

**AGENDA**  
**Benton Clean Air Agency**  
**Board of Directors Regular Meeting**  
**February 22, 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  
Jason McShane

**III. APPROVAL OF AGENDA**

**IV. APPROVAL OF January 26, 2024, BOARD MEETING MINUTES**

**V. 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.

**January-February**

A. Ratification of voucher request dated	February 1, 2024	<b>\$13,160.26</b>
B. Ratification of voucher request dated	February 8, 2024	<b>\$2,201.23</b>
C. Ratification of voucher request dated	February 15, 2024	<b>\$40,778.75</b>
<b>Total Expenditures</b>		<b>\$56,140.24</b>

**VI. NEW BUSINESS**

NONE

**VII. OLD BUSINESS**

NONE

**VIII. 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

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**IX. PUBLIC COMMENT**

**X. EXECUTIVE SESSION**

*Real Estate, Contracts, Personnel, Litigation RCW 42.30.110*

**XI. ADJOURNMENT**

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

**Topic:** Benton Clean Air Agency Regular Board Meeting  
**Time:** Feb 22, 2024 05:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85169743073?pwd=c0Rnigzad6sYjMfLeUHANdQXHBCjY3.1>

**Meeting ID:** 851 6974 3073

**Passcode:** 150678

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**One tap mobile**

**+12532158782,,85169743073#,,,,\*150678# US (Tacoma)**

**+12532050468,,85169743073#,,,,\*150678# US**

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**Dial by your location**

• **+1 253 215 8782 US (Tacoma)**

**Meeting ID:** 851 6974 3073

**Passcode:** 150678

**Find your local number:** <https://us06web.zoom.us/j/kDe36rNBX>

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



526 S. Steptoe Street  
Kennewick, Benton County, Washington

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**ROLL CALL**

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

**STAFF PRESENT**

Rob Rodger, Executive Director  
Tyler Thompson, Air Quality Engineer  
John Lyle, Air Quality Specialist  
Noah Lee, Air Quality Specialist

Bronson Brown, Attorney

**APPROVAL OF AGENDA**

Mr. LaPierre made a motion to approve the agenda, and Mr. McKay seconded, and the agenda was approved.

**ELECTION OF 2024 OFFICERS**

Mr. LaPierre made a motion that the officers from the previous year should be carried over to the new year with Ms. Aldrich as chair and Mr. McKay as vice chair. Mr. Peltier seconded, and the motion was approved.

**APPROVAL OF December 21, 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.

**December-January**

A. Ratification of voucher request dated	December 21, 2023	<b>\$385.68</b>
B. Ratification of voucher request dated	January 4, 2024	<b>\$8,977.02</b>
C. Ratification of voucher request dated	January 11, 2024	<b>\$37,989.06</b>
G. Ratification of voucher request dated	January 18, 2024	<b>\$385.68</b>
	<b>Total Expenditures</b>	<b>\$47,646.44</b>

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



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

**NEW BUSINESS**

Mr. Rodger presented the board with the proposed board meeting schedule for 2024. Mr. Peltier made a motion to approve the schedule for 2024 board meetings as presented. Mr. LaPierre seconded and the motion passed.

**OLD BUSINESS**

Mr. Rodger noted that the City of Kennewick has nominated Jason McShane as a candidate to fill the vacant board position as the large city representative. The city selection committee will meet in February to finalize a candidate for the position.

Mr. Peltier questioned if job descriptions had been developed for the different positions at the agency. Mr. Rodger said they had been and were brought to the board in 2021.

**REPORTS, COMMENTS AND DISCUSSION ITEMS**

Expenditures vs. Budget Report – Mr. Rodger reported that the budget was on track with one exception which was the agency had not seen as many burn permit applications as normal.

Control Officer Report – Mr. Rodger attended the directors' meeting and a high wind dust meeting. He also met with Ecology on the climate commitment act regarding environmental justice. He also met with the other clean air agency directors and Ecology regarding upcoming legislation that may impact the agency. Registration invoices, local assessment invoices, and grant submittals had all been sent out.

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

Engineering Report – Mr. Thompson reported that a portable rock crusher permit as well as a new permit for Tree Top had been issued. He mentioned enforcement action had been taken against Tree Top for installation of new equipment without notification.

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

**MINUTES**  
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Complaint Summary – Mr. Lyle reported that there were not very many complaints, the ones that were received were primarily burning.

Monitoring Reports – Mr. Lyle reported that December 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 5:23 pm.

***Approved by:***

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**Nancy Aldrich – Board Chair**  
Benton Clean Air Agency

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: February 1st, 2024		Invoice		Fund Number: 6911					
VENDOR CODE	VENDOR NAME	DESCRIPTION				ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #
102061	Department of Ecology	AOP Oversight	ADO-24-000035			91158940	64100	4105	1/15/2024	\$3,148.00	953403
102712	Intermountain Cleaning Service	Janitorial Service	112407			91158940	64801	4801	1/15/2024	\$480.00	953405
105736	Gravis Tech	Professional Services	31358			91158940	64100	4109	12/31/2023	\$3,803.63	953404
103034	Lyle, John	Cell Phone Reimbursement				91158940	64200	4205	1/29/2024	\$75.00	953406
103785	Rodger, Rob	Cell Phone Reimbursement				91158940	64200	4205	1/29/2024	\$75.00	953407
104159	Thompson, Tyler	Cell Phone Reimbursement				91158940	64200	4205	1/29/2024	\$75.00	953409
104288	US Bank	Payment of Credit Cards				91158940	Attached	Attached	1/25/2024	\$2,219.63	953410
105933	The Rhizome Collaborative	IT Support	2628			91158940	64100	4109	12/11/2023	\$3,230.00	953408
TOTAL										\$13,106.26	

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

  
Rob Rodger, BCAA

William McKay

Jason McShane

Jerry Peltier

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: February 8th, 2024		Invoice		Fund Number: 6911						
VENDOR CODE	VENDOR NAME	DESCRIPTION				ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
105701	Law Office of Bronson J. Brown	Legal Services	145			91158940	64100	4101	2/2/2024	\$1,800.00	253535	
101918	Connell Oil Inc.	Vehicle Fuel	CL65593			91158940	64807	4807	1/31/2024	\$49.28	253537	
102061	Department of Ecology	Ag Burning Fees				91158940	64100	4106	2/5/2024	\$187.21	253538	
104226	Tri City Herald	Legal Advertisement	234472			91158940	64401	4401	1/31/2024	\$164.74	253540	
TOTAL										\$2,201.23		

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

Jason McShane

Duane LaPierre

Tyler Thompson, BCAA

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Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: February 15th, 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	91158940	64801	4801	1/31/2024	\$48.86	
101833	Benton Clean Air Agency Payroll	Payroll Reimbursement	91158940	Attached	Attached	1/4/2024	\$39,609.21	
105985	Smoke School, Inc	Training	91158940	64301	4301	1/30/2024	\$735.00	
100899	Xerox Financial Services	Copier/Printer Rental/Usage	91158940	63106	3106	2/10/2024	\$385.68	
TOTAL							\$40,778.75	

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

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

  
Rob Rodger, BCAA

Jason McShane

Duane LaPierre



Benton Clean Air Agency				
Expenditures vs. Budget - FY 2024			Pct. Year	Typical
Year to Date (January 2024)			58.3%	YTD
	Jul 23 - Jan 24	Budget	% Budget	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Core/Base Grant	58,499	137,181	43	44
Engr - Air Operating Permit	0	111,690	0	0
Engr - Notice of Constrn. (NOC)	10,222	19,000	54	54
Fees - Registration	30,620	117,000	26	9
Fees - Asbestos Notifications	7,107	17,500	41	57
Fees - Burn Permits	1,677	16,500	10	66
Investment Income	13,703	12,500	110	90
Local Assessments	161,741	210,850	77	61
PM 2.5 Monitoring Grant	2,642	4,500	59	69
Woodstove Education Grant	1,650	3,909	42	48
IRA Grant	0	47,607	0	0
Penalties	3,700	12,000	31	29
Other	210,000	210,000	100	
<b>Total Income</b>	<b>501,560</b>	<b>920,237</b>	<b>55</b>	<b>40</b>
<b>Expense</b>				
1000 - Salaries & Wages	162,073	344,278	47	55
2100 - Benefits	88,466	179,252	49	54
3100 - Operating Supplies	3,959	10,600	37	47
4100 - Professional Services	21,900	38,600	57	51
4101 - Legal Services	12,750	22,600	56	56
4200 - Communications	6,748	13,800	49	47
4301 - Travel and Training	1,956	15,000	13	25
4403 - Outreach and Advertising	6,797	13,500	50	51
4600 - Insurance	11,185	11,500	97	95
4700 - Utilities	1,253	2,800	45	41
4800 - Repairs & Maintenance	33,418	41,000	82	63
4901 - Dues	627	1,200	52	99
6400 - Capital Expenditures	81,311	236,000	34	19
	47			
<b>Total Expense</b>	<b>419,693</b>	<b>907,530</b>	<b>46</b>	

## ENGINEERING REPORT for January 2024

			MOD/ Re-locate Re-quests	NOC Applications		Orders of Approval	
Applicant		Expected	Received	Received	With-drawn	Issued	Pending
Permitting							
	DeAtley Crushing Company		2			2	
	Friends Corner #3 Gas Station			1			1
	City of Richland WWTP						1
	City of Kennewick WWTP						1
	Columbia Crest Permit Revisions (3)						3
Total This Month			2	1		2	
Total for 2024			2	1		2	
Compliance							
	Source Inspections – Gas Dispensing Facilities	Ongoing – John					
	Source Inspections – Surface Coating Facilities	Ongoing – John					
	Source Inspections – Crematories	Ongoing – John					
Notes							
	Tree Top Inc. Notice of Penalty Issued						
	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.

# 2024 Unresolved Cases

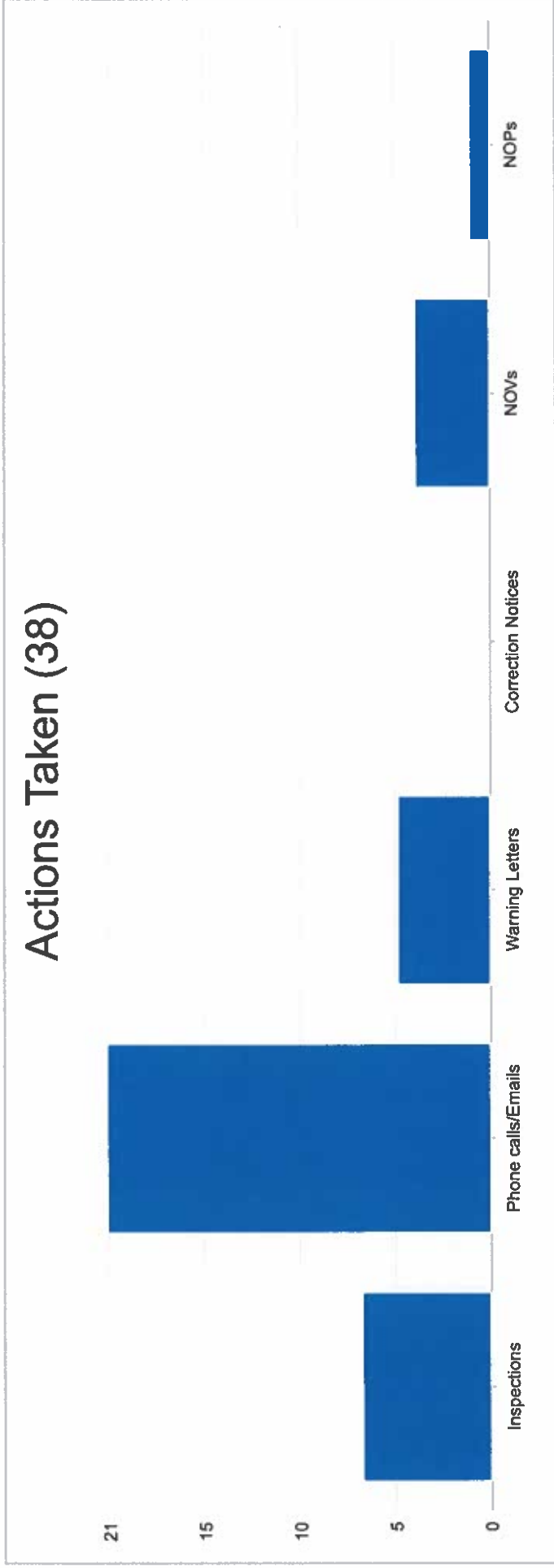
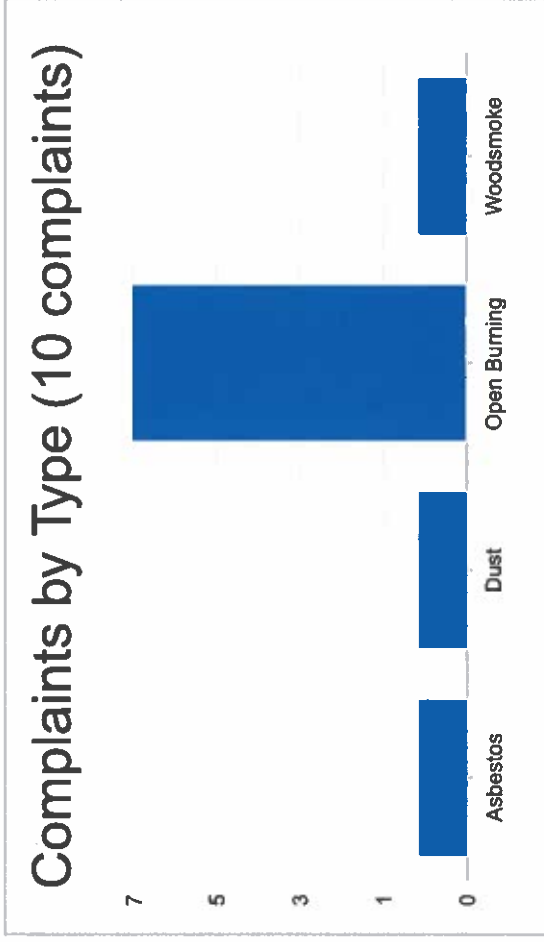
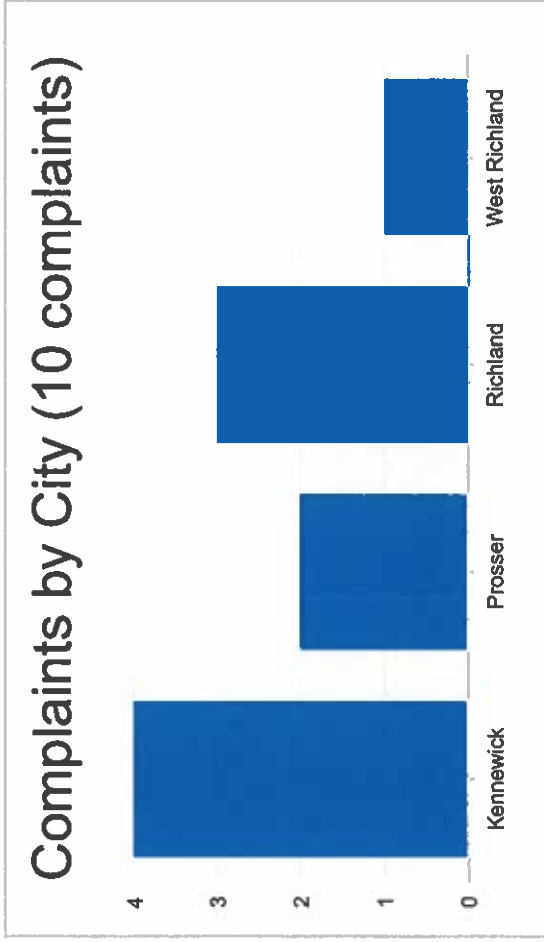
# BENTON CLEAN AIR AGENCY

\*Reflects status of cases as of February 14, 2024

OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
	Isaiah Stafford	24-004	Asbestos		Not yet issued				
Terry Christensen	Brian Stott	24-003	Outdoor Burn		Not yet issued				
Morgan Neal, NC Ventures LLC		24-002	Asbestos	2/02/24	Not yet issued				
WYCKOFF FARMS INC		24-001	Outdoor Burn	1/31/24	Not yet issued				

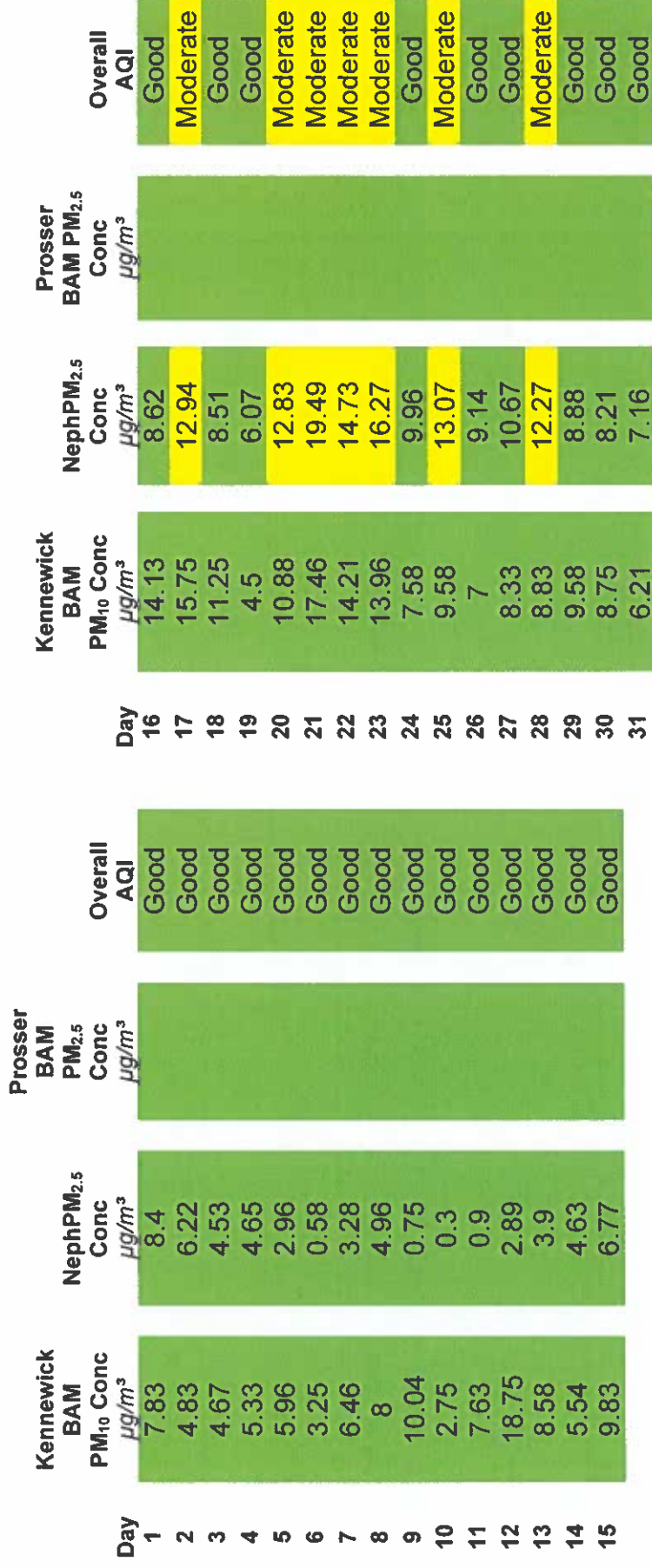
# January 01, 2024 to January 31, 2024

## Complaints Summary



# Monthly Monitoring Report

Continuous Data (Unofficial Data) – January 2024  
Station – Kennewick and Prosser



PM<sub>10</sub> standard: 150  $\mu\text{g}/\text{m}^3$  (24-hr), 50  $\mu\text{g}/\text{m}^3$  (annual)

PM<sub>2.5</sub> 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