

AGENDA
Benton Clean Air Agency
Board of Directors Regular Meeting
March 27, 2025, at 5:00 p.m.



526 South Steptoe Street
Kennewick, Benton County, Washington

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA

IV. APPROVAL OF February 27, 2025, 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.

February-March

A. Ratification of voucher request dated	February 27, 2025	\$55,179.16
B. Ratification of voucher request dated	March 6, 2025	\$3,643.57
C. Ratification of voucher request dated	March 13, 2025	\$53,758.57
	Total Expenditures	<u>\$112,581.30</u>

VI. NEW BUSINESS

NONE

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: Mar 27, 2025 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89203161829?pwd=paYvAj00wf1Km25QpeEagAcGbm39Ju.1>

Meeting ID: 892 0316 1829

Passcode: 622270

One tap mobile

+12532158782,,89203161829#,,,,*622270# US (Tacoma)

+12532050468,,89203161829#,,,,*622270# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

Meeting ID: 892 0316 1829

Passcode: 622270

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

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

CALL TO ORDER

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

ROLL CALL

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

STAFF PRESENT

Rob Rodger, Executive Director (via Zoom)
Tyler Thompson, Air Quality Engineer
Deon Steichen, Air Quality Specialist
John Lyle, Air Quality Specialist

Quinn Bell, Legal Counsel

APPROVAL OF AGENDA

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

APPROVAL OF JANUARY 23, 2025 BOARD MEETING MINUTES

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

CONSENT AGENDA

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January-February

A. Ratification of voucher request dated	January 23, 2025	\$1,939.75
B. Ratification of voucher request dated	January 30, 2025	\$9,401.98
C. Ratification of voucher request dated	February 6, 2025	\$3,944.53
D. Ratification of voucher request dated	February 13, 2025	\$1,854.26
E. Ratification of voucher request dated	February 20, 2025	\$1,840.00
	Total Expenditures	<u>\$18,980.52</u>

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

NEW BUSINESS

The board was presented with the Benton Clean Air Agency compliance manual which had been updated. Several appendices had been added to the document that were previously referenced but previously not included. Mrs. Aldrich made a motion to approve the BCAA Compliance Manual, Mr. LaPierre seconded, and the manual was approved.

OLD BUSINESS

None.

REPORTS, COMMENTS AND DISCUSSION ITEMS

Expenditures vs. Budget Report – Mr. Rodger reported everything was generally on track, and that we had seen an increase in agriculture burn permits over the last month. Notice of construction applications continued to see an increase. Expenditures were also on track; professional services were higher than expected because a couple of projects from the previous year carried over.

Control Officer Report – Mr. Rodger reported that the agency's state audit was complete. Overall the agency did well with no findings and only two small recommendations.

Legal Counsel Report – Mr. Bell reported that he had been working with the agency on collecting some overdue penalties.

Engineering Report – Mr. Thompson reported that notice of construction applications were still continuing to show an increase and that engineering staff has been very busy with several large and complicated permits. He also reported that staff has been providing compliance assistance to numerous potential and current sources.

Case Status Report – Mr. Steichen reported that all cases are on schedule and moving forward, he was working on wrapping up a couple of the cases from last year as well.

Complaint Summary – Mr. Steichen reported on what types of complaints had been coming in over the past month.

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Monitoring Reports – Mr. Lyle reported that overall air quality has been good, with only a few days with elevated PM2.5 in the Prosser area.

PUBLIC COMMENT – There was no public comment.

EXECUTIVE SESSION – The board called for an executive session at 5:14 pm to discuss a potential litigation item and planned to return in 10 minutes. The board returned at 5:24 pm and extended the executive session for another 10 minutes. The board returned again at 5:36 pm and extended the executive session for another 10 minutes. The board returned from executive session at 5:46 pm and no action was taken.

ADJOURNMENT – The meeting was adjourned at 5:46 pm.

Approved by:

Jerry Peltier – Vice Chair
Benton Clean Air Agency

VENDOR CODE	VENDOR NAME	DESCRIPTION	Invoice	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #
Fund Number: 6911									
101833	Benton Clean Air Agency Payroll	Payroll Reimbursement		91158940	Attached	Attached	2/18/2025	\$46,208.47	266217
103034	John Lyle	Cell Phone Reimbursement		91158940	64200	4205	2/24/2025	\$75.00	266219
103785	Rob Rodger	Cell Phone Reimbursement		91158940	64200	4205	2/24/2025	\$75.00	266221
106167	Deon Steichen	Cell Phone Reimbursement		91158940	64200	4205	2/24/2025	\$75.00	266219
104159	Tyler Thompson	Cell Phone Reimbursement		91158940	64200	4205	2/24/2025	\$75.00	266225
104038	Washington State Auditor	Accountability Audit	L166344	91158940	64100	4108	2/12/2025	\$6,801.99	266223
105835	Musser Landscaping LLC	Lawn Maintenance	10241 & 10144	91158940	64801	4801	2/18/2025	\$993.70	266221
106060	Benton Clean Air Agency Woodsmoke	Reimbursement		91158940	63802	3802	2/18/2025	\$800.00	266218
106393	Tahat, Hasan	Cell Phone Reimbursement		91158940	64200	4205	2/24/2025	\$75.00	266224
TOTAL								\$55,179.16	

266220

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 _____, 2025.

BOARD OF DIRECTORS:

William McKay

Nancy Aldrich

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 VOUCHER PAYMENT REQUEST		Warrants Dated: March 6th, 2025		Invoice		Fund Number: 6911			
VENDOR CODE	VENDOR NAME	DESCRIPTION	ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT	VOUCHER #	
104288	US Bank	Payment of Credit Cards	91158940	See Attached	See Attached	2/25/2025	\$2,557.09	266571	
105835	Musser Landscaping LLC	Lawn Maintenance	91158940	64801	4801	3/1/2025	\$687.98	266570	
100899	Xerox Financial Services	Copier/Printer Rental/Usage	91158940	63106	3106	2/9/2025	\$398.50	266572	
TOTAL							\$3,643.57		

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 _____, 2025.

BOARD OF DIRECTORS:



Rob Rodger, BCAA

Nancy Aldrich

William Mckay

Jason McShane

Jerry Peltier

Duane LaPierre

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Benton Clean Air Agency VOUCHER PAYMENT REQUEST		Warrants Dated: March 13th, 2025		Invoice		Fund Number: 6911				VOUCHER #
VENDOR CODE	VENDOR NAME	DESCRIPTION		ORG NAME	BARS CODE	BCAA CODE	STATEMENT DATE	AMOUNT		
100076	Advanced Protection Services	Facility Maintenance	R 158816	91158940	64801	4801	2/28/2025	\$48.86		266722
101833	Benton Clean Air Agency Payroll	Payroll Reimbursement		91158940	Attached	Attached	3/5/2025	\$53,559.57		266723
101918	Connell Oil Inc	Vehicle Fuel	25992, 27986	91158940	64807	4807	2/28/2025	\$107.03		266724
102084	Desert Springs Bottle Water LLC	Water Delivery Service		91158940	64801	4801	2/28/2025	\$11.74		266725
103664	Quality Business Systems Inc. (QBSI)	Printing Fees	IN4675570	91158940	63106	3106	3/3/2025	\$31.37		266726
								TOTAL	\$53,758.57	

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 _____, 2025.

BOARD OF DIRECTORS:

William McKay _____

Nancy Aldrich _____

Jerry Peltier _____


Rob Rodger, BCAA

Jason McShane _____

Duane LaPierre _____

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Benton Clean Air Agency				
Expenditures vs. Budget - FY 2025			Pct. Year	Typical
Year to Date (Feb 2024)			66.7%	YTD
	Jul 24 - Feb 25	Budget	% Budget	
Ordinary Income/Expense				
Income				
Core/Base Grant	142,917	142,916	100	84
Engr - Air Operating Permit	32,124	115,000	28	22
Engr - Notice of Constrn. (NOC)	45,171	29,000	156	61
Fees - Registration	112,630	120,000	94	55
Fees - Asbestos Notifications	12,666	17,500	72	56
Fees - Burn Permits	2,798	16,500	17	61
Investment Income	16,192	12,500	130	99
Local Assessments	136,609	213,900	64	79
PM 2.5 Monitoring Grant	9,871	12,500	79	99
Woodstove Education Grant	4,189	4,189	100	64
IRA Grant	18,280	0		NA
Penalties	17,800	12,000	148	72
Other	281,631	281,631	100	NA
Woodsmoke Red Grant	6,660	10,000	67	NA
Total Income	839,538	987,636	85	65
Expense				
1000 - Salaries & Wages	242,908	429,143	57	65
2100 - Benefits	122,678	219,480	56	61
3100 - Operating Supplies	4,349	10,600	41	51
4100 - Professional Services	104,443	38,600	271	66
4101 - Legal Services	12,770	22,600	57	60
4200 - Communications	8,624	13,800	62	61
4301 - Travel and Training	4,015	15,000	27	39
4403 - Outreach and Advertising	7,251	16,500	44	34
4600 - Insurance	11,330	11,500	99	91
4700 - Utilities	1,321	2,800	47	49
4800 - Repairs & Maintenance	11,851	16,000	74	69
4901 - Dues	1,043	1,200	87	104
6400 - Capital Expenditures	182,993	207,000	88	47
Total Expense	702,806	981,623	72	64

ENGINEERING REPORT for FEBRUARY 2025

		MOD/ Relocate Requests	NOC Applications		Orders of Approval	
			Received	Received	With-drawn	Issued
Applicant						
	Atlas Agro					1
	City of Richland WWTP					1
	Tactical Cleaning		1			
	ATI – Richland Operations					1
	Grain Handling Inc.					1
	WSU Tri-Cities				1	
	Western Construction	1			1	
	Deatley Crushing	1			1	
	Tri-Tech Skills Center					1
Total This Month		2	1		3	
Total for 2025		2	1		5	
Compliance						
	Source Inspections – Gas Dispensing Facilities	Ongoing				
	Source Inspections – Surface Coating Facilities	Ongoing				
	Source Inspections – Crematories	Ongoing				
Notes						
	Met with Inland Asphalt about permitting a project					
	Met with River Point Farms about permitting a project					

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.

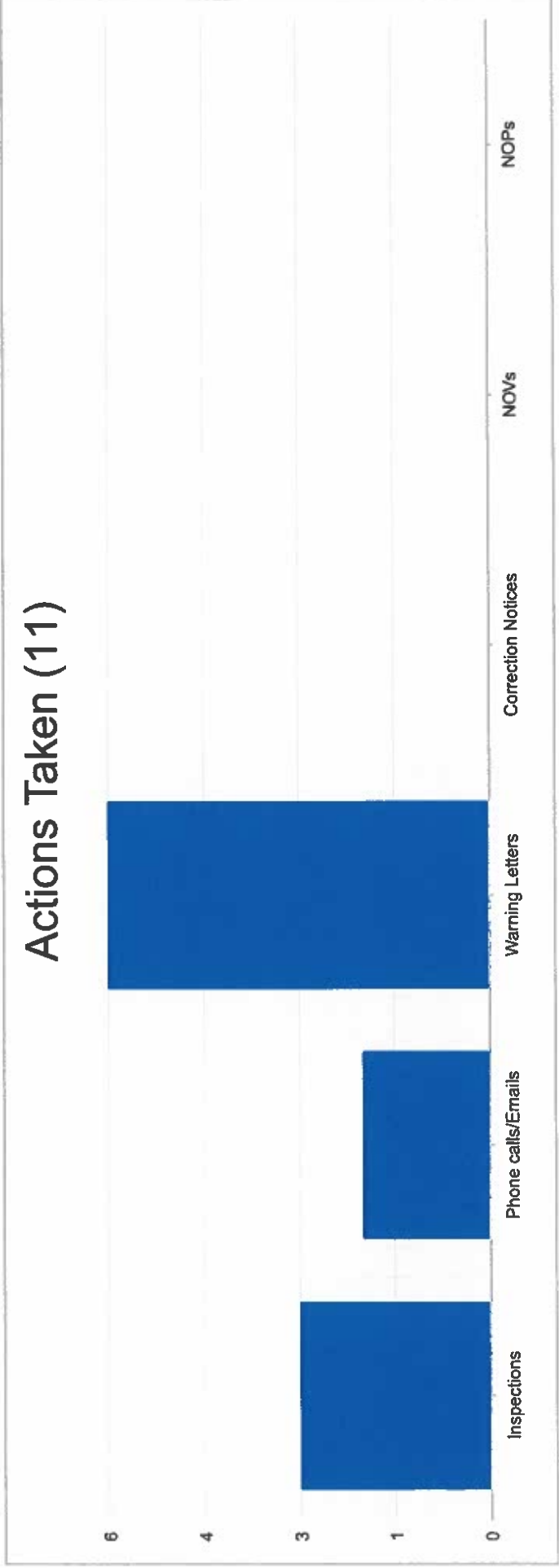
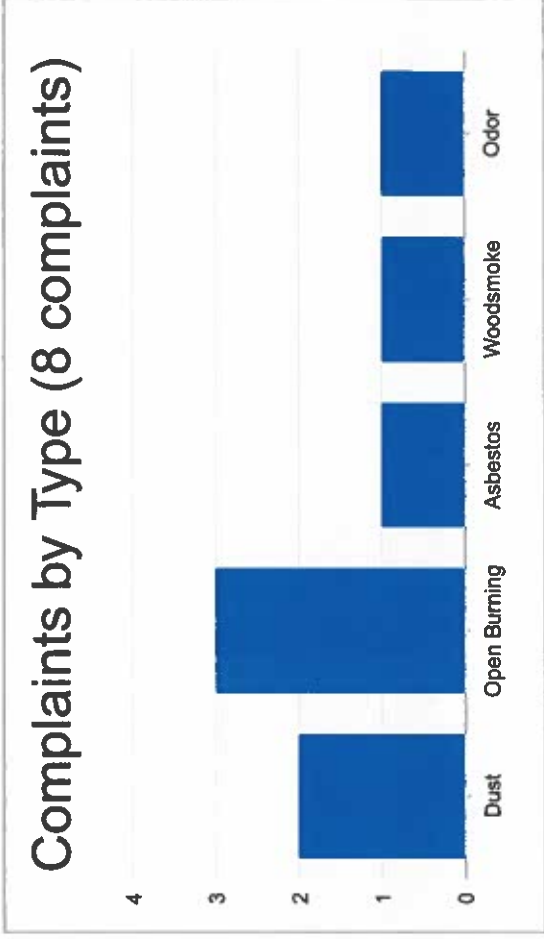
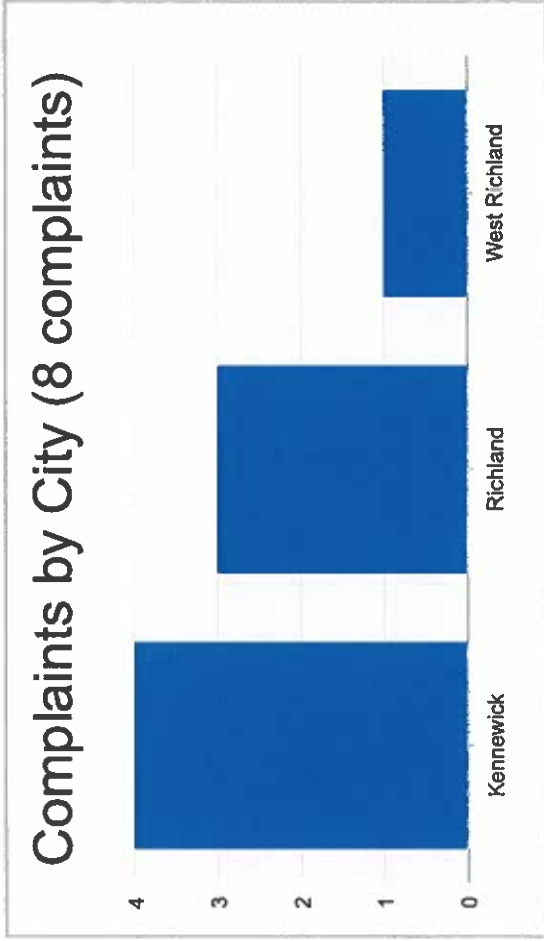
MOD – Permit Modification. This indicates that the BCAA is requiring, or the source requests, that modifications be made to an existing Title V, Order, or other permit. There are no time clocks that guide these activities, but generally, the BCAA processes permit modifications within the 90-day timeframe.

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.

February 01, 2025 to February 28, 2025 Complaints Summary



2025 Unresolved Cases BENTON CLEAN AIR AGENCY

*Reflects status of cases as of March 20, 2025

OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
Gaylord & Lorraine Pyle	Kelly Zwicker, Kelly's Excavation	25-001	Asbestos	2/06/25		\$2,000.00		\$2,000.00	\$1,000.00

2024 Unresolved Cases BENTON CLEAN AIR AGENCY

*Reflects status of cases as of March 20, 2025

OWNER	OPERATOR	CASE NUMBER	TYPE	NOV RCVD	NOP RCVD	BCAA PENALTY	FIRE DEPT CHARGES	TOTAL PENALTY	CONSENT ORDER
Fernando Magana		24-020	Asbestos	10/05/24	11/18/24	\$1,350.00		\$1,350.00	
William Magelson	Dan Ganz	24-016	Outdoor Burn	5/11/24	8/10/24	\$1,100.00		\$1,100.00	

Monthly Monitoring Report

Continuous Data (Unofficial Data) – February 2025 Station – Kennewick

Day	Kennewick BAM PM ₁₀ Conc µg/m ³	NephPM _{2.5} Conc µg/m ³	Prosser BAM PM _{2.5} Conc µg/m ³	Overall AQI	Day	Kennewick BAM PM ₁₀ Conc µg/m ³	NephPM _{2.5} Conc µg/m ³	Prosser BAM PM _{2.5} Conc µg/m ³	Overall AQI
1	5.17	0.13	0.17	Good	16	14.00	4.83	14.59	Moderate
2	5.83	0.35	0.91	Good	17	15.42	5.09	18.35	Moderate
3	10.13	1.35	2.04	Good	18	11.83	3.80	9.88	Good
4	11.71	2.54	3.75	Good	19	8.75	2.38	5.34	Good
5	11.50	3.22	3.96	Good	20	12.13	3.79	4.32	Good
6	11.54	2.93	4.33	Good	21	10.92	6.73	9.10	Good
7	10.75	2.30	3.66	Good	22	17.71	10.04	9.51	Moderate
8	11.42	3.67	5.96	Good	23	6.38	1.43	0.43	Good
9	11.38	3.78	6.40	Good	24	11.96	2.43	2.33	Good
10	9.58	2.05	2.80	Good	25	13.71	1.20	2.03	Good
11	13.79	2.96	2.01	Good	26	13.83	3.88	4.61	Good
12	14.25	3.34	4.41	Good	27	17.71	5.41	4.97	Good
13	10.71	2.56	3.10	Good	28	15.92	4.88	7.42	Good
14	11.29	2.93	5.43	Good	29				
15	14.75	4.48	10.43	Moderate					

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