

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



526 South Steptoe Street
Kennewick, Benton County, Washington

**DUE TO Covid RESTRICTIONS PUBLIC ACCESS TO THIS MEETING WILL BE PROVIDED BY ZOOM;
ZOOM INFORMATION IS AT THE END OF THIS DOCUMENT**

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 March 28, 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.

March-April

A. Ratification of voucher request dated	March 21, 2024	\$20,932.70
B. Ratification of voucher request dated	March 28, 2024	\$630.30
C. Ratification of voucher request dated	April 11, 2024	\$59,951.80
D. Ratification of voucher request dated	April 18, 2024	\$385.68
	Total Expenditures	\$81,900.48

VI. NEW BUSINESS

- A. RESOLUTION 24-02 CORE GRANT
- B. RESOLUTION 24-03 WOODSTOVE EDUCATION & ENFORCEMENT GRANT
- C. RESOLUTION 24-04 WOODSMOKE REDUCTION GRANT
- D. RESOLUTION 24-05 IRA DATABASE GRANT
- E. FY 2025 PROPOSED BUDGET

VII. OLD BUSINESS

NONE

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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

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: Apr 25, 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

One tap mobile

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Please Silence Cell Phones

MINUTES
Benton Clean Air Agency
Board of Directors Regular Meeting
March 28, 2024, at 5:00 p.m.



526 S. Steptoe Street
Kennewick, Benton County, Washington

CALL TO ORDER

The meeting was called to order at 5:00 pm.

ROLL CALL

Nancy Aldrich, chair – present
Will McKay, vice chair – present
Jerry Peltier – present
Duane LaPierre – present
Jason McShane – present

STAFF PRESENT

Rob Rodger, Executive Director
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 FEBRUARY 22, 2024 BOARD MEETING MINUTES

Mr. LaPierre made a motion to approve the minutes, and Mr. Peltier 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.

February-March

A. Ratification of voucher request dated	March 7, 2024	\$48,544.14
B. Ratification of voucher request dated	March 14, 2024	\$2,207.58
	Total Expenditures	\$50,751.72

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

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Benton Clean Air Agency
Board of Directors Regular Meeting
March 28, 2024, at 5:00 p.m.



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NEW BUSINESS

A resolution was brought to the board to set up an imprest checking account to facilitate the reimbursement aspect of the woodstove recycle grant funds from the Department of Ecology. Reimbursement checks will be issued from the account and Ecology will reimburse the total amount issued at the end of each month. The board asked that future grants be brought before them to be approved. Mr. Peltier made a motion to approve the resolution; Mr. LaPierre seconded, and the resolution was approved.

OLD BUSINESS

At the last meeting a letter was presented to the board containing questions related to the proposed Horse Heaven Hills wind farm project. At that meeting, the board directed the agency to respond on their behalf. The agency presented their answers to the questions and asked if the board was satisfied with the answers. The board agreed they were satisfied with the agency's answers.

REPORTS, COMMENTS AND DISCUSSION ITEMS

Expenditures vs. Budget Report – Mr. Rodger reported that the budget was on track other than asbestos notifications and burn permits were lacking. Notice of construction applications have been picking up and were projected to meet the budget number.

Control Officer Report – Mr. Rodger stated that he attended a high wind dust work group meeting. He has also been attending weekly meetings with Ecology regarding the climate commitment act for overburdened communities. He also attended the directors meeting. The database update is moving forward and upgrades will begin shortly. The website update is about half done. Outreach mailers were developed to send out to areas that experience higher complaints and incidents of illegal burning. The FY 2025 budget will be brought before the board at the April meeting.

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

Engineering Report – Mr. Thompson reported that notices of construction had been picking up. Several permits had been issued in the last month for various types of new sources and a similar amount of permits were expected to be issued in the next month as well.

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

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Complaint Summary – Mr. Lyle reported that there were not very many complaints in February. Just a few dust and burning complaints.

Monitoring Reports – Mr. Lyle reported that the Prosser monitor was still not working but air quality in general has been good.

PUBLIC COMMENT – There was no public comment.

EXECUTIVE SESSION – None.

ADJOURNMENT – The meeting was adjourned at 5:28 pm.

Approved by:

Nancy Aldrich – Board Chair
Benton Clean Air Agency

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: March 21st, 2024		Invoice		Fund Number: 6911			
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
105736	Gravis Tech	Professional Services	91158940	64100	4109	1/31/2024	\$9,150.75	254998	
105736	Gravis Tech	Professional Services	91158940	64100	4109	2/29/2024	\$8,158.50	254998	
103664	Quality Business Systems Inc. (QBSI)	Printing Fees	91158940	63106	3106	3/4/2024	\$7.77	254999	
105933	The Rhizome Collaborative	IT Support	91158940	64100	4109	3/14/2024	\$3,230.00	255220	
100899	Xerox Financial Services	Copier/Printer Rental/Usage	91158940	63106	3106	3/12/2024	\$385.68	255221	
TOTAL							\$20,932.70		

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 _____



Rob Rodger, 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: March 28th, 2024		Invoice		Fund Number: 6911			
VENDOR CODE	VENDOR NAME	DESCRIPTION	INVOICE #	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #
102712	Intermountain Cleaning Service	Janitorial Service	112160, 112924	91158940	64801	4801	3/15/2024	\$480.30	255183
100835	Pronto Process Service	Legal Services	2024000879, 2024001179	91158940	64100	4101	3/13/2024, 3/19/2024	\$150.00	255184
TOTAL								\$630.30	

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



Rob Rodger, 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: April 11th, 2024		Invoice		Fund Number: 6911				
VENDOR CODE	VENDOR NAME	DESCRIPTION		ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
10076	Advanced Protection Services, Inc.	Facility Maintenance	R 149971	91158940	64801	4801	3/29/2024	\$48.86	255656	
101833	Benton Clean Air Agency Payroll	Payroll reimbursement		91158940	Attached	Attached	4/3/2024	\$40,430.87	255657	
101918	Connell Oil Inc.	Vehicle Fuel	45664	91158940	64807	4807	3/31/2024	\$233.18	255655	
102084	Desert Springs Bottled Water LLC	Water Delivery Service	618039	91158940	64801	4801	3/31/2024	\$28.81	255640	
102890	KUNW	Advertising	2166789-1	91158940	64403	4405	3/31/2024	\$750.00	255641	
103034	Lyle, John	Cell Phone Reimbursement		91158940	64200	4205	4/1/2024	\$75.00	255644	
101244	Lee, Noah	Cell Phone Reimbursement		91158940	64200	4205	4/1/2024	\$75.00	255643	
103785	Rodger, Rob	Cell Phone Reimbursement		91158940	64200	4205	4/1/2024	\$75.00	255646	
104159	Thompson, Tyler	Cell Phone Reimbursement		91158940	64200	4205	4/1/2024	\$75.00	255647	
100835	Pronto Process Service	Legal Services	879, 1179, 1407	91158940	64100	4101	4/2/2024	\$235.00	255645	
104288	US Bank	Payment of Credit Cards		91158940	Attached	Attached	3/27/2024	\$6,125.08	255648	
105701	Law Office of Bronson J. Brown	Legal Services	154	91158940	64100	4101	3/4/2024	\$1,800.00	255642	
106060	Benton Clean Air Agency Woodsmoke Reduction	Establish Fund		91158940		8100	4/8/2024	\$10,000.00	255657	
TOTAL								\$59,951.80		

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

Noah Lee

Jason McShane

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: April 18th, 2024	Invoice	Fund Number: 6911			VOUCHER #
VENDOR CODE	VENDOR NAME	DESCRIPTION		BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT
100899	Xerox Financial Services	Copier/Printer Rental/Usage	5632926	63106	3106	4/11/2024	\$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, BCAA

Jason McShane

Duane LaPierre

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

**BENTON CLEAN AIR AGENCY
RESOLUTION NO. 2024-02**

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF ECOLOGY AND ACCEPT A LOCAL PARTNER OPERATIONS GRANT FOR FISCAL YEARS 2024 AND 2025 TO IMPLEMENT A COMPREHENSIVE AIR QUALITY CONTROL PROGRAM

WHEREAS, the Benton Clean Air Agency (BCAA) has received a grant from the Department of Ecology for Local Partner Core Operations; and

WHEREAS, the purpose and scope of this grant is for the implementation of a comprehensive air quality control program to protect and enhance air quality within Benton County; and

WHEREAS, the overall goal of the agreement and grant is to implement an air quality control program that protects and enhances the air quality within Benton County. The work under the agreement will occur within the following categories: enforcement, permitting, monitoring, public education, planning and program development technical and business assistance and administration; and

WHEREAS, the total amount of the grant is \$285,833.00 to be split evenly between fiscal years 2024 and 2025; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors confirms acceptance of this grant and authorizes the Executive Director for the Benton Clean Air Agency to enter into an agreement with the Department of Ecology, Agreement No. AQCORE-2325-BCAA-00022.

DATED this ____ day of April, 2024.

APPROVED BY:

Nancy Aldrich, Board Chair

APPROVED AS TO FORM:

*Benton Clean Air Agency Legal Counsel
Bronson Brown*

**BENTON CLEAN AIR AGENCY
RESOLUTION NO. 2024-03**

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF ECOLOGY AND ACCEPT A WOODSTOVE EDUCATION AND ENFORCEMENT GRANT

WHEREAS, the Benton Clean Air Agency (BCAA) has received a grant from the Department of Ecology for Woodstove Education and Enforcement; and

WHEREAS, the purpose and scope of this grant is for the implementation of a comprehensive Woodstove Public Education and Enforcement Program to protect and enhance air quality within Benton County; and

WHEREAS, the overall goal of the agreement and grant is for the purposes of the woodstove education program established under RCW 70A.15.3610 and RCW 70A.15.3620; and

WHEREAS, the total amount of the grant is \$8,377.00; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors confirms acceptance of this grant and authorizes the Executive Director for the Benton Clean Air Agency to enter into an agreement with the Department of Ecology, Agreement No. AQWDSTV-2325-BCAA-00001.

DATED this ____ day of April, 2024.

APPROVED BY:

Nancy Aldrich, Board Chair

APPROVED AS TO FORM:

*Benton Clean Air Agency Legal Counsel
Bronson Brown*

**BENTON CLEAN AIR AGENCY
RESOLUTION NO. 2024-04**

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF ECOLOGY AND ACCEPT A LOCAL PARTNER RESIDENTIAL WOOD SMOKE REDUCTION GRANT

WHEREAS, the Benton Clean Air Agency (BCAA) has received a grant from the Department of Ecology for Residential Wood Smoke Reduction; and

WHEREAS, the purpose and scope of this grant is for the BCAA to utilize this grant to remove 159 uncertified woodstoves from use. BCAA will operate a recycle program allowing residents to recycle their uncertified woodstoves by taking them to an authorized recycler. BCAA will be offering \$400 to residents of Benton County who turn in uncertified woodstoves for destruction; and

WHEREAS, the overall goal of the agreement and grant is to reduce fine particle pollution (ambient PM 2.5) in Benton County; and

WHEREAS, the total amount of the grant is \$84,400.00; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors confirms acceptance of this grant and authorizes the Executive Director for the Benton Clean Air Agency to enter into an agreement with the Department of Ecology, Agreement No. AQWDSMK-2325-BCAA-00011.

DATED this ____ day of April, 2024.

APPROVED BY:

Nancy Aldrich, Board Chair

APPROVED AS TO FORM:

*Benton Clean Air Agency Legal Counsel
Bronson Brown*

**BENTON CLEAN AIR AGENCY
RESOLUTION NO. 2024-05**

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF
ECOLOGY AND ACCEPT A LOCAL PARTNER INFLATION REDUCTION ACT
GRANT TO UPDATE THE BCAA DATABASE SYSTEM**

WHEREAS, the Benton Clean Air Agency (BCAA) has received a grant from the Department of Ecology for a Local Partner Inflation Reduction Act Grant; and

WHEREAS, the purpose and scope of this grant is for the BCAA to utilize this grant to contract with a consultant/developer to rebuild or replace its database of regulated sources to reflect current database technology; and

WHEREAS, the overall goal of the agreement and grant is to develop an updated database of registered source information using current database technology. The updated database will support efficient management and tracking of regulated sources; and

WHEREAS, the total amount of the grant is \$47,607.00; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors confirms acceptance of this grant and authorizes the Executive Director for the Benton Clean Air Agency to enter into an agreement with the Department of Ecology, Agreement No. OTGP-2024-BCAA-00048.

DATED this _____ day of April, 2024.

APPROVED BY:

Nancy Aldrich, Board Chair

APPROVED AS TO FORM:

*Benton Clean Air Agency Legal Counsel
Bronson Brown*

Benton Clean Air Agency

DRAFT FY 2025 Budget

April 25, 2024



		Benton Clean Air Agency	2025 Working			
4/16/2024		<i>Approved May ??, 2024</i>				
		COLA %	4.3			
BCAA Code	Budget Line Item		FY 2025	FY 2024	Difference	
1940	Control Officer (Rodger)		\$106,389	\$102,003	\$4,386	1.04
1946	AQE 2		\$32,112	\$39,254	-\$7,143	0.82
1947	AQE 1 (Thompson)		\$83,716	\$80,265	\$3,451	1.04
1941	AQS 2 (Lyle)		\$65,753	\$63,042	\$2,711	1.04
1942	AQS 1 (Lee)		\$49,766	\$47,714	\$2,052	1.04
	Compensatory/Vac Cashout Time		\$12,000	\$12,000	\$0	
	Total Salaries		\$364,774	\$344,278	\$20,496	
2102	Social Security+Medicare		\$27,905	\$26,337	\$1,568	
2103	Health & Life Ins		\$122,944	\$110,874	\$12,070	
2104	Retirement		\$34,098	\$31,265	\$2,833	
	Family Leave		\$1,094	\$1,033	\$61	
2101	Industrial Insurance		\$9,119	\$8,607	\$512	
2107	Unemployment		\$1,204	\$1,136	\$68	
	Total Benefits		\$196,365	\$179,252	\$17,112	
3101	Office Supplies		\$3,500	\$3,500	\$0	
3106	Printers		\$7,000	\$7,000	\$0	
3111	Reference Materials		\$100	\$100	\$0	
	Total Supplies		\$10,600	\$10,600	\$0	
	Professional Services		\$38,600	\$38,600	\$0	
4101	Legal Services		\$22,600	\$22,600	\$0	
4102	PE Services		\$0	\$0	\$0	
4103	Bookkeeper		\$5,000	\$5,000	\$0	
4105	Ecology Oversight AOP (Title 5)		\$3,500	\$3,500	\$0	
4106	Ecology Oversight Ag		\$2,500	\$2,500	\$0	
4109	IT Support		\$5,000	\$5,000	\$0	
	Communications		\$13,800	\$13,800	\$0	
4201	IT Infrastructure		\$5,000	\$5,000	\$0	
4202	Landlines		\$2,800	\$2,800	\$0	
4205	Cellular Phone Service		\$4,500	\$4,500	\$0	
4206	Postage		\$1,500	\$1,500	\$0	
4301	Travel & Training		\$15,000	\$15,000	\$0	
4403	Advertising and Outreach		\$16,500	\$13,500	\$3,000	
4401	Legal Advertising		\$2,000	\$2,000	\$0	
4403	Public Outreach		\$11,000	\$8,500	\$2,500	
4405	Media Outreach		\$3,500	\$3,000	\$500	

	Utilities	\$2,800	\$2,800	\$0	
4701	Electricity	\$2,200	\$2,200	\$0	
4704	Refuse collection	\$600	\$600	\$0	
4600	Insurance	\$11,500	\$12,000	-\$500	
	Repairs & Maintenance	\$16,000	\$41,000	-\$25,000	
4801	Facility Maint/Operations	\$10,000	\$35,000	-\$25,000	
4807	Vehicle Maintenance	\$6,000	\$6,000	\$0	
4906	Printing	\$0	\$500	-\$500	
4901	Dues, Publications	\$1,200	\$1,200	\$0	
	Total Contracts/Services	\$115,400	\$138,400	-\$23,000	
6401	Operating Equipment	\$2,000	\$2,000	\$0	
6407	Information Technology Equipment	\$5,000	\$85,000	-\$80,000	
6406	Capital Equipment/Projects	\$200,000	\$149,000	\$51,000	
	Total Capital Equipment	\$207,000	\$236,000	-\$29,000	
	Total Budget	\$894,139	\$908,530	-\$14,391	
	Total Anticipated Revenue	\$896,005	\$920,237	-\$24,232	

-1866

Reserve Funds		FY 2024
	Name	Funding Level
6317-601	Emergency Reserve	\$300,000.00
6317-602	Building Maintenance	\$20,000.00
6317-603	Legal Defense	\$20,000.00
6317-604	Equipment Replacement	\$42,000.00
6317-605	Audit	\$17,450.00

Projected Revenue FY 2024

Benton Clean Air Agency		2025	
REVENUE SOURCE	2025 Projected Income	2024 Revenue	Fiscal Period
LOCAL REVENUES			
Local Assessments Total	\$213,900	\$210,850	Calendar Year
Local Fee Revenues			
Asbestos Fees	\$17,500	\$17,500	BCAA Fiscal
Registration Fees	\$120,000	\$117,000	BCAA Fiscal
Special Burn Permits	\$3,500	\$3,500	BCAA Fiscal
Ag Burn Permits	\$13,000	\$13,000	BCAA Fiscal
NOC Fees	\$19,000	\$19,000	BCAA Fiscal
Total	\$173,000	\$170,000	
Air Operating Permit (Title V) Fees	\$115,000	\$111,690	Calendar Year
Penalties	\$12,000	\$12,000	BCAA Fiscal
Misc. Non Revenue	\$12,500	\$12,500	BCAA Fiscal
General Fund	\$200,000	\$210,000	
TOTAL LOCAL REVENUES	\$726,400	\$727,040	
State and Federal Grants			
Federal Core Program Grants	\$82,920	\$79,592	BCAA Fiscal - 2-Yr
StateCore Program Grants	\$59,996	\$57,589	BCAA Fiscal - 2-Yr
PM2.5 Monitoring Funds	\$12,500	\$4,500	BCAA Fiscal - 4-Yr
Wood Stove Education Grant	\$4,189	\$3,909	BCAA Fiscal - 2-Yr
Inflation Reduction Act CAA Grant		\$47,607	BCAA Fiscal - 1-Yr
Wood Smoke Reduction Grant	\$10,000		
Total Grants	\$169,605	\$193,197	
Total Anticipated Revenue	\$896,005	\$920,237	
Total Anticipated Expenditure	\$894,139	\$907,166	
Net (excess revenue)	\$1,866	\$13,071	

Benton Clean Air Agency Revenue Details, FY 2025

Revenue Source	Approximate Revenue	Details, Risk	Future
Local Assessment – from the County and Cities	\$213,900	Set by Board, last reset in 2008	Increases in the immediate future not anticipated
Fees			
Asbestos	\$17,500	Decrease in construction or renovation	
Registration	\$120,000	Loss of registered sources or reduced throughput	Designed to increase gradually, most years
Burn Permits	\$16,500	Loss of agricultural sources	
Notice of Construction Permits	\$19,000	Decrease in activity	Proposed increase in NOC fee schedule to align with program costs and other local airt.
Air Operating Permit Fees	\$115,000	Loss of large industrial sources	
Federal Core Grant	\$82,920	FY2025. Appears to be stable for the next several years	Risks of forward Federal Funding Cash flow for end of FY 25 could be managed (with reserves if necessary)
State Core Grant	\$59,996	Affected by the above, in addition to State Budget stresses	
PM 2.5 Monitoring Grant	\$12,500	Federal Grant, affected Federal Budget Actions	One time increase of 4 year grant cycle. Could decrease in FY2029.
Wood Stove Ed. Grant	4,189	State Grant, affected by State Budget Actions	
Wood Smoke Reduction Grant	\$10,000	State Grant, affected by State Budget Actions	2 year grant cycle
General Fund	\$200,000	Used for Building Remodel.	

NOTES:

Expenditures:

- Salaries: with No Step increase along with 4.3% COLA derived from Western States CPI.
- Building remodel: Parking lot repairs were more than anticipated due to stormwater requirements, and having to develop a new website, along with security fencing used most of the remodel budget in FY 2024. Funds from the General Fund are anticipated to be used for the remodel in FY2025.
- Supplies; anticipate no significant change.
- Other line items; anticipate no significant change.

Revenues:

- Federal and State Core anticipated to remain stable.
- Implementing 4.3% registration fee increases for CY 2024 in line with Western States CPI.
- NOC fees proposed to increase to align with program costs and other local clean air agencies.
- Maintain Asbestos Fees and Burn Permit Fees with a gradual increase as activity increases.
- Federal, state, local, and agency revenues remain stable.
- General fund will be used to cover additional costs including building remodel.

Benton Clean Air Agency Reserve Funds

Reserve Funds			FY 2025
	Name		Funding Level
6317-601	Emergency Reserve		\$300,000.00
6317-602	Building Maintenance		\$20,000.00
6317-603	Legal Defense		\$20,000.00
6317-604	Equipment Replacement		\$42,000.00
6317-605	Audit		\$17,450.00

1. Reserve Fund Account – This account has been established to provide support for the agency in the event of unanticipated expenditure or revenue shortfall. The retained earnings are accrued to this fund when the books are closed at the end of each Fiscal Year. Use of this fund will be approved by the board.

2. Building Maintenance Fund - To the extent practical, the agency budgets for routine building maintenance needs each year through current revenues rather than use of funds in reserve accounts. However, the agency maintains a capital equipment reserve account to minimize fluctuations due to large or unanticipated building maintenance expenses.

3. Legal Defense Fund – This account has been established to provide support for the agency in the event of protracted legal action or award. Use of this fund will be approved by the board.

4. Equipment Replacement Reserve Account - To the extent practical, the agency budgets for routine capital equipment needs each year through current revenues rather than use of funds in reserve accounts. However, the agency maintains a capital equipment reserve account (see Appendix 2) to minimize fluctuations due to large or unanticipated capital purchases.

5. Audit Reserve Fund – The agency is audited by the State Auditor’s Office at three or four year intervals. As this audit notification of audit received in time to place it in the operating budget, and the funding need will increase for each year included in the audit cycle, this fund is used to minimize impact on the annual operating budget.

Benton Clean Air Agency				
Expenditures vs. Budget - FY 2024			Pct. Year	Typical
Year to Date (March 2024)			75.0%	YTD
	Jul 23 - Mar 24	Budget	% Budget	
Ordinary Income/Expense				
Income				
Core/Base Grant	131,637	137,181	96	86
Engr - Air Operating Permit	154,103	111,690	138	71
Engr - Notice of Constrn. (NOC)	18,449	19,000	97	55
Fees - Registration	121,180	117,000	104	89
Fees - Asbestos Notifications	9,182	17,500	52	61
Fees - Burn Permits	6,238	16,500	38	69
Investment Income	17,159	12,500	137	94
Local Assessments	164,633	210,850	78	78
PM 2.5 Monitoring Grant	4,500	4,500	100	99
Woodstove Education Grant	3,306	3,909	85	69
IRA Grant	3,804	47,607	8	NA
Penalties	16,541	12,000	138	53
Other	210,000	210,000	100	NA
Total Income	860,732	920,237	94	80
Expense				
1000 - Salaries & Wages	226,724	344,278	66	72
2100 - Benefits	116,675	179,252	65	71
3100 - Operating Supplies	5,143	10,600	49	60
4100 - Professional Services	61,536	118,600	52	75
4101 - Legal Services	16,500	22,600	73	74
4200 - Communications	8,854	13,800	64	67
4301 - Travel and Training	2,922	15,000	19	39
4403 - Outreach and Advertising	6,962	13,500	52	37
4600 - Insurance	11,185	11,500	97	95
4700 - Utilities	1,728	2,800	62	58
4800 - Repairs & Maintenance	35,475	41,000	87	79
4901 - Dues	627	1,200	52	75
6400 - Capital Expenditures	81,599	156,000	52	34
Total Expense	559,430	907,530	62	

ENGINEERING REPORT for March 2024

Applicant	Expected	MOD/ Re-locate Requests	NOC Applications		Orders of Approval	
		Received	Received	With-drawn	Issued	Pending
Permitting						
AAA Concrete					1	
CPM Development					1	
Caliber Collision			1			1
DeAtley Crushing		1			1	
City of Richland WWTP						1
City of Kennewick WWTP						1
Columbia Crest Permit Revisions (3)						3
Total This Month			1	1	3	
Total for 2024			4	4	7	
Compliance						
Source Inspections – Gas Dispensing Facilities			Ongoing			
Source Inspections – Surface Coating Facilities			Ongoing			
Source Inspections – Crematories			Ongoing			
Notes						
Staff attended Smoke School (opacity recertification)						
Tyler and Robin attended quarterly permit writers meeting						
Met with Atlas Agro for permitting assistance						
Met with Atkins Nuclear Secured for permitting assistance						

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.

2023 Unresolved Cases BENTON CLEAN AIR AGENCY

*Reflects status of cases as of April 16, 2024

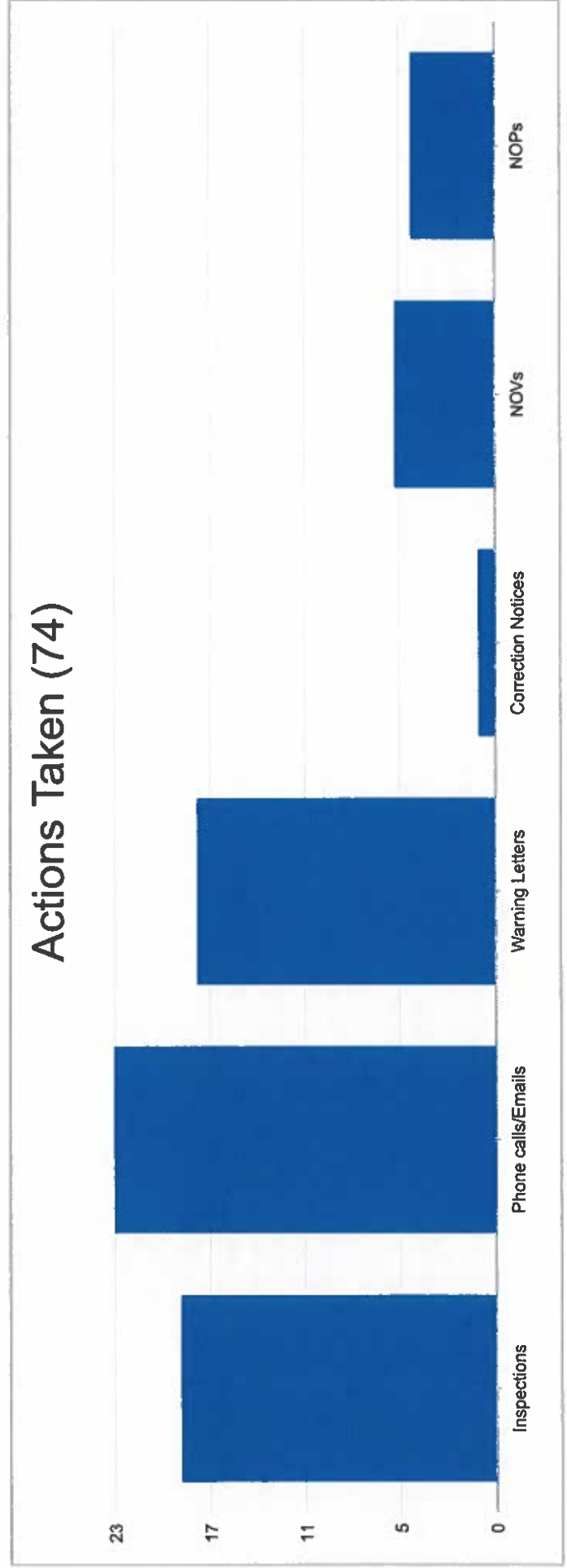
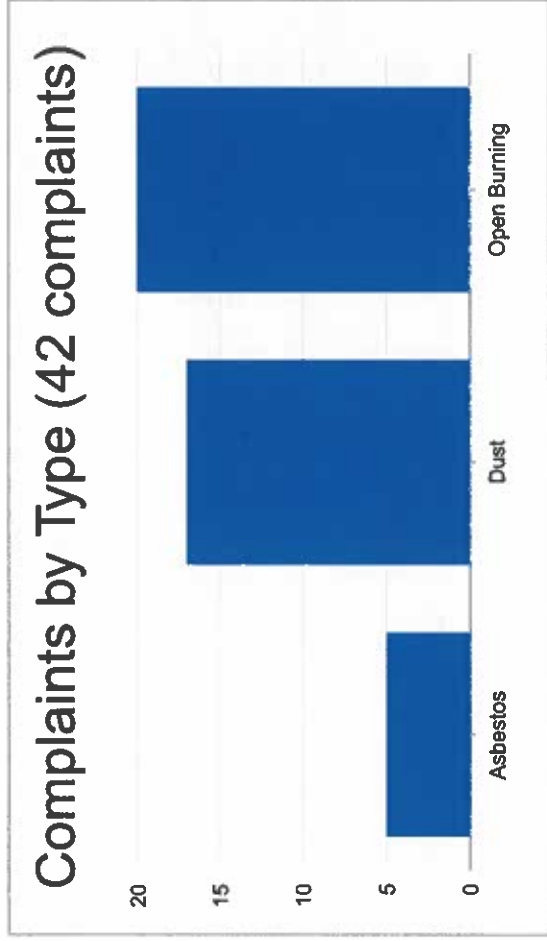
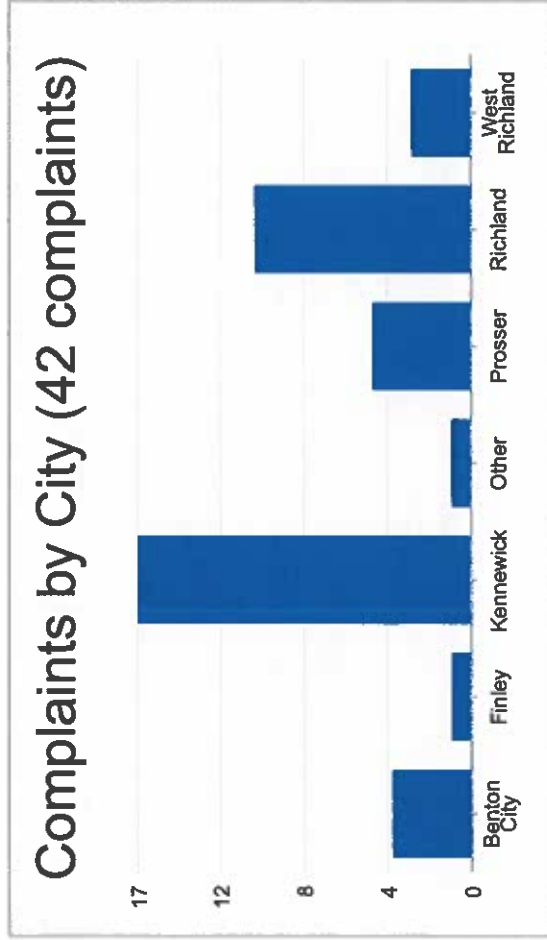
OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
Thomas Wingert, Estate of George Eldon Wingert		23-016	Outdoor Burn		Not yet issued				
Chazz and Ashley Ludwig		23-014	Outdoor Burn	10/11/23	1/30/24	\$300.00		\$300.00	
Jeremy Brock		23-011	Asbestos	10/10/23	1/05/24	\$500.00		\$500.00	\$250.00

2024 Unresolved Cases BENTON CLEAN AIR AGENCY

*Reflects status of cases as of April 16, 2024

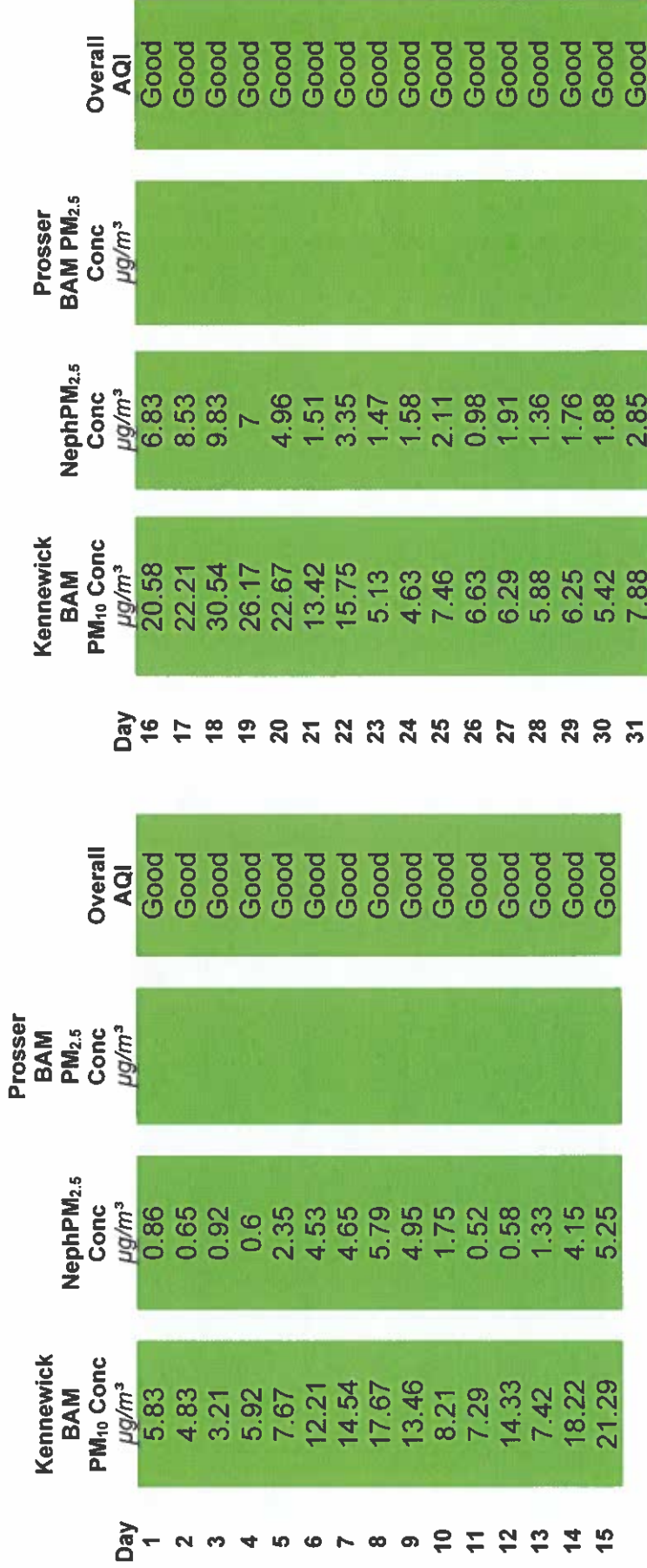
OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
Nolan Murray		24-014	Outdoor Burn	4/10/24	Not yet issued				
David Cornejo		24-013	Outdoor Burn	4/09/24	Not yet issued				
Mike Tanninen, WILLARD LLC		24-012	Outdoor Burn	4/08/24	Not yet issued				
Lisa Ann		24-011	Outdoor Burn	4/11/24	Not yet issued				
Judy Byrne	Kevin Byrne	24-010	Asbestos	4/03/24	Not yet issued				
Michael Leitner	Anthony Rodriguez, KUSTOMUS	24-009	Asbestos	4/02/24	Not yet issued				
DEPT OF NATURAL RESOURCES STATE LANDS DIVISIONS, STATE OF WASHINGTON	Roche Fruit	24-007	Outdoor Burn	3/14/24		\$600.00		\$600.00	\$300.00
Oswaldo Espindola		24-006	Outdoor Burn	3/14/24		\$300.00		\$300.00	
Alan Cabanillas		24-005	Outdoor Burn	3/11/24		\$1,000.00		\$1,000.00	
	Isaiah Stafford	24-004	Asbestos	2/21/24	3/28/24	\$1,050.00		\$1,050.00	\$0.00

March 01, 2024 to March 31, 2024 Complaints Summary



Monthly Monitoring Report

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



PM₁₀ standard: 150 µg/m³ (24-hr), 50 µg/m³ (annual)

PM_{2.5} standard: 35 µg/m³ (24-hr), 15 µg/m³ (annual)

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