

**YAKIMA REGIONAL CLEAN AIR
AGENCY**

ADMINISTRATIVE CODE

PART A

**Operating Policies, Procedures and
Guidelines for the Governing
Board of Directors**

ADMINISTRATIVE CODE for YAKIMA REGIONAL CLEAN AIR AGENCY

Background

Pursuant to the provisions of Section 13, Chapter 38, Laws of 1967 of Yakima County, an Activated Authority was established effective July 12, 1967 with the jurisdictional territory of Yakima County. The Activated Authority was known as the Yakima County Clean Air Authority.

In December, 1996, the Yakima County Clean Air Authority changed its name to the Yakima Regional Clean Air Authority to identify its independence from Yakima County. In July, 2008 Yakima Regional Clean Air Authority changed its name to Yakima Regional Clean Air Agency (Agency) and moved to its current location of 329 North First Street, Yakima, WA.

The Yakima County Clean Air Authority filed its statement of information of establishment and creation with the Secretary of State on July 12, 1967 per General Filings, Clean Air Act 1948-82, Lo 6-19-2, 82-7-574.

Content

This administrative code consists of general, as well as specific, policies, procedures and guidelines setting forth administrative policies, procedures and interpretations of Agency rules and regulations, state laws, and other authority vested in the Board and the Executive Director/Air Pollution Control Officer. The code shall be considered administrative law applicable to all personnel of the Agency and will be permanent until modified or rescinded.

The requirements of the Washington Administrative Code and Revised Code of Washington applicable to public agencies, and all amendments thereto, whether now or hereinafter adopted, are incorporated herein by reference and made part of this code. In the event of an inconsistency, unless otherwise specified, the provisions of the aforementioned codes shall govern.

The Administrative Code shall consist of Part A, which sets forth policies, procedures and guidelines for the Agency Board of Directors, Part B, which sets forth policies, procedures and guidelines for Agency staff, and Part C, which sets forth the agency's Public Records Policy.

Purpose

This Administrative Code contains policies, procedures and guidelines which support the pursuit of the Agency vision and mission. No part of this code should be construed as a promise of specific action in a specific situation. Agency policies and procedures are subject to change and exception without prior notice at the discretion of the Board of Directors.

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Section 1 Board of Directors

This section describes the powers, duties and composition requirements of the Yakima Regional Clean Air Agency Board of Directors (Board) and explains the term of office and selection requirements.

1.1 Powers and Duties

1.1.1 The Yakima Regional Clean Air Agency (Agency) is an activated air pollution control authority pursuant to RCW 70.94.053. As such, RCW 70.94.081 authorizes the Agency, in the furtherance of its purpose to:

- i. Be deemed a municipal corporation;
- ii. Have right to perpetual succession;
- iii. Adopt and use a shield;
- iv. Sue and be sued in all courts and in all proceedings;
- v. Receive, account for, and disburse funds;
- vi. Employ personnel, and
- vii. Acquire or dispose of any interest in real or personal property within or without the authority.

1.1.2 As authorized by RCW 70.94.141, the Board, in addition to any other powers vested in them by law, shall have the power to:

- i. Adopt and amend its rules and regulations;
- ii. Hold hearings relating to any aspect of or matter in the administration;
- iii. Issue orders and take administrative actions to enforce the Washington Clean Air Act (Act);
- iv. Require access to information specific to the emission and control of air contaminants;
- v. Secure necessary scientific and technical services;
- vi. Prepare and develop comprehensive plans to prevent and control air pollution;
- vii. Encourage voluntary cooperation to achieve the purposes of the Act;
- viii. Encourage and conduct studies, investigation and research relating to air pollution causes, effects, prevention, abatement and control;
- ix. Collect and disseminate information and conduct educational and training programs;
- x. Advise, consult and cooperate with agencies, departments, educational institutions, political subdivisions, industries, other states, inter-local agencies, the United States government, and with interested persons or groups
- xi. Consult, upon request, with any person proposing to construct, install or otherwise acquire an air contaminant source; and
- xii. Accept, receive, disburse and administer grants or other funds or gifts from any source, including public and private agencies and the United States government for the purpose of carrying out the Act.

1.2 Term of Office

Pursuant to RCW 70.94.100 (4), the term of office for a member of the Board shall be four years from initial appointment.

1.3 Board Composition and Selection

Pursuant to RCW 70.94.100, the Board shall be comprised of two appointees of the city selection committee, at least one of whom shall represent the city with the largest population in the county, and two representatives to be designated by the board of county commissioners. If then, the Board consists of an even number; the seated members shall elect an additional member who shall be either a member of one of the governing bodies of the towns or cities, or a private citizen residing in the authority.

RCW 70.94.110 creates a city selection committee consisting of the mayors of each incorporated city and town, excluding the mayor of the city with the most population. Agency Board members are selected as follows:

1.3.1 City Selection Committee Position No. 1

This position shall be appointed by the city selection committee and must represent the city having the most population in the county. Generally, the mayor or a city councilperson fills this position, representing the city of Yakima.

1.3.2 City Selection Committee Position No. 2

This position is appointed by the city selection committee, according to the process required in RCW 70.94.120, and may be either a member of the governing body of one of the cities and towns, or a private citizen. Detailed procedures for selection of this position are available from the Clerk of the Board. Generally, this position represents the smaller cities and is filled by a member of the governing body of one of the smaller cities.

1.3.3 County Representatives

Two positions are designated by the Yakima County Commissioners and may be either county commissioners or a private citizen. Generally, one of these positions is a county commissioner.

1.3.4 Member-At-Large

This position is required when the above seated positions result in an even number and can be either a member of the governing body of one of the cities and towns, or a private citizen.

1.3.5 Alternates

Any Board member may designate a regular alternate to serve on the board in his or her place with the same authority as the member when he or she is unable to attend a meeting. In no event may a regular alternate serve as the Chair.

Section 2 Board Meetings

This section declares Board policy for, describes the requirements of, and provides guidance for the conduct of, meetings of the Board. Agency Board meetings are subject to the requirements of RCW 42.30, the Open Public Meetings Act. It is the policy of the Board that their actions shall be taken openly and that their deliberations shall be conducted openly.

Any Board Member or person who suspects the Board has violated the Open Public Meeting Law is requested to advise the Chair in writing within thirty (30) days of the time that the alleged violation occurred. The Chair, upon receiving such notice, will direct the Executive Director to review the issue and provide recommendations as may be appropriate to the Board at the next available meeting of the Board which will assure the Agency maintains substantial compliance with the Open Public Meeting Law.

All meetings will be publicly announced and shall be open and public. The following will serve as guidance pursuant to this policy.

2.1 Quorum

A majority of the Board shall constitute a quorum. A quorum shall be necessary for the Board to take any action. Deliberation and discussion may be had without a quorum, so long as no action is taken.

2.2 Regular Meetings

Regular meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule. Regular meetings of the Agency shall be held at least 10 times per year as follows:

- 2.2.1 Meetings are held on the second Thursday of each month, beginning at 2:00 p.m., or as may otherwise be scheduled and publicly noticed;
- 2.2.2 Any meeting is subject to cancellation when, in the judgment of the Chair (or absent the chair, the Vice Chair), there is insufficient Agency business to warrant such a meeting, or if a lack of quorum exists; and
- 2.2.3 Meetings shall be held at Yakima City Hall, City Council Chambers, unless otherwise determined by the Chair and publicly noticed.

2.3 Attendance

All persons shall be permitted to attend any meeting, except as otherwise provided in this Section. A member of the public shall not be required, as a condition to attendance, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

2.4 Limitations on Public Comments

The Board may make reasonable rules limiting the time allocated for public comments and may limit the time for individual speakers to allow for the reasonable and timely conduct of Agency business.

2.5 Interruptions

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

2.6 Emergency Board Meetings

Emergency Board meetings may only be called by the Chair with concurrence of other Board members. If there is a fire, flood, earthquake or other emergency, and the Board believes there is a need for expedited action by the Board to meet the emergency, the Chair may provide for a meeting site other than the regular meeting site. Prior notification of such a meeting can be suspended under this emergency situation per RCW 42.30.070.

2.7 Special Board Meetings

A special Board meeting may be called by the Chair or by a majority of the Board by delivering 24-hours prior written notification as follows:

- 2.7.1 Notification of the meeting by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board;
- 2.7.2 Notification of the meeting by delivering written notice personally, by mail, by fax, or by posting on the Agency website, and to each local radio or television station;
- 2.7.3 Notification must include the time and place of the meeting and the business to be conducted;
- 2.7.4 Notification is not required if:
 - i. Any member of the Board, who at or prior to the time the meeting convenes, files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by fax, or electronic mail; or
 - ii. An emergency exists which involves injury or damage to persons or property or the likelihood of such injury or damage, such that time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- 2.7.5 Final disposition shall not be taken on any matter other than that included in the notice; and
- 2.7.6 If another issue requires action, a written notice shall be sent to the Clerk of the Board by fax, or electronic mail. Delivery of such written notice is not required as to any member of the Board that is present at the meeting at the time it convenes.

2.8 Executive Sessions

From time to time the Board shall choose to discuss certain matters, as defined by RCW 42.30.110 (1) in a closed or executive session. When such an occasion arises, the Chair will announce that the Board is adjourning to a closed session. No issues will be discussed except those issues presented within the executive session announcement. Acceptable subjects for closed sessions include, but may not be limited to: personnel matters; matters of public security; labor or real estate negotiation; or pending litigation or enforcement. An executive session may be called during a regular, emergency or special meeting. Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. All executive sessions shall be conducted according to the following:

- 2.8.1 Notification of location, purpose, beginning and ending time of the session must be published on the Agency website 24 hours prior to the Executive Session;
- 2.8.2 The purpose of the session must be stated in the notification and must meet the criteria for calling per RCW 42.30.110;
- 2.8.3 At the time of the session only Board Members, the Executive Director, legal counsel, or person who may provide important information on the subject matter may attend an Executive Session;
- 2.8.4 The Board Chair shall publicly announce the purpose for excluding the public and Media, and an approximate time-frame for the Executive Session, or may be extended to a later date and time;
- 2.8.5 No final action may be taken during an Executive Session;
- 2.8.6 The Board Chair may provide information about the Executive Session upon conclusion of the Executive Session during the regular board meeting; and
- 2.8.7 Any action taken as a result of the Executive Session must be voted on during the regular board meeting.

2.9 Agendas and Board Materials

All reports, communications, resolutions, contracts or other matters to be submitted to the Board shall be delivered to the Executive Director at least ten (10) days prior to the Board meeting.

Agendas and materials for the Board meeting will be prepared and mailed to Board members seven (7) days prior to the regular Board meeting to provide time to review action items and reports. Agendas, and other materials upon request, will be provided to media and other interested persons seven (7) days prior to the Board meeting. The proposed Board meeting agenda shall be posted on the agency website for public viewing at least two weeks prior to the next meeting. The agenda will be subject to change up to 24 hours prior to the regularly scheduled meeting. For public members wishing to add an item to the meeting agenda, the request should be submitted in writing to the Executive Director for consideration no later than the Friday immediately preceding the next scheduled board meeting. The Director will email all Board members the list of public requested topics for inclusion on the agenda no later than the Monday preceding the regularly scheduled meeting. Board members will then provide to the Executive Director their list of public requested items/topics to be placed on the agenda no later than close of business the Tuesday preceding the meeting, ensuring that any changes to the agenda can be implemented expeditiously.

2.10 Public Notice of Board Meetings

At least 24 hours prior notice of upcoming Board meetings will be posted at the Agency office and on the Agency website. Agenda items will be included in the notice.

2.11 Order of Business

The Chair shall preside at the appointed hour for the meeting and call the meeting to order. The Chair may choose any order of business but the following shall be the ordinary order for regular meetings of the Board.

2.11.1 Roll call

The Clerk of the Board shall call roll of the Board members to officially confirm and document members' presence and the satisfaction of a quorum.

2.11.2 Additions or Deletions to the Agenda

The Chair will ask the Director if there are any additions or deletions to the agenda. The Director may add or delete any item from the agenda. However, added items may only be for discussion and may not be acted upon by the Board.

2.11.3 Public Comment

The Public Comment period shall be placed on the regular agenda and conducted immediately after the Board Chair has called for any additions or deletions to the agenda. The Chair will ask if there is anyone who chooses to address the Board on any matter relevant to the business of the Board. The Board shall only hear and discuss comments and shall not take action during the comment period.

2.11.4 Consent Agenda

The consent agenda contains items grouped together which are generally informational or routine business. These actions are accepted and approved by consent without discussion. The Chair may choose to remove any item from the consent agenda to the regular agenda for discussion per Section 2.11.2 herein, prior to taking action.

2.11.5 Director's Report

The purpose of the Director's report generally is to brief the board on issues, programs, projects and other activities of importance and interest to the board. The report may prompt some discussion with the Board to provide information beyond that contained in the report.

2.11.6 Action Items

Action items are items that require Board action such as approval for payment of accounts payable and payroll, or adoption of resolutions implementing Agency budget, regulations, policy and other official Agency actions.

2.11.7 Other Items

Other items may be introduced by any Board member and discussed with the consent of a majority of the Board members present. However, unless the item is an emergency as set out in Section 2.6 herein, no action may be taken.

2.11.8 Adjournment and Continuance

Adjournment, for purpose of this section, means to formally conclude a meeting of the Board in which all agenda business has been satisfactorily completed. The Chair of the meeting shall declare the meeting adjourned upon motion, second and affirmative vote. However, any meeting may be adjourned or continued when agenda business has not been satisfactorily completed. Such meetings are not considered concluded and requirements for these instances are contained in RCW 42.30.090 and 100.

2.12 Reading of Minutes

Unless a reading of the minutes of a previous meeting is requested by a member of the Board, such minutes may be approved without reading if the Clerk of the Board has furnished each member with a synopsis thereof.

2.13 Communication to the Board

All written communications to the Board which bear on a meeting of the Board shall be provided to the Clerk of the Board for distribution to the Board. The Clerk of the Board shall furnish a copy of all written communications to the members of the Board, the Executive Director, and staff members attending the Board meeting, seven (7) days prior to the time scheduled for the meeting.

Although it is discouraged, written communications received later than seven days prior to a meeting may be accepted. Such documents shall be hand delivered at the Board meeting.

NOTE: For communication to or from the Board other than during Board meetings, see Appendix A.

Section 3 Officers and Duties

3.1 Chairperson

The presiding officer of the Agency Board is the Chairperson (Chair) of the Board. The Chair shall be elected by the Directors at the first meeting in January of each year, or as soon as is practical thereafter, and will assume office at that time. The Chair shall preserve order and decorum at regular and special meetings of the Board. The Chair shall only vote on any question if the vote by other Board members results in a tie.

3.2 Vice Chairperson

The Vice Chair shall be elected by the Directors at the first meeting in January of each year, or as soon as is practical thereafter, and will assume office at that time. The Vice Chair shall serve as presiding officer in the absence of the Chair. If, for any reason, the Chair ceases to be a member of the Board, the Vice Chair shall automatically assume the office of Chair and the Board shall elect from the other Board members a Vice Chair to serve out the remainder of the term.

3.3 Clerk of the Board

The Executive Director appoints the Clerk of the Board who shall be the custodian of the official records of the Board and shall perform such duties as may be required by the Executive Director and the Board in carrying out the Board's objectives.

3.4 Executive Director

The Board shall appoint an Executive Director (Director) who shall have the primary duty and responsibility for the day-to-day operations of the Agency, including, but not limited to, fiscal responsibilities, administrative oversight, and employee appointment and termination.

3.5 Control Officer

Pursuant to RCW 70.94.170 the Board shall appoint an Air Pollution Control Officer to implement and enforce the Federal and State Clean Air Acts (statutes) and the rules, regulations and policies pursuant to the statutes. This position and that of the Executive Director are usually occupied by the same person.

Section 4 Conduct of Business

The purpose of this section is to provide guidance for conducting business at Agency Board meetings.

4.1 Conduct of Meetings

Robert's Rules of Order, latest edition, except where inconsistent with expressed provisions of law, this Administrative Code or any resolution of the Board, shall govern the conduct of meetings of the Agency Board of Directors.

4.2 Closing Debate

A Board member moving the adoption of an action or resolution shall ordinarily have the privilege of closing debate thereon.

4.3 Substitute Motions

The Chair may allow a substitute motion to take the place of a main motion pending before the Board if the Chair determines that the substitute motion clarifies and furthers the intent of the main motion and does not constitute a drastic deviation from the main motion. The

Chair's determination to allow a substitute motion may be overruled by a majority of the Board.

4.4 Addition of Abstract Statements into Minutes

A Board member may request through the Chair, the privilege of having an abstract of his statement on any subject under consideration entered into the minutes. If the Chair consents thereto, such statement shall be entered in the minutes. The Board member so requesting shall furnish to the Clerk of the Board, an abstract or transcript of the statement. The Clerk of the Board shall provide copies of such abstract to other members of the Board.

4.5 Comments to the Board

Persons who are not members of the Board, desiring to address the Board, shall first secure permission of the Chair to do so.

4.6 Order of Business Appearing Before the Board

The Chairperson shall recognize, for the purpose of addressing the Board, persons in the following order:

- 4.6.1 Persons who have provided written communications to the Agency may be recognized to the matters under discussion;
- 4.6.2 Persons who have made written request for permission to address the Board on any matter outlined in their request; and
- 4.6.3 Persons interested in matters under discussion who have appeared for the purpose of protest, petition, support or other presentation.

4.7 Persons Addressing the Board

All persons wishing to address the Board shall step up to the speaker's podium and state for the record:

- 4.7.1 Speakers name and address;
- 4.7.2 If appearing in a representative capacity, the party or entity represented;
- 4.7.3 If appearing in a professional capacity, such as attorney-at-law or registered engineer, to state such representation to the Board;
- 4.7.4 Speakers shall identify the specific agenda item they wish to address

To assist board members in hearing as many different viewpoints as possible in the limited time available, each person shall be limited to three minutes; unless further time is granted by the Board. Public Comments shall address items identified on the agenda. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person, other than members of the Board and the person having the floor shall be permitted to speak, either directly or through a member of the Board, without the permission of the Chair. No questions shall be asked of a member of the Board except through the Chair.

4.8 Decorum

By Directors: While the Board is in session all members shall preserve order and decorum and shall not, either by conversation or otherwise, delay or interrupt the proceedings of the

Board. A member shall not interrupt any other member while speaking, or refuse to obey the orders of the Board or its Chair, except as may be otherwise expressly provided.

By Other Persons: Any person making personal, impertinent, slanderous or indecorous remarks, or who shall become boisterous while addressing the Board, may be barred by the Chair from further discussion before the Board unless permission to continue is granted by a majority vote.

4.9 Sergeant-at-Arms

At the request of the Chair, the Executive Director shall obtain the services of a peace officer to perform the duties of Sergeant-at-Arms at any meeting of the Board. Whenever necessary, additional peace officers may be employed to serve as assistant to the Sergeant-at-Arms.

Section 5 Voting

This section provides guidance to Board members for voting on an issue which requires Board action. The Board shall not vote to approve any action or to adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public, and then only at a meeting for which notice has been given according to the provisions of this policy. Any Board action failing to comply with the provisions of this policy shall be null and void. The Board shall not vote by secret ballot. Any vote taken in violation of this subsection shall be null and void.

5.1 Recorded Votes

The normal method of recording a vote is by voice. The Board Chair may, upon request by any member of the Board, take a vote by roll call. During any roll-call vote, names will be called in alphabetical order, with the exception of the Board Chair, whose name is to be called last, and only when his vote will affect the result. Any further debate will be prohibited once the first called member answers the roll-call with their vote. As their name is called each member will answer in the affirmative or negative. If a member wishes not to vote they may answer by clearly stating either "present" or "abstaining". If a member is not ready to vote, but wishes to be called on again after the roll has been completely called, they may answer pass.

5.2 Silent Vote

If a Board member remains silent on a voice or roll-call vote, the Board member shall be deemed to have voted "aye", or yes, on the question presented. A Board member who has any conflict of interest in the matter being voted upon, or who is otherwise disqualified from acting, shall announce prior to the actual vote that they are "abstaining" or "not voting". If a member has determined that they have a conflict of interest and will not be voting, they shall not participate in the discussion of the item up for the vote. In such case the failure to vote shall not be deemed a vote on either side.

Section 6 Committees

The Board may appoint a committee to discuss any issue, with or without the direction of the Executive Director. The makeup of the committee shall have a maximum of two board members in attendance. A Board member may appoint a member, or members of the public, to take their place on a particular committee.

Appendix A - Communication with the Board Of Directors Other Than During Board Meetings

1. Purpose

The purpose of this Appendix is to establish policy for effective and efficient communication to and from any member of the Agency Governing Board of Directors. This policy applies only to communication relating to the conduct of official Agency functions and does not apply to verbal communication.

2. Paper Communication

Paper communication means any writing on paper whether hand-delivered or delivered by any form of mail or parcel post.

- 2.1 A copy of any paper communication sent from a Board member shall be forwarded to the Executive Director; and
- 2.2 The original of any paper communication received by a Board member shall be forwarded to the Executive Director.

3. Electronic Communication

Electronic communication means any combination of text, graphics, data, audio, pictorial or any other representation in digital form whether hand-delivered, emailed or delivered by any form of mail or parcel post.

3.1 Email Communication

All Board member email communication relating to any Agency function shall only be conducted using email accounts assigned to each Board position and maintained on the Agency email server. Any email and attachment thereto which is received by a Board member at any other email address shall be promptly forwarded, without response or comment, to the Agency email address assigned to the member. Any email forwarded and received in such a manner at the assigned address shall constitute the primary copy of the email for consideration of any public records purpose. Any email originated by a Board member and any response to an email by a Board member shall only be accomplished using the Agency email accounts as assigned below.

boardposition1@yrcaa.org assigned to the Large Cities Representative

boardposition2@yrcaa.org assigned to the Small Cities Representative

boardposition3@yrcaa.org assigned to the County Commission Representative 1

boardposition4@yrcaa.org assigned to the County Commission Representative 2

boardposition5@yrcaal.org assigned to the Yakima County Member-At-Large Representative

Official Board member email addresses will be made publicly available on the Agency website and upon request. No Board member will be required to retain any email received or sent by means of any other email account, provided the email is forwarded to the assigned email address. For all Board member emails, sent or received, Agency staff will be solely responsible for conducting the following activities according to Chapters 42.56 and 40.14 RCW:

- Determining which communications are public records;
- Determining retention periods for such records;
- Searching for and making public records available upon request; and
- Destroying and documenting such destruction of records.

3.2 Other Electronic Communication

Either the original or a copy of any electronic communication other than email which is originated or received by a member shall be promptly forwarded to the Executive Director.

RESOLUTION NO: 2017-11
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting Revised Administrative Code, Part A:

WHEREAS, the Board of Directors of the YRCAA, as set forth in chapter 70.94 Revised Code of Washington, is authorized to establish specific operating policies, procedures and guidelines to implement the Revised Code of Washington and Washington Administrative Code applicable to public agencies; and

WHEREAS, Administrative Code Part A, as revised, provides effective and efficient operating policies, procedures, and guidelines for the Governing Board of Directors as set forth in the proposed revision; and

WHEREAS, Administrative Code Part A, as revised, replaces and supersedes all previous versions of Administrative Code Part A;

BE IT THEREFORE RESOLVED that the Board does hereby adopt the proposed revised Administrative Code Part A.

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 10th day of August, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Christa Owen, Clerk of the Board