested the Board consider holding its meetings during the day and in the evening on an alternating basis (e.g. January meeting during the day, February meeting in the evening, March meeting during the day, etc.) with one meeting each quarter (four per year) held at a location in the Lower Yakima Valley. For the purposes of this report, it is assumed the Board is not considering a change in the day/date of the meeting.

### Meeting Times

It is a reasonable assertion that holding meetings during normal business hours serves to make attendance impractical (if not impossible) for those members of the public that work during the day. Attempting to avoid this outcome may explain why a majority (61%) of entities start their meetings at or after 6pm. If entities with meetings starting at 4pm or after are included, the figure is closer to 90%.

On its face, this appears to constitute strong support for changing the start of the Agency board meetings to a later time as this would allow potential attendees to leave work on time and be present for the meeting. Given the geographical size of Yakima County and based on the assumption most workers end their day at 5pm, a 6pm (and certainly no earlier than a 5:30pm) start would seem a reasonable alternative.

However, it is an equally reasonable assertion that many members of the public view the meetings via broadcast or online streaming (potentially at a more convenient date or time) that would not otherwise attend the meetings in person. Because use of an evening meeting time precludes the availability of these options (see the Y-PAC limitations noted above), the Board must weigh the positive and negative impacts of both options against each other (e.g. is greater and/or easier in-person attendance with a smaller overall viewership more or less desirable than lesser and more difficult in-person attendance with a larger overall viewership?). Put another way, one might consider the question one of quantity versus quality. Is it better to facilitate attendance at the meeting or preserve access to it in other ways and at (potentially) more convenient times?

Based on the information currently known, an evening meeting held on the second Thursday of the month would result in a conflict with one other entity: the City of Moxee. If this is considered a problem, it could be resolved by moving the Agency board meeting to the first Thursday of the month.

### Meeting Locations

With regard to meeting locations, the Board expressed an interest in finding one within the Lower Yakima Valley. A significant challenge was finding venues that were suitable and appropriate for a public meeting (e.g. has adequate and appropriate furnishings, meets accessibility requirements, may be used by the general public, has acceptable acoustics for recording, and is available at the time necessary). Compounding this was the difficulty encountered in finding a suitable venue available at a time other than during normal business hours (assuming the potential use of an evening meeting time). Contact with a number of potential venues was attempted by staff, but many of these either were not available after 5pm or a return call was never received.

Those locations where confirmation of suitability and availability could be obtained were as follows:

- Port of Sunnyside conference room
- City of Granger council chambers
- Zillah High School “Commons”
- Sunnyside Community Center (\$50/day rental)

The City of Granger allows use at the discretion of the mayor and while the mayor is currently an Agency board member, this could change with no guarantee future use would be allowed. The Sunnyside Community Center charges \$20/hour or \$50/day, but has a reduced “non-profit” rate that might apply (depending on whether it is really a “charitable organization” rate as the Agency is non-profit, but governmental rather than charitable).

A few additional items may be worth considering by the Board as it deliberates:

1. The purpose of open public meetings is to ensure citizens know how their representatives are conducting the business of government by requiring the decisions and deliberations in which those representatives engage to take place in a manner where they can be witnessed by the public. In other words, it is not intended to serve as a mechanism for directly involving the public in the decision making process itself, but a window through which the public may view the inner workings of its government and hold the officials it elects accountable through the power of the ballot.
2. Directly and personally addressing the Board during a public comment period is not the only mechanism through which members of the public can communicate thoughts or concerns to the Board. Regular mail or electronic mail may be sent directly to the board members or to the Agency for delivery to the board members. In fact, until 2022, there was no statutory requirement that a public comment period be provided as part of any public meeting (though it had become common practice). Today, public comment is mandated at meetings *where final action is taken*. However, while public comment may be oral or written, there is no requirement the governing body accept both.

3. People have come to expect broader (not narrower) access to content, whether that is tuning in while they're having a late dinner, watching a video on the computer in their home, or streaming on a mobile device.

**Recommendation**

Hold the March and September 2023 meetings at the Port of Sunnyside—or at the Zillah High School if the former is not available—as these will likely have the best attendance (taking into account inclement winter weather with potentially hazardous driving conditions and long summer evenings with people preferring to be outdoors).

At the end of 2023, consider the attendance figures for both meetings, any comments received, any issues encountered, and the potential impact of not broadcasting two meetings and use this information to decide whether to:

1. Adopt the schedule permanently (with a third meeting in June if desired) and allocate funds in the following budget cycle to acquire the audio and video equipment necessary to allow for recording and broadcast;
2. Adopt the schedule permanently (with a third meeting in June if desired) and abandon recording and broadcast when using alternate venues;
3. Continue the pilot for an additional year (two more meetings with an evaluation at the end of 2024); or
4. Abandon the pilot and return to the current schedule.

The use of alternating daytime and evening meeting times is not recommended as this would make remembering whether any given meeting is a “daytime” or “evening” meeting difficult for board members, staff, and members of the public—likely resulting in an increase in missed meetings, unnecessary travel, and lost time.



## **Executive Memorandum**

**Date of Release:** February 2, 2023  
**Date of Consideration:** February 9, 2023  
**To:** Honorable YRCAA Board of Directors and Alternates  
**From:** Office of Compliance, Engineering and Planning Division  
**Subject:** January's Compliance, Engineering and Planning Division Report

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**Issue:**  
Monthly activities report to the Board of Directors of YRCAA.

**Discussion:**  
The following summarizes some of the activities for the month of January including some additional related information:

- Working on the registration program, registered 91 sources;
- Reviewed/responded to 21 SEPA's projects;
- Working on New Source Reviews (NSR) Permits;
- Working on Title V renewals;
- Reviewed/approved 13 Notifications of Demolition / Renovation (NODR);
- Issued two 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 January lasted 3 days;
- Issued 14 agricultural burn permits;
- We expect no exceedances during the month of January 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 24 complaints;

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

Type of Complaint	Number of Complain	Number of NOV's*	Number of AOD's**
Residential Burning	9		
Agricultural Burning	1		
Other Burning and SFBD***	1		
Fugitive / Construction Dust	1		
Agricultural Dust			
Agricultural Odor	1		
Other Dust	1		
Surface Coating	1		
Odor	6		
Asbestos	1		
Others and NSR****			
Registration			
Industrial Sources	2		
<b>TOTALS</b>	<b>24</b>	<b>0</b>	<b>0</b>

\*NOV- Notice of Violation

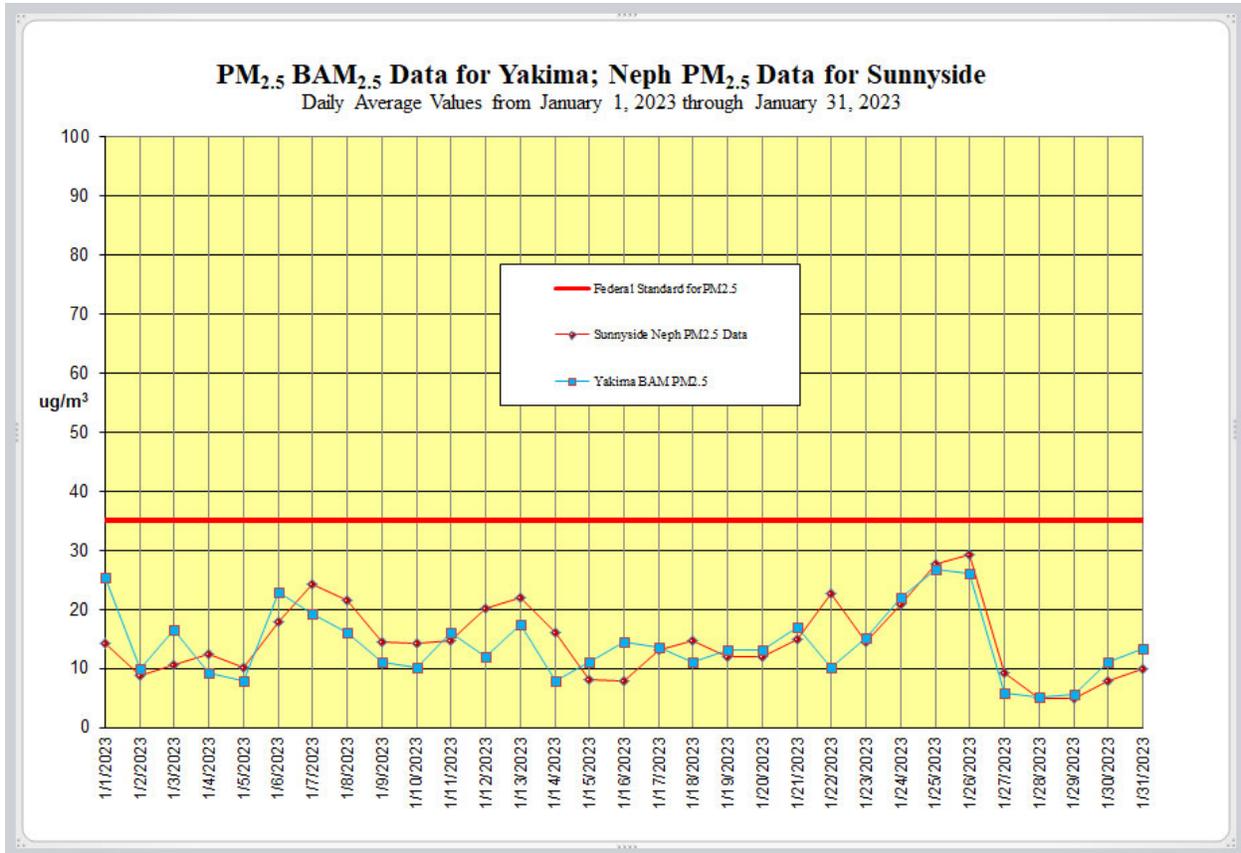
\*\*AOD- Assurance of Discontinues

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

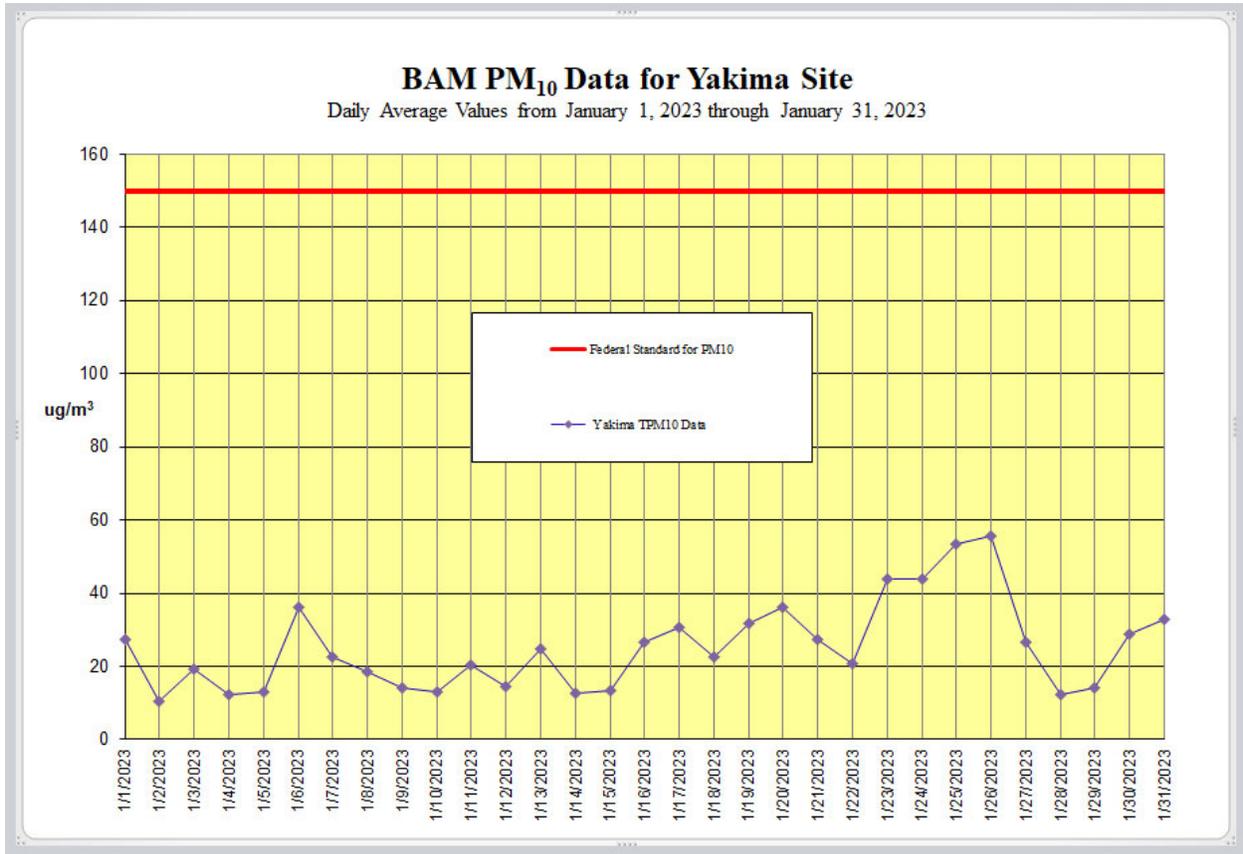
***Attachments:***

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

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



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



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

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

