

**AGENDA**  
**Benton Clean Air Agency**  
**Board of Directors Regular Meeting**  
**June 27, 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 May 23, 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.

**May-June**

A. Ratification of voucher request dated	May 30, 2024	<b>\$26,789.01</b>
B. Ratification of voucher request dated	June 6, 2024	<b>\$12,414.02</b>
C. Ratification of voucher request dated	June 13, 2024	<b>\$42,126.41</b>
D. Ratification of voucher request dated	June 20, 2024	<b>\$1,076.66</b>
	<b>Total Expenditures</b>	<b>\$82,406.10</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: June 27, 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)**

**MINUTES**  
**Benton Clean Air Agency**  
**Board of Directors Regular Meeting**  
**May 23, 2024, at 5:00 p.m.**



526 S. Steptoe Street  
Kennewick, Benton County, Washington

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**CALL TO ORDER**

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

**ROLL CALL**

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

**STAFF PRESENT**

Rob Rodger, Executive Director  
Tyler Thompson, Air Quality Engineer

Bronson Brown, Attorney

**APPROVAL OF AGENDA**

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

**PRESENTATION OF FY2025 BUDGET AND FEES**

Mr. Rodger presented an updated budget for FY2025 reflecting the changes that were asked to be made at the previous board meeting.

**PUBLIC HEARING ACCEPTING COMMENT REGARDING FY2025 BUDGET AND FEES**

The public hearing was opened at 5:04 pm. There was no public present and no comments were received. The public hearing was closed at 5:05 pm.

**ADOPTION OF FY2025 BUDGET**

Mr. LaPierre made a motion to approve Resolution 2024-06 approving the FY2025 budget, and Mr. Peltier seconded, and the resolution was approved.

**ADOPTION OF FY2025 FEE SCHEDULE**

Mr. LaPierre made a motion to approve Resolution 2024-07 approving the FY2025 fee schedule, and Mr. Peltier seconded, and the resolution was approved.

**APPROVAL OF APRIL 25, 2024 BOARD MEETING MINUTES**

**MINUTES**  
**Benton Clean Air Agency**  
**Board of Directors Regular Meeting**  
**May 23, 2024, at 5:00 p.m.**



526 S. Steptoe Street  
Kennewick, Benton County, Washington

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

**CONSENT AGENDA**

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**April-May**

A. Ratification of voucher request dated	April 25, 2024	<b>\$8,213.63</b>
B. Ratification of voucher request dated	May 2, 2024	<b>\$15,213.84</b>
C. Ratification of voucher request dated	May 9, 2024	<b>\$3,539.38</b>
D. Ratification of voucher request dated	May 16, 2024	<b>\$44,115.83</b>
	<b>Total Expenditures</b>	<b>\$71,082.68</b>

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

**NEW BUSINESS**

Resolution 24-08 was brought to the board to accept the PM2.5 Air Monitoring Grant from the state. Mr. LaPierre made a motion to approve the resolution; Mr. Peltier seconded, and the resolution was approved.

**OLD BUSINESS**

None.

**REPORTS, COMMENTS AND DISCUSSION ITEMS**

Expenditures vs. Budget Report – Mr. Rodger reported that the budget was on track for the year. Asbestos notifications and burn permits were lagging, but have picked up as of recent.

Control Officer Report – Mr. Rodger attended the Washington Air Quality Managers Group meeting. He also attended several meetings with local entities regarding the handling of the Lineage Logistics warehouse fire. The new website is projected to be online June 5<sup>th</sup>. The new agency database was on track to be completed in 2025. The board was updated on personnel that had left the agency in the last month and what the agency's plan was moving forward.

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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. Thompson reported that all cases are on schedule and moving forward.

Complaint Summary – Mr. Thompson reported that the majority of the complaints in April were from dust and open burning.

Monitoring Reports – Mr. Thompson reported that overall air quality has been good, and that ozone monitoring would begin starting in May.

**PUBLIC COMMENT** – There was no public comment.

**EXECUTIVE SESSION** – None.

**ADJOURNMENT** – The meeting was adjourned at 5:21 pm.

***Approved by:***

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**Will McKay – Vice Chair**  
Benton Clean Air Agency

Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: June 20th, 2024		Fund Number: 6911		Invoice			
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
100076	Advance Protection Services, Inc.	Facility Maintenance	91158940	64801	4801	6/5/2024	\$133.16		
106131	Vanguard Cleaning Systems	Janitorial Service	91158940	64801	4801	6/6/2024	\$545.00		
100899	Xerox Financial Services	Copier/Printer Rental/Usage	91158940	63106	3106	6/11/2024	\$398.50		
<b>TOTAL</b>							<b>\$1,076.66</b>		

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: June 13th, 2024				Invoice	Fund Number: 6911				
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #			
100076	Advance Protection Services, Inc.	Facility Maintenance	91158940	64801	4801	5/31/2024	\$48.86	257659			
101833	Benton Clean Air Agency Payroll	Payroll Reimbursement	91158940	Attached	Attached	6/10/2024	\$39,906.25	257660			
101895	CI Shred	Shred Service	91158940	64801	4801	5/31/2024	\$67.15	257661			
101918	Connell Oil Inc	Vehicle Fuel	91158940	64807	4807	5/31/2024	\$96.35	257662			
102084	Desert Springs Bottled Water LLC	Water Delivery Service	91158940	64801	4801	5/31/2024	\$20.27	257663			
102853	KIMA	Advertising	91158940	64403	4405	5/31/2024	\$307.00	257664			
102890	KUNW	Advertising	91158940	64403	4405	5/31/2024	\$201.00	257664			
103664	Quality Business Systems Inc. (QBSI)	Printing Fees	91158940	63106	3106	6/4/2024	\$207.53	257667			
101082	SMG Tri-Cities	Advertising	91158940	64403	4405	5/31/2024	\$1,272.00	257665			
<b>TOTAL</b>							<b>\$42,126.41</b>				

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

Jason McShane

Duane LaPierre

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Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Fund Number: 6911				Invoice		Warrants Dated: June 6th, 2024	
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
103034	Lyle, John	Cell Phone Reimbursement	91158940	64200	4205	5/31/2024	\$75.00	257483	
103785	Rodger, Rob	Cell Phone Reimbursement	91158940	64200	4205	5/31/2024	\$75.00	257484	
104159	Thompson, Tyler	Cell Phone Reimbursement	91158940	64200	4205	5/31/2024	\$75.00	257491	
104226	Tri City Herald	Legal Advertisement	91158940	64401	4401	5/31/2024	\$106.48	257492	
104288	US Bank	Payment of Credit Cards	91158940	Attached	Attached	5/28/2024	\$7,052.54	257493	
105701	Law Offices of Bronson J. Brown	Legal Services	91158940	64100	4101	6/3/2024	\$1,800.00	257487	
105933	The Rhizome Collaborative	IT Support	91158940	64100	4109	5/28/2024	\$3,230.00	257490	
TOTAL							\$12,414.02		

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 \_\_\_\_\_, 2024.

**BOARD OF DIRECTORS:**

Nancy Aldrich \_\_\_\_\_

William Mckay \_\_\_\_\_

Jerry Peltier \_\_\_\_\_

  
Rob Rodger \_\_\_\_\_

Jason McShane \_\_\_\_\_

Duane LaPierre \_\_\_\_\_

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Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: May 30th, 2024		Invoice		Fund Number: 6911			
VENDOR CODE	VENDOR NAME	DESCRIPTION	INVOICE #	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #
102384	Frontier Fence	Capital Project	48121	91158940	66401	6406	5/22/2024	\$18,033.33	257337
105736	Gravis Tech	IT Support	31428	91158940	64100	4109	4/30/2024	\$8,379.00	257338
100899	Xerox Financial Services	Copier/Printer Rental/Usage	5752548	91158940	63106	3106	5/12/2024	\$385.68	257339
TOTAL								\$26,798.01	

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

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Benton Clean Air Agency				
Expenditures vs. Budget - FY 2024			Pct. Year	Typical
Year to Date (May 2024)			91.7%	YTD
	Jul 23 - May 24	Budget	% Budget	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Core/Base Grant	144,776	137,181	106	101
Engr - Air Operating Permit	154,103	111,690	138	108
Engr - Notice of Constrn. (NOC)	24,005	19,000	126	83
Fees - Registration	128,471	117,000	110	99
Fees - Asbestos Notifications	12,232	17,500	70	79
Fees - Burn Permits	13,386	16,500	81	77
Investment Income	21,891	12,500	175	100
Local Assessments	211,395	210,850	100	99
PM 2.5 Monitoring Grant	4,500	4,500	100	100
Woodstove Education Grant	4,189	3,909	107	91
IRA Grant	29,327	47,607	62	NA
Penalties	18,666	12,000	156	75
Other	210,000	210,000	100	NA
<b>Total Income</b>	<b>976,941</b>	<b>920,237</b>	<b>106</b>	<b>99</b>
<b>Expense</b>				
1000 - Salaries & Wages	278,791	344,278	81	89
2100 - Benefits	147,571	179,252	82	87
3100 - Operating Supplies	6,222	10,600	59	69
4100 - Professional Services	86,360	118,600	73	81
4101 - Legal Services	20,100	22,600	89	90
4200 - Communications	11,041	13,800	80	75
4301 - Travel and Training	6,415	15,000	43	49
4403 - Outreach and Advertising	12,798	13,500	95	65
4600 - Insurance	11,185	11,500	97	96
4700 - Utilities	2,154	2,800	77	69
4800 - Repairs & Maintenance	37,272	41,000	91	87
4901 - Dues	995	1,200	83	100
6400 - Capital Expenditures	105,613	156,000	68	47
<b>Total Expense</b>	<b>706,417</b>	<b>907,530</b>	<b>78</b>	

## ENGINEERING REPORT for May 2024

Applicant	Expected	MOD/ Re-locate Requests	NOC Applications		Orders of Approval	
		Received	Received	With-drawn	Issued	Pending
<b>Permitting</b>						
Prosser Memorial Hospital					1	
Atlas Agro						1
Circle K Gas Station			1		1	
Tessengerlo Kerley			1			
Hydro-Con LLC			1		1	
Ste Michelle / 14 Hands Winery					1	
Ste Michelle / Canoe Ridge Winery					1	
Ste Michelle / Columbia Crest Winery					1	
City of Richland WWTP						1
City of Kennewick WWTP						1
<b>Total This Month</b>				3	6	
<b>Total for 2024</b>		5	9		15	
<b>Compliance</b>						
Source Inspections – Gas Dispensing Facilities		Ongoing				
Source Inspections – Surface Coating Facilities		Ongoing				
Source Inspections – Crematories		Ongoing				
<b>Notes</b>						
Horn Rapids Landfill Inspection						
Met with Permafrix for compliance 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.

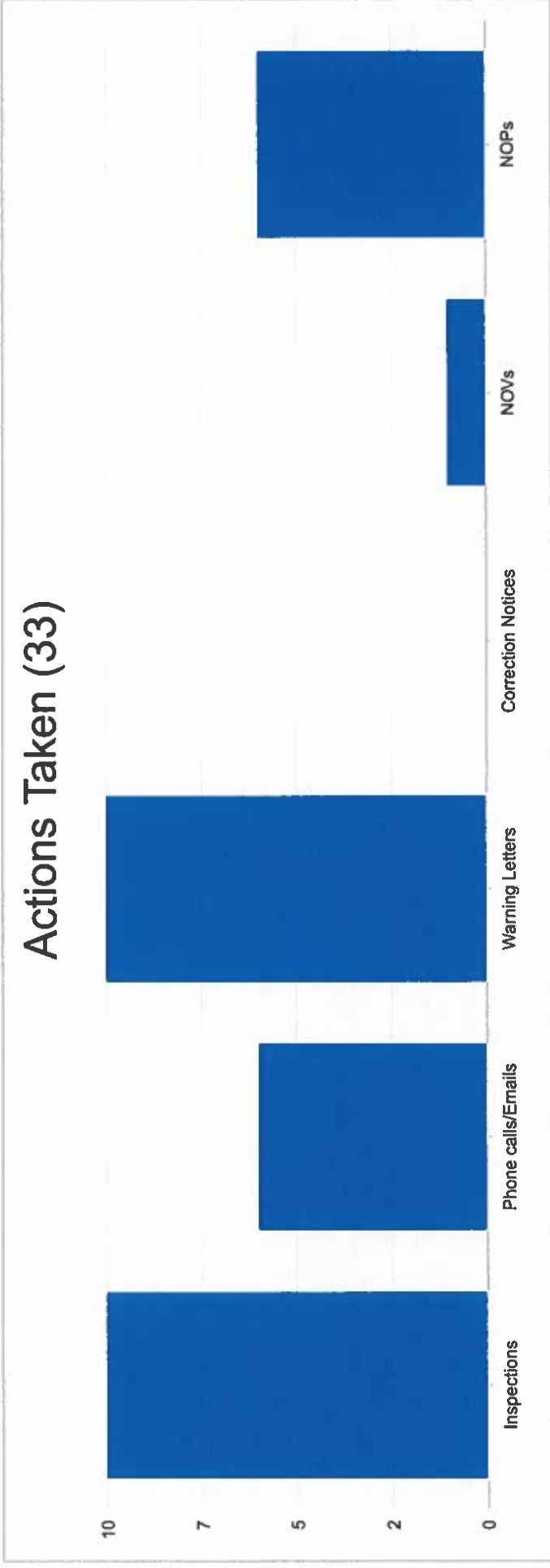
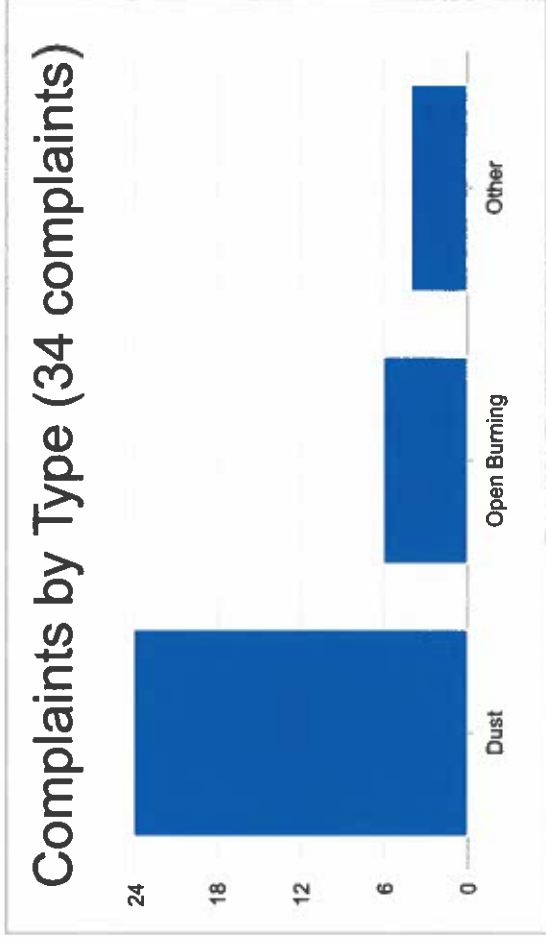
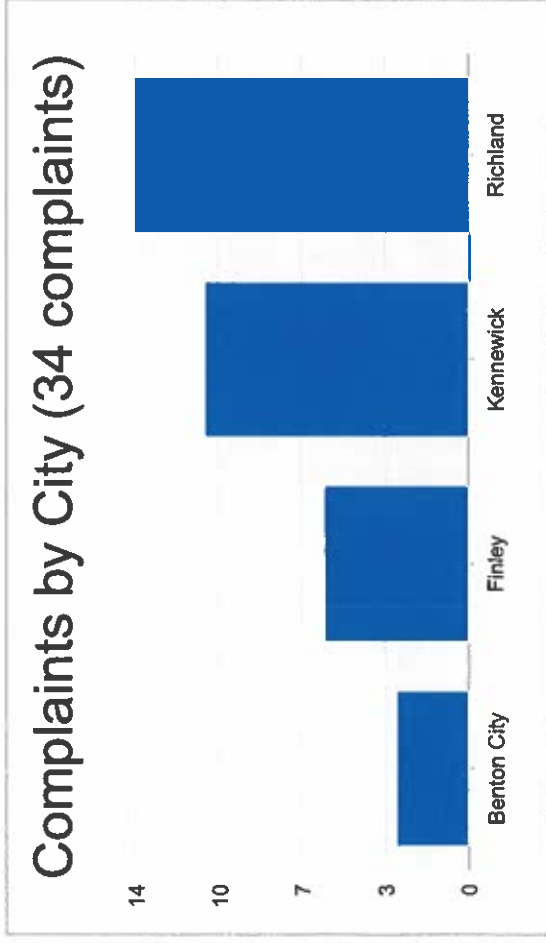
**RO** – Title 5 permits must be renewed every 5 years. The renewal process includes updating emission and control equipment information, updating regulatory applicability and compliance.

# 2024 Unresolved Cases BENTON CLEAN AIR AGENCY

\*Reflects status of cases as of June 20, 2024

OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
TDKJ Commercial Property LLC		24-017	Dust		Not yet issued				
William Magelson	Dan Ganz	24-016	Outdoor Burn	5/11/24	Not yet issued				
Rafael Cervantes		24-015	Outdoor Burn		Not yet issued				
Nolan Murray		24-014	Outdoor Burn	4/10/24		\$700.00		\$700.00	\$350.00
Oswaldo Espindola		24-006	Outdoor Burn	3/14/24	4/19/24	\$300.00		\$300.00	

# May 01, 2024 to May 31, 2024 Complaints Summary



# Monthly Monitoring Report

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

Day	Kennewick		Prosser		Overall AQI	Kennewick		Prosser		Overall AQI
	BAM PM <sub>10</sub> Conc µg/m <sup>3</sup>	NephPM <sub>2.5</sub> Conc µg/m <sup>3</sup>	BAM PM <sub>2.5</sub> Conc µg/m <sup>3</sup>	NephPM <sub>2.5</sub> Conc µg/m <sup>3</sup>		BAM PM <sub>10</sub> Conc µg/m <sup>3</sup>	NephPM <sub>2.5</sub> Conc µg/m <sup>3</sup>	BAM PM <sub>2.5</sub> Conc µg/m <sup>3</sup>	NephPM <sub>2.5</sub> Conc µg/m <sup>3</sup>	
1	7.04	1.21	0.71	1.73	Good	53.08	3.72	4.48	3.72	Good
2	13.61	2.48	1.37	1.73	Good	17.79	2.53	2	2.53	Good
3	12.67	2.35	1.73	2.28	Good	15.25	3.26	2.44	3.26	Good
4	19.58	2.67	2.28	0.06	Good	6.08	0.94	1.12	0.94	Good
5	5.83	0.3	0.06	-0.4	Good	12.67	2.13	1.83	2.13	Good
6	10.96	0.35	-0.4	0.75	Good	15.46	2.67	2.51	2.67	Good
7	8.54	0.66	0.75	2.35	Good	9.25	0.83	1.22	0.83	Good
8	9.79	2.04	2.35	2.87	Good	7.04	1.98	1.7	1.98	Good
9	16.88	2.97	2.87	2.78	Good	11.25	2.93	1.77	2.93	Good
10	17.58	4.41	2.78	4.8	Good	24	1.89	0.48	1.89	Good
11	20.42	7.27	4.8	4.91	Good	7.67	1.9	1.21	1.9	Good
12	17.42	4.93	4.91	4.01	Good	12.58	3.85	2.34	3.85	Good
13	24.5	4.2	4.01	2.13	Good	27.25	3.46	2.41	3.46	Good
14	13.46	2.55	2.13	2.34	Good	14.41	0.98	1.01	0.98	Good
15	21.7	3.78	2.34		Good	8.5	1.5	1.16	1.5	Good
						14.33	4.03	2.47	4.03	Good

PM<sub>10</sub> standard: 150 µg/m<sup>3</sup> (24-hr), 50 µg/m<sup>3</sup> (annual)

PM<sub>2.5</sub> standard: 35 µg/m<sup>3</sup> (24-hr), 15 µg/m<sup>3</sup> (annual)

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

# Monthly Monitoring Report

Continuous Data (Unofficial Data) – May 2024  
Station – (BCAA) S. Steptoe St.

## Ozone Highest 8-hour Average

Day	O <sub>3</sub> in ppb	Overall AQI	Day	O <sub>3</sub> in ppb	Overall AQI
1	43.4	Good	16	37.4	Good
2	43.1	Good	17	43.5	Good
3	44.7	Good	18	46.8	Good
4	36.1	Good	19	43.5	Good
5	33.1	Good	20	41.9	Good
6	44.4	Good	21	33.7	Good
7	39.8	Good	22	39.1	Good
8	45.9	Good	23	36.4	Good
9	44.1	Good	24	42.6	Good
10	50.6	Good	25	40.1	Good
11	52.4	Good	26	44.6	Good
12	54.8	Good	27	49.7	Good
13	45.0	Good	28	42.6	Good
14	51.5	Good	29	41.1	Good
15	46.5	Good	30	41.7	Good
			31	46.8	Good

O<sub>3</sub> EPA Standard: 70 ppm 8-hour average

### Air Quality Index Categories

■ Good   
 ■ Moderate   
 ■ Unhealthy/Sensitive   
 ■ Unhealthy/All   
 ■ Very Unhealthy   
 ■ Hazardous