

AGENDA
Benton Clean Air Agency
Board of Directors Regular Meeting
January 25, 2024, at 5:00 p.m.



526 South Steptoe Street
Kennewick, Benton County, Washington

I. CALL TO ORDER

II. ROLL CALL

Nancy Aldrich, chair
Will McKay
Jerry Peltier
Duane LaPierre
Large City Representative - Vacant

III. APPROVAL OF AGENDA

IV. ELECTION OF 2023 OFFICERS

V. APPROVAL OF DECEMBER 21, 2023, BOARD MEETING MINUTES

VI. CONSENT AGENDA

ALL MATTERS LISTED WITHIN THE CONSENT AGENDA HAVE BEEN DISTRIBUTED TO EACH BOARD MEMBER FOR REVIEW AND ARE CONSIDERED TO BE ROUTINE. THE CONSENT AGENDA WILL BE APPROVED IN ITS ENTIRETY BY ONE MOTION WITH NO SEPARATE DISCUSSION. IF SEPARATE DISCUSSION IS DESIRED, ITEMS MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED ON THE REGULAR AGENDA BY REQUEST.

December - January

A. Ratification of voucher request dated	December 21, 2023	\$385.68
D. Ratification of voucher request dated	January 4, 2024	\$8,977.02
E. Ratification of voucher request dated	January 11, 2024	\$37,898.06
F. Ratification of voucher request dated	January 18, 2024	\$385.68
Total Expenditures		\$47,646.44

VII. NEW BUSINESS

A. BCAA 2023 REGULAR BOARD MEETING SCHEDULE.

VIII. OLD BUSINESS

A. VACANT BOARD POSITION – JASON McSHANE HAS BEEN NOMINATED BY THE CITY OF KENNEWICK.
a. CITY SELECTION COMMITTEE MEETING IS SCHEDULED FOR FEBRUARY 14, 2024.

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IX. REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. Expenditures vs. Budget Report
- B. Control Officer Report
- C. Legal Council Report
- D. Engineering Report
- E. Case Status Report, Complaint Summary and Monitoring Reports

X. PUBLIC COMMENT

XI. EXECUTIVE SESSION

Real Estate, Contracts, Personnel, Litigation RCW 42.30.110

XII. ADJOURNMENT

Benton Clean Air Agency is inviting you to a scheduled Zoom meeting.

Topic: Benton Clean Air Agency Regular Board Meeting
Time: Jan 26, 2023 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86781090797?pwd=WFpkMG1EeTA0eHVXUjk0aUpLbE1mZz09>

Meeting ID: 867 8109 0797

Passcode: 311873

One tap mobile

+12532158782,,86781090797#,,,,*311873# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

+

Meeting ID: 867 8109 0797

Passcode: 311873

Find your local number: <https://us06web.zoom.us/u/kexUHGkK6y>

MINUTES
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Board of Directors Regular Meeting
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526 S. Steptoe Street
Kennewick, Benton County, Washington

ROLL CALL

Nancy Aldrich, chair - absent
Will McKay - present
Jerry Peltier - present
Duane LaPierre - present

STAFF PRESENT

Tyler Thompson, Air Quality Engineer
John Lyle, Air Quality Specialist

Bronson Brown, Attorney

APPROVAL OF AGENDA

Mr. Lapierre made a motion to approve the agenda, and Mr. Peltier seconded, and the agenda was approved.

APPROVAL OF October 26, 2023 BOARD MEETING MINUTES

Mr. Peltier made a motion to approve the minutes, and Mr. LaPierre seconded. The minutes were approved.

CONSENT AGENDA

ALL MATTERS LISTED WITHIN THE CONSENT AGENDA HAVE BEEN DISTRIBUTED TO EACH BOARD MEMBER FOR REVIEW AND ARE CONSIDERED TO BE ROUTINE. THE CONSENT AGENDA WILL BE APPROVED IN ITS ENTIRETY BY ONE MOTION WITH NO SEPARATE DISCUSSION. IF SEPARATE DISCUSSION IS DESIRED, ITEMS MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED ON THE REGULAR AGENDA BY REQUEST.

October-December

A. Ratification of voucher request dated	October 26, 2023	\$760.68
B. Ratification of voucher request dated	November 2, 2023	\$536.67
C. Ratification of voucher request dated	November 9, 2023	\$67,255.13
D. Ratification of voucher request dated	November 16, 2023	\$42,029.21
E. Ratification of voucher request dated	November 30, 2023	\$731.52
F. Ratification of voucher request dated	December 7, 2023	\$2,494.48
G. Ratification of voucher request dated	December 14, 2023	\$46,323.62
	Total Expenditures	\$160,131.31

Mr. Peltier made a motion to approve the consent agenda; Mr. LaPierre seconded, and the Consent Agenda was approved.

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Kennewick, Benton County, Washington

NEW BUSINESS

Mr. Thompson informed the board that the agency would begin the process of obtaining a new board member in early January to fill the current vacant seat. Mr. Lyle briefed the board on the plans to move forward with having the agencies website updated to add necessary features and bring it up to current standards.

OLD BUSINESS

None.

REPORTS, COMMENTS AND DISCUSSION ITEMS

Expenditures vs. Budget Report – Mr. Thompson reported that the budget was on track and that we have been seeing good returns on our investments with the county.

Control Officer Report – None.

Legal Council Report – Mr. Brown reported there was no new legal news.

Engineering Report – Mr. Thompson reported that notices of construction have been picking up. Permits were issued to both Tree Top for boilers and Tactical Cleaning Acquisitions for a flare. A Notice of Violation was issued in conjunction with Tree Tops permit due to the boilers being installed and operating before a notice of construction had been submitted.

Case Status Report – Mr. Lyle reported that all cases are on schedule and moving forward.

Complaint Summary – Mr. Lyle reported that there were not very many complaints, and the ones we received were primarily for illegal burning.

Monitoring Reports – Mr. Lyle reported that October and November saw a few days of increased PM 2.5 primarily due to stagnant air and inversions.

PUBLIC COMMENT – There was no public comment.

EXECUTIVE SESSION – None.

ADJOURNMENT – The meeting was adjourned at 5:11 pm.

MINUTES
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526 S. Steptoe Street
Kennewick, Benton County, Washington

Approved by:

Will McKay – Board Vice Chair
Benton Clean Air Agency

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: December 21st, 2023		Invoice		Fund Number: 6911		
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #
100899	Xerox Financial Services	Copier/Printer Rental/Usage	91158940	63106	3106	12/12/2023	\$385.68	252147
						TOTAL	\$385.68	

As the duly appointed Board for this Agency, we have reviewed the claims listed above and approve expenditures by our signatures below this _____ day of _____, 2023.

BOARD OF DIRECTORS:

Nancy Aldrich

William McKay

Jerry Peltier

Bill McKay

Duane LaPierre


John Lyte, BCAA

PLEASE NOTE: It is the AGENCY'S responsibility to maintain adequate, original, records to substantiate these claims.

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: January 4th, 2024		Invoice		Fund Number: 6911					
VENDOR CODE	VENDOR NAME	DESCRIPTION	INVOICE #	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #		
101999	Association of Washington Cities - AWC	Insurance Dues	121741	91158940	62103	2103	1/1/2024	\$1,073.34	252513		
101918	Connell Oil Inc	Vehicle Fuel	CL59204	91158940	64807	4807	12/15/2023	\$158.67	252514		
102713	Integrity 3 LLC	Facility Maintenance	18284	91158940	64801	4801	12/21/2023	\$81.53	252515		
102712	Intermountain Cleaning Service	Janitorial Service	112160	91158940	64801	4801	12/15/2023	\$461.37	252514		
103034	Lyle, John	Cell Phone Reimbursement		91158940	64200	4205	1/2/2024	\$75.00	252517		
103225	Mustang Signs	Outreach		91158940	64403	4403	12/18/2023	\$1,233.75	252518		
103785	Rodger, Rob	Cell Phone Reimbursement		91158940	64200	4205	1/2/2024	\$75.00	252519		
103889	Senske Lawn & Tree Services	Lawn Maintenance	14413109	91158940	64801	4801	1/2/2024	\$391.32	252520		
104159	Thompson, Tyler	Cell Phone Reimbursement		91158940	64200	4205	1/2/2024	\$75.00	252522		
104288	US Bank	Payment of Credit Cards		91158940	Attached	Attached	12/27/2023	\$2,122.04	252523		
105933	The Rhizome Collaborative	IT Support	2613	91158940	64100	4109	12/11/2023	\$3,230.00	252524		
								TOTAL	\$8,977.02		

As the duly appointed Board for this Agency, we have reviewed the claims listed above and approve expenditures by our signatures below this _____ day of _____, 2023.

BOARD OF DIRECTORS:

Nancy Aldrich

William McKay

Jerry Peltier


John Kyle, BCAA

Duane LaPierre

PLEASE NOTE: It is the AGENCY'S responsibility to maintain adequate, original, records to substantiate these claims.

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: January 11th, 2024		Invoice		Fund Number: 6911					
VENDOR CODE	VENDOR NAME	DESCRIPTION		ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #		
100076	Advanced Protection Services Inc	Facility Maintenance	R147736	91158940	64801	4801	1/2/2024	\$48.86	252622		
101833	Benton Clean Air Agency Payroll	Payroll Reimbursement		91158940	Attached	4807	1/4/2024	\$35,489.95	252623		
101918	Connell Oil Inc	Vehicle Fuel	CL61223	91158940	64807	4801	12/31/2023	\$47.51	252627		
102084	Desert Springs Bottled Water LLC	Water Delivery Service	603084	91158940	64801	4801	12/31/2023	\$11.74	252627		
102853	KIMA	Advertising	R2102164-2	91158940	64403	4405	12/31/2023	\$500.00	252626		
105701	Law Offices of Bronson J Brown	Legal Services	141	91158940	64100	4101	1/4/2024	\$1,800.00	252627		
								TOTAL	\$37,898.06		

As the duly appointed Board for this Agency, we have reviewed the claims listed above and approve expenditures by our signatures below this _____ day of _____, 2023.

BOARD OF DIRECTORS:

Nancy Aldrich _____

William McKay _____

Jerry Peltier _____


John Lyte, BCAA _____

Duane LaPierre _____

PLEASE NOTE: It is the AGENCY'S responsibility to maintain adequate, original, records to substantiate these claims.

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: January 18th, 2024		Invoice		Fund Number: 6911				
VENDOR CODE	VENDOR NAME	DESCRIPTION	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #			
100899	Xerox Financial Services	Copier/Printer Rental/Usage	63106	3106	1/12/2024	\$385.68				
						TOTAL	\$385.68			

As the duly appointed Board for this Agency, we have reviewed the claims listed above and approve expenditures by our signatures below this _____ day of _____, 2024.

BOARD OF DIRECTORS:

Nancy Aldrich

William McKay

Jerry Peltier


Rob Rodger

Bill McKay

Duane LaPierre

PLEASE NOTE: It is the AGENCY'S responsibility to maintain adequate, original, records to substantiate these claims.



BENTON CLEAN AIR AGENCY

Benton Clean Air Agency Board of Directors Meeting Schedule for Calendar Year 2024

Meetings are held

- *on the fourth Thursday of each month, with three noted exceptions*
- *at 5:00 pm*
- *at the agency offices; 526 South Steptoe Street; Kennewick, WA 99336 and via ZOOM.*

2024

January 25

February 22

March 28

April 25

May 23

June 27

July 25

August 22 - Canceled

September 26

October 24

November 28 - Canceled

December 19*** Third Thursday

Benton Clean Air Agency				
Expenditures vs. Budget - FY 2024			Pct. Year	Typical
Year to Date (December 2023)			50.0%	YTD
	Jul 23 - Dec 23	Budget	% Budget	
Ordinary Income/Expense				
Income				
Core/Base Grant	58,499	137,181	43	57
Engr - Air Operating Permit	0	111,690	0	0
Engr - Notice of Constrn. (NOC)	7,738	19,000	41	41
Fees - Registration	0	117,000	0	0
Fees - Asbestos Notifications	6,707	17,500	38	46
Fees - Burn Permits	1,367	16,500	8	44
Investment Income	11,991	12,500	96	85
Local Assessments	92,619	210,850	44	51
PM 2.5 Monitoring Grant	2,642	4,500	59	66
Woodstove Monitoring Grant	1,650	3,909	42	53
IRA Grant	0	47,607	0	0
Penalties	3,400	12,000	28	35
Other	210,000	210,000	100	
Total Income	396,612	920,237	43	42
Expense				
1000 - Salaries & Wages	150,964	344,278	44	51
2100 - Benefits	71,706	179,252	40	48
3100 - Operating Supplies	3,420	10,600	32	41
4100 - Professional Services	16,248	38,600	42	42
4101 - Legal Services	10,950	22,600	48	48
4200 - Communications	5,739	13,800	42	47
4301 - Travel and Training	1,686	15,000	11	31
4403 - Outreach and Advertising	5,063	13,500	38	27
4600 - Insurance	11,185	11,500	97	92
4700 - Utilities	1,077	2,800	38	37
4800 - Repairs & Maintenance	32,217	41,000	79	59
4901 - Dues	492	1,200	41	96
6400 - Capital Expenditures	81,311	236,000	34	19
Total Expense	381,108	907,530	42	

ENGINEERING REPORT for December 2023

Applicant	Expected	MOD/ Re-locate Requests	NOC Applications		Orders of Approval	
		Received	Received	With-drawn	Issued	Pending
Permitting						
Tree Top					1	
Western Construction		1			1	
City of Richland WWTP						1
City of Kennewick WWTP						1
Total This Month		1	1		2	
Total for 2023		10	8		18	
Compliance						
Source Inspections – Gas Dispensing Facilities		Ongoing – John				
Source Inspections – Surface Coating Facilities		Ongoing – John				
Source Inspections – Crematories		Ongoing – John				
Notes						
Attended Nutrien Stack Test						
Robin is working on administrative changes to the Williams (NWP) Title V permit						

NOC – Notice of Construction Application. This application is required by WAC 173-400-110 for new sources and sources that modify their facility or air pollution control equipment. Once submitted, the BCAA has 30 days to determine if the application is complete. Once the application is determined to be complete, the BCAA has 60 days to issue an Order of Approval or Order of Denial. All facilities using the NOC process must install Best Available Control Technologies (BACT).

NIO – Notice of Intent to Operate Application. An application is required (WAC 173-400-035) for portable and temporary sources that operate for less than one year. The BCAA has 30 days to issue or deny a permit.

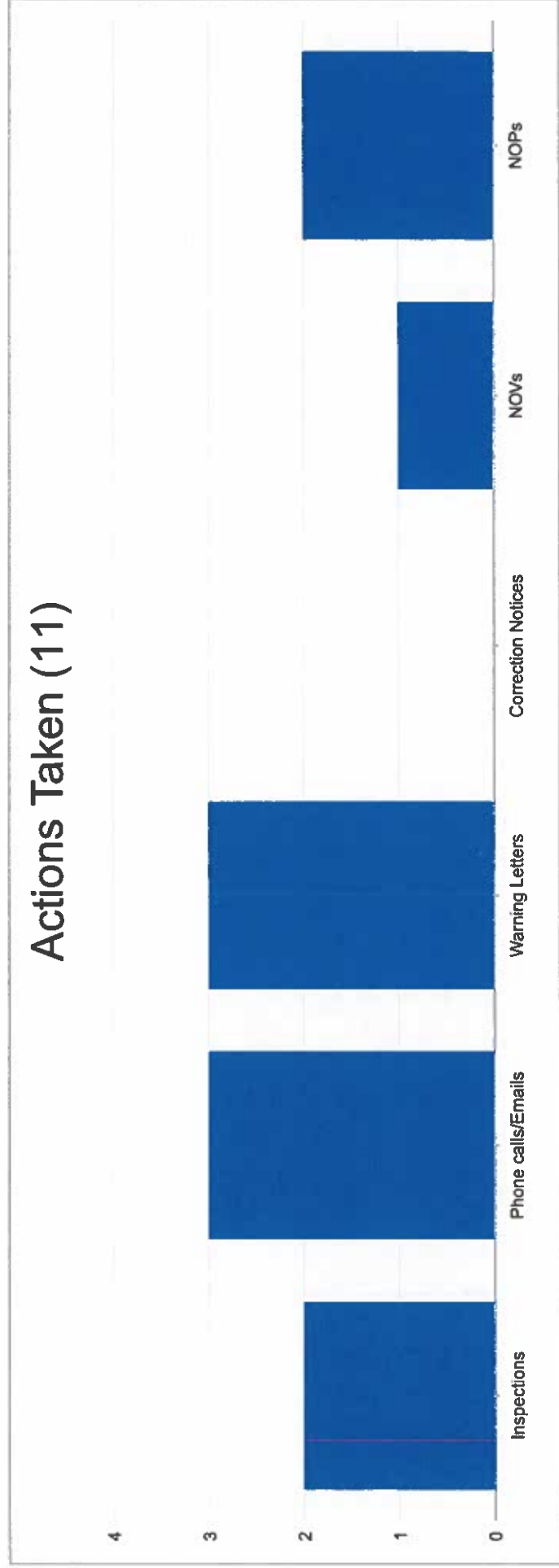
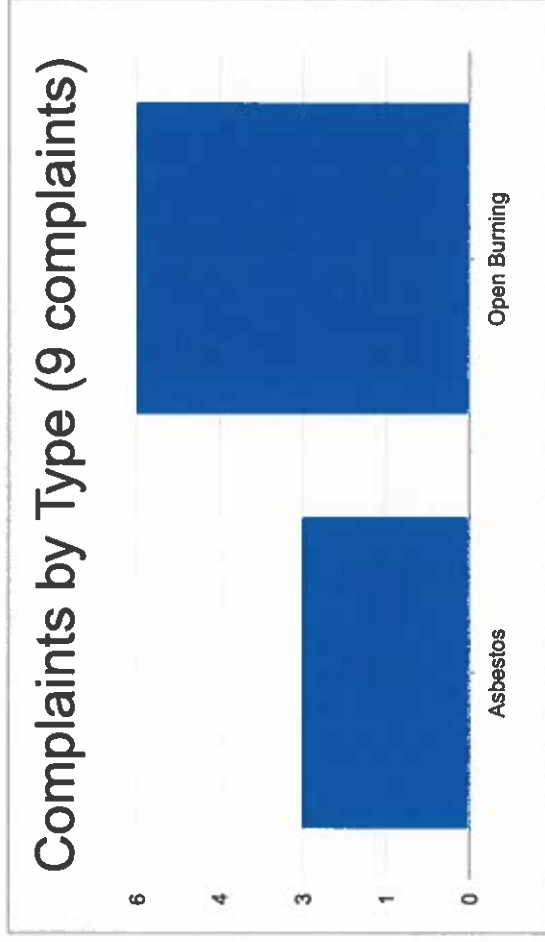
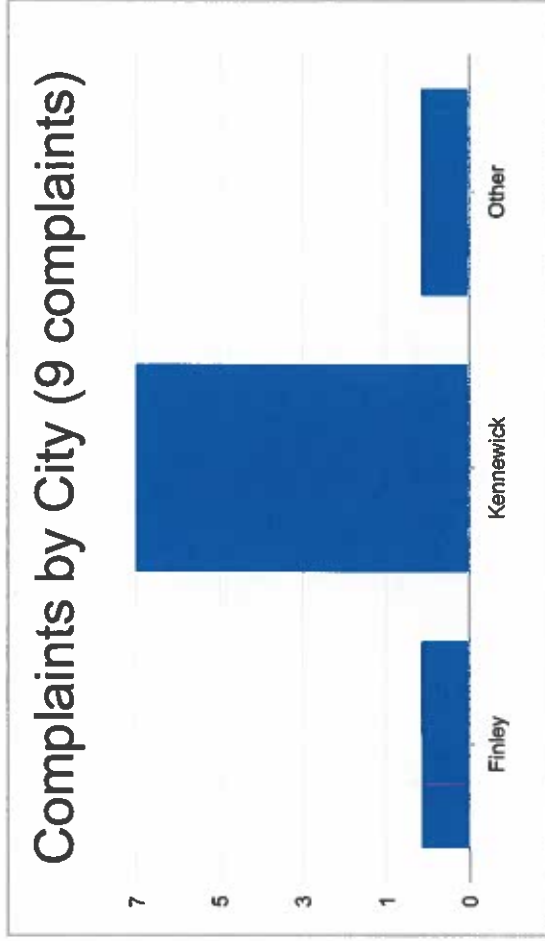
MOD – Permit Modification. This indicates that the BCAA is requiring, or the source requests, that modifications be made to an existing Title V, Order, or other permit. There are no time clocks that guide these activities, but generally, the BCAA processes permit modifications within the 90-day timeframe.

COMP – Compliance Assurance and Assistance. A significant activity of the engineering program is to assure regulatory compliance of BCAA's Title 5 sources to the EPA. Synthetic Minor and other sources also receive compliance reviews, to assure regulatory compliance of records, reporting, and facility operation.

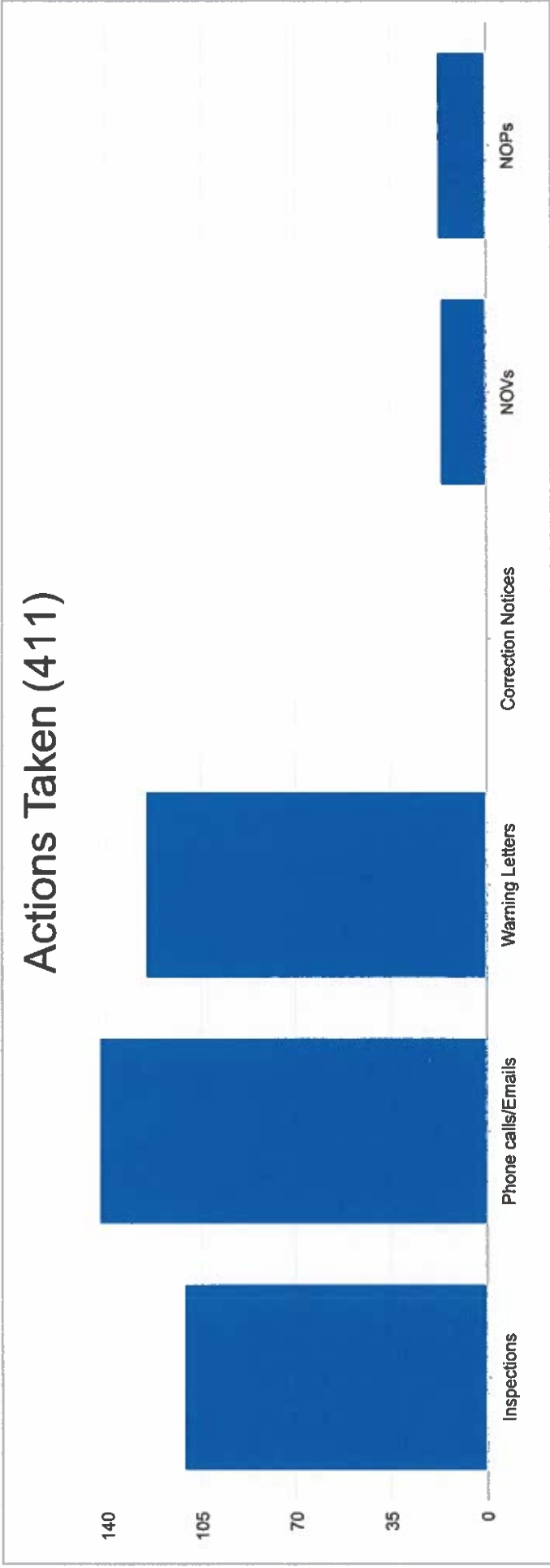
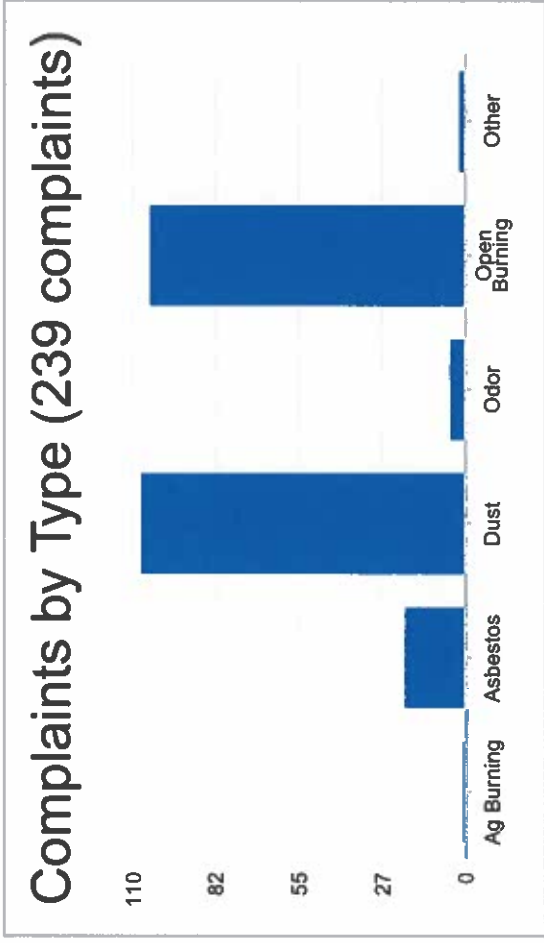
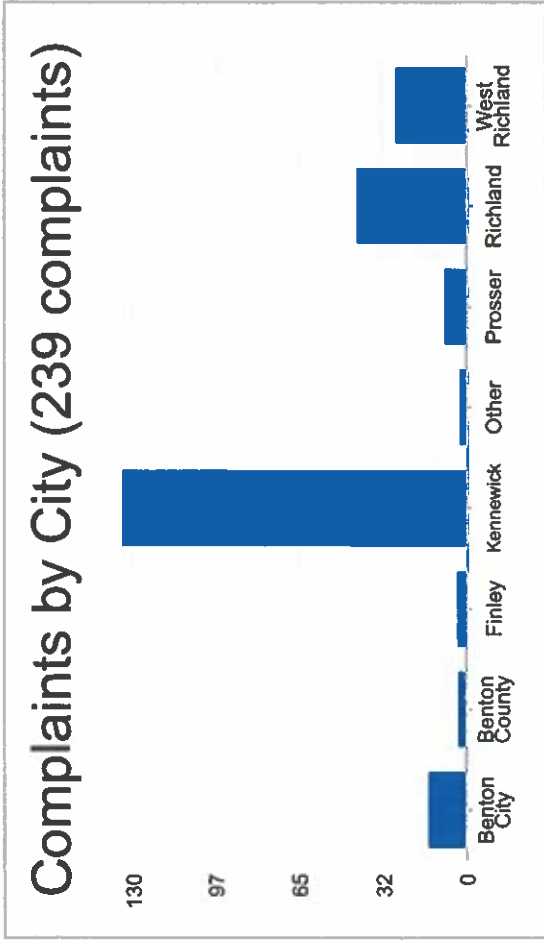
*Completions of compliance work.

RO – Title 5 permits must be renewed every 5 years. The renewal process includes updating emission and control equipment information, updating regulatory applicability and compliance.

December 01, 2023 to December 31, 2023 Complaints Summary



January 01, 2023 to December 31, 2023 Complaints Summary



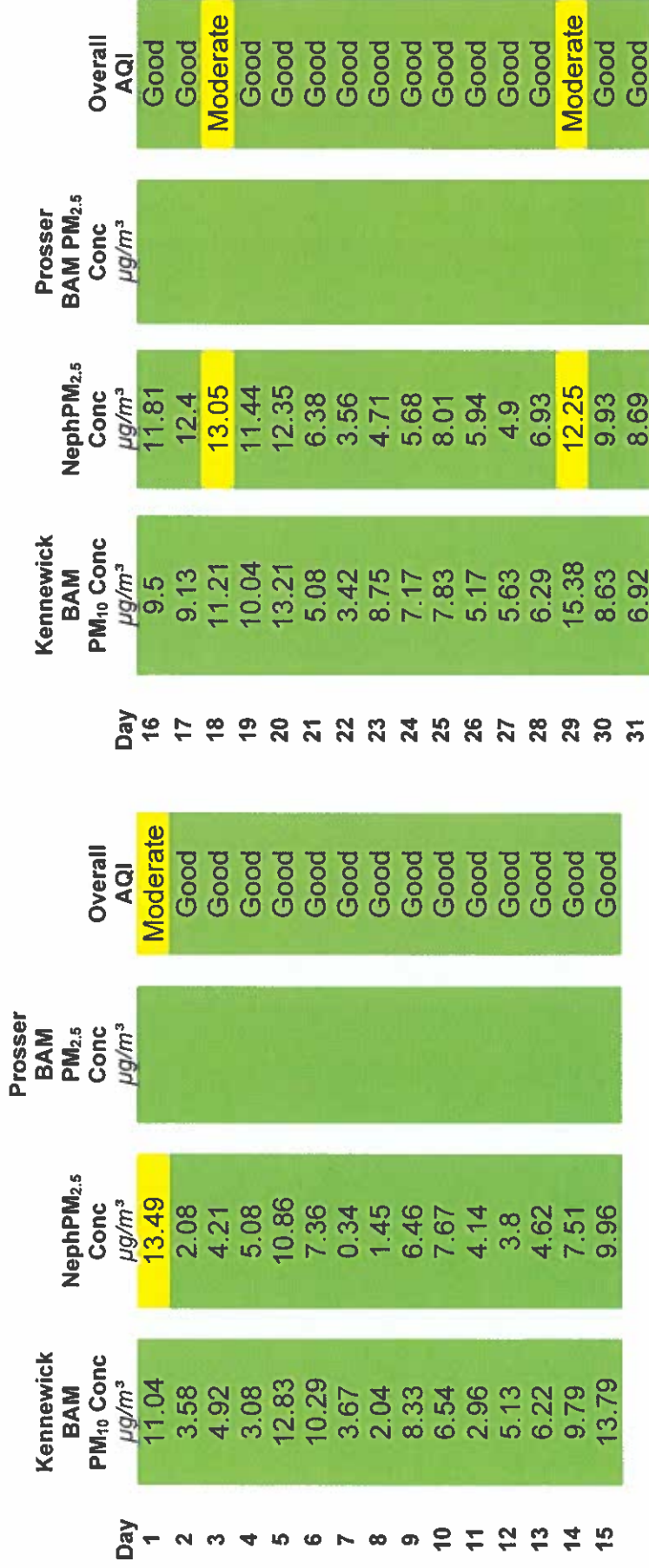
2023 Unresolved Cases BENTON CLEAN AIR AGENCY

*Reflects status of cases as of January 18, 2024

OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
George and Margaret Wingert		23-016	Outdoor Burn		Not yet issued				
Chazz and Ashley Ludwig		23-014	Outdoor Burn	10/11/23		\$300.00		\$300.00	
Jeremy Brock		23-011	Asbestos	10/10/23	1/05/24	\$500.00		\$500.00	\$250.00

Monthly Monitoring Report

Continuous Data (Unofficial Data) – December 2023 Station – Kennewick and Prosser

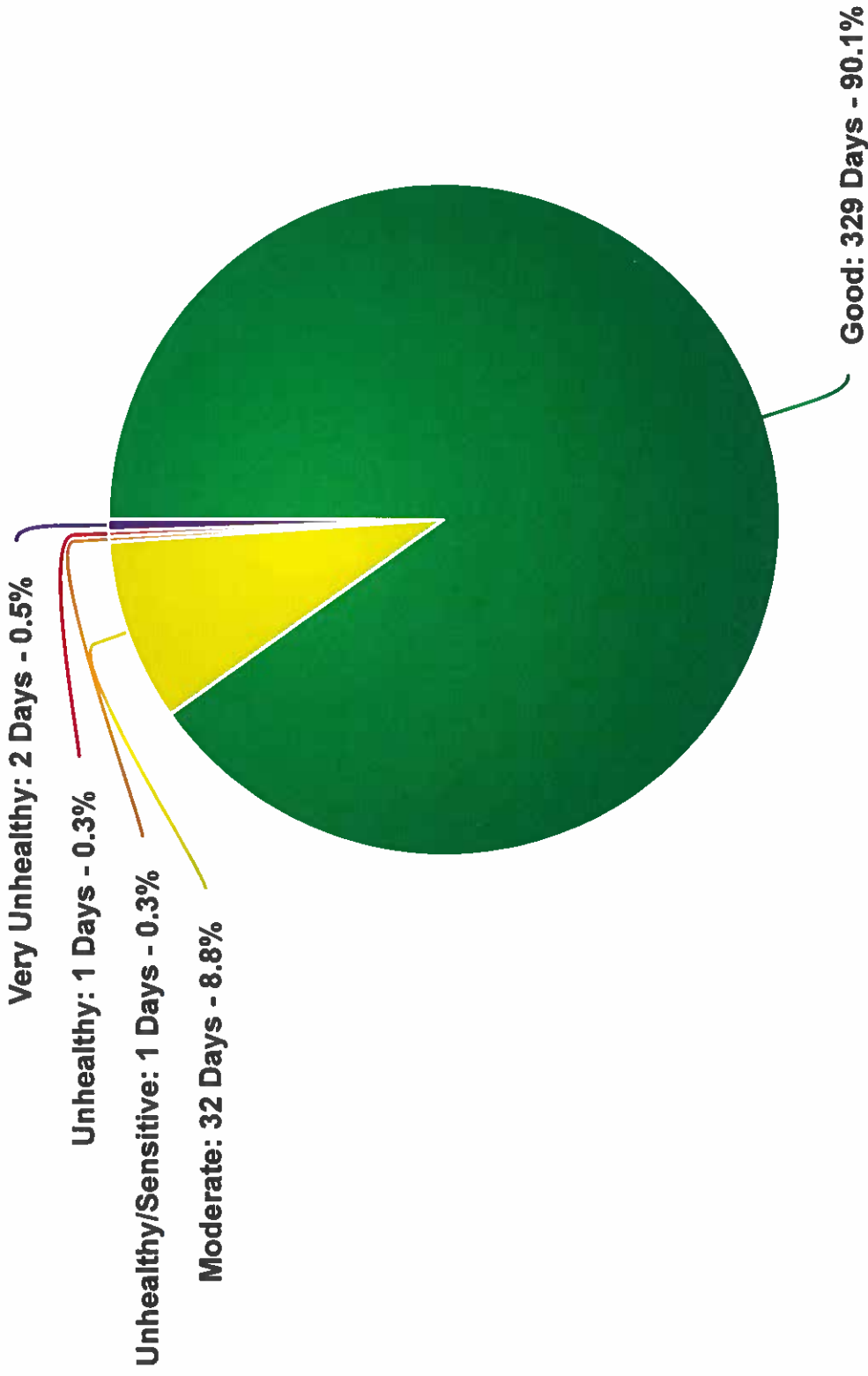


PM₁₀ standard: 150 $\mu\text{g}/\text{m}^3$ (24-hr), 50 $\mu\text{g}/\text{m}^3$ (annual)

PM_{2.5} standard: 35 $\mu\text{g}/\text{m}^3$ (24-hr), 15 $\mu\text{g}/\text{m}^3$ (annual)

Air Quality Index Categories
■ Good ■ Moderate ■ Unhealthy/Sensitive ■ Unhealthy/All ■ Very Unhealthy ■ Hazardous

2023 Air Monitoring Recap (PM10 & PM2.5)



2023 Ozone Monitoring Recap

