

November 2022

Yakima Regional Clean Air Agency Board Meeting



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

Regular Board of Directors' Meeting

November 10, 2022 – 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 October 13, 2022**
- 6. Vouchers and Payroll Authorization Transfers for October 2022**
- 7. Board Compensation**
- 8. Member-at-Large Appointment**
- 9. 2023 Registration Fees**
- 10. Staff Compensation**
- 11. Executive Director's Report**
- 12. Other Business**
- 13. Adjournment**

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



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Reunión Ordinaria de la Junta Directiva

10 de noviembre de 2022 – 2:00 p.m.

AGENDA

- 1. Llamada al orden**
- 2. Registro de asistencia**
- 3. Cambios en el orden del día**
- 4. Comentarios públicos**
El público puede abordar cualquier asunto relevante para los asuntos de la Junta en este momento. Por favor, indique su nombre y el artículo que desea abordar. Los comentarios están limitados a tres (3) minutos por cabeza.
- 5. el acta de la reunión de la Junta del 13 de octubre de 2022**
- 6. comprobantes fiscales y transferencias de autorización de nómina para octubre de 2022**
- 7. Nombramiento de miembro general**
- 8. Cuota de inscripción 2023**
- 9. Remuneración del personal**
- 10. Compensación de la Junta**
- 11. Informe del Director Ejecutivo**
- 12. Otros asuntos**
- 13. Cierre**

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

1. **Call to Order**

Chairperson DeVaney called the meeting to order at 2:00 p.m. in the council chambers, Yakima City Hall; 129 N Second St.; Yakima, Washington.

2. **Roll Call**

Herman conducted roll call and declared a quorum present.

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

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

Attorney present: Gary Cuillier

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 expressed concern the compensation study conducted by Compensation Connections under contract to the Agency is gender biased. She noted the data provided by the firm showed the positions currently occupied by women receive lower wages than positions currently occupied by men. She added that while the study includes the positions of Records Administrator, Field Agent, and Administrative Division Supervisor, they do not appear in the Agency Administrative Code. Mendoza noted the description for a position entitled Office Manager included, among others, the duties of acting as Clerk of the Board and maintaining public records. She stated the study assigned the position performing these duties to the pay scale for an Administrative Specialist. Mendoza added the study does not address compensation for translation services and suggested most agencies do not expect a person to perform translation services at the same time as their regular duties. In addition, she questions why the Fiscal Programs Manager was assigned a lower pay scale than the Information Technology Manager.

DeVaney explained the Board would not be taking action on staff compensation and would only be hearing a report concerning a study commissioned by the Agency.

5. **Staff Compensation**

Shannon Drohman (Principal) and Kathy Marek (Senior Consultant) with Compensation Connections delivered a presentation reviewing the results of their work (see board packet). Jones asked if either the targeted data sources or published data sources were weighted more heavily. Drohman responded that all data sources were weighted equally. McKinney asked whether the consultants look at job descriptions for the Agency and comparative agencies or current employee data for the people filling those jobs. Drohman responded their focus is on job contents and the qualifications required for the

job, not individual employees. McKinney noted that despite the wide range of job descriptions in other agencies, the consulting firm reported six that were sufficiently aligned to be considered a match to Agency positions and asked if this was due to agencies having created other positions with additional tasks assigned to them resulting in different pay rates and work profiles that were not an exact match with those of the Agency. She also asked if this indicated the Agency might have a job description added to or subtracted from resulting in a higher or lower pay scale. Drohman responded that would be correct.

DeVaney inquired as to whether the pay data from other agencies addressed, and corrected for, the difference between relatively new employees near the bottom of a pay scale and long-term employees near the top of a pay scale. Drohman replied that the pay data from other agencies was based on the median of the wage scale for the position, not the median of the wages paid to employees in the position.

Drohman explained that pay data obtained at different points in time was aged at a rate equivalent to 4% per year to align it to the same date and described the proposed general classifications and grade assignments.

McKinney suggested using an odd number of steps so there would be an exact median. Drohman explained the 20 step structure was similar in design to the current one. McKinney urged the addition of one step. Drohman noted the model uses 2% increases through step 15 and 3% increases for steps 16 through 20 to account for longevity. Employees would move up automatically over time, but the timing would not be fixed.

Marek presented the pay range draft. Discussion occurred with regard to having step increases attached to a milestone versus simply longevity since it could take a long time for an entry level staff member to realize longevity. At DeVaney's request, Marek explained the training scale. McKinney requested confirmation this was for interns and those who don't yet have full qualifications.

Jones asked for clarification regarding the steps and grades and asked for an explanation of the 32% width. Drohman explained this was the difference between steps 1 and 15. She added the market data 50th percentile was aligned with step 8 with steps 1 to 15 being the standard range and steps 16 to 20 being an extended range. Drohman stated calculations were done backwards to step 1 and forward to step 15 at 2% per step and at 3% per step for steps 16 to 20. Jones asked if someone could be paid below step 1. Drohman responded that would only be for trainees or interns. When asked about the 5th and 95th percentiles, Drohman explained the data was not included because the sample size was too small. She added that, at present, 7 employees are being paid below step 1.

Various implementation options were presented with the additional costs of each. The first would bring the 7 employees below step 1 to step 1; the second would also bring the other employees up to the next full step; the third would place each employee on a step that aligns with their years in the position. Whether this would be years with the agency or total years of experience was discussed. Costs, including social security, were presented separately. Jones confirmed the information was based on budgeted FY23 salaries and did not include benefits.

DeVaney noted the Agency data gathered based on current pay rates, not the temporary incentive pay approved earlier in the year. He then inquired as to the availability of alternative methods for pay

scale structures that offer more flexibility. He added the younger generation may be turned off by limitations and want to be able to move up faster. Discussion followed regarding pay ranges without steps and movement based on COLAs, performance, etc. Drohman suggested market studies be done every 2 to 3 years. Jones requested the high and low figures for each pay range.

DeVaney stated that despite knowing action on employee compensation will need to be taken, he is hesitant to adhere to a strict time-served model. Thornsburry concurred with DeVaney's concerns regarding steps and offered general remarks regarding the compensation study and the various factors to be considered. McKinney added that, for comparison, Yakima County only has 13 steps.

Thornsburry discussed the history of the Agency's non-participation in Social Security and how it could be a disadvantage when recruiting staff. McKinney noted her surprise when she discovered the agency does not participate. DeVaney asked who would initiate the voting process. Thornsburry responded he could not answer from a legal perspective, but believed since someone would have to gather information and invite employees to vote, from a practical perspective it would likely be the Agency. DeVaney questioned if there would be any impact on the calculation of the employees' state retirement. Thornsburry replied it was his understanding there would be no impact as it is based on gross pay. DeVaney requested this be investigated further, including soliciting employee feedback.

Thornsburry asked how he should proceed on the pay scale. DeVaney expressed support for re-centering it on market medians as opposed to strict steps or leaving it to the whims of an executive director. Discussion followed concerning the scope of the Compensation Connections contract. Thornsburry suggested basing wages on key factors with a calculated range for each position and the flexibility to adjust when any factor changes. Trevino stated his belief there were too many steps and wondered if adjustments could be done via policy. Thornsburry described a proposed timeline to allow approval at the December meeting.

McKinney moved to authorize the Executive Director to extend the contract with Compensation Connections for any additional work necessary to address the questions of the Board and bring the project to completion in an amount not to exceed two thousand dollars without further board approval. Jones seconded. Motion passed 4-0.

Dr. Jones also discussed reviewing job descriptions of the personnel that are in place.

6. Board Meeting Minutes for September 8, 2022

McKinney moved to approve the minutes. Jones seconded. Motion passed 4-0.

7. Vouchers and Payroll Authorization Transfers for September 2022

McKinney moved to approve the vouchers and transfers. Jones seconded. Motion passed 4-0.

8. Resolution 2022-06 Delegating Authority to Agency Officials

Thornsburry explained the resolution is largely a housekeeping matter as the Agency is obligated to appoint certain officers and authorize signatories for its accounts. He added recent changes in personnel required an update to accurately reflect the persons now holding these positions. Jones requested confirmation the delegations were to employees already fulfilling those duties.

McKinney moved to adopt Resolution 2022-06. Jones seconded. Motion passed 4-0.

9. Resolution 2022-07 Designating the Agency Regular Meeting

Thornsby explained public agencies must establish a time and place for holding regular meetings of the governing board. He noted that with a return to in-person meetings at Yakima City Hall, it was appropriate to formally designate the time and place to be used going forward.

DeVaney inquired whether this time worked for the rest of the board. Discussion followed. McKinney noted this was not a time when many people would be available and the Board should consider alternating each month—having them in the evening every other month. McKinney added it might be appropriate to hold a meeting in the Lower Valley on a quarterly basis. Thornsby expressed support for the concept and requested time to assess options and report his findings to the Board at a later date.

McKinney moved to adopt Resolution 2022-07. Jones seconded. Motion passed 4-0.

10. Executive Director's Report

Thornsby briefly introduced himself and described his prior experience. He noted the size and scope of the work to be done was greater than expected, but was pleased with the Agency's staff. His top priorities are compensation and the fee schedule. He explained his objective is to ensure the agency is effective, efficient, transparent, and responsive. He added his work plan includes permits, compliance, education, outreach, and the current efforts regarding fees and compensation. Thornsby noted a key priority was to reorganize staff with a renewed focus on operations.

Thornsby stated the Agency's current web site is inadequate and costly. He explained that a number of planned improvements will not be possible until a change is made and noted alternative providers are being investigated by staff.

Jones expressed discontent with the method of handling e-mail for board members. Thornsby suggested connecting after the board meeting so he could better understand the issues involved.

Thornsby remarked there will be times when staff reports seek no action by the board because it is unnecessary, but asked board members not to consider this as an indication its input was not desired. He added information brought to the board is intended to inform the board members and should be viewed as an opportunity to communicate their ideas, thoughts, concerns, and suggestions to staff.

11. Other Business

None.

12. Adjournment

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

DeVaney adjourned the meeting at 3:39 p.m.


Jon DeVaney, Chairman


Pamela Herman, Clerk of the Board

October 13, 2022

Page 4 of 4

Date of Release: November 3, 2022
Date of Consideration: November 10, 2022
To: Honorable YRCAA Board of Directors and Alternates
From: Office of the Executive Director
Subject: Monthly Activity Report

Activity	Current Quarter				FY23 Ttl. to Date
	FY22 Total	August FY23	Sept FY23	Oct FY23	
Minor Source Inspections	35	0	1	3	4
Complaints Received	104	10	19	8	37
NOVs Issued	24	0	1	5	6
AODs Issued	0	0	0	0	0
Warning Notices Issued	0	0	0	0	0
NOPs Issued	32	0	0	0	0
SEPA Reviews	443	33	27	25	85
AOP Applications Received	1	0	0	0	0
AOPs Issued or Renewed	0	1	0	0	1
Deviations/Upsets Reported	21	2	2	2	6
AOP Inspections	2	0	0	0	0
Public Workshops	1	0	0	0	0
Media Events	1	1	2	0	3
Media Contacts	7	1	0	0	1
Education Outreach Events	1	0	0	0	0
Sources Registered	271	24	4	4	32
NSR Applications Received	14	2	1	0	3
NSR Approvals Issued-Temporary	0	0	0	0	0
NSR Approvals Issued-Permanent	23	4	1	2	7
NODRs Received	143	18	21	20	59
Agricultural Burn Permits Issued	73	1	1	2	4
Conditional Use Permits Issued	11	0	0	0	0
Residential Burn Permits Issued	717		2	212	214
Burn Ban Days	84	0	21	0	21
Public Records Requests Fulfilled	39	8	1	1	10

Acronyms:

Penalty; **NOV** - Notice of Violation; **NSR** - New Source Review; **SEPA** - State Environmental Policy Act



STAFF REPORT

Date: November 10, 2022
To: YRCAA Board of Directors
From: Christa Owen, Fiscal Program Manager
Subject: Fiscal Program Report

Issue: Fiscal Reports

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

Recommendation: Accept and approve by minute action the October 2022 AP Fiscal Vouchers, totaling \$52,981.14, and the October 2022 Payroll Authorization, totaling \$59,897.86.

AGENDA ITEM NO. 6



October 18, 2022

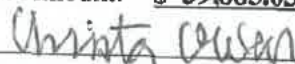
Fund 614-6140 YRCAA
 Fund 614-1410 Enterprise

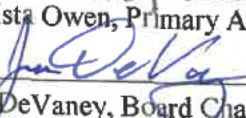
Name	Warrant/MICR #	GL #	Amount	Date
Abadan Reprographics	35306	4801	\$ 95.25	10/19/2022
Alliant Communications	35307	4101	\$ 488.71	10/19/2022
Cascade Natural Gas	35308	4701	\$ 18.83	10/19/2022
Coastal*	35309	Various	\$ 3,404.64	10/19/2022
Coleman Oil Company**	35310	3201	\$ 163.79	10/19/2022
Compensation Connections	35311	4101	\$ 1,980.00	10/19/2022
Cuillier Law Office	35312	4101	\$ 848.00	10/19/2022
Katie Dehnhoff*	35313	4105	\$ 2,000.00	10/19/2022
Richard Fulks*	35314	4105	\$ 2,000.00	10/19/2022
Imagicomm Yakima*	35315	4105	\$ 1,481.00	10/19/2022
Intermountain Cleaning Service, Inc.	35316	4802	\$ 370.00	10/19/2022
Invisible Ink	35317	4101	\$ 90.00	10/19/2022
Iron Horse Real Estate & Property Mgt	35318	4501	\$ 4,776.83	10/19/2022
KAPP-KVEW, Inc.*	35319	4105	\$ 1,445.00	10/19/2022
KeyBank**	35320	Various	\$ 4,596.60	10/19/2022
Nth Degree Environmental Engineering Sol	35321	4101	\$ 750.00	10/19/2022
Pacific Power	35322	4701	\$ 217.58	10/19/2022
Roberta Peterson*	35323	4105	\$ 2,000.00	10/19/2022
Stacy Rodriguez*	35324	4105	\$ 2,000.00	10/19/2022
Stephens Media Group*	35325	4105	\$ 2,025.00	10/19/2022
Telemundo*	35326	4105	\$ 1,442.00	10/19/2022
Terrace Heights Sewer District	35327	4701	\$ 107.00	10/19/2022
Marc Thornsbery	35328	4301	\$ 218.75	10/19/2022
Travis Trudell*	35329	4105	\$ 2,729.16	10/19/2022
Westside Commons**	35330	4506	\$ 300.00	10/19/2022
Marlene White*	35331	4105	\$ 2,000.00	10/19/2022
Larry Wise*	35332	4105	\$ 2,000.00	10/19/2022
YRCAA	35333	4901	\$ 315.31	10/19/2022
Yakima County Public Services	35334	4701	\$ 21.58	10/19/2022
			\$ 39,885.03	

*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 Primary Auditing Officer for payment.

Total Amount: **\$ 39,885.03**


 Christa Owen, Primary Auditing Officer 10/19/2022


 Jon DeVaney, Board Chairman

11/10/2022


 Marc D. Thornsbery, Secondary Auditing Officer



October 18, 2022

Fund 614-6140 YRCAA

Fund 614-1410 Enterprise

<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	35306	4801	\$ 95.25	10/19/2022
Alliant Communications	35307	4101	\$ 488.71	10/19/2022
Cascade Natural Gas	35308	4701	\$ 18.83	10/19/2022
Coastal*	35309	Various	\$ 3,404.64	10/19/2022
Coleman Oil Company**	35310	3201	\$ 163.79	10/19/2022
Compensation Connections	35311	4101	\$ 1,980.00	10/19/2022
Cuillier Law Office	35312	4101	\$ 848.00	10/19/2022
Katie Dehnhoff*	35313	4105	\$ 2,000.00	10/19/2022
Richard Fulks*	35314	4105	\$ 2,000.00	10/19/2022
Imagicomm Yakima*	35315	4105	\$ 1,481.00	10/19/2022
Intermountain Cleaning Service, Inc.	35316	4802	\$ 370.00	10/19/2022
Invisible Ink	35317	4101	\$ 90.00	10/19/2022
Iron Horse Real Estate & Property Mgt	35318	4501	\$ 4,776.83	10/19/2022
KAPP-KVEW, Inc.*	35319	4105	\$ 1,445.00	10/19/2022
KeyBank**	35320	Various	\$ 4,596.60	10/19/2022
Nth Degree Environmental Engineering Sol	35321	4101	\$ 750.00	10/19/2022
Pacific Power	35322	4701	\$ 217.58	10/19/2022
Roberta Peterson*	35323	4105	\$ 2,000.00	10/19/2022
Stacy Rodriguez*	35324	4105	\$ 2,000.00	10/19/2022
Stephens Media Group*	35325	4105	\$ 2,025.00	10/19/2022
Telemundo*	35326	4105	\$ 1,442.00	10/19/2022
Terrace Heights Sewer District	35327	4701	\$ 107.00	10/19/2022
Marc Thornsbury	35328	4301	\$ 218.75	10/19/2022
Travis Trudell*	35329	4105	\$ 2,729.16	10/19/2022
Westside Commons**	35330	4506	\$ 300.00	10/19/2022
Marlene White*	35331	4105	\$ 2,000.00	10/19/2022
Larry Wise*	35332	4105	\$ 2,000.00	10/19/2022
YRCAA	35333	4901	\$ 315.31	10/19/2022
Yakima County Public Services	35334	4701	\$ 21.58	10/19/2022
			\$ 39,885.03	

***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 Primary Auditing Officer for payment.

Total Amount: **\$ 39,885.03**

Christa Owen
 Christa Owen, Primary Auditing Officer 10/19/2022

 Jon DeVaney, Board Chairman 11/10/2022

 Marc D. Thornsbury, Secondary Auditing Officer 10/19/2022



Yakima Regional Clean Air Agency
 186 Iron Horse Court, Suite 101
 Yakima, WA 98901
 (509) 834-2050, Fax (509) 834-2060
 yakimacleanair.org

October 28, 2022

Fund 614-6140 YRCAA
 Fund 614-1410 Enterprise

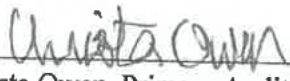
<u>Name</u>	<u>Warrant/MICR #</u>	<u>GL #</u>	<u>Amount</u>	<u>Date</u>
Abadan Reprographics	35335	4801	\$ 83.60	10/31/2022
Vernon Burke*	35336	4105	\$ 2,000.00	10/31/2022
Charter Communications	35337	4201	\$ 439.51	10/31/2022
Coastal*	35338	4105	\$ 3,123.00	10/31/2022
Anita Dickey*	35339	4105	\$ 2,500.00	10/31/2022
Ron Duffield*	35340	4105	\$ 2,000.00	10/31/2022
Nth Degree Environmental Engineering Sol	35341	4101	\$ 450.00	10/31/2022
Douglas Newbury*	35342	4105	\$ 2,000.00	10/31/2022
Pitney Bowes Reserve Account**	35343	4202	\$ 500.00	10/31/2022

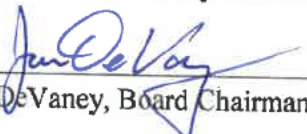
\$ 13,096.11


***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: **\$ 13,096.11**


 Christa Owen, Primary Auditing Officer 10/31/2022


 Jon DeVaney, Board Chairman 11/10/2022


 Marc D. Thornsbury, Secondary Auditing Officer 10/31/2022

FY 2023 Monthly BVA

October 2022						
Report Date: November 10, 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget	
REVENUE						
REVENUE 614 YRCAA Base Operations						
Stationary Source Permit Fees						
614-32190001	Minor Sources	\$ 163,880	\$ 1,899	\$ 16,788	10.2%	
614-32190008	Synthetic Minor Sources	\$ 22,576	\$ -	\$ 2,822	12.5%	
614-32190006	Complex Sources	\$ 32,808	\$ -	\$ 885	2.7%	
614-32290001	Title V Sources	\$ 92,000	\$ 64,038	\$ 64,038	69.6%	
614-32190002	New Source Review	\$ 38,000	\$ -	\$ 5,639	14.8%	
	<i>Subtotal, Stationary Source Permit Fees</i>	<i>\$ 349,264</i>	<i>\$ 65,937</i>	<i>\$ 90,172</i>	<i>25.8%</i>	
Burn Permit Fees						
614-32290005	Residential Burn Permits	\$ 55,000	\$ 10,711	\$ 12,395	22.5%	
614-32290007	Agricultural Burn Permits	\$ 25,000	\$ 1,510	\$ 2,079	8.3%	
614-32290011	Conditional Use Burn Permits	\$ 1,936	\$ -	\$ -	0.0%	
	<i>Subtotal, Burn Permit Fees</i>	<i>\$ 81,936</i>	<i>\$ 12,221</i>	<i>\$ 14,474</i>	<i>17.7%</i>	
Compliance Fees						
614-32190005	Asbestos Removal Fees	\$ 25,000	\$ 2,244	\$ 10,152	40.6%	
614-32190009	Construction Dust Control Fees	\$ 5,800	\$ 330	\$ 1,980	34.1%	
	<i>Subtotal, Compliance Fees</i>	<i>\$ 30,800</i>	<i>\$ 2,574</i>	<i>\$ 12,132</i>	<i>39.4%</i>	
	<i>Subtotal, All Permit Fee Revenue</i>	<i>\$ 462,000</i>	<i>\$ 80,732</i>	<i>\$ 116,778</i>	<i>25.3%</i>	
Base Grants						
614-33366001	EPA, Core Grant	\$ 106,545	\$ -	\$ 26,636	25.0%	
614-33403101	DOE, Core Grant	\$ 76,800	\$ -	\$ 19,288	25.1%	
	<i>Subtotal, Base Grants</i>	<i>\$ 183,345</i>	<i>\$ -</i>	<i>\$ 45,924</i>	<i>25.0%</i>	
Fines & Penalties						
614-35990001	Civil Penalty	\$ 2,500	\$ 3,000	\$ 13,908	-	
614-35990001	Other Fines	\$ -	\$ -	\$ -	-	
	<i>Subtotal, Fines & Penalties</i>	<i>\$ 2,500</i>	<i>\$ 3,000</i>	<i>\$ 13,908</i>	<i>-</i>	
Supplemental Income						
614-33831001	Supplemental Income	\$ 102,830	\$ 11,690	\$ 23,379	22.7%	
	<i>Subtotal, Supplemental Income</i>	<i>\$ 102,830</i>	<i>\$ 11,690</i>	<i>\$ 23,379</i>	<i>22.7%</i>	
Other Income						
614-36111001	Interest	\$ 3,500	\$ 568	\$ 2,006	57.3%	
614-36990014	Miscellaneous Income	\$ 100	\$ -	\$ 60	59.6%	
	<i>Subtotal, Other Income</i>	<i>\$ 3,600</i>	<i>\$ 568</i>	<i>\$ 2,066</i>	<i>57.4%</i>	
	<i>Total YRCAA Base Operations Revenue</i>	<i>\$ 754,275</i>	<i>\$ 95,989</i>	<i>\$ 202,055</i>	<i>26.8%</i>	
REVENUE 614 YRCAA Grant Operations						
614-33403105	Wood Stove Ed	\$ 4,906	\$ -	\$ 480	9.8%	
614-33403108	PM 2.5	\$ 21,050	\$ -	\$ 5,263	25.0%	
614-33403107	Woodstove Change-out	\$ 579,000	\$ 57,794	\$ 474,843	82.0%	
	<i>Total YRCAA Grant Operations Revenue</i>	<i>\$ 604,956</i>	<i>\$ 57,794</i>	<i>\$ 480,586</i>	<i>79.4%</i>	
REVENUE Enterprise Operations						
614-34317001	VE Certification Fees	\$ 60,000	\$ 7,375	\$ 12,525	20.9%	
614-34317002	Other Enterprise Revenue	\$ -	\$ -	\$ -	#DIV/0!	
	<i>Subtotal, Enterprise Revenue</i>	<i>\$ 60,000</i>	<i>\$ 7,375</i>	<i>\$ 12,525</i>	<i>20.9%</i>	
	<i>Total Base, Grant and Enterprise Revenue</i>	<i>\$ 1,419,231</i>	<i>\$ 161,159</i>	<i>\$ 695,165</i>	<i>49.0%</i>	

FY 2023 Monthly BVA

October 2022 Report Date: November 10, 2022	Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
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EXPENSES
EXPENSES 614 YRCAA Base Operations

Salaries

614-1001	Salaries	\$ 412,802	\$ 31,760	\$ 117,153	28.4%
614-2002	Benefits	\$ 143,349	\$ 11,159	\$ 41,162	28.7%
614-1003	Overtime	\$ -	\$ -	\$ -	-
<i>Subtotal, Salaries</i>		<i>\$ 556,151</i>	<i>\$ 42,919</i>	<i>\$ 158,315</i>	<i>28.5%</i>

Supplies

614-3101	Office Supplies	\$ 6,000	\$ 699	\$ 2,241	37.4%
614-3101	Safety Equipment	\$ 200	\$ -	\$ -	-
614-3201	Vehicles, Gas	\$ 6,000	\$ 100	\$ 420	7.0%
614-3501	Small Tools/Equipment	\$ 1,000	\$ -	\$ -	-
614-3502	Computer Network	\$ 3,000	\$ 860	\$ 2,576	85.9%
<i>Subtotal, Supplies</i>		<i>\$ 16,200</i>	<i>\$ 1,659</i>	<i>\$ 5,238</i>	<i>32.3%</i>

Services

614-4101	Professional Services	\$ 80,000	\$ 4,607	\$ 20,177	25.2%
614-4101	Laboratory Analyses	\$ 200	\$ -	\$ -	0.0%
614-4125	Treasurer, Yakima County	\$ 1,000	\$ -	\$ -	0.0%
614-4201	Communications, Phones/Internet	\$ 7,000	\$ 479	\$ 1,925	27.5%
614-4202	Postage	\$ 1,800	\$ 479	\$ 479	26.6%
614-4301	Travel & Transportation	\$ 5,000	\$ -	\$ 219	4.4%
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	\$ -	\$ 388	6.8%
614-4501	Rents & Leases, Space	\$ 58,000	\$ 4,777	\$ 19,107	32.9%
614-4601	Insurance	\$ 16,000	\$ -	\$ 16,768	104.8%
614-4701	Utilities	\$ 4,500	\$ 365	\$ 1,430	31.8%
614-4801	Maintenance, Motor Vehicles	\$ 1,400	\$ -	\$ 382	27.3%
614-4801	Maintenance, Equipment	\$ 5,000	\$ 179	\$ 443	8.9%
614-4801	Maintenance, Computers	\$ 4,000	\$ -	\$ -	0.0%
614-4801	Maintenance, Building	\$ 4,500	\$ 370	\$ 1,480	32.9%
614-4901	Memberships	\$ 700	\$ 14	\$ 556	79.4%
614-4901	Training	\$ 6,000	\$ -	\$ 200	3.3%
614-4901	Service Chgs & Interest	\$ 7,500	\$ 315	\$ 1,158	15.4%
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>\$ 11,585</i>	<i>\$ 65,896</i>	<i>29.8%</i>

Capital Out-Lay & Fixed Assets

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	-
<i>Total YRCAA Base Operations Expenses</i>		<i>\$ 793,301</i>	<i>\$ 56,163</i>	<i>\$ 229,449</i>	<i>28.9%</i>

EXPENSES 614 YRCAA Grant Operations
614-33403105 Wood Stove Ed

Salaries

614-1001	Salaries	\$ 3,500	\$ 191	\$ 769	-
614-2002	Benefits	\$ 910	\$ 67	\$ 270	-
614-1003	Overtime	\$ -	\$ -	\$ -	-
<i>Subtotal, Salaries</i>		<i>\$ 4,410</i>	<i>\$ 259</i>	<i>\$ 1,039</i>	<i>-</i>

Supplies

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

FY 2023 Monthly BVA

October 2022 Report Date: November 10, 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Services					
614-4139	Professional Services	\$ 150	\$ -	\$ 560	-
614-4202	Postage	\$ -	\$ -	\$ -	-
	<i>Subtotal, Services</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 560</u>	<u>-</u>
	<i>Subtotal, Woodstove Grant Expenses</i>	\$ 4,906	\$ 259	\$ 1,599	-
614-33403108 PM2.5					
Salaries					
614-1001	Salaries	\$ 15,577	\$ 1,098	\$ 4,009	25.7%
614-2002	Benefits	\$ 5,473	\$ 386	\$ 1,408	25.7%
614-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 21,050</u>	<u>\$ 1,483</u>	<u>\$ 5,417</u>	<u>25.7%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Services					
614-4101	Professional Services	\$ -	\$ -	\$ -	#DIV/0!
	<i>Subtotal, Services</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	-
	<i>Subtotal, PM 2.5 Grant Expenses</i>	<u>\$ 21,050</u>	<u>\$ 1,483</u>	<u>\$ 5,417</u>	<u>25.7%</u>
614-33403107 Woodstove Change-out					
Salaries					
614-1001	Salaries	\$ 103,600	\$ 10,763	\$ 34,116	32.9%
614-2002	Benefits	\$ 36,400	\$ 3,782	\$ 11,987	32.9%
614-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 140,000</u>	<u>\$ 14,545</u>	<u>\$ 46,103</u>	<u>32.9%</u>
Supplies					
614-3101	Office Supplies	\$ -	\$ -	\$ -	-
	<i>Subtotal, Supplies</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Services					
614-4101	Professional Services	\$ 379,000	\$ 35,843	\$ 114,176	30.1%
	<i>Subtotal, Services</i>	<u>\$ 379,000</u>	<u>\$ 35,843</u>	<u>\$ 114,176</u>	<u>30.1%</u>
Capital Out-Lay & Fixed Assets					
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	-
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	<u>\$ 519,000</u>	<u>\$ 50,388</u>	<u>\$ 160,279</u>	<u>30.9%</u>
	<i>Total, Grant Operations Expenses</i>	<u>\$ 544,956</u>	<u>\$ 52,130</u>	<u>\$ 167,295</u>	<u>30.7%</u>
EXPENSES 141 Enterprise Operations					
Salaries					
141-1001	Salaries	\$ 13,320	\$ 512	\$ 6,211	46.6%
141-2002	Benefits	\$ 4,680	\$ 180	\$ 2,182	46.6%
141-1003	Overtime	\$ -	\$ -	\$ -	-
	<i>Subtotal, Salaries</i>	<u>\$ 18,000</u>	<u>\$ 692</u>	<u>\$ 8,394</u>	<u>46.6%</u>

FY 2023 Monthly BVA

October 2022		Budget	Actual Current	Actual Year to Date	Year to Date % of Budget
Report Date: November 10, 2022					
Supplies					
141-3101	Office Supplies	\$ 100	\$ -	\$ -	0.0%
141-3201	Vehicles, Gas	\$ 1,000	\$ 454	\$ 501	50.1%
141-3501	Small Tools/Equipment	\$ 50	\$ -	\$ -	0.0%
	<i>Subtotal, Supplies</i>	<i>\$ 1,150</i>	<i>\$ 454</i>	<i>\$ 501</i>	<i>43.5%</i>
Services					
141-4101	Professional Services	\$ 2,500	\$ -	\$ 265	10.6%
141-4202	Postage	\$ 250	\$ 21	\$ 21	8.4%
141-4301	Travel & Transportation	\$ 7,500	\$ 2,681	\$ 3,725	49.7%
141-4501	Rents & Leases, Space	\$ 2,500	\$ 300	\$ 875	35.0%
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ 20	\$ 20	10.0%
141-4801	Maintenance, Equipment	\$ 1,000	\$ -	\$ -	0.0%
141-4901	Miscellaneous Services	\$ 100	\$ -	\$ -	
	<i>Subtotal, Services</i>	<i>\$ 14,050</i>	<i>\$ 3,022</i>	<i>\$ 4,906</i>	<i>34.9%</i>
Capital Out-Lay & Fixed Assets					
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -	
	<i>Total Enterprise Operations Expenses</i>	<i>\$ 33,200</i>	<i>\$ 4,168</i>	<i>\$ 13,800</i>	<i>41.6%</i>
Summary of Revenue vs Expenses:					
	<i>Prior-Year Carry Over Funds</i>	<i>\$ 337,170</i>	<i>\$ -</i>	<i>\$ 125,000</i>	<i>37.1%</i>
	<i>Total Revenue, Base, Grants & Enterprise</i>	<i>\$ 1,756,401</i>	<i>\$ 161,159</i>	<i>\$ 820,165</i>	<i>46.7%</i>
	<i>Total Expenses, Base, Grants & Enterprise</i>	<i>\$ 1,371,457</i>	<i>\$ 112,460</i>	<i>\$ 410,544</i>	<i>29.9%</i>
	<i>Fund Balance</i>	<i>\$ 384,944</i>	<i>\$ 48,699</i>	<i>\$ 409,622</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 2022 on October 31, 2022
CY 2022 \$.40 PER CAPITA (Rounded Amounts)

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



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

STAFF REPORT

Date: November 18, 2022
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Board Compensation

Background

Under RCW 70A.15.2030, “Each member of the [clean air agency] 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.”

At present, board members receive no compensation or reimbursement from the Agency.

The mileage rate established by the Washington State Office of Financial Management is \$0.625 per mile as of July 1, 2022 (ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables).

Analysis

Board service requires an investment of time and effort on the part of those who accept appointment in order to fulfill a community need. Furthermore, the public relies on individuals that are willing to do so, often with little or no compensation beyond the personal satisfaction of serving their neighbors. The legislature recognized the imposition board service would represent and authorized many agencies and special-purpose districts—including clean air agencies—to provide some form of compensation and/or reimbursement to those who serve. Agencies and districts seeking to encourage regular attendance by board members recognize that expecting them to volunteer their time *and* pay attendance-related expenses (e.g. personal transportation costs) out of their own pocket undermines that objective. As a result, it is common for board members (both volunteer and paid) to be reimbursed for such expenses.

Recommendation

Direct staff to draft a resolution establishing a board member mileage reimbursement policy to compensate board members for personal transportation costs incurred due to meeting attendance at the “privately owned vehicle mileage rate” established by the Washington State Office of Financial Management.

AGENDA ITEM NO. 7



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

STAFF REPORT

Date: November 1, 2022
To: YRCAA Board of Directors
From: Marc Thornsby, Executive Director
Subject: Registration Fee Review

Background

In 2022, the Agency raised its fees as shown in the table below. Prior to 2022, fees had not changed since 2014. Under Washington’s Clean Air Act, “it is the policy of the state that the costs of protecting the air resource and operating state and local air pollution control programs shall be shared as equitably as possible among all sources whose emissions cause air pollution” and “the legislature recognizes that air emissions from thousands of small individual sources are major contributors to air pollution in many regions of the state” (RCW 70A.15.1005).

Fee Type	2013		2014-2021		2022	Overall
Registration-Minor	\$439	3.19%	\$453	6.40%	\$482	9.79%
Registration-Complex Minor	1,245	3.21%	1,285	6.38%	1,367	9.80%
Registration-Synthetic Minor	2,578	3.18%	2,660	6.09%	2,822	9.46%
New Source Review (base)*	400	0%	400	0%	400	0%
Regulatory Order (base)*	400	0%	400	0%	400	0%
General Permit (base)*	400	0%	400	0%	400	0%
SEPA (base)*	400	0%	400	0%	400	0%
Dust Control-Master Plan	314	4.14%	327	9.17%	357	13.69%
Dust Control-Site Notification	149	4.03%	155	6.45%	165	10.74%
Demolition, Renovation, Asbestos Removal (base)	43	2.33%	44	4.55%	46	6.98%
Burn Permits-Agricultural**	0.80/ton 3.75/acre	12.50% 0%	1.00/ton 3.75/acre	0% 0%	1.00/ton 3.75/acre	12.50% 0%
Burn Permits-Residential	47	2.13%	48	6.25%	51	8.51%
Burn Permits-Land Clearing	2.11/ton 7.87/acre	3.32% 3.30%	2.18/ton 8.13/acre	11.01% 11.07%	2.42/ton 9.03/acre	14.70% 14.74%
Burn Permits-Fire Training	211	3.32%	218	11.01%	242	14.69%

* Actual engineering/permitting costs are added to the base amount shown.

** Rate set by the agricultural burning practices and research task force pursuant to WAC 173-430-041

Registration fees are billed at the first of each year so any change must take place no later than early December (and preferably in November).

During the period 2013 through 2021, inflation grew 16.32% as measured by the Bureau of Labor Statistics' Consumer Price Index (www.bls.gov/cpi/data.htm). During the same period, registration fees grew by up to 9.80%.

In calculating registration fees, different agencies use different methods. For example, the Wash. Dept. of Ecology (ECY) uses a flat fee based on total emissions per year. The Benton Clean Air Agency (BCAA) uses a base fee per source type, a fee per emission point, a criteria pollutant fee per ton, and a toxic pollutant fee per ton. The Northwest Clean Air Agency (NWCAA) uses a base fee per source, an emissions fee per ton, and a synthetic flat fee based on the enforceable limit. The Spokane Regional Clean Air Agency (SRCAA) uses a base fee per source, an emissions fee per ton, a fee per emission point, and a synthetic fee. Finally, the Southwest Clean Air Agency (SWCAA) uses fees as set through a list of specific source types and the Environmental Protection Agency (EPA) uses a complex formula.

At present, the Agency charges a fixed registration fee (see above table) based on source type. Sources are evaluated by staff based primarily on the effort and expense required to inspect them. Those that require little are deemed Minor. Those requiring more are deemed Complex Minor. Those that could have emissions exceeding the threshold of a major source, but are restricted to a quantity below that level, are deemed Synthetic Minor.

Historically, the Agency has avoided assessing a fee per ton of emissions due largely to practical considerations. Implementing such a fee requires an annual determination of actual emissions for each registrant which, in turn, requires staff to conduct the supporting assessments. Larger agencies have persons dedicated to performing this work, but smaller agencies such as the YRCAA (and BCAA) would require additional staff.

A discussion as to whether emissions-based fees are more or less effective in meeting the objectives of RCW 70A.15.1005 is beyond the scope of this document. Nevertheless, the higher costs resulting from added staff would ultimately be borne by registrants. This has led to a concern that, under such a structure, while some might receive a reduction in the total cost of their registration, many others would experience a substantial increase or find their potential "savings" swallowed up by any fee increase needed to cover the Agency's higher staffing costs. Nevertheless, it is almost certainly fair to say under the current system of just three categories (only two of which are commonly used), some registrants pay more than their share and some pay less. The question largely comes down to degree, extent, and whether the costs of rectifying the situation outweigh the benefits of doing so.

As with fees per ton of emissions, the Agency has not employed a fee per emission point. The underlying philosophy has been that charging per emission point creates an incentive for registrants to avoid disclosure of them in order to reduce the cost of registration. When this is done, it impedes the ability of the agency to conduct proper inspections and fully understand the potential impact of facility operations.

In 2022, the Agency had 345 registrations of which 317 (92%) were "Minor", 20 (6%) were "Complex Minor", and 8 (2%) were "Synthetic Minor". Until the related program was terminated, the Agency registered 58 dairy operations.

Analysis

The just over 6% registration fee increase adopted for 2022 was insufficient to compensate for the rate of inflation since 2014. As is the case with employee compensation, there is always a tension between frequent, small changes and infrequent, large changes. With respect to the former, there is often a concern it may be viewed by the public as the Agency “raising fees every time you turn around” and this can prompt calls for less frequent increases. However, that infrequency translates into greater increases when they do occur (resulting in a more substantial impact due to their size) and a higher degree of unpredictability as they are typically unscheduled and different in size from one to the next.

Because smaller fee increases are more easily tolerated and can be anticipated as a result of their (typically) regular schedule, many organizations have shifted to annual or biennial adjustments. This is particularly true of organizations, such as the Agency, that are heavily dependent upon personnel and the Board would be well-advised to consider adopting such a position.

The registration fees adopted by the BCAA, ECY, NWCAA, and SRCAA were used to provide comparative data (due to the complexity of the rates and formulas used by the SWCAA and EPA their rates could not be reasonably approximated to the Agency’s fee structure and were excluded). It should be understood any comparison of registration fees charged by other clean air agencies is challenging due to differences in how they are calculated (see above).

In general, to calculate rates comparable to the Agency’s rates, a “high” (H) rate was computed as a kind of worst case scenario, a “low” (L) rate was computed as a kind of best case scenario, and an “average” (A) rate was computed using the two other figures. All calculations assumed a single emission point.

When approximating the Agency’s “Minor” source, the “high” rate was computed assuming 20 tons per year of the emission with the highest rate per ton and the “low” rate was computed assuming 1 ton per year of the emission with the lowest rate per ton. When approximating the Agency’s “Complex Minor” source, the “high” rate was computed assuming 70 tons per year of the emission with the highest rate per ton and the “low” rate was computed assuming 21 tons per year of the emission with the lowest rate per ton. When approximating the Agency’s “Synthetic Minor” source, the “high” rate was computed assuming 70 tons per year of emissions and the “low” rate was computed assuming 10 tons per year of emissions.

Using the above ranges, the Agency’s flat fee charged to a registrant in a particular category can be compared against what the lowest and highest emitters estimated to be within the same category would theoretically pay if covered by the other agencies—ignoring the potential additional fees related to any emission points in excess of one.

It should be noted the calculated average is simply the point at which the amounts between it and both the “high” and “low” rates are the same. It does not account for the distribution of registrants across the range. For example, assuming a total of 100 registrants in Spokane County emitting 1 to 20 tons per year, 70 of these might be 5 tons per year, 10 might be 8 tons per year, 7 might be 11 tons per year, 6 might be 15 tons per year, 4 might be 18 tons per year, and 3 might be 20 tons per year. With that distribution, the average amount paid by each registrant would be \$952, not the \$1,192 shown in the table below.

To adjust for differences in the economic conditions existing in the different areas served by these agencies, a cost of living (CoL) factor was applied (as calculated by bestplaces.net). The cost of living figures for all locations in the U.S. surveyed were averaged and this was assigned a percentage of 100. Each location was then compared to the national average resulting in a location-specific percentage relative to the national figure. The difference between these location-specific percentages was used to render a rough estimate of the differences in economic conditions. Cities in each region estimated to be the most expensive were used to account for the potentially highest disparity. The City of Yakima, with a percentage of 92.9, was used for the YRCAA. The table below shows the actual rates in the upper half, the adjustment percentage applied, and the adjusted (“Yakima equivalent”) rates in the lower half.

	Benton (BCAA)	Ecology (DoE)	Northwest (NWCAA)	Spokane (SRCAA)
City	Richland	Wenatchee	Bellingham	Spokane
CoL Factor	100.2	102.3	123.2	98.6
Minor	\$980 A \$477 L \$1,484 H	\$733 A \$200 L \$1,300 H	\$2,809 A \$166 L \$5,453 H	\$1,218 A \$430 L \$2,007 H
Complex Minor	\$4,002 A \$1,909 L \$6,096 H	\$4,250 A \$1,500 L \$7,000 H	\$11,522 A \$5,691 L \$17,353 H	\$4,123 A \$2,090 L \$6,157 H
Synthetic Minor	\$5,090 A \$3,235 L \$6,945 H	\$8,000	\$12,843 A \$4,513 L \$21,173 H	\$6,070 A \$3,165 L \$8,975 H
Adjustment	92.7%	90.8%	75.4%	94.2%
Adjusted Minor	\$909 A \$442 L \$1,376 H	\$681 A \$182 L \$1,180 H	\$2,118 A \$125 L \$4,112 H	\$1,192 A \$405 L \$1,979 H
Adjusted Complex Minor	\$3,710 A \$1,770 L \$5,651 H	\$3,859 A \$1,362 L \$6,356 H	\$8,687 A \$4,291 L \$13,084 H	\$4,066 A \$2,061 L \$6,071 H
Adjusted Synthetic Minor	\$4,718 A \$2,999 L \$6,438 H	\$7,264	\$9,683 A \$3,403 L \$15,964 H	\$5,985 A \$3,121 L \$8,849 H

A = Average of low & high; L = Low fee; H = High fee

Based on the adjusted rates above, the table below lists the registration fees currently charged by the Agency, the high, low, and average rates (where applicable) for the various comparable agencies as adjusted for local economic conditions, and the percentage difference between the Agency fee and the various comparable fees. In all cases, the Agency fee is substantially below the average. As previously noted, the average listed may not be representative of the actual average fee charged to registrants, but it remains the average of what could be charged and, in that respect, it shares the same characteristics as the Agency’s fee which is effectively a forced average as it is applied to all registrants of the same type regardless of size, emission quantity (within the limits of the category), or any other factor.

The figures below do not account for planned increases to the rates of other agencies taking effect January 1, 2023, or the rate of inflation in 2022. The annual inflation rate is typically released in mid-February of the following year. The rate of inflation from January 2022 through September 2022 was 5.57%.

To keep up with inflation since 2013 (excluding the last quarter of 2022 for which data has not been released) would require a minimum increase of 12.1%. However, this would annually generate just \$24,406 against a shortfall that could be well over \$100,000. Furthermore, it does not address the historic pattern of the Agency subsidizing registration fees by chronically underpaying staff.

Using a 30% increase (for example) would result in a “Minor” source registration fee of \$627 which would be 8% below Ecology’s average, 31% below Benton’s average, 70% below Northwest’s average, and 47% below Spokane’s average. It would also generate just over \$50,000

Reg. Type	Yakima (YRCAA)		Benton (BCAA)		Ecology (ECY)		Northwest (NWCAA)		Spokane (SRCAA)
Minor	\$482	88.6%	\$909 A	41.3%	\$681 A	339.4%	\$2,118 A	147.3%	\$1,192 A
		-8.3%	\$442 L	-62.2%	\$182 L	-74.0%	\$125 L	-16%	\$405 L
		185.5%	\$1,376 H	144.8%	\$1,180 H	753.1%	\$4,112 H	310.6%	\$1,979 H
Complex Minor	\$1,367	171.4%	\$3,710 A	182.3%	\$3,859 A	535.5%	\$8,687 A	201.6%	\$4,123 A
		29.5%	\$1,770 L	-0.4%	\$1,362 L	213.9%	\$4,291 L	52.9%	\$2,090 L
		313.4%	\$5,651 H	365.0%	\$6,356	857.1%	\$13,084 H	350.4%	\$6,157 H
Synthetic Minor	\$2,822	67.2%	\$4,718 A	157.4%	\$7,264	243.1%	\$9,683 A	115.1%	\$6,070 A
		6.3%	\$2,999 L			20.7%	\$3,403 L	12.2%	\$3,165 L
		128.1%	\$6,438 H			465.7%	\$15,964 H	218.0%	\$8,975 H

A = Average of low & high; L = Low fee; H = High fee

As previously noted, most registrants are lumped together in a single type so regardless of whether they are toward the upper end or the lower end, the fee is the same. The result is that increases disproportionately affect those on the lower end. Given current constraints, there is insufficient time to address and correct this situation before the need to increase fees. However, the Board should commit itself and staff to considering alternative mechanisms for classifying registrants, developing a clear, consistent, and defensible framework, and constructing a fee structure appropriate for it in time for the 2024 registration cycle.

Any decision concerning registration fee adjustments should be done in tandem with any adjustments to employee compensation as each may either limit, or require changes to, the other. To that end, a spreadsheet will be available during the next meeting so board members may see the financial impact of various base salaries and registration fees in real time.

A discussion of adjustments to other Agency rates should take place in conjunction with the annual budget process.

Recommendation

None.



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

STAFF REPORT

Date: November 3, 2022
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Compensation Review

Background

At its October 2022 meeting, the Board of Directors asked questions and sought information regarding a number of aspects related to compensation for Agency employees. These are addressed below.

Step Range and Market Percentiles

The Board asked for clarification concerning the relationship between the lowest and highest steps described in the presentation and the market data collected by the compensation consultants. The median wage (50th percentile) was used to establish Step 8—the mid-point of the base step range (which excludes the longevity-related Steps 16 to 20). This is the only relationship between the various steps and the market data. All steps other than 8 are 2% less than the next higher step (Steps 7 to 1) or 2% more than the next lower step (Steps 9 to 15).

Geographic Disparity

The Board requested an explanation regarding the manner in which comparative wage and salary data from various locations were adjusted so as to account for localized differences in the cost of living, market demand, availability of qualified labor, and other factors that could negatively affect wage and salary comparability.

Compensation Connections equalized wages across geographic areas using the Economic Research Institute's Geographic Assessor (ERIGA). The ERIGA compares the cost of labor between different localities. It does so by collecting wage and benefit costs in multiple areas from various employers across a broad range of jobs—from Janitor to Chief Executive Officer. These are averaged for each area, rendering the cost of labor. Comparing the cost of labor for two locations results in a percentage difference that can be applied to a specific wage rate to equalize it for a different area.

For example, if the aggregate average wage for 500 different job types in city X were \$100,000 per year (Cost of Labor X) and the aggregate average wage for the same job types in city Y were \$80,000 per year (Cost of Labor Y), the adjustment factor would be 80%. For a Maintenance Technician position in city X paying \$45,000 per year, the equalized wage rate for city Y would be \$36,000 (or \$45,000 x 0.80).

It is assumed that increases in the cost of living will be reflected through increases in the cost of labor over time as employees demand higher wages, union contracts are renegotiated, and adjustments are made by organizations to remain competitive in the labor market. Because these

take time, the cost of labor is typically more stable than the cost of living which can fluctuate substantially from month to month depending on the extent of shifts in the cost of select goods and/or commodities (as has been amply demonstrated in 2022).

Effect of Social Security Participation

The Board inquired as to whether participation in Social Security would affect the Agency's participation in the Public Employees' Retirement System (PERS) or the benefits of the latter received by Agency employees. According to the Wash. Dept. of Retirement Systems, voluntary participation in Social Security has no effect on PERS.

Employee Interest in Social Security Participation

The Board requested an informal assessment of employee interest concerning potential voluntary participation in Social Security. Based on a series of non-binding inquiries, there appears to exist sufficient potential interest in Social Security participation to warrant a vote of the Agency's employees. It should be noted a favorable outcome is more likely if such a vote is timed to coincide with an adjustment in compensation so any negative impact on net pay resulting from said participation is avoided.

Social Security Overview

When participating in Social Security, employees earn "credits" as they work and pay into the Social Security system. In 2021, one credit was received for every \$1,470 in covered earnings, but the amount of earnings needed to receive a credit changes from year to year. Employees may accumulate up to a maximum of four credits per year and 40 credits are required to be eligible for benefits. Most employees will be eligible after ten years of participation in Social Security while fully employed. Credits are used only to determine eligibility (they do not affect the amount of benefits received at retirement).

The benefits received at retirement are based on a person's average monthly earnings adjusted for average wage growth. For a person retiring in 2022, the first \$1,024 of average monthly earnings is multiplied by 90%; earnings between \$1,024 and \$6,172 are multiplied by 32%; and the balance is multiplied by 15%. The total of all three is then adjusted for special circumstances (such as early or late retirement) and this becomes the monthly payment amount. For example, a person retiring in 2022 with average earnings of \$3,000 per month could receive a monthly payment of \$1,553 (calculated as $\$1,024 \times 0.90 + \$1,976 \times 0.32 + \$0 \times 0.15$).

The above formula is intended to provide individuals with low average lifetime wages a higher rate of return on their Social Security contributions (compared to those with high average lifetime wages). However, a person with 35 years of earnings but only ten years in Social Security-covered employment, for example, will have an average that reflects 25 years of zero earnings, causing their average to appear as though they were a low average lifetime wage earner. As a result, they would receive the greater benefit intended for low-income retirees.

Social Security WEP

To prevent the unintended outcome described above, the Social Security Windfall Elimination Provision (WEP) was added to the Social Security Act. The WEP may reduce an employee's Social Security benefit if the employee worked for a government agency that did not participate

in Social Security. The WEP applies to persons who paid Social Security taxes on less than 30 years of substantial earnings and reduces the percentage applied in the first calculation used to determine the monthly payment amount (see above) as shown in the following table.

Years of Social Security Coverage	Benefit Formula First Factor Percentage
30 or more	90
29	85
28	80
27	75
26	70
25	65
24	60
23	55
22	50
21	45
20 or fewer	40

Using the previous example, for a person retiring in 2022 with 20 years (or less) of Social Security coverage and average earnings of \$3,000 per month could receive a monthly payment of \$1,041 (calculated as $\$1,024 \times 0.40 + \$1,976 \times 0.32 + \$0 \times 0.15$). This represents a reduction of \$512 versus the same person with 30 years (or more) of Social Security coverage.

The Social Security Administration offers a “Windfall Elimination Provision (WEP) Online Calculator” on its web site at www.ssa.gov/benefits/retirement/planner/anyPiaWepjs04.html.

In April 2021, Senators Sherrod Brown and Susan Collins reintroduced the bipartisan Social Security Fairness Act which would repeal the WEP from the Social Security Act. As recently as September 2022, the bill was passed out of the federal House Ways and Means Committee but “without recommendation”. Without a recommendation to pass, the bill faces challenges and there is substantive opposition to it. As a result, its future is uncertain at best.

Social Security Participation Process

Establishing voluntary participation in Social Security will involve the following steps taken by the Agency in cooperation with the Wash. Dept. of Retirement Systems (DRS):

- Complete and submit a “218 Coverage Questionnaire” to the DRS
- Adopt an appropriate resolution (by the Board) and submit same to the DRS
- Notify of eligible employees (voters) of the pending referendum (including setting a date, sending a list of employees to the DRS, posting notice of the referendum, and submitting a “Notice and Certification of Distribution” to the DRS).
- Deliver documents and other information to employees.
- Distribute ballots
- Submit a “Certification of Distribution of Mail-in Ballots” to the DRS
- Receive “Certification of Referendum” from the DRS (if vote successful)
- Execute a voluntary participation agreement and submit to the DRS
- Receive executed documents
- Begin withholding and remitting employer and employee Social Security contributions
- Remit annual invoice from DRS

The FY23 budget contains approximately \$50,000 in unallocated funds. Any increase in compensation costs in excess of this amount will require an adjustment in fees or a reduction in staff. The agency currently employs ten persons. It employed thirteen persons when a Compliance and Monitoring Division was in existence and fully staffed.

Analysis

None. The Board will need to consider potential increases to compensation and fees. As these are tightly interrelated, it is virtually impossible to address one without examining its effect on the other. To assist in that process, a spreadsheet will be available during the next meeting so board members may see the financial impact of various base salaries and registration fees in real time.

By the conclusion of the meeting, staff should have any questions from board members that will need to be answered by the next meeting and sufficient direction to allow development of a specific proposal for review and adoption at the December meeting. That will be the last opportunity to address registration fees for 2023 and it is an appropriate time to ensure a basic plan to address compensation is in place after several years delay.

Recommendation

Authorize and direct staff to submit to the Wash. Dept. of Retirement Systems (DRS) all documents required by same to initiate voluntarily participation in Social Security subject to an affirmative vote of the Agency's employees, draft a resolution in accordance with the requirements of the DRS authorizing said participation and vote, perform all duties necessary to conduct said vote, execute all associated agreements as directed by the DRS, and take all actions required to effect voluntary participation in Social Security by the Agency upon receipt of a Certification of Referendum from the DRS.



Executive Memorandum

Date of Release: November 3, 2022
Date of Consideration: November 10, 2022
To: Honorable YRCAA Board of Directors and Alternates
From: Office of Compliance, Engineering and Planning Division
Subject: October's Compliance, Engineering and Planning Division Report

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

Discussion:

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

- Issued two Order of Approvals;
- Registered 3 sources for October 2022;
- Working on New Source Reviews (NSR) permits;
- Working on Title V renewals;
- Reviewed/responded to 25 SEPA's projects;
- Reviewed/approved 20 Notifications of Demolition / Renovation (NODR);
- Issued 3 Dust Control Plans (DCP);
- Worked on the daily weather forecasts for the burn status and agricultural burn allocation;
- No burn ban called for the month of October;
- Issued 212 residential burn permits;
- We expect no exceedances during the month of October 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 8 complaints, issued 4 Notices of Violation (NOV). Had three inspections for the month of October;

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

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

*NOV- Notice of Violation

**AOD- Assurance of Discontinues

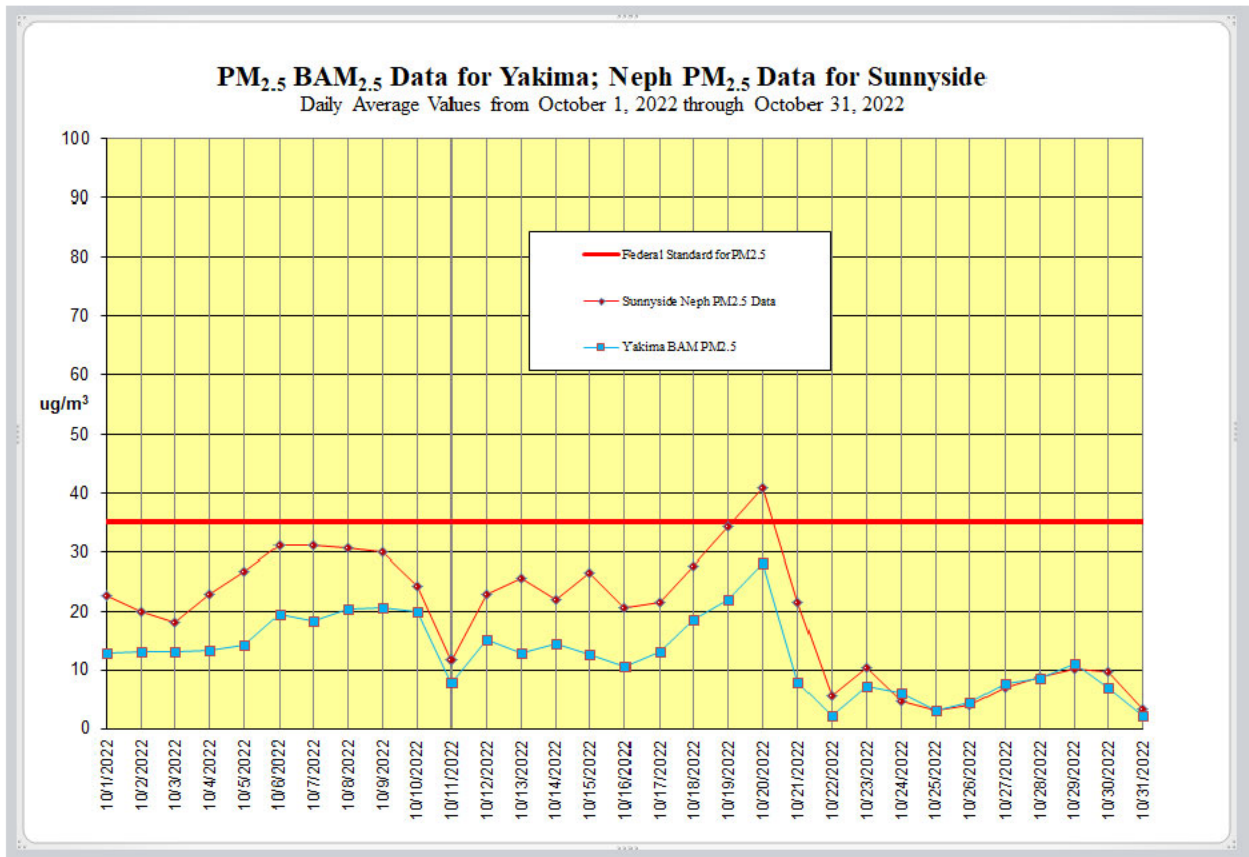
*** Solid Fuel Burning Device **** New Source Review

Attachments:

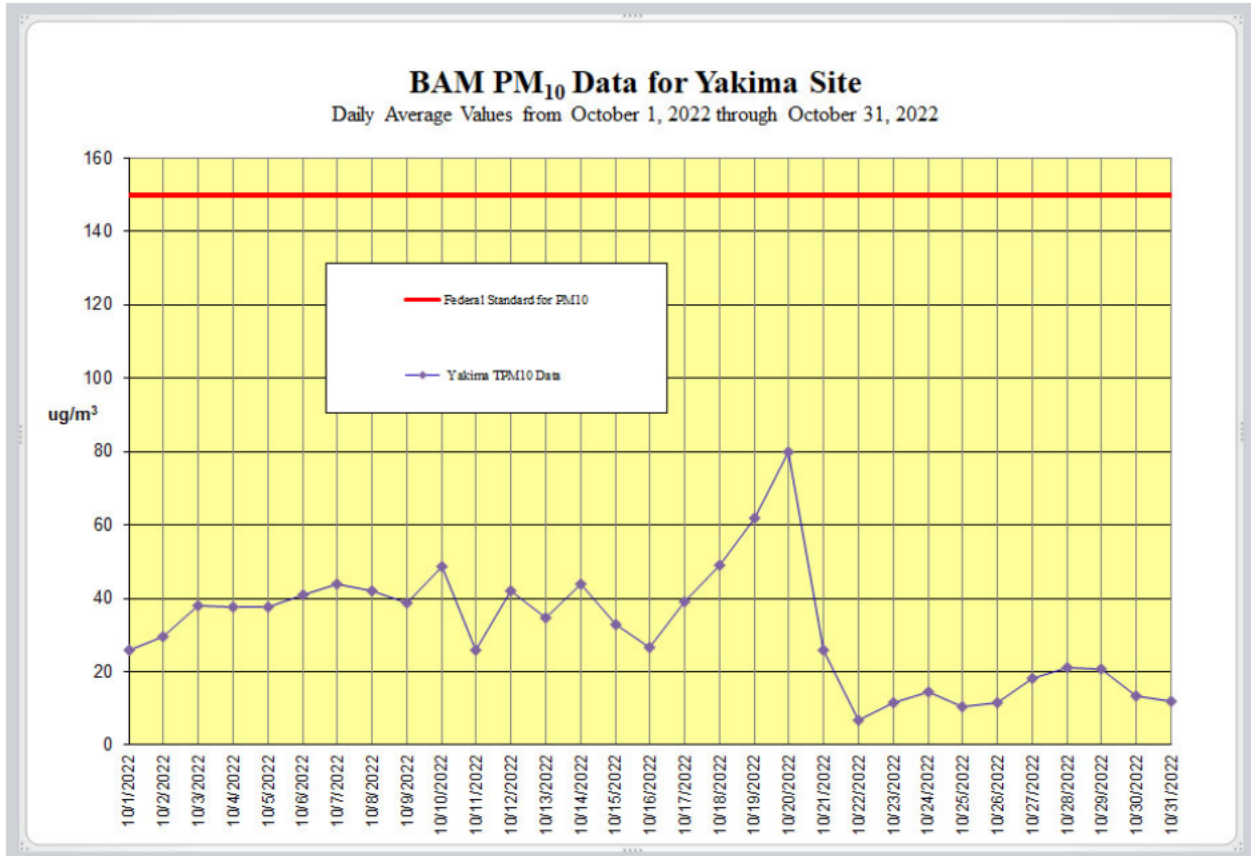
- ✓ *PM_{2.5} Monitor Data for the month of October 2022 and the annual graphs.*
- ✓ *PM₁₀ Monitor Data for the month of October 2022.*

- **PM_{2.5} Data**

- We expect no PM_{2.5} exceedances for the month of October.

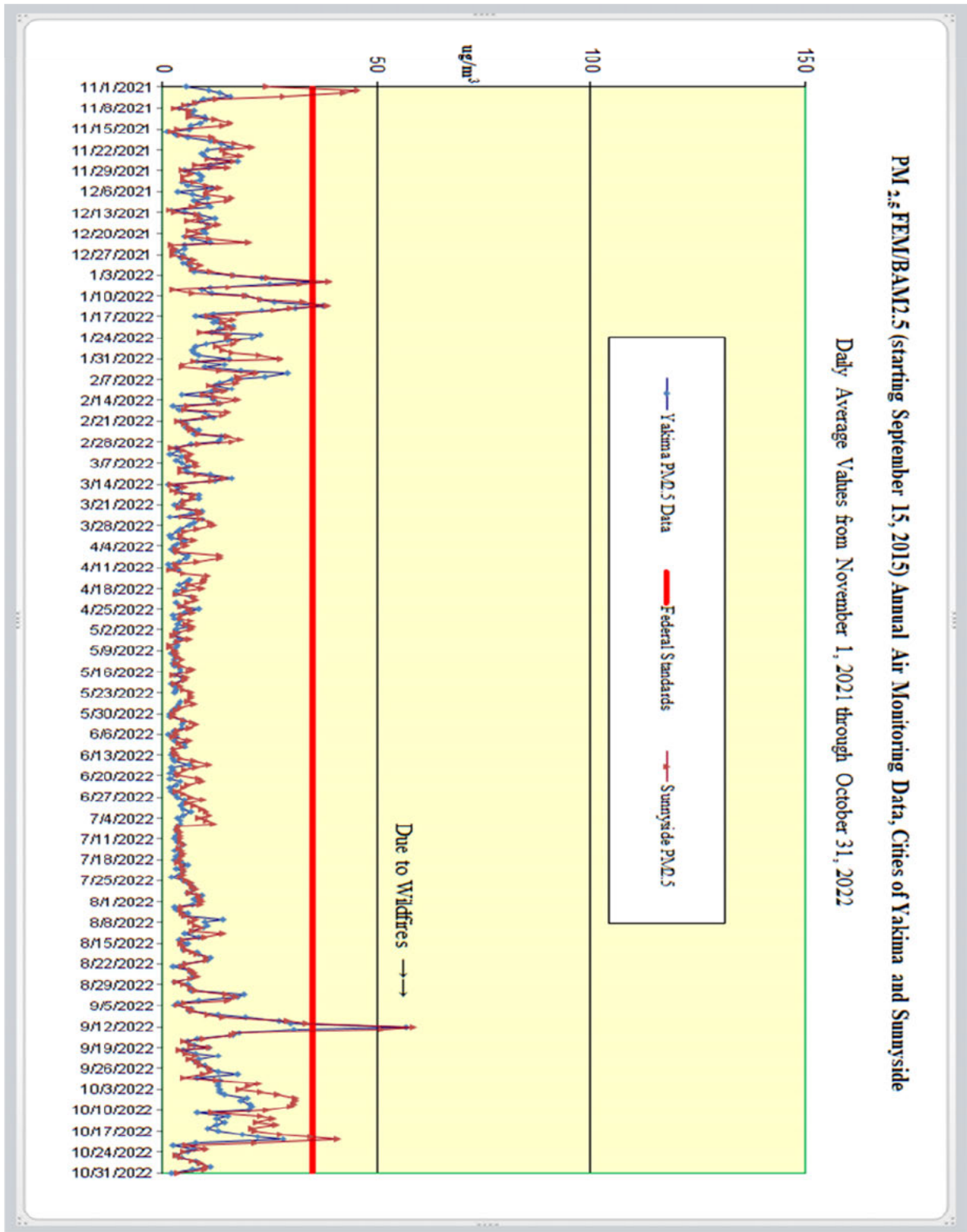


- **PM₁₀**
- We expect no PM₁₀ exceedance for the month October.



- **Annual PM_{2.5} Data**

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





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

STAFF REPORT

Date: October 27, 2022
To: YRCAA Board of Directors
From: Marc Thornsbury, Executive Director
Subject: Compensation Gender Bias

Background

At the October 2022 board meeting, Jean Mendoza (a resident of Yakima County) submitted public comments suggesting the results of the compensation study commissioned by the Agency and the consulting firm retained by it to conduct the study were gender biased and offered as evidence the lower wages and salaries proposed for positions held by female personnel as compared to positions held by male personnel.

At the suggestion of (female) board member and county commissioner, Amanda McKinney, the Agency contacted the (female) Yakima County Human Resources department manager, Jacqui Lindsay, concerning the consulting firms considered by the County to perform a compensation analysis on its behalf. Of the firms provided, the Agency selected Compensation Connections (www.compensationconnections.com). Located in Bellevue, Washington, it was founded, and is currently owned, by two (female) principals, Nancy Kasmar and Shannon Drohman. The firm has conducted similar work for other entities such as the City of Bellevue. Ms. Drohman and (female) senior consultant, Kathy Marek, performed the compensation analysis for the Agency and presented their work at the October 2022 board meeting via video-conference.

Agency staff provided the consulting firm with job descriptions as well as duties and responsibilities for the various positions within the Agency, but did not specifically identify the gender of staff members holding those jobs nor did the consulting firm request such information.

At the time the consulting firm completed its presentation materials, the three positions with the lowest proposed compensation were held by female personnel.

Before the Agency hired its current (female) Administrative Assistant (specifically singled out in the public comments referenced above), the position was filled by a male employee that was paid six percent (6%) less.

Analysis

After careful review of the process to date, no evidence was found indicating any Agency board or staff member sought to alter or withhold information from the consulting firm, attempted to exert pressure on or influence the persons engaged in conducting the study, or otherwise sought to affect the resulting recommendations so as to assign depressed wage rates to positions held by female staff members relative to male staff members. To the contrary, efforts were made to ensure all assessments utilized gender-neutral market data based on job title, primary responsibilities, required qualifications, and similar factors irrespective of gender.

While the potential for bias always exists, it seems unlikely the multiple women involved throughout the process would have recommended conducting a compensation study, provided information regarding the consulting firm, or performed the analysis if there was reason to believe it was biased in design or would result in the unfair treatment of female staff. To the contrary, Ms. Drohman stated during the October 2022 meeting the proposal put forth by the consulting firm was based on an objective assessment that did *not* consider gender.

The Agency considers and hires candidates for any open position and compensates workers in a position based on the market labor rates and primary duties for that position irrespective of gender. In addition, Agency staff members have access to the information presented to the Board (as does the public) and there is broad support for the compensation study and its results. Finally, no remarks have been made by any staff member indicating a belief inequitable wage rates have been (or should be) presented or discouraging the fair and equitable compensation of female personnel.

It is possible for two elements to appear causal when they are coincidental and vice versa. While the positions with the lowest wage rates may happen to be filled by women at any given point in time does not necessarily indicate a causal relationship. Nearly three years ago the two positions in the Agency with the lowest wages were both filled by men. That this is not the case today is simply coincidental.

In small organizations, it is common for positions to have multiple responsibilities that would be handled by various dedicated staff in larger organizations and the Agency is no exception. However, adding circumscribed duties to one position that may be typical of another as a result of limited demand for them neither substantially alters the predominant work required of the position nor renders it comparable to another. The compensation figures proposed for each position are based on the market rate for the primary work to be performed and the wage structure ultimately adopted will be applicable to all positions based on experience, education, qualifications, and performance regardless of gender.

Recommendation

None.