

Clean healthy air for
everyone, everywhere,
all the time.

Thursday
February 26, 2015
8:45 a.m.

Board of Directors

Bremerton
Patty Lent, Mayor

Everett
Ray Stephanson, Mayor
Paul Roberts, Board Chair

King County
Dow Constantine, Executive

Kitsap County
Edward Wolfe, Commissioner

Pierce County
Pat McCarthy, Executive

Public-at-Large
Stella Chao

Seattle
Ed Murray, Mayor

Snohomish County
Dave Somers, Councilmember

Tacoma
Ryan Mello, Councilmember

Executive Director
Craig T. Kenworthy

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800.552.3565

Fax
206.343.7522

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1904 Third Avenue, Suite 105
Seattle, WA 98101-3317

AGENDA

| | | |
|-------------|---|--|
| 8:45-8:46 | <i>Call to order – Roll Call – Quorum Established</i> | |
| 8:46-8:55 | <i>Recognition of Charlotte Garrido's Service to the Board</i> | |
| 8:55-9:00 | I. Approval of Minutes January 22, 2015 Regular Meeting* ACTION | |
| | II. Petitions from the Public | |
| | III. Personnel and Finance Matters | |
| | A. Approval of Vouchers* ACTION | |
| 9:00-9:05 | IV. Executive Session | |
| | A. Litigation | |
| | B. Real Estate Lease | |
| 9:05-9:35 | V. Public Hearings (none) | |
| | VI. Unfinished Business | |
| | A. Briefing – FY16 Budget Planning* | |
| 9:35-10:05 | B. Legislative Update* | |
| 10:05-10:25 | C. Strategic Plan Implementation | |
| 10:25-10:55 | Update – Public Outreach <i>(Objective 3.3)*</i> | |
| | VII. New Business | |
| 10:55-11:15 | A. Briefing – FY15 First Half-Year Financials* | |
| 11:15-11:35 | B. Briefing – Dry Cleaners' Project* | |
| 11:35-11:55 | C. Update – Seattle Chinatown/ International District Near-Road Monitoring Project* | |
| 11:55-12:00 | VIII. Staff Reports | |
| | A. Executive Director's Report* | |
| | B. Notice of Construction List* | |
| | C. Contract List* | |

**Document included in the Board packet*

**PHONE, FAX & E-MAIL ROSTER FOR
REGULARLY ATTENDING BOARD MEMBERS
& PUGET SOUND CLEAN AIR AGENCY MANAGEMENT**

| Regularly Attending Board Members | Puget Sound Clean Air Agency Management |
|--|---|
| Eric Baker Phone: (360) 337-4495 Fax: None E-Mail: ebaker@co.kitsap.wa.us | Craig Kenworthy, Executive Director Phone: (206) 689-4004 Fax: (206) 343-7522 E-mail: craigk@pscleanair.org |
| Stella Chao Phone: (206) 263-8533 Fax: None E-mail: stella.chao@kingcounty.gov | Andrew Green, Air Quality Programs Director Phone: (206) 689-4053 Fax: (206) 343-7522 E-mail: andrewg@pscleanair.org |
| Ryan Dicks Phone: (253) 798-8603 Fax: (253) 798-7403 E-mail: rdicks@co.pierce.wa.us | Laurie Halvorson, Compliance and Legal Director Phone: (206) 689-4030 Fax: (206) 343-7522 E-mail: laurieh@pscleanair.org |
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| Jill Simmons Phone: (206) 684-9261 Fax: (206) 684-3013 E-mail: jill.simmons@seattle.gov | Isela Jiménez Nejbauer, Human Resources Manager Phone: (206) 689-4041 Fax: (206) 689-4039 E-mail: iselajn@pscleanair.org |
| Christie True Phone: (206) 477-4550 Fax: (206) 296-3749 E-mail: christie.true@kingcounty.gov | Kathy Strange, Technical Analysis Manager Phone: (206) 689-4095 Fax: (206) 343-7522 E-mail: kathys@pscleanair.org |
| Larry Willman Phone: (360) 473-5450 Fax: (360) 473-5455 E-mail: larry.willman@ci.bremerton.wa.us | Joanne Todd, Communications Manager Phone: (206) 689-4073 Fax: (206) 343-7522 E-mail: joannet@pscleanair.org |
| Judith White-Crow (Admin. Asst. for Board) Phone: (206) 689-4079 Fax: (206) 343-7522 E-mail: judithw@pscleanair.org | Andy Tudhope, Technology Manager Phone: (206) 689-4090 Fax: (206) 343-7522 E-mail: andyt@pscleanair.org |
| | Steve Van Slyke, Compliance Manager Phone: (206) 689-4052 Fax: (206) 343-7522 E-mail: stelev@pscleanair.org |

**PUGET SOUND CLEAN AIR AGENCY
BOARD OF DIRECTORS**

REGULAR MEETING MINUTES

January 22, 2015

1904 3rd Avenue, Suite 105
Seattle, WA 98101

Board Members Present:

Eric Baker, representing Charlotte Garrido, Kitsap County Commissioner
Ryan Dicks, representing Pat McCarthy, Pierce County Executive
Eric Parks, representing Dave Somers, Snohomish County Council
Paul Roberts, representing Mayor Ray Stephanson, City of Everett
Jill Simmons, representing Mayor Ed Murray, City of Seattle
Larry Willman, representing Mayor Patty Lent, City of Bremerton

Board Members Absent:

Stella Chao, representing the Public-at-Large
Ryan Mello, City Council Member, City of Tacoma
Christie True, representing King County Executive Dow Constantine

Paul Roberts called the meeting to order at 8:45 a.m. The roll was called and there was a quorum present.

I. APPROVAL OF MINUTES

Mr. Roberts asked if there was any discussion regarding the minutes from the December 18, 2014 Board meeting.

There was no Board discussion.

Eric Baker made a motion that the minutes of the December 18, 2014 Board meeting be approved as presented in the materials sent to the Board. The motion was seconded and passed unanimously.

II. PETITIONS FROM THE PUBLIC

Mr. Roberts asked if there were any petitions from the public.

Regina Forward, a resident of Puyallup, came forward to address the Board. She said she had sent an email to all Board members regarding a situation she had encountered on New Year's Day. She said her electric furnace was broken, with repairs scheduled as soon as parts arrived and she had no other heating source than her certified wood stove; however, she was not allowed to burn because of the Stage 2 burn ban. She said the experience of trying to obtain permission

to use her wood stove for that day while the furnace was broken was very frustrating. She said she is petitioning the Board to create a 24-48 hour emergency exemption for using wood stoves during a burn ban in similar circumstances. She said the only option now is to violate a burn ban.

Mr. Roberts asked Ms. Forward if she had provided staff with a written request.

Ms. Forward said her email had included her request to make emergency exemptions available and had been sent to both staff and to the Board.

Craig Kenworthy said currently exemptions to burn bans are only granted upon meeting certain criteria and completing an application for review and approval by agency staff. He said if a first time Notice of Violation (NOV) is issued by staff during a burn ban, the penalty is usually reduced to \$0 if the violator responds to the NOV and works to correct the problem. He said the agency doesn't have a system in place to issue emergency exemptions during burn bans because it does not have the personnel available for such a system. He said in the small number of situations such as Ms. Forward's, the practice has been to wait and if an NOV was issued, to address the situation through that process. He said he would review the situation with staff.

Mr. Roberts said the Board will await Mr. Kenworthy's review of the situation.

Ryan Dicks said his question is whether we need a policy that lets people know we don't want them to freeze. He asked whether someone could email the agency as soon as their heating system breaks so the agency would know in advance.

Mr. Kenworthy said we would still have to dedicate someone to deal with those emails, and the personnel are not available right now.

Eric Parks asked how strenuous the current process is for someone to appeal an NOV.

Mr. Kenworthy said the initial conversation is about alternate sources of heat that may be available and possible actions to mitigate. He said if corrective actions are taken, the first time penalty usually results in no money payment required. He said we will look at this, but providing emergency exemptions would require a dedicated person to handle them and that isn't available right now without affecting other parts of our burn ban work

Mr. Roberts said right now some people question why we even call burn bans at all. He said it would be good to find some kind of administrative process that recognizes when there isn't any other heating source available during a specific burn ban. He said the Board would like to look at specifics such as available personnel resources and look at the best way to handle the system administratively to make sure no one feels they have to go without heat.

Mr. Kenworthy said he will review the matter and come back to the Board for further conversation.

(Jill Simmons arrived to join the Board.)

III. PERSONNEL AND FINANCE MATTERS

Approval of Vouchers

Mr. Roberts asked if there was any discussion regarding the vouchers.

Mr. Dicks asked about Voucher 13700 dated December 18, 2014, for Kickstarter/AirBeams for \$1,900.

Mr. Kenworthy said this covered part of the experimentation we have begun with new monitoring technology; this particular voucher covered wearable air monitors.

There was no further Board discussion.

Mr. Dicks made a motion that the vouchers be approved as presented in the materials sent to the Board. The motion was seconded and passed unanimously.

IV. EXECUTIVE SESSION

Mr. Roberts moved the Board into Executive Session at 9:04 a.m. to discuss litigation and the agency's real estate lease. He estimated that the Executive Session would take approximately 55 minutes.

Mr. Roberts called the Board back into regular session at 9:52 a.m.

V. PUBLIC HEARINGS

There were no public hearings.

VI. UNFINISHED BUSINESS

VI.A. Briefing – Executive Director Salary Survey Report

Laurie Halvorson introduced Gene Matt from Matt & Associates, the agency's compensation consultant. She said Mr. Matt prepared the salary survey reports for the Executive Director and management positions. She said Mr. Matt has a long background in human resources consulting and his experience includes working for the Washington State Department of Personnel and King County Metro. She said at the December meeting, the Board asked that he discuss the methodology he used to prepare the survey report. She said this is listed on the agenda as an action item only because it is up to the Board discretion's whether it wants to take any action. She said the Board memo listed Mr. Kenworthy's current salary and other compensation information and some possible actions available for the Board.

Mr. Matt said he understands that the Board is interested in how the survey was done, and the Board memo describes the principles used for a survey. He said typically three primary criteria are used to produce a survey of this type:

- Results should provide internal equity through fair and equitable practices
- Results should help the agency be externally competitive with other employers
- Results should help the agency retain good employees

Mr. Matt said he typically starts with a group to compare, and the group used for comparisons in this survey was inherited from the late 1990's from a previous consultant. He said in terms of organizations, PSCAA is small, and the Puget Sound Regional Council (PSRC) is the closest comparison in terms of number of employees and the region it covers. He said there is no comparison with PSCAA and Ecology, except when looking at a specific director position. He said the City of Seattle has some similar positions. He said it is helpful to have a historical comparison of the data and the same organizations have been used as comparables for years. He said industry comparisons are also used, which is why six air agencies in California were used as comparables. He said in some cases he gets his data from the web, and in some cases he requests specific information directly from organizations.

Mr. Roberts asked for more information on the Puget Sound peer group referred to in the table on page 3 of the survey report from the Board packet.

Mr. Matt said for that line item, he took out the California agencies to compare only organizations from the Puget Sound area.

Ms. Halvorson said other local air agencies in Washington were not included because they are so much different in size.

Mr. Matt said when you look at the position compared to larger organizations, the director duties in a larger organization are usually not as diverse as the duties of a director for a smaller agency.

Mr. Dicks said it appears that the agency's Executive Director position is 3.9% below the market average at the midpoint, so the agency is below the market at all levels of salary range for Puget Sound comparables.

Mr. Matt said he typically recommends looking at the midpoint or median as the basis for salary comparisons. He said most of the California agencies don't have a range, so he compared those at the maximum point, rather than midpoint.

Ms. Halvorson said the Board doesn't have specific guidelines about the Executive Director salary level. She said the last page of the memo describes options the Board might want to take.

Ms. Simmons asked how the current salary range was set.

Mr. Matt said since he has been involved, the Executive Director's salary range is adjusted every year for COLA.

Ms. Simmons said the City of Seattle adjusts the range rather than the specific pay.

Mr. Dicks said maybe we should look at the 50th percentile median and revise the range to fit the Puget Sound peer group.

Ms. Simmons said she thinks the range is the most relevant. She asked Board members if they think the range should match the 50th percentile or the 75th. She asked Board members their thoughts on a salary policy.

Mr. Roberts said as Ms. Halvorson's memo pointed out, the agency doesn't have a policy on the Executive Director's salary or salary range. He said related to the discussion of range is the question of how Mr. Kenworthy is currently compensated. He said in the Board's last review it wanted to make sure he is in the middle of his range and that was done. He said it is important to separate where the agency should be with respect to the Executive Director's salary range and what the Board wants Mr. Kenworthy's compensation to be. He said if we wanted to fill the position, we would look at city managers and at other air agencies in other cities for candidates. He said he thinks the Board should consider all the comparables and not just the Puget Sound peer group when reviewing the range.

Mr. Kenworthy said the most likely scenario of hiring from California would be if a deputy director wanted to move up. He said it is less likely that an agency director would make a lateral move.

Mr. Roberts said the difference between ranges is relatively minor. He said even if we do nothing else at this time, we now have the survey and it can become the benchmark going forward.

Ms. Simmons said if any decision is to be made now, it should be on the range only. She said she recommends waiting until spring for any specific adjustments.

Mr. Dicks and Mr. Roberts both agreed.

Mr. Roberts said it would be helpful to have the new HR Manager review this information and the Board can revisit this discussion in May.

Ms. Halvorson said she is hearing from the Board it doesn't want to take any action at this time and that it will reconsider the issue during Mr. Kenworthy's evaluation. She said the additional time will also give the new HR Manager, Isela Jiménez Nejbauer, time to review the survey information.

There was general Board agreement.

VI.B. Strategic Plan Implementation Updates – Financial Strength & Accountability *(Objective 3.4)*

Andrew Green said Karen Houser would brief the Board on progress related to Objective 3.4 of the agency strategic plan. He said that Objective 3.4 is to “Build the agency’s long-term financial strength and ensure accountability.”

Ms. Houser said the strategies to meet the financial strength and accountability objective are:

- Diversity of funding
- Maintaining an appropriate level of discretionary funds
- Cash flow
- Cost efficiency
- Credibility and transparency
- Viable fee-based programs

Ms. Houser said the targets of these strategies are to deliver a balanced and sustainable annual agency budget, assure financial reserve sufficiency, and to achieve a clean audit each year.

Ms. Houser said on the deliverables under diversifying funding, the first step has been to increase the per capita funding and to show the jurisdictions what they are getting for their money. She said we are also working to diversify grant funding and although the number of grants we are managing will go from 15 to 12, that’s still more than we’ve had in last 5-10 years. She said funding is continuing for the Seaport Truck Scrappage and Replacements for Air in Puget Sound (ScRAPS) project and diesel projects under the Diesel Emissions Reduction Act (DERA), and there are potential new air toxics grants.

Ms. Houser said regarding maintaining appropriate reserve levels, at the end of FY14 there was \$1.5 million in reserves and at the end of FY15 there was about \$1.2 million in reserves. She said most of our non-discretionary funding was spent on nonattainment and transportation efforts. She said the agency is currently working on defining the appropriate reserve level going forward by looking at long-term forecasts and discussing how activities in FY16 will affect the out years.

Ms. Houser said managing our cash flows means mainly managing the flow of grant funds. She said this is intended to ensure agency funds are not fronted on expenses that are grant related.

Ms. Houser said in terms of making efficient use of resources, last year our expenses were 6% under budget. She said for the last 5 years, our operating expenses have been reduced. She said the agency’s financial performance is consistently reported to the management team and the Board.

Ms. Houser said in terms of maintaining credibility and transparency, there have been no special issues with our audits or our grantors. She said a new grants manual was finalized last year, and purchasing policies are being reviewed this year. She said in FY14, 560 public records requests were filled, and 280 requests have been filled in FY15 so far.

Ms. Houser said fee revenue and program costs are regularly reviewed, including Accounts Receivable and collections.

Mr. Roberts said he is impressed with how well the agency manages all the moving parts of the many grants administered.

Ms. Houser said some of the challenges to meeting our goals for this objective are funding the needed level of FTEs to meet our goals (80% of our expenses), providing support for per capita and fee increases, our IT resources, and adjusting to variations in grants volume.

Mr. Willman asked how the discretionary reserve is funded.

Ms. Houser said the strategic initiatives or per capita have been building up funds which have been used to cover attainment activities; those funds will be used up by the end of the year. She said civil penalties provide other discretionary funds. She said the diesel fund has \$500K remaining, and it will likely be gone by the end of the year.

Mr. Kenworthy said the Board will need to make new decisions by the FY17 budget regarding use of remaining fund balances.

Ms. Houser said some of the questions to be considered for the FY16 budget are what defines a sustainable budget and the appropriate level of discretionary reserves. She said some of the risks are the possible re-allocation of federal core grant funding, possible changes in the state core grant as a result of the McCleary decision, timing of the state woodstove capital grant, and the outcome of the lease negotiation.

There was no further Board discussion.

VII. NEW BUSINESS

VII.A. Legislative Update – Climate Policy

Mr. Kenworthy said Governor Inslee has proposed a cap and trade system for the state's largest industries. He said some of the sources the agency regulates would fall under that proposal. He said the proposal is scheduled for hearing next week and he will testify. He said this isn't just about carbon pricing to protect the climate; rather some people in the Legislature think the state needs new money to meet other funding priorities. Mr. Kenworthy said the question is how the agency can help move this conversation forward because passing this legislation would help the agency meet its strategic plan climate goals. He said we believe the most effective thing we can do is to provide information to the Legislature about the implications of a specific proposal with respect to reducing PM, ozone and air toxics. He said he will be attending hearings and one-on-one meetings to explain how the proposed cap and trade system or a similar effort will protect public health. He said since he will sign in at hearings in support of the cap and trade bill. He said there might be some backlash.

Mr. Dicks asked about a possible gas tax.

Mr. Kenworthy said there is going to be a move to show support for raising the gas tax instead of instituting a carbon tax. He said it is questionable whether there is sufficient support in the

Legislature on both sides to move a gas tax forward. He said the transportation bill has been held up by internal politics.

Mr. Kenworthy asked for the formation of a sub-committee of Board members to discuss legislative matters once a month between Board meetings and report back to the full Board during regular meetings. He asked which other Board members in addition to Mr. Roberts would like to be included in the calls.

Mr. Roberts said Board members who are actively engaged with Legislators should be involved in the sub-committee.

Mr. Kenworthy said in the past, Christie True had asked to participate.

Mr. Baker said more than 50% of his time is involved with legislators and he would like to participate in the calls.

Mr. Kenworthy said because the agency is supporting the carbon pricing, it may be perceived as being on one side rather than another. He said we may be drawn into compare and contrast scenarios with other proposals that want to do a lot less.

Mr. Roberts said it is generally accepted that the gas tax is not going to be a viable source of revenue going forward; it doesn't produce the needed revenue. He said the efficiency of new vehicles, even non-electric vehicles, makes the decline of revenue inevitable. He said one mechanism being discussed now is taxing vehicle miles travelled (VMT). He agreed with Mr. Kenworthy that the best role for the agency is to provide good, useful, technical data.

Mr. Kenworthy said he is hearing that the Board supports the agency offering support for carbon pricing and providing technical data on air quality results to legislators.

There was no further Board discussion.

VII.B. Discussion – Strategic Plan Progress Reporting

Mr. Green said both the Advisory Council and the Board of Directors have asked how we intend to report progress against the 2014-2020 Strategic Plan. He said the proposal is to provide systematic annual reporting against plan strategies and objectives, while retaining and avoiding redundancy with the existing monthly Executive Director's report to the Board.

Mr. Green said the monthly Director's report to the Board is retained as one form of reporting. He said on a periodic basis, staff will provide deeper reports at Board meetings. He said we are proposing to provide a report on an annual basis like the example given in the Board packet. He said the annual report would be a summary of progress against each objective.

Ms. Simmons said she appreciates the attention to reporting and providing feedback to the Board and thinks it keeps accountability strong. She said she likes the annual progress report. She said if the reporting becomes too burdensome, staff could dial back the monthly reports.

Mr. Kenworthy said the annual report could be included for the joint Board/Advisory Council meeting later in the year.

Mr. Roberts said in any given category when we experience challenges and issues, he would like to hear about that as soon as possible so possible fixes can be discussed.

Mr. Kenworthy said he agrees and that we will continue to call out the challenges being faced in each of these areas.

Mr. Green said he is hearing the Board agrees with the proposed reporting structure.

There was no further Board discussion.

VII.C. Briefing – FY16 Budget Planning

Ms. Houser said the key issues for the FY16 budget are attainment activities in the Smoke Reduction Zone (SRZ), funding, and expenses.

Ms. Houser said while outreach and burn ban enforcement activities will continue in the SRZ, some reduction to the efforts is anticipated in FY16 from prior years. She said as data from the FY15 winter season is reviewed, the detailed budget will be developed for this work. She said due to state budget timing, the primary Woodstove Replacement program grant may not be awarded in time to include in the FY16 budget. She said the FY16 budget may have to identify some level of bridge funding in order to maintain the continuity of the attainment efforts in the SRZ.

Ms. Houser said the federal core grant is expected to continue in the \$925K range for FY16 and reallocation across federal regions will begin in FY17. She said this will lead to a \$60K/year reduction to our grant for five years; it could even be as high as \$140K. She said the state core grant may be affected if Ecology changes the methodology for allocating state funds to the local air authorities. She said this would likely be an increase for the agency, but the scale and timing remain uncertain.

Ms. Houser said per capita funding remains a critical source of funding for meeting strategic plan goals. She said for FY15 the Board was asked to adopt a 15-cent increase in FY15 and to consider a 10-cent increase in FY16. She said a 10-cent increase will be proposed for FY16 in order to stay on track with the strategic plan and to address technology risks (limited network infrastructure support) previously discussed with the Board.

Mr. Roberts said the kind of outreach that Mr. Kenworthy conducted last year throughout the agency's jurisdiction paid real dividends that helped build the support the agency needed. He said this is an opportunity for the same kind of outreach and education again this year.

Ms. Houser said over the next few months, draft FY16 expenses and resource needs will be prepared, as well as for FY17-20. She said personnel expenses represent the majority (80%) of

the operating expenses and are primarily impacted by resource needs, cost of living adjustments, PERS rate adjustments, and benefits costs.

Ms. Houser said the goal is budget adoption at the May meeting; however, the June Board meeting date is proposed to be rescheduled in the event that a final budget is not adopted in May. She said the proposed new date of the June Board meeting is June 11, 2015.

Mr. Kenworthy asked Board members to consult their calendars about their availability for a June 11th Board meeting.

Mr. Kenworthy said action in the SRZ will scale back once we are in attainment. He said as we do that, enforcement will continue and may need to ramp back up if violations appear to be increasing because of any reduced enforcement efforts.

Mr. Kenworthy said Ecology is reviewing the distribution formula for the state core grant. He said with the current formula and updated data, the agency would receive an increase in funding. He said the Washington Air Quality Managers are discussing tweaking the formula to avoid potential inequities in distribution.

There was no further Board discussion.

VII.D. Briefing – Summary of Year-End Particulate Matter Levels

Kathy Strange said she would provide a preliminary PM_{2.5} update. She said the data has not gone through the final Ecology quality assurance review yet, although any differences would be minor.

Ms. Strange said there are two standards, the annual standard and the daily standard. She said she is focusing on the daily (24-hour average) standard. She said the current daily standard is 35 micrograms per cubic meter of air ($\mu\text{g}/\text{m}^3$).

Ms. Strange said although the standard is based on a 3-year average, she is discussing data from 2014.

Mr. Kenworthy said Ecology has submitted a redesignation request and redesignation might occur before the US Open at Chambers Bay in June. He said there was a reading of 51 $\mu\text{g}/\text{m}^3$ on January 1, 2015 at a Tacoma monitor, so there is still very bad air sometimes and we need to keep working to meet our health goal.

Ms. Strange presented graphs for all counties except Kitsap because its monitor was moved and since the standard is based on a 3-year average, next year will be the first plotting on the graph for Kitsap County with the new monitor.

Ms. Simmons asked why the levels of days above the agency's fine particle goal appear to have dropped off from 2005-6.

Ms. Strange said the lowered pollution level was due to meteorology at the time, and warm, wet weather influences.

Ms. Strange said in summary the Pierce County monitor is maintaining “clean data” and a redesignation request is pending. She said there are still winter days above the agency’s tighter PM health goal. She said that both the Snohomish and King County monitors meet EPA’s daily standard; however, there are also winter days above the agency’s health goal. She said the Kitsap County monitor is below EPA’s daily standard and meets the agency’s health goal.

Ms. Strange said monitoring network reviews are conducted, and we try to maintain sites for a long enough time to gather data for more than 3 years.

There was no further Board discussion.

VIII. STAFF REPORTS

Mr. Kenworthy said on the legislative front, there is still interest from Representative Wilcox for calling less-than-countywide burn bans in Pierce County and he may sponsor such a bill. Mr. Kenworthy said last winter, mobile monitoring was conducted in Orting, Bonney Lake, Carbonado and Eatonville. He said the monitoring results were generally the same as the rest of Pierce County, except Eatonville had lower PM readings. He said he has discussed this with Representative Wilcox and we may place a fixed monitor in Eatonville to use in future burn ban calls.

Mr. Kenworthy said as part of a group including the National Association of Clean Air Agencies (NACAA), the Western States Air Resources Council (WESTAR), and Northeast States for Coordinated Air Use Management (NESCAUM) he met with the Office of Management and Budget (OMB) in Washington DC about wood stove standards. He said a new standard is 18 years overdue. He said there has been a lot of pressure from east coast wood stove manufacturers who have refused to invest in cleaner stove standards. He said a new stricter standard would benefit west coast manufacturers who made such investments. He said the new standard is due February 3, 2015.

There was no further Board discussion.

With no further business, the Board adjourned at 12:00 p.m.

I hereby certify this to be a true and correct record of the Minutes of the January 22, 2015, meeting of the Board of Directors of the Puget Sound Clean Air Agency.

Attest:

Craig T. Kenworthy
Executive Director

Paul Roberts
Chair, Board of Directors

jwc

Date: February 19, 2015
To: Board of Directors
Puget Sound Clean Air Agency
Subject: Vouchers Submitted for Approval

Honorable Members:

The following vouchers were issued in the Blanket Voucher Approval document dated January 15, 2015:

Vouchers 13822 through 13877 in the amount of \$297,638.53 for Operating Expenses.

The following vouchers were issued in the Blanket Voucher Approval document dated January 23, 2015:

Vouchers 13878 through 13927 in the amount of \$232,983.13 for Operating Expenses.

The following vouchers were issued in the Blanket Voucher Approval document dated January 30, 2015:

Vouchers 13928 through 13976 in the amount of \$196,845.72 for Operating Expenses.

The following vouchers were issued in the Blanket Voucher Approval document dated February 6, 2015:

Vouchers 13977 through 14022 in the amount of \$257,903.24 for Operating Expenses.

The following vouchers were issued in the Blanket Voucher Approval document dated February 13, 2015:

Vouchers 14023 through 14085 in the amount of \$290,580.71 for Operating Expenses.

Copies of the above listed vouchers are attached for your review. We request that the Board review the vouchers listed above and approve such vouchers as submitted.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc

BLANKET VOUCHER APPROVAL DOCUMENT

Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

Fund #01-000-185-0

Auditing Officer Certification (if Board approves via meeting minutes):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligations against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Ad DIRECTOR, AIR QUALITY PROGRAMS 1/15/2015
Signature Title Date
PSA 1.15.15

This certification and approval covers Warrant Number 13822 through 13877 in the amount of \$297,638.53 per the attached list.

BUC010-1-D1 (King County)

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 1/15/2015 Through 1/15/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|-------------------------------------|---|--------------|---------|
| 1/15/2015 | 13822 | Master Millwork Inc | Refund overpayment of 2015 Registration Fees Inv 20150472 | 350.00 | No |
| 1/15/2015 | 13823 | A1 Gas & Food LLC | Refund Registration Fees prior to 2013 | 790.00 | No |
| 1/15/2015 | 13824 | A and A Woodstove Inc | R1075 Wood Stove Replacement Holloway-Cook | 3,171.35 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Clayton Wiegand bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. David W Kohl bbv | 125.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Frank Schoen bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. James Thompson D950 | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Kelly G Wicken bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Lillian Milic bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Lola Morrone bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Margaret L Mitchell bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Robert C Irwin bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Ronald Dawson bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Sarah Kyles bbv | 50.00 | No |
| 1/15/2015 | 13825 | ABC Legal Messengers Incorporated | vs. Stacy J Slater bbv | 50.00 | No |
| 1/15/2015 | 13826 | Access Information Management | Small Media - Storage & Retrieval December 2014 | 205.00 | No |
| 1/15/2015 | 13827 | AlphaGraphics | Clear Door Vinyl | 138.05 | No |
| 1/15/2015 | 13828 | Brenden Anderson | A0631 Recycle Buy Back B Anderson | 350.00 | No |
| 1/15/2015 | 13829 | Apex Legal Services | vs. Americus Vergara D950 | 45.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R0833 Wood Stove Replacement A Carlson | 1,500.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R0941 Wood Stove Replacement J Barella | 4,200.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R0945 Wood Stove Replacement C Foster | 7,200.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R1025 Wood Stove Replacement T Kilga | 3,800.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R1028 Wood Stove Replacement S Hand | 3,400.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R1047 Wood Stove Replacement E Conklin | 1,500.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R1048 Wood Stove Replacement K Schroeder | 1,500.00 | No |
| 1/15/2015 | 13830 | Aqua Rec Fireside Hearth & Home Inc | R1052 Wood Stove Replacement G Baker | 1,500.00 | No |
| 1/15/2015 | 13831 | Attorneys Eagle Eye Service | AEES Bulletin Jan/Feb 2015 | 59.13 | No |
| 1/15/2015 | 13832 | Automatic Data Processing Inc | Autopay II period ending 12/31/2014 | 306.71 | No |
| 1/15/2015 | 13833 | Mark Ballman | A0625 Recycle Buy Back M Ballman | 350.00 | No |
| 1/15/2015 | 13834 | Botanical Designs Inc | Interior Horticulture January 2015 | 82.13 | No |
| 1/15/2015 | 13835 | Comdata | Vehicle Fuel & Maintenance December 2014 | 531.76 | No |
| 1/15/2015 | 13835 | Comdata | Vehicle Fuel & Maintenance - December 2014 | 759.45 | No |
| 1/15/2015 | 13836 | Cummins Northwest Inc | Eastside Fire & Rescue Fire Pumper E-8839 | 31,105.67 | No |
| 1/15/2015 | 13837 | Jennie Dahlby | A0613 Recycle Buy Back J Dahlby | 350.00 | No |
| 1/15/2015 | 13838 | Federal Express Corporation | delivery service | 11.83 | No |
| 1/15/2015 | 13839 | Jason Gillette | A0634 Recycle Buy Back J Gillette | 350.00 | No |
| 1/15/2015 | 13840 | Ding-A-Ling Answering Service LLC | telephone answering service | 172.38 | No |
| 1/15/2015 | 13841 | Sam Green | A0593 Recycle Buy Back S Green | 350.00 | No |
| 1/15/2015 | 13842 | Guenther Media LLC | Edit Day | 2,000.00 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 1/15/2015 Through 1/15/2015

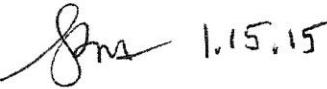
| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|--|--------------|---------|
| 1/15/2015 | 13843 | Washington State Health Care Authority | PEBB Health Care Authority - Medical Dental Life LTD | 87,539.07 | No |
| 1/15/2015 | 13844 | KeyBank 10 | Good2Go - WSDOT bridge transponders | 60.00 | No |
| 1/15/2015 | 13844 | KeyBank 10 | Name Tag Country - nametag with agency logo | 11.30 | No |
| 1/15/2015 | 13844 | KeyBank 10 | RedWing - boots D100 | 175.19 | No |
| 1/15/2015 | 13845 | KeyBank | EZ Texting - PierceBurn texting service | 659.00 | No |
| 1/15/2015 | 13845 | KeyBank | How To Deal with Difficult People - Gilpin | 79.00 | No |
| 1/15/2015 | 13845 | KeyBank | Kitsap Sun - online edition | 9.99 | No |
| 1/15/2015 | 13845 | KeyBank | Lynda.com - online training D500 | 37.50 | No |
| 1/15/2015 | 13845 | KeyBank | Seattle Times - online edition | 15.96 | No |
| 1/15/2015 | 13845 | KeyBank | WAPRO - Annual membership Dold | 25.00 | No |
| 1/15/2015 | 13846 | KeyBank 4 | Ace Hardware - misc hardware / wire / key cut | 97.99 | No |
| 1/15/2015 | 13846 | KeyBank 4 | Adafruit - 9V battery holders w/switches | 18.49 | No |
| 1/15/2015 | 13846 | KeyBank 4 | Verizon - vehicle charges | 73.88 | No |
| 1/15/2015 | 13847 | KeyBank 9 | NACAA Joint Permitting & Enforcement - Halvorson | 490.38 | No |
| 1/15/2015 | 13847 | KeyBank 9 | WA State Bar Assoc - Membership Halvorson | 390.00 | No |
| 1/15/2015 | 13848 | KeyBank 6 | American Biogas Membership - DeWees | 300.00 | No |
| 1/15/2015 | 13848 | KeyBank 6 | DOE Clean Cities Peer Exchange - DeWees/Cline | 1,360.80 | No |
| 1/15/2015 | 13848 | KeyBank 6 | Office Depot - date stampers | 43.78 | No |
| 1/15/2015 | 13848 | KeyBank 6 | PayFlo Pro - paypal for Registration fees | 19.95 | No |
| 1/15/2015 | 13848 | KeyBank 6 | PayFlo Pro - paypal site for Asbestos fees | 19.95 | No |
| 1/15/2015 | 13848 | KeyBank 6 | Society of HR Management - A Johnson membership | 165.00 | No |
| 1/15/2015 | 13849 | KeyBank 7 | 2014 SPARKS Social Networking Conference - Warren | 150.00 | No |
| 1/15/2015 | 13850 | KeyBank 8 | Constant Contact - WWCC email management | 49.28 | No |
| 1/15/2015 | 13851 | King County Superior Court Clerk | Working copies / Ex Parte Service fees | 88.00 | No |
| 1/15/2015 | 13852 | David Lyman CPA | Consulting Services - December 2014 | 2,268.75 | No |
| 1/15/2015 | 13853 | Roger Lyons | A0618 Recycle Buy Back R Lyons | 350.00 | No |
| 1/15/2015 | 13854 | Morris Milsten | A0624 Recycle Buy Back M Milsten | 350.00 | No |
| 1/15/2015 | 13855 | Narrows Heating and Air Conditioning ... | R0953 Wood Stove Replacement D Leask | 1,500.00 | No |
| 1/15/2015 | 13856 | Office Depot | chairmat | 109.49 | No |
| 1/15/2015 | 13856 | Office Depot | DVD-R | 47.07 | No |
| 1/15/2015 | 13856 | Office Depot | envelopes | 7.65 | No |
| 1/15/2015 | 13856 | Office Depot | folders / staples | 30.17 | No |
| 1/15/2015 | 13857 | Gail Pethe | Postage for Chimney Balloon | 5.95 | No |
| 1/15/2015 | 13858 | Puget Sound Energy (91269) | Account 200004905119 Bremerton site | 43.02 | No |
| 1/15/2015 | 13859 | Puyallup Heating & Air Conditioning | R0961 Wood Stove Replacement D Evans | 3,000.00 | No |
| 1/15/2015 | 13859 | Puyallup Heating & Air Conditioning | R0992 Wood Stove Replacement P Johnson | 3,400.00 | No |
| 1/15/2015 | 13859 | Puyallup Heating & Air Conditioning | R1029 Wood Stove Replacement G Gamble | 1,500.00 | No |
| 1/15/2015 | 13859 | Puyallup Heating & Air Conditioning | R1081 Wood Stove Replacement L Haywood | 1,500.00 | No |
| 1/15/2015 | 13860 | Roy Robinson Chevrolet-Subaru & Mtr ... | 2014 Subaru Crosstrek 9320 | 27,119.08 | No |
| 1/15/2015 | 13860 | Roy Robinson Chevrolet-Subaru & Mtr ... | 2014 Subaru Crosstrek 9791 | 27,119.08 | No |
| 1/15/2015 | 13861 | Alfonso Rojas | A0627 Recycle Buy Back A Rojas | 350.00 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 1/15/2015 Through 1/15/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|---|--------------|---------|
| 1/15/2015 | 13862 | Jan Rolstad | A0632 Recycle Buy Back J Rolstad | 350.00 | No |
| 1/15/2015 | 13863 | Seattle, City of - City Light | Account 1-454443-509825 Marginal Way site | 111.09 | No |
| 1/15/2015 | 13864 | Sheakley UniService Inc | WA Workers Comp TPA Services | 225.00 | No |
| 1/15/2015 | 13865 | Sound Cleaning Resources Inc | pressure washing monitoring sites | 939.51 | No |
| 1/15/2015 | 13866 | Sun Life of Financial | Sun Life Short Term Disability | 302.61 | No |
| 1/15/2015 | 13867 | Tacoma City Treasurer | vehicle maintenance 20091 | 164.25 | No |
| 1/15/2015 | 13868 | Tacoma, City Treasurer (Utilities) | Account 100229407 Alexander site | 36.18 | No |
| 1/15/2015 | 13869 | Teamsters Local Union 763 | Teamsters Union Dues | 5,466.00 | No |
| 1/15/2015 | 13870 | US Bank Equipment Finance | Sharp copiers 12/30 - 1/30/2015 | 2,242.58 | No |
| 1/15/2015 | 13871 | Valley Freightliner Inc | Freightliner 2011 Cascadia 6096 | 30,000.00 | No |
| 1/15/2015 | 13872 | Randall Vines | A0630 Recycle Buy Back R Vines | 350.00 | No |
| 1/15/2015 | 13873 | Wallace's Incorporated | R1013 Wood Stove Replacement B Cinquini | 3,600.00 | No |
| 1/15/2015 | 13874 | Washington State Ferries | WA State Ferry Travel - December 2014 | 66.35 | No |
| 1/15/2015 | 13875 | Washington Counties Insurance Fund | WCIF Januany 2015 | 2,673.91 | No |
| 1/15/2015 | 13876 | Department of Enterprise Services (DE... | #9 envelopes | 167.59 | No |
| 1/15/2015 | 13876 | Department of Enterprise Services (DE... | business cards - Troncoso | 24.08 | No |
| 1/15/2015 | 13876 | Department of Enterprise Services (DE... | window envelopes | 183.08 | No |
| 1/15/2015 | 13877 | WA State Dept of Ecology | Development/Oversight Fee FY2015 - Jul-Dec 2014 | 23,403.07 | No |
| Report Total | | | | 297,638.53 | |

 1.15.15

BLANKET VOUCHER APPROVAL DOCUMENT

Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

Fund #01-000-185-0

Auditing Officer Certification (if Board approves via meeting minutes):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligations against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Laurie Halloran

Signature

Director - Compliance & Legal

Title

1/22/15

Date

1.22.15

This certification and approval covers Warrant Number 13878 through 13927 in the amount of \$232,983.13 per the attached list.

BUC010-1-D1 (King County)

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 1/22/2015 Through 1/22/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|-------------------------------------|---|--------------|---------|
| 1/22/2015 | 13878 | A and A Woodstove Inc | R0971 Wood Stove Replacement C Kim | 3,344.18 | No |
| 1/22/2015 | 13879 | ABC Legal Messengers Incorporated | vs. George W Parkerson bbv | 95.00 | No |
| 1/22/2015 | 13880 | Dean Absher | B0220 Recycle Buy Back D Absher | 200.00 | No |
| 1/22/2015 | 13881 | AFLAC | Aflac Employee Deductions | 17.50 | No |
| 1/22/2015 | 13882 | Apex Legal Services | vs. Herlitzka D950 | 45.00 | No |
| 1/22/2015 | 13882 | Apex Legal Services | vs. J Murray D950 | 45.00 | No |
| 1/22/2015 | 13882 | Apex Legal Services | vs. S & C Baldwin D950 | 45.00 | No |
| 1/22/2015 | 13883 | Aqua Rec Fireside Hearth & Home Inc | R1056 Wood Stove Replacement C Morgan | 1,500.00 | No |
| 1/22/2015 | 13884 | Argus Pacific Inc | Asbestos Supervisor Refresher - S Fry | 225.00 | No |
| 1/22/2015 | 13885 | Business Card BofA | AMF Fee Credit - bank refund for fees charged btw 2010-2013 | (50.00) | No |
| 1/22/2015 | 13885 | Business Card BofA | ConstantContact - email management | 213.53 | No |
| 1/22/2015 | 13885 | Business Card BofA | Ergonomic Store - posture chair | 1,178.28 | No |
| 1/22/2015 | 13885 | Business Card BofA | Language Line - interpretive services | 1,066.50 | No |
| 1/22/2015 | 13885 | Business Card BofA | ORCA Business - monthly WSF passes | 803.20 | No |
| 1/22/2015 | 13885 | Business Card BofA | Poifoot (Deploy to) - AirSafePierceCounty | 25.00 | No |
| 1/22/2015 | 13885 | Business Card BofA | Recruitment - Administrative Front Desk | 1,315.25 | No |
| 1/22/2015 | 13885 | Business Card BofA | ZipCar - Dec/Jan 2015 | 458.55 | No |
| 1/22/2015 | 13886 | Capitol Solutions LLC | Governmental Relations - January 2015 | 3,000.00 | No |
| 1/22/2015 | 13887 | CenturyLink | 206-932-0317 12/28-1/28/15 | 168.19 | No |
| 1/22/2015 | 13888 | CENTURYLINK | 206-343-8800 12/8-1/7/15 | 101.96 | No |
| 1/22/2015 | 13889 | Daily Journal of Commerce | RFP - Wood Stove Testing | 70.40 | No |
| 1/22/2015 | 13890 | DELL MARKETING L.P. | Gateway Anti-Virus / Dynamic Support licenses | 969.41 | No |
| 1/22/2015 | 13890 | DELL MARKETING L.P. | Latitude E7440 laptops | 9,848.43 | No |
| 1/22/2015 | 13891 | Douglas Dodd | A0646 Recycle Buy Back D Dodd | 350.00 | No |
| 1/22/2015 | 13892 | Dorey Design Group | AirSafe updates - November/December 2014 | 1,000.00 | No |
| 1/22/2015 | 13893 | Down Right Cozy Inc | R1050 Wood Stove Replacement K Sexton | 1,500.00 | No |
| 1/22/2015 | 13894 | Enterprise Car Rental | vehicle rental - C Kenworthy | 35.61 | No |
| 1/22/2015 | 13895 | Fircrest Hearth and Home | R1051 Wood Stove Replacement G & S Johnson | 1,500.00 | No |
| 1/22/2015 | 13896 | Foster Pepper PLLC | Legal Consultation - Matter No 1 | 66,403.00 | No |
| 1/22/2015 | 13897 | Ann Gaffke | Burn Ban Patrol - 1/1/2015 | 21.74 | No |
| 1/22/2015 | 13897 | Ann Gaffke | Burn Ban Patrol - 12/31/14 | 10.08 | No |
| 1/22/2015 | 13898 | Richard Holway | A0641 Recycle Buy Back R Holway | 350.00 | No |
| 1/22/2015 | 13899 | Mark Hren | A0642 Recycle Buy Back M Hren | 350.00 | No |
| 1/22/2015 | 13900 | Scott Humphrey | A0639 Recycle Buy Back S Humphrey | 350.00 | No |
| 1/22/2015 | 13900 | Scott Humphrey | A0640 Recycle Buy Back S Humphrey | 350.00 | No |
| 1/22/2015 | 13901 | Kenworth Northwest Inc. | PS2-247DE Kenworth 2016 2264 | 30,000.00 | No |
| 1/22/2015 | 13901 | Kenworth Northwest Inc. | PS2-248 Kenworth 2016 2265 | 20,000.00 | No |
| 1/22/2015 | 13902 | Kitsap Sun | Board Meeting notice 12/22/14 | 100.50 | No |
| 1/22/2015 | 13903 | Kliemann Brothers | R1066 Wood Stove Replacement V Heckman | 7,200.00 | No |
| 1/22/2015 | 13904 | Department of Labor & Industries | Labor and Industries Workers Compensation | 13,922.34 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 1/22/2015 Through 1/22/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|---|---|--------------|---------|
| 1/22/2015 | 13905 | Jessica Landkrohn | EJ Autobody Outreach - South Seattle Community College | 96.81 | No |
| 1/22/2015 | 13906 | Lincoln National Life Insurance Company | Lincoln Financial LTD | 1,932.65 | No |
| 1/22/2015 | 13907 | Matthew Bender & Co., Inc. | WA State Environmental Policy | 253.06 | No |
| 1/22/2015 | 13908 | Mercurio's Natural Gas Service Inc | R1038 Wood Stove Replacement M Ernst | 1,500.00 | No |
| 1/22/2015 | 13908 | Mercurio's Natural Gas Service Inc | R1102 Wood Stove Replacement W Heitmann | 7,200.00 | No |
| 1/22/2015 | 13909 | News Tribune, The | AirSafePierceCounty | 7,438.78 | No |
| 1/22/2015 | 13910 | Pacific Rim Environmental Inc | Asbestos Bulk Sample Analysis 20140914 | 55.00 | No |
| 1/22/2015 | 13911 | Pitney Bowes Global Financial Services... | Postage machine lease - Oct 2014 to Jan 2015 | 309.06 | No |
| 1/22/2015 | 13912 | Puget Sound Energy (91269) | Account 200019845169 Kent site | 62.99 | No |
| 1/22/2015 | 13913 | Puyallup Heating & Air Conditioning | R0858 Wood Stove Replacement R Brooks | 4,200.00 | No |
| 1/22/2015 | 13914 | Patricia Rawls | A0628 Recycle Buy Back P Rawls | 350.00 | No |
| 1/22/2015 | 13915 | Snohomish County PUD (1107) | Limited Use Permit - 552 Calendar Year 2015 | 600.00 | No |
| 1/22/2015 | 13916 | Kaela Sorensen | Employee Recognition Event - January 2015 | 48.56 | No |
| 1/22/2015 | 13917 | TEC Equipment Inc | Volvo 2010 0931 | 20,000.00 | No |
| 1/22/2015 | 13918 | TERRA Services Inc | 1/4/2015 Jessica Olson / Rachel Wheeler | 896.95 | No |
| 1/22/2015 | 13918 | TERRA Services Inc | 12/21/2014 Jessica Olson / Rachel Wheeler | 1,254.58 | No |
| 1/22/2015 | 13918 | TERRA Services Inc | 12/28/14 Jessica Olson / Rachel Wheeler | 1,000.18 | No |
| 1/22/2015 | 13919 | Thomson Reuters - West | bankruptcy law manuals | 448.40 | No |
| 1/22/2015 | 13919 | Thomson Reuters - West | Civil Procedure / Clean Air Act / Fed Civil Rules handbooks | 1,605.26 | No |
| 1/22/2015 | 13920 | United Way of King County | United Way | 1,178.00 | No |
| 1/22/2015 | 13921 | Verizon Wireless | Account 771873428-00001 agency cell phones | 1,584.43 | No |
| 1/22/2015 | 13922 | Washington State Auditor's Office | 70.5 Hrs Walker / Wiley 12/14 Audit | 5,893.80 | No |
| 1/22/2015 | 13923 | Washington State Dept of Ecology | Permit Engineering Support - November 2014 | 6,380.88 | No |
| 1/22/2015 | 13924 | State of Washington Consolidated Tec... | WEBEX conference calls December 2014 | 145.74 | No |
| 1/22/2015 | 13925 | Robert Washburn | A0617 Recycle Buy Back R Washburn | 350.00 | No |
| 1/22/2015 | 13926 | Department of Enterprise Services (DE... | Outreach Fulfillment/Storage December 2014 | 65.37 | No |
| 1/22/2015 | 13927 | White-Crow, Judith | Air Quality Managers Meeting - 1/13/15 | 3.98 | No |
| Report Total | | | | 232,983.13 | |

Spa 1.22.15

BLANKET VOUCHER APPROVAL DOCUMENT

Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

Fund #01-000-185-0

Auditing Officer Certification (if Board approves via meeting minutes):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligations against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Lauri Johnson

Signature

Director - Compliance & Legal

Title

1/30/15

Date

1.29.15

This certification and approval covers Warrant Number 13928 through 13976 in the amount of \$196,845.72 per the attached list.

BUC010-1-D1 (King County)

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register II

From 1/29/2015 Through 1/29/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|-------------------------------------|--|--------------|---------|
| 1/29/2015 | 13928 | MARS LLC | Refund duplicate payment of 2015 Registration | 140.00 | No |
| 1/29/2015 | 13929 | Butterworth Crematory | Refund for overpayment of 2015 Registration | 350.00 | No |
| 1/29/2015 | 13930 | Leather to Lace | Refund duplicate payment of Registration Fees | 140.00 | No |
| 1/29/2015 | 13931 | Davis Industries, Inc | Refund for duplicate payment | 340.00 | No |
| 1/29/2015 | 13932 | Acclaim Sign & Display | name plaque | 30.06 | No |
| 1/29/2015 | 13933 | All Seasons Inc | R1114 Wood Stove Replacement J Bower | 7,200.00 | No |
| 1/29/2015 | 13934 | AlphaGraphics | Marijuana Postcard mailing | 294.13 | No |
| 1/29/2015 | 13935 | Apex Legal Services | vs. Eric C Leonard D950 | 45.00 | No |
| 1/29/2015 | 13936 | Aqua Rec Fireside Hearth & Home Inc | R0902 Wood Stove Replacement M Lyon | 1,500.00 | No |
| 1/29/2015 | 13936 | Aqua Rec Fireside Hearth & Home Inc | R1096 Wood Stove Replacement P Cohen | 4,200.00 | No |
| 1/29/2015 | 13936 | Aqua Rec Fireside Hearth & Home Inc | R1106 Wood Stove Replacement R Syrovatka | 1,500.00 | No |
| 1/29/2015 | 13937 | Automatic Data Processing Inc | Autopay II ADP HR/Benefits period ending 12/31/2014 | 1,461.39 | No |
| 1/29/2015 | 13938 | William Barsanti | A0635 Recycle Buy Back W Barsanti | 350.00 | No |
| 1/29/2015 | 13939 | Robert Booher | agency vehicle parking @ ferry 12/15 through 1/26/15 | 42.00 | No |
| 1/29/2015 | 13940 | Carlos Castiblanco | WWCC Website updates December 2014 | 255.00 | No |
| 1/29/2015 | 13941 | CenturyLink | Account 206-223-5263 773B agency DID | 247.75 | No |
| 1/29/2015 | 13942 | Clise Agency, Inc | February 2015 Rent - 4K Storage D425RM | 905.00 | No |
| 1/29/2015 | 13942 | Clise Agency, Inc | February 2015 Rent - Cost of Services Escal. | 3,727.66 | No |
| 1/29/2015 | 13942 | Clise Agency, Inc | February 2015 Rent - S13 Storage D500 | 233.00 | No |
| 1/29/2015 | 13942 | Clise Agency, Inc | February 2015 Rent - S5 Storage D425RM | 176.00 | No |
| 1/29/2015 | 13942 | Clise Agency, Inc | February 2015 Rent - Suite 105/107 | 43,407.00 | No |
| 1/29/2015 | 13943 | Corinna Daniels | A0644 Recycle Buy Back C Daniels | 350.00 | No |
| 1/29/2015 | 13944 | Jack Daniel | A0645 Recycle Buy Back J Daniel | 350.00 | No |
| 1/29/2015 | 13945 | Darrington School District | February 2015 Rent - Darrington monitoring site | 100.00 | No |
| 1/29/2015 | 13946 | Down Right Cozy Inc | R1148 Wood Stove Replacement D Harnes | 3,400.00 | No |
| 1/29/2015 | 13947 | David Duley | A0654 Recycle Buy Back D Duley | 350.00 | No |
| 1/29/2015 | 13947 | David Duley | A0655 Recycle Buy Back D Duley | 350.00 | No |
| 1/29/2015 | 13948 | Enterprise Car Rental | vehicle rental - S Harrold | 36.51 | No |
| 1/29/2015 | 13949 | Esri, Inc. | ArcGIS Network Analyst for Desktop Concurrent Use License | 2,354.25 | No |
| 1/29/2015 | 13950 | Richard Farris | A0658 Recycle Buy Back R Farris | 350.00 | No |
| 1/29/2015 | 13951 | Fircrest Hearth and Home | R0994 Wood Stove Replacement K Statler | 3,400.00 | No |
| 1/29/2015 | 13952 | General Services Administration | February 2015 Rent - 4735 E Marginal Way 10PR1402 WA0953KC | 425.00 | No |
| 1/29/2015 | 13953 | Clarence Hendricks | A0657 Recycle Buy Back C Hendricks | 350.00 | No |
| 1/29/2015 | 13954 | IMPERIAL PARKING INC | February 2015 Rent - 4 stalls Lot 2 | 1,497.00 | No |
| 1/29/2015 | 13955 | Craig T Kenworthy | OMB Washington DC Meeting D900 | 142.00 | No |
| 1/29/2015 | 13955 | Craig T Kenworthy | Parking - Pierce CO Council study session | 6.00 | No |
| 1/29/2015 | 13956 | Kliemann Brothers | R0843 Wood Stove Replacement R Husted | 1,500.00 | No |
| 1/29/2015 | 13956 | Kliemann Brothers | R1136 Wood Stove Replacement G Thumberg | 7,200.00 | No |
| 1/29/2015 | 13957 | Linn-Benton Community College | Sponsorship Nonprofit Partner | 1,000.00 | No |
| 1/29/2015 | 13958 | Marysville School District No. 25 | February 2015 Rent - Marysville monitoring site | 250.00 | No |

Puget Sound Clean Air Agency (Current)
 Check/Voucher Register - AP Check Register II
 From 1/29/2015 Through 1/29/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--------------------------------------|--|--------------|------------|
| 1/29/2015 | 13959 | McCoy Freightliner | Freightliner 2015 Cascadia 1920 | 30,000.00 | No |
| 1/29/2015 | 13960 | Mercurio's Natural Gas Service Inc | R1077 Wood Stove Replacement M George | 3,000.00 | No |
| 1/29/2015 | 13961 | MGP XI Town Center Lake Forest LLC | February 2015 Rent - Lake Forest | 50.00 | No |
| 1/29/2015 | 13962 | Office Depot | coat hook | 5.87 | No |
| 1/29/2015 | 13963 | Pacific Power Group LLC | Freightliner 2011 Cascadia 4750 | 30,000.00 | No |
| 1/29/2015 | 13964 | Clint Parrish | A0652 Recycle Buy Back C Parrish | 350.00 | No |
| 1/29/2015 | 13965 | Print NW | AirSafe Pierce County bill inserts | 1,573.78 | No |
| 1/29/2015 | 13966 | Puyallup Heating & Air Conditioning | R0970 Wood Stove Replacement M Vandiver | 7,200.00 | No |
| 1/29/2015 | 13967 | Puyallup Tribe, The | February 2015 Rent - Alexander site | 75.00 | No |
| 1/29/2015 | 13968 | Sebris Busto James | Professional Services - December 2014 | 957.23 | No |
| 1/29/2015 | 13969 | South Park Area Redevelopment Com... | February 2015 Rent - South Park site | 50.00 | No |
| 1/29/2015 | 13970 | Gary Susan | A0638 Recycle Buy Back G Susan | 350.00 | No |
| 1/29/2015 | 13971 | Tacoma Cambodian Evangelical Church | Air Quality Monitoring Station - 1st Quarter 2015 | 600.00 | No |
| 1/29/2015 | 13972 | TERRA Services Inc | 1/11/15 J Olson / R Wheeler | 1,360.17 | No |
| 1/29/2015 | 13972 | TERRA Services Inc | 1/18/15 Rachel Wheeler | 888.40 | No |
| 1/29/2015 | 13973 | Gerry & Denise Threatt | A0650 Recycle Buy Back G/D Threatt | 350.00 | No |
| 1/29/2015 | 13974 | Demi Wellington Troncoso | containers / Discovery Pass / thumb drives D100 | 39.52 | No |
| 1/29/2015 | 13975 | Valley Freightliner Inc | Freightliner 2011 Cascadia 6097 | 30,000.00 | No |
| 1/29/2015 | 13976 | Washington State Dept of Ecology | Agricultural Burn Permit Fees - July through December 2014 | 41.00 | No |
| | | | | | 196,845.72 |

fm 1.29.15

BLANKET VOUCHER APPROVAL DOCUMENT

Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

Fund #01-000-185-0

Auditing Officer Certification (if Board approves via meeting minutes):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligations against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

A.J.

Signature

DIRECTOR, AIR QUALITY PROGRAMS

Title

2/6/2015

Date

This certification and approval covers Warrant Number 13977 through 14022 in the amount of \$257,903.24 per the attached list.

BUC010-1-D1 (King County)

Y.C. 2/6/15

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/6/2015 Through 2/6/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|------------------------|--|--------------|---------------------|
| 2/6/2015 | 13977 | A and A Woodstove Inc | R1097 Wood Stove Replacement R Rich | 3,472.15 | No |
| 2/6/2015 | 13977 | A and A Woodstove Inc | R1134 Wood Stove Replacement J Pewitt | 1,500.00 | No |
| 2/6/2015 | 13977 | A and A Woodstove Inc | R1140 Wood Stove Replacement R Stewart | 1,500.00 | No |
| 2/6/2015 | 13978 | Absolute Chimney | B0222 Wood Stove Replacement N Barker | 250.00 | No |
| 2/6/2015 | 13978 | Absolute Chimney | B0227 Wood Stove Replacement M Lynd | 250.00 | No |
| 2/6/2015 | 13978 | Absolute Chimney | B0229 Wood Stove Replacement T McLean | 250.00 | No |
| 2/6/2015 | 13979 | Acclaim Sign & Display | name plaques | 34.44 | No |
| 2/6/2015 | 13980 | AlphaGraphics | Postcard - Pot High Marks | 397.07 | No |
| | 13981 | | | 0.00 | Yes } overrun of |
| | 13982 | | | 0.00 | Yes } warrant 13983 |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Addis bbv | 90.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Birchard bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Cady bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Daffron bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. David Garland bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Engelbretson bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Forward bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Gamrouth bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Hartman bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Iverson bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Kain bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Lawrence bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Martin Campbell bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Morford bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Nations bbv | 120.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Nix bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Nyffler bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Opal Blossom Prine bbv | 75.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. P D Roberts bbv | 90.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Plummer bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. R Hayden bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Robert R Munson bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Salo bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Schmitt bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Schumacher bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Schwabe bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Sleighter bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Stowell II bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Topinka bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Ward bbv | 45.00 | No |
| 2/6/2015 | 13983 | Apex Legal Services | vs. Wells Family bbv | 45.00 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/6/2015 Through 2/6/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|---|--------------|---------|
| 2/6/2015 | 13983 | Apex Legal Services | vs. Weymouth bbv | 45.00 | No |
| 2/6/2015 | 13984 | Aqua Rec Fireside Hearth & Home Inc | R0938 Wood Stove Replacement D Emerson | 1,500.00 | No |
| 2/6/2015 | 13984 | Aqua Rec Fireside Hearth & Home Inc | R1022 Wood Stove Replacement J Fowlkes | 1,500.00 | No |
| 2/6/2015 | 13984 | Aqua Rec Fireside Hearth & Home Inc | R1095 Wood Stove Replacement P Turner | 1,500.00 | No |
| 2/6/2015 | 13984 | Aqua Rec Fireside Hearth & Home Inc | R1108 Wood Stove Replacement D Valenta | 3,400.00 | No |
| 2/6/2015 | 13985 | City of Arlington | Refund duplicate receipt-2015 Assessment Fees | 2,799.00 | No |
| 2/6/2015 | 13986 | Nan Barker | B0222 Recycle Buy Back N Barker | 200.00 | No |
| 2/6/2015 | 13987 | City of Carnation | Refund duplicate receipt - 2015 Assessment Fees | 1,078.00 | No |
| 2/6/2015 | 13988 | CenturyLink | 206-T03-6766 1/23-2/23/15 | 425.19 | No |
| 2/6/2015 | 13989 | Cogent Communications Inc | dedicated internet service February 2015 | 634.38 | No |
| 2/6/2015 | 13990 | Comdata | Vehicle Fuel/Maintenance - January 2015 | 1,166.15 | No |
| 2/6/2015 | 13991 | Down Right Cozy Inc | R1087 Wood Stove Replacement M Madden | 1,500.00 | No |
| 2/6/2015 | 13991 | Down Right Cozy Inc | R1151 Wood Stove Replacement R Easton | 3,600.00 | No |
| 2/6/2015 | 13992 | E & E Publishing LLC | Renewal of E&E subscription service for 2015 | 6,855.00 | No |
| 2/6/2015 | 13993 | Everett, City of | Vehicle Maintenance - 41372 December 2014 | 140.46 | No |
| 2/6/2015 | 13994 | Federal Express Corporation | delivery charges | 16.98 | No |
| 2/6/2015 | 13995 | Good To Go! | Bridge toll charge - Vehicle 31375 | 4.05 | No |
| 2/6/2015 | 13996 | Matthew Harper | Fuel for Vehicle 61394 | 26.99 | No |
| 2/6/2015 | 13997 | Inside Washington Publishers | Renew Clean Air Report/Inside EPA for 2015 | 2,005.00 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | Vehicle maintenance #41376 | 55.81 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | Vehicle maintenance #61395 | 1,027.34 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | Vehicle maintenance #20092 | 65.72 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | vehicle maintenance #51383 | 223.22 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | Vehicle maintenance #51391 | 178.09 | No |
| 2/6/2015 | 13998 | King County Fleet Administration Divisi... | Vehicle maintenance #71396 | 43.53 | No |
| 2/6/2015 | 13999 | Bart Kryger | A0648 Recycle Buy Back B Kryger | 350.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Cole | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Dold | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Fowler | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Green | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Halvorson | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Hess | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Houser | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Strange | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Todd | 2,800.00 | No |
| 2/6/2015 | 14000 | Lee Hecht Harrison LLC | Phase I - Van Slyke | 2,800.00 | No |
| 2/6/2015 | 14001 | LexisNexis (894166) | LexisNexis Subscription - January 2015 | 376.68 | No |
| 2/6/2015 | 14002 | Marvin Lynd | B0227 Recycle Buy Back M Lynd | 200.00 | No |
| 2/6/2015 | 14003 | Magnum Print Solutions | Lexmark cartridges | 178.47 | No |
| 2/6/2015 | 14004 | Eugene C Matt - Matt & Associates | January 2015 Professional Services - BOD Briefing | 402.95 | No |
| 2/6/2015 | 14005 | McCoy Freightliner | Peterbilt 2012 3540 | 30,000.00 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/6/2015 Through 2/6/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|--|--------------|------------|
| 2/6/2015 | 14006 | Kit McGurn | mileage - 1/14/15 Dometop MC / 1/26/15 SEN Meeting | 92.00 | No |
| 2/6/2015 | 14007 | Terrence McLean | B0229 Recycle Buy Back T McLean | 200.00 | No |
| 2/6/2015 | 14008 | Narrows Heating and Air Conditioning ... | R1109 Wood Stove Replacement R Wilkes | 4,199.77 | No |
| 2/6/2015 | 14008 | Narrows Heating and Air Conditioning ... | R1123 Wood Stove Replacement A Stamper | 4,200.00 | No |
| 2/6/2015 | 14008 | Narrows Heating and Air Conditioning ... | R1154 Wood Stove Replacement A Navarette-Martinez | 7,200.00 | No |
| 2/6/2015 | 14009 | Nehen, Stella J | Employee Recognition Event - January 2014 | 6.60 | No |
| 2/6/2015 | 14010 | Office Depot | disinfectant wipes | 9.84 | No |
| 2/6/2015 | 14010 | Office Depot | interoffice envelopes / copy stamp/ wipes | 32.14 | No |
| 2/6/2015 | 14010 | Office Depot | USB Keyboards | 87.55 | No |
| 2/6/2015 | 14011 | Office Depot Credit Plan | binders | 38.27 | No |
| 2/6/2015 | 14012 | Pacific Rim Environmental Inc | Asbestos Bulk Sample Analysis 201408121 | 135.00 | No |
| 2/6/2015 | 14013 | Pierce County Budget & Finance (ENF) | Enhanced Burn Ban Enforcement - November 2014 | 19,652.16 | No |
| 2/6/2015 | 14014 | Postal Express | delivery service | 51.97 | No |
| 2/6/2015 | 14015 | Puyallup Heating & Air Conditioning | R0925 Wood Stove Replacement Y McCullough | 7,200.00 | No |
| 2/6/2015 | 14016 | Sun Life Financial | Sun Life Short Term Disability | 298.68 | No |
| 2/6/2015 | 14017 | Teamsters Local Union 763 | Teamsters Union Dues | 5,573.00 | No |
| 2/6/2015 | 14018 | TEC Equipment Inc | Volvo 2012 6447 | 30,000.00 | No |
| 2/6/2015 | 14019 | TEC Equipment Inc | Volvo 2012 1334 | 20,000.00 | No |
| 2/6/2015 | 14020 | United Parcel Service UPS | delivery charges | 55.50 | No |
| 2/6/2015 | 14021 | Valley Freightliner Inc | Freightliner 2011 Cascadia 0251 | 30,000.00 | No |
| 2/6/2015 | 14021 | Valley Freightliner Inc | Freightliner 2011 Cascadia 6111 | 30,000.00 | No |
| 2/6/2015 | 14022 | Verizon Wireless | broadband service D425 1/20-2/19/15 | 129.09 | No |
| Report Total | | | | | 257,903.24 |

2/6/15

BLANKET VOUCHER APPROVAL DOCUMENT

Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

Fund #01-000-185-0

Auditing Officer Certification (if Board approves via meeting minutes):

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligations against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

A. J.

Signature

DIRECTOR, AIR QUALITY PROGRAMS

Title

2/13/2015

Date

2/13/15

This certification and approval covers Warrant Number 14023 through 14085 in the amount of \$290,580.71 per the attached list.

BUC010-1-D1 (King County)

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/13/2015 Through 2/13/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|-------------------------------------|---|--------------|---------|
| 2/13/2015 | 14023 | A and A Woodstove Inc | R1166 Wood Stove Replacement F Domek | 4,030.42 | No |
| 2/13/2015 | 14023 | A and A Woodstove Inc | R1169 Wood Stove Replacement K Fowler | 4,197.53 | No |
| 2/13/2015 | 14024 | Access Information Management | Storage & Retrieval - agency archives February 2015 | 932.04 | No |
| 2/13/2015 | 14025 | Allegiance Benefit Plan Management | Allegiance FSA Employee Deductions | 6,668.45 | No |
| 2/13/2015 | 14026 | AlphaGraphics | AirSafe Flyer | 799.23 | No |
| 2/13/2015 | 14026 | AlphaGraphics | AirSafe Flyers - Puyallup SD | 2,222.23 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Banna-Conway/MacMahon bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Blandon D950 | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Gilmore bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Hackethal & Devereaux bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Iredale D950 | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Lovoll bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Miller bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. P & C Campbell bbv | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Sarlund D950 | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Schaefer D950 | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. Sesko & Nowlin D950 | 45.00 | No |
| 2/13/2015 | 14027 | Apex Legal Services | vs. WBL Automotive D950 | 45.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1012 Wood Stove Replacement E Menotti | 3,400.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1080 Wood Stove Replacement C Ares | 4,200.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1099 Wood Stove Replacement U Sahi | 3,400.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1121 Wood Stove Replacement V Carroll | 3,600.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1137 Wood Stove Replacement M Thessen | 4,200.00 | No |
| 2/13/2015 | 14028 | Aqua Rec Fireside Hearth & Home Inc | R1138 Wood Stove Replacement K Walton | 3,600.00 | No |
| 2/13/2015 | 14029 | Argus Pacific Inc | AHERA Bldg Inspector Refresher - MCafee | 150.00 | No |
| 2/13/2015 | 14029 | Argus Pacific Inc | Asb Supervisor Refresher-Hess/Troncoso/Zaldivar | 690.00 | No |
| 2/13/2015 | 14030 | Botanical Designs Inc | Interior Horticulture Service February 2015 | 82.13 | No |
| 2/13/2015 | 14031 | Rocco Burdick | A0663 Recycle Buy Back R Burdick | 350.00 | No |
| 2/13/2015 | 14032 | Carlos Castiblanco | WWCC Website updates - November 2015 | 255.00 | No |
| 2/13/2015 | 14033 | CenturyLink | 206-932-0317 1/28-2/28/15 | 168.56 | No |
| 2/13/2015 | 14034 | Kimberley Cline | Travel to Olympia WA 2/5/2015 | 87.90 | No |
| 2/13/2015 | 14035 | Comcast Spotlight | Got to Go / Got to Go Spanish / The Law TV | 18,026.00 | No |
| 2/13/2015 | 14035 | Comcast Spotlight | Got to Go / The Law / Got to Go Spanish TV | 5,754.50 | No |
| 2/13/2015 | 14035 | Comcast Spotlight | Got to Go / The Law online banner video ads | 1,200.00 | No |
| 2/13/2015 | 14035 | Comcast Spotlight | The Law / Got to Go online banner video ads | 4,800.00 | No |
| 2/13/2015 | 14035 | Comcast Spotlight | The Law / Got to Go online pre-roll ads | 4,000.00 | No |
| 2/13/2015 | 14036 | DELL MARKETING L.P. | Dell UltraSharp 24 Monitors | 1,264.02 | No |
| 2/13/2015 | 14037 | Scott DeWees | National Biodiesel Board Conference | 173.60 | No |
| 2/13/2015 | 14038 | Down Right Cozy Inc | R1115 Wood Stove Replacement D Bogrand | 1,500.00 | No |
| 2/13/2015 | 14039 | Enduris Washington | Claim #1 15-002 O Jacobs | 390.00 | No |
| 2/13/2015 | 14039 | Enduris Washington | Credit Memo - deletion of coverage 11/2014 | (171.00) | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/13/2015 Through 2/13/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|--|--------------|---------|
| 2/13/2015 | 14039 | Enduris Washington | Credit Memo deletion of coverage 8/25/14-Boren Ave | (46.00) | No |
| 2/13/2015 | 14039 | Enduris Washington | Vehicle additions: 2014 Subaru VIN 97911 VIN 9320 | 314.00 | No |
| 2/13/2015 | 14040 | Daniel Gerken | A0684 Recycle Buy Back D Gerken | 350.00 | No |
| 2/13/2015 | 14041 | Ding-A-Ling Answering Service LLC | Telephone answering service January 2015 | 374.96 | No |
| 2/13/2015 | 14042 | Washington State Health Care Authority | PEBB Health Care Authority - Medical Dental Life LTD | 89,180.00 | No |
| 2/13/2015 | 14043 | Home Depot Credit Services | batteries / lock box / padlocks / solar panel / inverter | 281.96 | No |
| 2/13/2015 | 14044 | Priscilla Kendall | A0671 Recycle Buy Back P Kendall | 350.00 | No |
| 2/13/2015 | 14045 | KeyBank 10 | Amazon - PMP Project Management Course | 69.00 | No |
| 2/13/2015 | 14045 | KeyBank 10 | EJ Outreach - Casa Latina 1/20/15 | 101.44 | No |
| 2/13/2015 | 14045 | KeyBank 10 | WSDOT Good 2 Go - bridge transponders | 30.00 | No |
| 2/13/2015 | 14046 | KeyBank | Amazon - photo umbrella / light reflector | 105.50 | No |
| 2/13/2015 | 14046 | KeyBank | Amazon - PMP course ebook | 40.29 | No |
| 2/13/2015 | 14046 | KeyBank | EZ Texting - PierceBurn Texting service | 1,154.00 | No |
| 2/13/2015 | 14046 | KeyBank | Kitsap Sun - digital subscription | 9.99 | No |
| 2/13/2015 | 14046 | KeyBank | Lynda.com - online course | 37.50 | No |
| 2/13/2015 | 14046 | KeyBank | Seattle Times - digital subscription | 15.96 | No |
| 2/13/2015 | 14047 | KeyBank 4 | Ace Hero hardware - keys / monitoring supplies | 8.35 | No |
| 2/13/2015 | 14047 | KeyBank 4 | Batteries Plus - Ring fuse / marine DC 12 | 98.53 | No |
| 2/13/2015 | 14047 | KeyBank 4 | Omega Engineering - monitoring part | 148.00 | No |
| 2/13/2015 | 14047 | KeyBank 4 | Tacoma Screw Products - monitoring supplies | 2.54 | No |
| 2/13/2015 | 14048 | KeyBank 9 | WA State Bar Assoc - annual membership Dold | 355.00 | No |
| 2/13/2015 | 14048 | KeyBank 9 | WAPRO - Annual Membership R Switalski | 25.00 | No |
| 2/13/2015 | 14049 | KeyBank 5 | NACAA Winter Meeting - Orlando D900 | 295.00 | No |
| 2/13/2015 | 14049 | KeyBank 5 | parking - meetings in Olympia | 16.50 | No |
| 2/13/2015 | 14049 | KeyBank 5 | WESTAR NESCAUM OMB Meeting - WA DC D900 | 1,044.04 | No |
| 2/13/2015 | 14050 | KeyBank 2 | Chimney Ball LLC - balloon & HEK extender | 64.00 | No |
| 2/13/2015 | 14050 | KeyBank 2 | PNWIS Source Test Training Class - Cenci | 1,000.00 | No |
| 2/13/2015 | 14051 | KeyBank 3 | ceTe Software - DynamicPDF Merger license/MA | 469.00 | No |
| 2/13/2015 | 14051 | KeyBank 3 | NewEgg - logitech keyboards | 53.85 | No |
| 2/13/2015 | 14052 | KeyBank 6 | Abila Checks & Forms - 1099 MISC forms for 2014 | 62.56 | No |
| 2/13/2015 | 14052 | KeyBank 6 | Annual Biodiesel Conference - TX DeWees | 62.00 | No |
| 2/13/2015 | 14052 | KeyBank 6 | Annual GAAP Update - webinar | 338.95 | No |
| 2/13/2015 | 14052 | KeyBank 6 | PayFlo Pro - paypal for Registration fees | 19.95 | No |
| 2/13/2015 | 14052 | KeyBank 6 | PayFlo Pro - paypal site for Asbestos fees | 19.95 | No |
| 2/13/2015 | 14052 | KeyBank 6 | Thompson-Grants Compliance Expert Suite subscription | 2,499.00 | No |
| 2/13/2015 | 14053 | KeyBank 7 | Amazon - Facilitators Guide to Participatory Decision Making | 26.51 | No |
| 2/13/2015 | 14053 | KeyBank 7 | Annual Biodiesel Conference - TX DeWees | 1,119.52 | No |
| 2/13/2015 | 14053 | KeyBank 7 | PMP Certification - Ethan Choi D900 | 555.00 | No |
| 2/13/2015 | 14053 | KeyBank 7 | Thompson - Annual Grants Webinar D600 | 1,997.00 | No |
| 2/13/2015 | 14054 | KeyBank 8 | Constant Contact - email management | 49.29 | No |
| 2/13/2015 | 14055 | King County Superior Court Clerk | Civil Filing Fee | 264.00 | No |

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 2/13/2015 Through 2/13/2015

| Effective Date | Warrant Nu... | Vendor Name | Transaction Description | Check Amount | Spoiled |
|----------------|---------------|--|---|--------------|---------|
| 2/13/2015 | 14056 | King County Recorders Office | Judgment recording fees - 6 @ \$74 each | 444.00 | No |
| 2/13/2015 | 14057 | Thomas Kryger | A0680 Recycle Buy Back T Kryger | 350.00 | No |
| 2/13/2015 | 14058 | Thomas Kryger | A0661 Recycle Buy Back T Kryger | 100.00 | No |
| 2/13/2015 | 14059 | Audie Mangold | A0653 Recycle Buy Back A Mangold | 350.00 | No |
| 2/13/2015 | 14060 | Matthew Bender & Co., Inc. | WA Admin Law Prac Manual Rel 24 | 197.21 | No |
| 2/13/2015 | 14061 | Shawn Miller | A0672 Recycle Buy Back S Miller | 350.00 | No |
| 2/13/2015 | 14062 | Byron Nelson | A0620 Recycle Buy Back B Nelson | 350.00 | No |
| 2/13/2015 | 14063 | Office Depot | dividers / post-it notes / phone msg book | 60.61 | No |
| 2/13/2015 | 14063 | Office Depot | Eco Pens | 15.31 | No |
| 2/13/2015 | 14064 | Pierce County Auditor | Recording fee for 3 judgments @ \$74 each | 222.00 | No |
| 2/13/2015 | 14065 | Praxair Distribution Inc | CO2 cylinders | 23.26 | No |
| 2/13/2015 | 14066 | Puget Sound Energy (91269) | Account 200004905119 Bremerton site | 77.06 | No |
| 2/13/2015 | 14067 | Puyallup Heating & Air Conditioning | R0684 Wood Stove Replacement K Flindt | 5,750.00 | No |
| 2/13/2015 | 14067 | Puyallup Heating & Air Conditioning | R0897 Wood Stove Replacement A Mitchell | 3,000.00 | No |
| 2/13/2015 | 14067 | Puyallup Heating & Air Conditioning | R0993 Wood Stove Replacement S Welch | 7,200.00 | No |
| 2/13/2015 | 14068 | Seattle, City of - City Light | Account 1-454443-509825 Marginal Way | 102.38 | No |
| 2/13/2015 | 14069 | Paul Sherrodd | A0670 Recycle Buy Back P Sherrodd | 350.00 | No |
| 2/13/2015 | 14070 | Sound Screening Services, Inc. | Pre Employment Report - B Wheelock | 25.00 | No |
| 2/13/2015 | 14071 | Staples Business Advantage | Hard Drive / USB headset | 249.37 | No |
| 2/13/2015 | 14071 | Staples Business Advantage | Recycled copy paper | 458.79 | No |
| 2/13/2015 | 14072 | Edward Stryker | A0673 Recycle Buy Back E Stryker | 100.00 | No |
| 2/13/2015 | 14073 | Tacoma, City Treasurer (Utilities) | Account 100122818 L Street | 98.12 | No |
| 2/13/2015 | 14073 | Tacoma, City Treasurer (Utilities) | Account 100229407 Alexander site | 32.18 | No |
| 2/13/2015 | 14074 | Stephen Ternyak | A0659 Recycle Buy Back S Ternyak | 350.00 | No |
| 2/13/2015 | 14075 | TERRA Services Inc | 1/25/15 R Wheeler receptionist | 710.72 | No |
| 2/13/2015 | 14076 | Thomson Reuters - West | WA Practice V25 Contract Law | 181.33 | No |
| 2/13/2015 | 14077 | US Bank Equipment Finance | Sharp Copiers - 1/30/15 through 2/28/2015 | 2,242.58 | No |
| 2/13/2015 | 14078 | Valley Freightliner Inc | Freightliner 2011 6102 | 30,000.00 | No |
| 2/13/2015 | 14078 | Valley Freightliner Inc | Freightliner 2011 Cascadia 0274 | 30,000.00 | No |
| 2/13/2015 | 14079 | Andrew Ward | A0682 Recycle Buy Back A Ward | 350.00 | No |
| 2/13/2015 | 14080 | State of Washington Consolidated Tec... | WEBEX Conference calls January 2015 | 85.82 | No |
| 2/13/2015 | 14081 | Washington State Ferries | Ferry travel - January 2015 | 73.30 | No |
| 2/13/2015 | 14082 | Washington Counties Insurance Fund | WCIF Feb 2015 | 2,725.37 | No |
| 2/13/2015 | 14083 | Department of Enterprise Services (DE... | Business cards-Neibauer/Birnbaum/Voegtl/Boucher | 123.69 | No |
| 2/13/2015 | 14083 | Department of Enterprise Services (DE... | Outreach Fulfillment/Storage - Jan 2015 | 9.86 | No |
| 2/13/2015 | 14084 | Western Peterbilt Inc | Kenworth 2009 8135 | 20,000.00 | No |
| 2/13/2015 | 14085 | Pamela White | A0637 Recycle Buy Back P White | 350.00 | No |
| Report Total | | | | 290,580.71 | |

Spots 2.13.15

Date: February 19, 2015
To: Board of Directors
 Puget Sound Clean Air Agency
Subject: Briefing – FY16 Budget Planning

Honorable Members:

As we move forward in the development of the FY16 budget, this memo highlights the FY16 key assumptions and issues and lays out proposed changes to the Financial Policies.

Key Assumptions – FY16 Budget Development and FY17-20 Planning

Revenues

- Per Capita – For developing the FY16 budget and the FY17-20 planning period, we are assuming a 10-cent increase in calendar year 2016, no increase for 2017, and a modest annual increase to account for inflation beginning with 2018. (Recall that we begin billing any increase on January 1st, so the Agency only receives ½ of the amount the first fiscal year). Table 1 shows how calendar year per capita assessments translate into fiscal years FY15 to FY20, comparing the calendar year billings to the amounts available for our fiscal budgets:

Per Capita

| Per Capita Rate | \$ 0.71 | \$ 0.81 | \$ 0.81 | \$ 0.83 | \$ 0.85 | \$ 0.87 |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | FY15 Est | FY16 | FY17 | FY18 | FY19 | FY20 |
| Calendar Year Billing | 2,684,439 | 3,106,715 | 3,124,264 | 3,233,742 | 3,343,940 | 3,460,724 |
| Spendable: | | | | | | |
| 50% of prior year billing | 1,047,928 | 1,342,220 | 1,553,358 | 1,562,132 | 1,616,871 | 1,671,970 |
| 50% of current year billing | 1,342,220 | 1,553,358 | 1,562,132 | 1,616,871 | 1,671,970 | 1,730,362 |
| Spendable (Budget) | 2,390,148 | 2,895,578 | 3,115,490 | 3,179,003 | 3,288,841 | 3,402,332 |

- Fee Programs (Asbestos, Notice of Construction, Operating Permit, Registration) – No fee increases for these programs are contemplated for FY16.
- Federal and State Core Grants – Assuming one more year of the one-time supplement (\$86,000), the federal core grant remains flat at \$926,000. We are also assuming that the state core grant is flat at \$635,000. There is a chance that these may be reduced through the federal and state budget processes; however, there is also a small potential upside to these grants if the Department of Ecology revises their allocations to the local air agencies based on more recent population amounts.
- Wood Stove Grant – Some funding for this seems likely although the amount and timing are uncertain. We will construct the budget to include bridge funding until the actual grant is

awarded in FY16, for staff costs at least. We will know more about this as we go into the fourth quarter.

- Non-Recurring Grants – At this point, we are assuming only one new transportation grant-funded project - the Seaport Truck Scrappage and Replacements for air in Puget Sound (ScRAPS) program which will bring in about \$2.5 million in Congestion Mitigation and Air Quality (CMAQ) funding and matching funds from the Ports of Seattle and Tacoma for the Seaport Truck Scrappage and Replacements for air in Puget Sound (ScRAPS) program.

Expenses

Key assumptions for the expenses include the following:

- As we discussed last year, we deferred investment to FY16 to reduce certain IT risks. This continues to be a key issue and we are exploring several alternatives, including a term position, permanent position, and outsourcing.
- Attainment enforcement and outreach expenses are still being discussed in light of redesignation and the maintenance plan for the Smoke Reduction Zone; however, the overall costs will most likely be reduced from prior year levels.
- Cost-of-living adjustments are 1.1% for managers (based on the December 2013-December 2014 CPI change) and 2.2% for represented staff (based on the King County CPI forecast). The most recent forecast for represented staff (2.2%) seems high based on CPI so far during the period but CPI can recover quickly and we have not yet reduced this assumption. We will know the final April 2014-April 2015 CPI change in May.
- Employer rate for the Public Employee's Retirement System – we are assuming this will be 11% based on the state Actuary's forecasted rate (compared to 9.21% in FY15).

Financial Policies – Proposed Revisions

We are reviewing the Agency's Financial Policies (a copy is attached), and considering the following types of revisions to the Agency's Financial Policies at this time:

1. Strategic Initiatives – We propose eliminating this as a separate fund (5 cents of the total per capita assessment rate) and merging it into the per capita revenues. Currently, the uses of per capita revenues are described in the Financial Policies as shown below:

"2.C.7. Local Supplemental Income (Per Capita) - The highest priority for these funds is to address local and state priorities not paid for by other sources of funds. This could include implementation of the PM2.5 stakeholder recommendations, climate protection, enforcement of local regulations not associated with fees (e.g. fugitive dust), implementation of the CO/O3 stakeholder recommendations, developing air toxics and visibility strategies, working with other partner agencies on local land use or transportation issues, general public education, and other specific work items identified in the annual budget."

2. Civil Penalty Revenues – The Financial Policies currently describe the uses of civil penalty revenues as follows:

"III.B. Civil Penalties - Revenue from civil penalties collected may be expended only for the purposes described in this policy. These purposes include establishing and maintaining strategic partnerships; maintaining the agency's Web sites; planning and implementing promotional and outreach activities, community-based air quality improvement projects, and outreach to schools and youth organizations; and voluntary and incentive-

based programs that produce quantifiable climate, toxics and criteria pollutant benefits. Such projects are budgeted annually based on the agency's objectives and the availability of previously collected funds. The agency may also use a portion of a specific civil penalty to reimburse a fee-based program where there are extraordinary costs associated with a particular enforcement action. Also, the agency may negotiate non-financial civil penalty settlements, such as requiring in-kind support or direct education and outreach activities as Supplemental Environmental Projects.

For FY15 only, and in support of the non-attainment activities, civil penalties collected in prior years may be expended for external personnel costs as part of an inter-local agreement, and for term agency personnel costs."

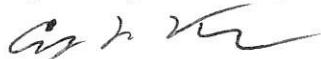
We propose extending the last paragraph into FY16, and expect to have staff level conversations in FY16 about other uses of penalties in FY17, leading to Board level consideration in FY17.

3. General Reserve Fund – The Agency currently does not have a “general reserve fund”. In March, we may recommend creating a general reserve fund to be funded by carryover per capita and Strategic Initiatives funds from FY15, for unanticipated items in the budget fiscal year such as addressing first-year potential ozone costs, emergency funding for deferred maintenance, insurance deductibles, bridge funding for intra-grant periods, etc.
4. Interest Income Revenues and the Employer Retirement Reserve (Section II.E) – we propose continuing for FY16 the transfer of any interest income earned into the Employer Retirement Reserve to cover unanticipated increases in the employer retirement rate.
5. Clean Cities Coalition Account (Section IV.E)– Currently, the target reserve for this account is 75% of the annual cost of the program. We have substantially increased the agency’s investment in the Coalition in the past year, because of the Coalition’s strong synergy with our strategic plan’s climate work. This has had the unintended consequence of making the 75%-of-annual-cost reserve target unrealistic. We propose retaining the reserve fund but eliminating the target.

In March, we will propose more definitive priorities and funding choices, present the draft FY16 Financial Policies, and review the per capita assessment apportionment methods.

If you have any questions, please contact me at 206.689.4004 or CraigK@pscleanair.org.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc

Fiscal Year 2015 – Puget Sound Clean Air Agency Financial Policies

I. Planning Policies

A. Balanced Budget

As required by RCW 70.94.092, on or before the fourth Monday in June of each year, the Board of Directors adopts a budget for the following fiscal year (July 1 – June 30). The budget is a balanced budget, and contains adequate funding and provides for staff sufficient to carry out the provisions of all applicable resolutions and regulations related to air pollution reduction, prevention and control.

The Board takes action to amend the budget when unanticipated funding is received such as grants, or in the event of other significant unforeseen events that may affect the budget.

B. Multi-Year Planning

Sound fiscal management and planning are important to the health of the agency. To this end, the agency engages in multi-year planning each year to assess and evaluate items such as the financial implications of current and proposed operating and capital budgets, the fund balance, financial policies, issues related to state and federal funding, the agency's vision and strategic plans, and other foreseeable trends and issues that may affect the future of the agency. Strategic plans may include vision statements, multi-year strategies and annual work plans. The information developed during long-range planning is used in preparing the annual budget.

C. Asset Inventory

To safeguard agency assets purchased with public funds and to ensure adequate internal controls are maintained, the agency inventories and assesses the condition of all major capital assets. Agency assets are used only for agency business purposes. (See Appendix 1, Asset Capitalization and Inventory Procedures).

Asset inventory information is used to plan for the ongoing financial commitments and future needs of the agency.

II. Revenue Policies

A. Revenue Diversification

To the extent feasible, the agency maintains a diversified and stable revenue system to improve its ability to handle fluctuations in any individual source of funding. In its financial planning, the agency does not rely on state and federal funds as a stable source of revenue and consistently seeks additional sources of revenue.

B. Per Capita and Fee Revenues

1. Per Capita (Proportion of Supplemental Income) - Cities, towns and counties are required by state law to contribute annually to the agency's operations. RCW 70.94.093 stipulates various methods for determining the proportion of supplemental income of this per capita revenue. During the annual budget process, the Board determines which method to use. In addition, the Board annually reviews the amount of the per capita assessment, considering such factors as the rate of inflation compared with the rates of population growth and/or assessed valuation of property, the agency's revenue needs for programs and/or equipment that cannot be fully supported by other funds, whether or not programs requiring funding are mandatory, and appropriate equitable factors.

2. Fee-Based Revenues - Revenues collected for a specific fee-based program are retained within that program in the general fund balance. Fees collected for one fee-based program cannot be spent on a different program. Annual increases may be adopted to ensure that each program remains self-supporting in current and future years and that fee reserve fund balances are retained. Fees may also include temporary surcharges to reflect technological advances or mandated requirements for a specific program.

Fee-based programs are self-supporting and as required by law, the amount of the fees may only cover the cost of administering the program. See RCW 70.94.151 (registration fees), 70.94.152 (notice of construction fees), and 70.94.162 (operating permit fees).

C. Use of Funds

1. Use of One-Time and Unpredictable Revenues - To the extent feasible, the agency uses one-time revenues for one-time expenditures and unpredictable revenues for a specific purpose and not to finance ongoing programs or operations.

2. Federal Section 103 Funds - These funds are provided by EPA to pay for a specific project. Currently, the Federal Section 103 grant pays for the costs contained in the agency's annual contract with the Department of Ecology for PM2.5 monitoring.

3. Federal Section 105 Funds (Base Grant) - These funds support activities required by EPA through the grant agreement for the federal priorities but are not supported by fees. This includes protecting human health by reducing emissions of PM2.5, ozone, and other criteria air pollutants; and characterizing the health consequences of air pollution, collecting data that has the greatest benefit for public health, and increasing the public understanding of the health effects and costs of pollution.

4. *Other Grants (Special Project or Sub-Recipient)* - When the agency receives grant funds for specific projects, staff time and operational expenses necessary to administer the grants are charged against the grants.
5. *State Wood Stove Account Funds* - The state wood stove funds are required to be spent on wood stove education and enforcement. The education program may include raising awareness of impaired air quality burn bans, the effects of wood stove emissions on health and air quality, methods of achieving better efficiency and emission performance from wood stoves, which wood stoves are approved by Ecology, or the benefits of replacing inefficient wood stoves with new stoves. The enforcement program may include air quality monitoring, developing air quality forecast products, and enforcement of impaired air quality burn bans.
6. *State Grant (Core)* - The highest priority for these funds is to implement state requirements not covered by fees, the federal Section 105 grant or the wood stove account funds. This includes managing indoor and outdoor burning regulations and burn bans, and working with fire departments and other partners to help people understand outdoor burning restrictions, where applicable, and cleaner alternatives to yard debris disposal where burning is still allowed.
7. *Local Supplemental Income (Per Capita)* - The highest priority for these funds is to address local and state priorities not paid for by other sources of funds. This includes, but is not limited to, elements of the agency strategic plan not funded by other sources, for example environmental justice, climate protection, policy advocacy, regional transportation planning or support for the Western Washington Clean Cities Coalition.
8. *Western Washington Clean Cities Coalition (Coalition) Dues, Sponsorships and Support Contract Income* – The Coalition receives annual voluntary dues and sponsorship income from Coalition members. In addition, the Department of Energy provides funding through an annual support contract and the agency contributes some funding from per capita revenues. The funds from these sources are used to support the operations of the Coalition by partially covering personnel and program costs necessary to accomplish program goals.

D. Civil Penalty Revenues

As a result of its compliance activities, the agency receives civil penalty revenues. To ensure the agency is not perceived as assessing civil penalties to support its operations, revenue from civil penalties collected goes directly to a separate fund to be used in accordance with Section III B. of this policy. In preparing budgets, the agency does not include an amount of projected civil penalty revenue for the next fiscal year, but does include expenditures of civil penalty revenues, in accordance with this policy, previously received.

E. Interest Income Revenues

Unless otherwise provided in this section, the agency allocates earned interest income revenues to all fund cash accounts every month based on the cash in each fund at the end of the month, with the exception of certain grant funds due to audit restrictions.

For FY15 only, the interest income and investment recaptures are transferred to the fund balance for Employer Retirement Reserve to cover future increases in the employer portion of the Public Employees' Retirement System (PERS) rates.

III. Expenditure Policies

A. Operating/Capital Expenditures

The agency periodically compares actual expenditures to budget and decides upon any actions needed to bring the budget into balance. To this end, monthly financial statements are prepared for and reviewed by agency management, and quarterly financial information is provided to the Board of Directors.

B. Civil Penalties

Revenue from civil penalties collected may be expended only for the purposes described in this policy. These purposes include establishing and maintaining strategic partnerships; maintaining the agency's Web sites; planning and implementing promotional and outreach activities, community-based air quality improvement projects, and outreach to schools and youth organizations; and voluntary and incentive-based programs that produce quantifiable climate, toxics and criteria pollutant benefits. Such projects are budgeted annually based on the agency's objectives and the availability of previously collected funds. The agency may also use a portion of a specific civil penalty to reimburse a fee-based program where there are extraordinary costs associated with a particular enforcement action. Also, the agency may negotiate non-financial civil penalty settlements, such as requiring in-kind support or direct education and outreach activities as Supplemental Environmental Projects.

For FY15 only, and in support of the non-attainment activities, civil penalties collected in prior years may be expended for external personnel costs as part of an inter-local agreement, and for term agency personnel costs.

C. Debt Issuance

As authorized by RCW 70.94.091, the agency may levy additional taxes in excess of the constitutional and/or statutory tax limitations for any authorized purpose.

IV. Fund Balance Policies

A. Contingency Account

The agency maintains a contingency account that would be used in the event the agency was forced to close its doors permanently. The account includes funds to pay any agency obligations for employees at retirement and other legally required amounts. The agency maintains sufficient funds in this account to meet these obligations to the extent such obligations are reasonably foreseeable. The contingency accounts are reviewed each year as part of the budget process.

This account shall include funds sufficient to cover one hundred percent of the potential excess compensation owed to the Washington State Department of Retirement Systems for PERS 1 retirees, one hundred percent of the potential liability for accrued employee vacation and any potential liability for one-third of the accrued sick leave.

B. Stabilization Accounts

The agency maintains a prudent level of financial resources to strive to protect against the need to reduce service levels or raise fees due to temporary revenue shortfalls, unforeseen one-time expenditures, or cash flow needs. Funds that have been set aside for future or special use are set aside in the designated funds balance. This includes the Clean Air Act Reserve Accounts, Capital/Equipment Reserve Accounts, and Department Reserve Accounts. The stabilization accounts are reviewed each year as part of the budget process.

Discretionary funds not set aside for other programs or agency obligations remain in the undesignated fund balance for unbudgeted current or future needs as determined by the Board. The designated and undesignated fund balances are reviewed each year as part of the budget process.

1. Clean Air Act Reserve Accounts - Each fee-based program has a separate reserve account and these fee reserve balances are reviewed on an annual basis. For the Asbestos and Notice of Construction programs, the reserve balance should be approximately 50% of the annual cost of the program. For the Registration and Operating Permit programs, the reserve balance should be approximately 25% of the annual cost of the program. A portion (\$100,000) of the fee program fund balances is reserved as the Compliance Division Reserve for unanticipated expenses relating to fee program work that occurs during a fiscal year. This reserve will be replenished by Operating Permit and Registration funds each year.

2. Capital Equipment 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 and because the agency does not have the ability to borrow funds from other entities.

A plan for reimbursement of the funds must be submitted prior to withdrawal of the funds. The Board may adjust account balance limits during the Agency's annual budget process. Surplus income from the sale of assets is transferred to the reserve.

3. Department/Division Reserves - The agency maintains a small reserve account for each department. These reserves are for unanticipated expenses relating to particular departmental work that occurs during the fiscal year. The presence or use of the reserve accounts does not in any way lessen or eliminate the need for appropriate planning by each department during the annual budget process. The amounts for each reserve will not exceed the amount originally established for the account and will be reviewed each year as part of the budget process. The accounts will be replenished each year by appropriate funding sources for each department.

C. Civil Penalty Account

The revenue collected from civil penalties goes directly to the Civil Penalty Account to be used in accordance with Section III B. of this policy. In preparing annual budgets, the agency only includes expenditures of civil penalty revenues previously received.

D. Strategic Initiatives Account

The Strategic Initiatives Account is designed to support the strategic focus areas identified by the Board and our stakeholders in the 2014 – 2020 Strategic Plan. The account should be used to fund any expenditures in the strategic focus areas identified in the plan.

E. Clean Cities Coalition Account

The target for the reserve account is approximately 75% of the annual cost of the program. The account is to be used in the event of a disruption in revenues associated with the Coalition.

Appendix 1 – Asset capitalization and inventory procedures

Categories of Assets, Risk Ratings, Frequency of Physical Inventory, Capitalization Amount.

| Category | Risk(loss) Rating | Capitalization Amount | Frequency of Physical Inventory |
|--|--------------------------|------------------------------|--|
| Transportation Equipment | High | \$5,000 | 1 year |
| Computer Equipment | High | \$5,000 | 1 year |
| Communication/ Audio visual Equipment | High | \$5,000 | 1 year |
| Site/Shop Equipment | Medium | \$5,000 | 2 years (Odd FY) |
| Lab Equipment | Low | \$5,000 | 2 years (Odd FY) |
| Office Furniture | Low | \$5,000 | 2 years (Even FY) |
| Leasehold Improvements | Low | \$5,000 | 2 years (Even FY) |

Capitalization of Assets

The Agency follows the Federal Common Rule of property management requirements for the acquisition, management and disposition of capitalized assets. At this time, the threshold amount is \$5,000. Assets under this threshold will be tagged, inventoried and tracked but not listed on the Agency financial statements as capital assets.

Inventory System

The Finance Department maintains an inventory system that includes tagging, inventorying and tracking agency equipment and capitalized assets. The system includes the asset purchase date, amount or current valuation, manufacturer description, asset identification number, department assignment, asset location, physical inventory date, and future surplus disposition.

Physical Inventory of Assets – Capitalized and Non Capitalized

The Manager of Finance and Purchasing schedules a physical inventory of department assets with each department manager. This inventory is based on risk ratings, the value of the item and probability of theft and/or misuse. Each department completes a physical inventory of the department assets by the end of the fiscal year.

Tagging of Assets

Assets are identified with a permanent tag that provides accurate agency and category identification. Assets purchased with federal funding are also identified with a permanent tag and an additional tag to indicate title to the equipment. The Finance Department keeps asset tags and assigns a tag to each department after each purchase.

Sale or Surplus of Assets

The Board of Directors must approve by resolution a list of capitalized assets scheduled for sale, surplus and disposal.

Appendix 2 – Capital Equipment and Software Applications Reserve Account

Purpose

We strive to meet our routine capital equipment needs each year from current revenues. To minimize fluctuations in the need for revenues due to large or unanticipated capital purchases, and because the Agency does not have the ability to borrow funds from other entities, a capital equipment reserve account is included in our finance management system. The purpose of this policy is to describe how this reserve account is derived and used.

The Agency maintains a capital equipment reserve account that helps fund the following types of purchases:

- Vehicles
- Air Monitoring/Scientific Equipment and applications
- Computer Systems
- Office Machines and Tenant Improvements

Principles

General

- The account balance should reflect a prudent amount of funds necessary to pay for the intended use.
- The account balance is \$100,000 plus the amounts accumulated for air monitoring/scientific equipment and applications and for the Agency Telephone system replacements.
- The Board may adjust account balance limits during the Agency's annual budget process.
- Expenditures from the reserve account is normally made to:
 - Fund large non-routine capital expenditures (e.g. profiler, telephone system)
 - Meet high priority needs not envisioned during the budget process
- The reserve account is not funded by federal or state grant dollars.

Withdrawals

- The Board must approve withdrawals that exceed \$50,000 from the reserve account, as part of the annual budget or through a budget amendment.
- The Executive Director may approve withdrawals from the reserve account in the amount of \$ 50,000 or less.
- When funds are withdrawn from the reserve account in any amount the responsible manager must provide a written schedule for reimbursing the account and identify the source of the funds for the reimbursement.

Vehicles

The account reserves funding for replacing Agency vehicles used by the Inspection and Air Monitoring staff.

Air Monitoring/Scientific Equipment and Applications

The account reserves funding for replacing capital equipment that supports the Agency's air monitoring and meteorological data collection activities.

The account's goal is to maintain its existing balance of \$120,000.

Computer Systems Equipment

The account reserves funding for replacing capital equipment that supports the Agency's computer systems network infrastructure and computer hardware, and agency activities related to air quality forecasting conducted by the University of Washington.

Office Equipment and Tenant Improvements

The account reserves funding for making office structural changes or large-scale furniture purchases, as part of general office operations, resolving ergonomic issues or as part of an office remodel or relocation.

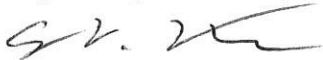
The account includes a goal of accumulating \$60,000 by FY2019 for the replacement of the Telephone System (i.e. accrue \$6,000/yr for 10 years beginning FY09).

Date: January 19, 2015
To: Board of Directors
Puget Sound Clean Air Agency
Subject: Legislative Update

Honorable Members:

I will provide the Board with an update on legislative matters at the February meeting. I have attached the most recent report from our legislative liaison, Marcia Fromhold.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc

Week 5- 2015 Legislative Session

Detailed Bill Summary by Bill Number

| <u>Bill Details</u> | <u>Status</u> | <u>Sponsor</u> | <u>Priority</u> | <u>Position</u> |
|---|---|---|-----------------|-----------------|
| Operating sup budget 2015 SHB 1105 (SB 5076) | Del to Gov <i>Sponsors:</i> Hunter (Prime), Gregerson, Ormsby, Sullivan | Hunter <i>Summary:</i> Makes 2015 supplemental operating appropriations. | | Monitoring |
| Capital budget 2015-2017 HB 1115 (SB 5097) | Concerning the capital budget. <i>Sponsors:</i> Dunshee (Prime), DeBolt, Gregerson, Morris, Reykdal | H Cap Budget <i>Summary:</i> Adopts the capital budget. | Dunshee | Monitoring |
| Capital sup budget 2015 HB 1116 (SB 5096) | Concerning the supplemental capital budget. <i>Sponsors:</i> Dunshee (Prime), DeBolt, Gregerson, Morris | H Cap Budget <i>Summary:</i> Adopts the supplemental capital budget. | Dunshee | High |
| Administrative rules HB 1201 (SB 5365) | Providing that an administrative rule may be abrogated by act of the governor or either house of the legislature. <i>Sponsors:</i> Scott (Prime), Buys, Condotta, Griffey, Holy, Manweller, McCaslin, Shea, Short, Taylor, Vick, Young | H State Governme <i>Summary:</i> Provides that, if the governor by executive order or either house of the legislature by resolution declares any rule to be abrogated, the rule is null and void and of no force or effect. | Scott | Monitoring |

| | | | |
|--|---------------------|-------|------------|
| Ecology administrative rules | H State Governme | Scott | Monitoring |
| Providing that an administrative rule or policy of the department of ecology may be abrogated by act of the governor or either house of the legislature. | | | |

HB 1202
(SB 5367) *Sponsors:* Scott (Prime), Buys, Condotta, Griffey, Holy, Manweller, McCaslin, Shea, Short, Taylor, Young

Summary: Provides that, if the governor by executive order or either house of the legislature by resolution declares an administrative rule or policy of the department of ecology to be abrogated, the rule or policy is null and void and of no force or effect.

Comments:

| | | | |
|--|---------------------|-------|------------|
| Administrative rules & policy | H State Governme | Scott | Monitoring |
| Limiting the enforcement of administrative rules and policies. | | | |

HB 1203
(SB 5368) *Sponsors:* Scott (Prime), Buys, Condotta, Griffey, Manweller, McCaslin, Shea, Short, Taylor, Vick, Young

Summary: Prohibits a rule or policy of any state agency from being enforced unless and until the rule or policy has been adopted pursuant to the administrative procedure act, codified in the Washington Administrative Code, and ratified by act of the legislature.

Comments:

| | | | |
|--|---------------------|-------|------------|
| Ecology policies enforcement | H State Governme | Scott | Monitoring |
| Limiting the enforcement of policies of the department of ecology. | | | |

HB 1204
(SB 5366) *Sponsors:* Scott (Prime), Buys, Condotta, Griffey, Holy, Manweller, Shea, Short, Taylor, Young

Summary: Prohibits any policy of the department of ecology from being enforced unless and until it has been adopted pursuant to the administrative procedure act, codified in the Washington Administrative Code, and ratified by act of the legislature.

Comments:

| | | | |
|--|-----------|------------|------------|
| Carbon pollution market prog | H Approps | Fitzgibbon | Monitoring |
| Implementing a carbon pollution market program to reduce greenhouse gas emissions. | | | |

SHB 1314
(SB 5283) *Sponsors:* Fitzgibbon (Prime), Appleton, Bergquist, Carlyle, Cody, Dunshee, Farrell, Fey, Goodman, Gregerson, Hudgins, Hunt, Hunter, Jinkins, Kagi, Lytton, McBride, Moeller, Moscoso, Ormsby, Ortiz-Self, Peterson, Pettigrew, Pollet, Reykdal, Riccelli, Robinson, Ryu, Sawyer, Sells, Senn, Stanford, Tarleton, Tharinger, Van De Wege, Walkinshaw, Wylie

Summary:

Comments:

Agencies/greenhouse gases H Environment Shea Monitoring

Reevaluating the delegation of authority to state agencies in regards to programs that address greenhouse gas emissions.

Sponsors: Shea (Prime), Condotta, Hunt, McCaslin, Scott, Taylor

HB 1325

Summary: Establishes the Washington state energy freedom act. Prohibits a state agency from implementing a cap and trade system, regulating motor vehicle fuel economy, regulating the carbon content of transportation fuels, taking actions related to the implementation of a carbon tax, or otherwise addressing greenhouse gas emissions without direct and specific legislative authorization to conduct the activity. Requires a state agency in the process of, or planning for, the implementation of a cap and trade system, regulation of motor vehicle fuel economy, regulation of the carbon content of transportation fuels, administration of a tax on greenhouse gases, or otherwise addressing greenhouse gas emissions as of the effective date of this act to suspend all activities related to those efforts, including the enforcing or administrating of any existing rules, until certain conditions are satisfied.

Comments:

Alt fuel commercial vehicles H Trans Clibborn Low

Incentivizing the use of alternative fuel commercial use vehicles with tax preferences.

HB 1396
(SB 5325)

Sponsors: Clibborn (Prime), Farrell, Fey, Fitzgibbon, Goodman, Gregerson, McBride, Orcutt, Peterson, Tarleton, Zeiger

Summary: Establishes the clean fuel vehicle incentives act. Provides a sales and use tax exemption and credits to the business and occupation tax and the public utility tax to increase sales of commercial vehicles that use clean alternative fuel vehicles by ten percent. Expires January 1, 2026.

Comments:

Toxics control accounts H Approps Hudgins Low

Concerning annually adjusting the limit on distribution of hazardous substance tax revenues to the state and local toxics control accounts to correct for inflation.

SHB 1399
(SB 5345)

Sponsors: Hudgins (Prime), DeBolt, Dunshee, McBride, Short, Smith, Tharinger

Summary:

Comments:

Marijuana illegal production H Commerce & Gami Hudgins Monitoring

Providing for the enforcement of illegal marijuana production.

HB 1418

Sponsors: Hudgins (Prime), Hurst

Summary: Requires the state liquor control board to contract with one or more state or local law enforcement agencies to perform activities supporting the locating and eradication of illegal marijuana

production. Requires the contract to prioritize, but not exclusively focus on, illegal marijuana production on public land.

Comments:

| | | | |
|-------------------------------|------------------|-------|------------|
| Carbon content of fuel | H Environment | Short | Monitoring |
|-------------------------------|------------------|-------|------------|

Requiring express legislative authorization prior to the enactment of any regulation regarding the carbon content of fuel.

Sponsors: Short (Prime), Buys, Chandler, Harris, Kretz, Parker, Schmick, Scott, Young

HB 1881

Summary: Prohibits the executive branch and its related agencies, without prior express direction from the legislature, from creating rules related to or adopting, ordering, restricting, or otherwise implementing any fuel standard or setting carbon reduction requirements for fuel distributors or vehicles based upon or defined by the carbon intensity of the fuel or greenhouse gas emissions. Prohibits the implementation of a low-carbon fuel standard in this state.

Comments:

| | | | |
|-----------------------------------|------------------|-----|------------|
| Stage II gas vapor control | H Environment | Fey | Monitoring |
|-----------------------------------|------------------|-----|------------|

Concerning stage II gasoline vapor control programs.

HB 1891
(SB 5330)

Sponsors: Fey (Prime), Farrell, Moscoso, Orcutt

Summary: Requires the department of ecology to analyze certain stage II gasoline vapor recovery system requirements.

Comments:

| | | | |
|-------------------------------------|---------|-----|------------|
| Vehicle fuel handling losses | H Trans | Fey | Monitoring |
|-------------------------------------|---------|-----|------------|

Repealing the deduction for handling losses of motor vehicle fuel.

HB 1892

Sponsors: Fey (Prime), Bergquist, Clibborn, Farrell, Moscoso, Ormsby, Tarleton

Summary: Repeals RCW 82.38.083 (deductions for handling losses of motor vehicle fuel).

Comments:

| | | | |
|-----------------------------------|-----------|------------|------------|
| Alt. fuel vehicle tax exem | H Finance | Fitzgibbon | Monitoring |
|-----------------------------------|-----------|------------|------------|

Extending the alternative fuel vehicle retail sales and use tax exemption.

HB 1925
(SB 5445)

Sponsors: Fitzgibbon (Prime), Peterson

Summary: Delays, until July 1, 2025, the expiration of the alternative fuel vehicle retail sales and use tax exemption.

Comments:

| | | | | |
|---|--|----------------|-----------|------------|
| | Clean altern. fuel vehicles | H Trans | Fey | |
| Concerning vehicles powered by clean alternative fuel. | | | | |
| <i>Sponsors:</i> Fey (Prime), Muri | | | | |
| <u>HB 2087</u> | <i>Summary:</i> Delays, until July 1, 2019, the expiration of the existing sales and use tax exemption on clean alternative fuel vehicles. Requires the department of transportation's public-private partnership office to develop a pilot program to support the deployment of electric vehicle charging infrastructure that is supported by private financing. Creates the electric vehicle charging infrastructure account. Requires the state treasurer to transfer one million dollars from the multimodal transportation account to the electric vehicle charging infrastructure account. Expires July 1, 2026. | | | |
| <i>Comments:</i> | | | | |
| | Operating sup budget 2015 | S Ways & Means | Hill | Monitoring |
| Making 2015 supplemental operating appropriations. | | | | |
| <u>SB 5076</u> (SHB 1105) | <i>Sponsors:</i> Hill (Prime), Hargrove | | | |
| <i>Summary:</i> Makes 2015 supplemental operating appropriations. | | | | |
| <i>Comments:</i> | | | | |
| | Operating budget 2015-2017 | S Ways & Means | Hill | Monitoring |
| Making 2015-2017 operating appropriations. | | | | |
| <u>SB 5077</u> (HB 1106) | <i>Sponsors:</i> Hill (Prime), Hargrove | | | |
| <i>Summary:</i> Makes 2015-2017 operating appropriations. | | | | |
| <i>Comments:</i> | | | | |
| | Capital sup budget 2015 | S Ways & Means | Honeyford | Monitoring |
| Concerning the supplemental capital budget. | | | | |
| <u>SB 5096</u> (HB 1116) | <i>Sponsors:</i> Honeyford (Prime), Keiser | | | |
| <i>Summary:</i> Adopts the supplemental capital budget. | | | | |
| <i>Comments:</i> | | | | |
| <u>SB 5097</u> (HB 1115) | Capital budget 2015-2017 | S Ways & Means | Honeyford | Monitoring |
| Concerning the capital budget. | | | | |

Sponsors: Honeyford (Prime), Hatfield, Keiser

Summary: Adopts the capital budget.

Comments:

Agency decision making

S Ways &
Means

Benton

Monitoring

Establishing consistent standards for agency decision making.

SB 5197

Sponsors: Benton (Prime)

Summary: Establishes consistent standards for agency decision making relating to timelines for decisions on certain applications and for returning decisions to the applicants.

Comments:

Carbon pollution market prog

S Energy,
Enviro

Ranker

Monitoring

Implementing a carbon pollution market program to reduce greenhouse gas emissions.

Sponsors: Ranker (Prime), Billig, Chase, Cleveland, Conway, Darneille, Fraser, Frockt, Habib, Hargrove, Hasegawa, Jayapal, Keiser, Kohl-Welles, Liias, McAuliffe, McCoy, Nelson, Pedersen, Rolfs

**SB 5283
(SHB 1314)**

Summary: Establishes the carbon pollution accountability act. Requires the department of ecology to: (1) Implement a carbon pollution market program for emissions from covered entities by creating and distributing allowances that are tradable regionally, nationally, and internationally; and (2) Create an economic justice and environmental equity advisory committee to periodically evaluate the socioeconomic effects of the state's carbon emission reduction policies. Provides carbon pollution competitiveness business and occupation tax credit. Exempts from disclosure under the public records act, financial, commercial, and proprietary information whose release would place a registered entity submitting the information at a competitive disadvantage. Creates the carbon pollution reduction account.

Comments:

Toxics control accounts

S Ways &
Means

Keiser

Low

Annually adjusting the limit on distribution of hazardous substance tax revenues to the state and local toxics control accounts to correct for inflation.

**SB 5345
(SHB 1399)**

Sponsors: Keiser (Prime), Chase, Conway, Erickson, Fraser, Parlette, Ranker, Schoesler

Summary: Adjusts the limit annually on distribution of hazardous substance tax revenues to the state toxics control account and the local toxics control account to correct for inflation.

Comments:

Clean alt. fuel motorcycles S Transportation Jayapal Low

Concerning clean alternative fuel motorcycles.

Sponsors: Jayapal (Prime), Keiser, Litzow, McCoy, Mullet

SB 5357

Summary: Provides a sales and use tax exemption on the first forty-five thousand dollars of value on the sale or use of new motorcycles that are exclusively powered by a clean alternative fuel. Requires a twenty-five dollar fee for an annual vehicle registration renewal for an electric motorcycle that uses propulsion units powered solely by electricity.

Comments:

Administrative rules S GovtOp&StSec Honeyford Monitoring

Providing that an administrative rule may be abrogated by act of the governor or either house of the legislature.

**SB 5365
(HB 1201)**

Sponsors: Honeyford (Prime), Pearson

Summary: Provides that, if the governor by executive order or either house of the legislature by resolution declares any rule to be abrogated, the rule is null and void and of no force or effect.

Comments:

Ecology policies enforcement S Energy, Enviro Padden Medium

Limiting the enforcement of policies of the department of ecology.

**SB 5366
(HB 1204)**

Sponsors: Padden (Prime), Angel, Bailey, Becker, Honeyford, Roach, Warnick

Summary: Prohibits any policy of the department of ecology from being enforced unless and until it has been adopted pursuant to the administrative procedure act, codified in the Washington Administrative Code, and ratified by act of the legislature.

Comments:

Ecology administrative rules S Energy, Enviro Warnick Medium

Providing that an administrative rule or policy of the department of ecology may be abrogated by act of the governor or either house of the legislature.

**SB 5367
(HB 1202)**

Sponsors: Warnick (Prime), Bailey, Becker, Honeyford

Summary: Provides that, if the governor by executive order or either house of the legislature by resolution declares an administrative rule or policy of the department of ecology to be abrogated, the rule or policy is null and void and of no force or effect.

Comments:

| | | | | |
|---|--|---------------------|----------|------------|
| | Administrative rules & policy | S GovtOp&StSec | Padden | Medium |
| Limiting the enforcement of administrative rules and policies. | | | | |
| SB 5368 (HB 1203) | <i>Sponsors:</i> Padden (Prime), Bailey, Becker, Honeyford, Pearson, Roach, Warnick | | | |
| <i>Summary:</i> Prohibits a rule or policy of any state agency from being enforced unless and until the rule or policy has been adopted pursuant to the administrative procedure act, codified in the Washington Administrative Code, and ratified by act of the legislature. | | | | |
| <i>Comments:</i> | | | | |
| | Agency declaratory orders | S GovtOp&StSec | Dansel | Low |
| Modifying limitations on agency declaratory orders. | | | | |
| SB 5371 | <i>Sponsors:</i> Dansel (Prime), Honeyford, Padden, Roach | | | |
| <i>Summary:</i> Addresses declaratory orders by agencies. | | | | |
| <i>Comments:</i> | | | | |
| | Clean car stds and program | S Energy, Enviro | McCoy | Monitoring |
| Reducing emissions by making changes to the clean car standards and clean car program. | | | | |
| SB 5423 (HB 1487) | <i>Sponsors:</i> McCoy (Prime), Chase, Frockt, Jayapal, McAuliffe, Ranker, Rolfs | | | |
| <i>Summary:</i> Makes changes to the clean car standards and clean car program to reduce motor vehicle emissions. | | | | |
| <i>Comments:</i> | | | | |
| | Carbon reduction investments | S Energy, Enviro | Ericksen | Monitoring |
| Providing incentives for carbon reduction investments. | | | | |
| SB 5735 | <i>Sponsors:</i> Ericksen (Prime), Angel, Bailey, Baumgartner, Becker, Braun, Brown, Hatfield, Hewitt, Honeyford, Padden, Parlette, Rivers, Schoesler, Sheldon | | | |
| <i>Summary:</i> Revises the energy independence act to provide incentives for carbon reduction investments. | | | | |
| <i>Comments:</i> | | | | |
| SB 5904 | Forest derived biomass | S Ways & Means | Hargrove | |
| Providing a public utilities tax credit for forest derived biomass used to produce energy. | | | | |

Sponsors: Hargrove (Prime)

Summary: Provides a forest derived biomass public utility tax credit.

Comments:

St environmental policy act

S Trade &
Economi

Brown

Updating the state environmental policy act.

Sponsors: Brown (Prime), Braun

SB 5969

Summary: Addresses environmental analysis under the national environmental policy act. Exempts from state environmental policy act requirements: (1) Certifications under the federal coastal zone management act; and (2) Certifications under section 401 of the federal clean water act.

Comments:

Date: February 19, 2015

To: Board of Directors
Puget Sound Clean Air Agency

Subject: Strategic Plan Implementation Update – Public Outreach (*Objective 3.3*)

Honorable Members:

To ensure you are aware of how we are doing in executing the strategic plan, we update you on specific plan Objectives on a rotating basis.

This month we will discuss Objective 3.3, *“Engage in meaningful dialogue and outreach with all sectors of the public.”* Objective 3.3 is one of our “Excellence” objectives. As we say in the strategic plan, our effectiveness depends not only on *what* we do, but *how* we do it. Our “*how*” objectives, such as how we engage and inform our public, are important to reaching our vision on our “*what*” objectives.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc

King County

Pierce County

Strategic Plan
2014 - 2020

Clean healthy air for everyone, everywhere, all the time.

pscleanair.org
Puget Sound Clean Air Agency

Snohomish County

Kitsap County

Periodic Update

Engage in meaningful dialogue and outreach with all sectors of the public

Objective 3.3

Board of Directors
February 26, 2015

pscleanair.org
Puget Sound Clean Air Agency

Outline

1. Refresher: what's in the Plan?
2. For each strategy:
 - FY15 deliverables
 - Status
3. Potential challenges
4. Board input

1



Goal, Objective, Target

Goal 3: Employ the best people, policies and practices to achieve our work

Objective 3.3: Engage in meaningful dialogue and outreach with all sectors of the public

Targets:

- Public awareness of air quality issues increase 25 percent from 2014 to 2020
- Three new organizations identified annually for partnership emphasis
- Our technology platforms provide infrastructure availability 99.5 percent of the time.



Strategies

- A. Develop and continually enhance outreach tools (e.g. website, social media) to improve user interface and information accessibility and transparency, for the public and staff.
- B. Broaden our community connections by building new, and strengthening existing relationships with partner organizations and involving them in our outreach.

| | |
|---|--|
|  | <h2>Strategies</h2> <ul style="list-style-type: none">C. Proactively reach out to communities by scheduling at least two presentations per county per year to schools, chambers of commerce, service clubs or other organizations.D. Actively seek out local media coverage of air quality issues.E. Engage and solicit input from community members and stakeholders in active dialogue on regional air quality and pollution prevention. Use tools that allow ease of stakeholder input and facilitate information incorporation into Agency decision making as appropriate. |
|---|--|

| | |
|---|--|
|  | <h2>Strategies</h2> <ul style="list-style-type: none">F. Identify highly impacted communities and develop effective mechanisms to mutually engage with them on air quality education and issues.G. Respond to our public's questions and concerns with exemplary customer service.H. Provide the public and our staff with better access to agency records by completing the transition to an online, electronic storage system. |
|---|--|



Strategy A: FY15 Deliverables & Status

Develop and continually enhance outreach tools

- Launch redesigned Agency website
 - Website launched. Fine tuning continues
- Deliver phase II of Agency website redesign
 - Defining Phase II now
- Continue to expand social media presence and dialogue
 - Twitter and Facebook continue to increase reach. Lively discussion on Facebook during Burn Ban season.
- Increase targeted use of survey tool I enhanced outreach to create dialogue
 - New Survey tool not yet in production – Survey Monkey in use
- Launch burn ban application
 - Burn Ban 411 was released this fall.
- Chair National Association of Clean Air Agencies (NACAA) Public Education and Outreach Committee



Strategy B: FY15 Deliverables & Status

Build new and strengthen existing community relationships with partner organizations

- Inventory current Agency relationships with community groups and develop relationship management tool.
 - ongoing
- Select three organizations for developing partnership and involving in our outreach.
 - International District, Allentown, Algona/Auburn outreach
- Develop plan to continue outreach to identified partners to keep them in touch with our actions and increase awareness
 - Spanish-TV (KOMO)
 - International Examiner
 - Individualized website pages



Strategy C: FY15 Deliverables & Status

Schedule at least two presentations per county per year

- Deliver at least two presentations per county
 - Outreach for outdoor burning alternatives will result in a minimum of three outreach sessions per county
 - Other sessions TBD/Kitsap
 - Outreach to Snohomish County Fire Chiefs
- Participate in community-based events (health and climate objectives) to raise visibility and awareness of the Agency.
 - Duwamish/Georgetown groups
 - Latino health fairs
 - KAGRO
 - Other community events



Strategy D & F: FY15 Deliverables & Status

Actively seek out local media coverage of air quality issues

- None scheduled for FY 15
 - Spanish radio, TV outreach for Agency issues

Identify highly impacted communities and develop effective mechanisms to mutually engage with them on air quality education and issues

- Communities identified
- Engagement and outreach in process throughout Agency through in-person meetings, social media, community event participation and more.



Strategy E: FY15 Deliverable & Status

Engage and solicit input from community members in active dialogue on regional air quality and pollution prevention

- Continue to expand social media presence and dialogue
 - Facebook and Twitter are growing followers who engage in lively discussions
- Use and develop appropriate tools to enhance dialogue with public – look for non-traditional ways to reach public
 - YouTube presence growing with Agency education videos (Monitoring 101 first of series)
 - Television commercials for SRZ
 - Text alerts growing
 - Burn ban app launched
- Compliance Connection Project
 - RFP successful, candidate chosen, work underway



Strategies G & H: FY15 Deliverables & Status

Respond to our public's questions and concerns with exemplary customer service

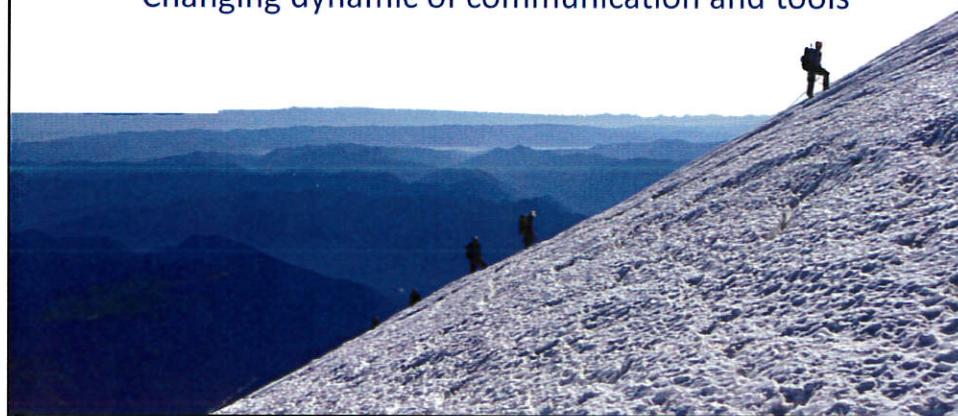
- Respond to inquiries from the public
 - Ongoing

Provide the public and our staff with better access to agency records by completing the transition to an online, electronic storage system

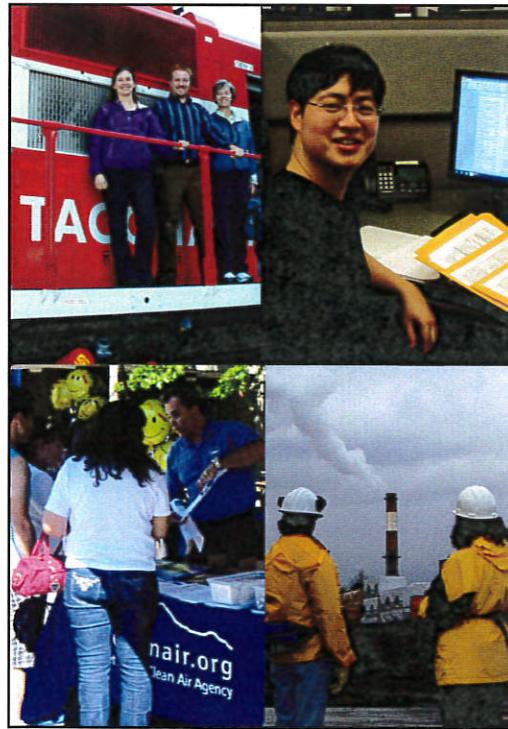
- Continue adding records to, and increase functionality of, internal online records center
 - Ongoing

Potential Challenges

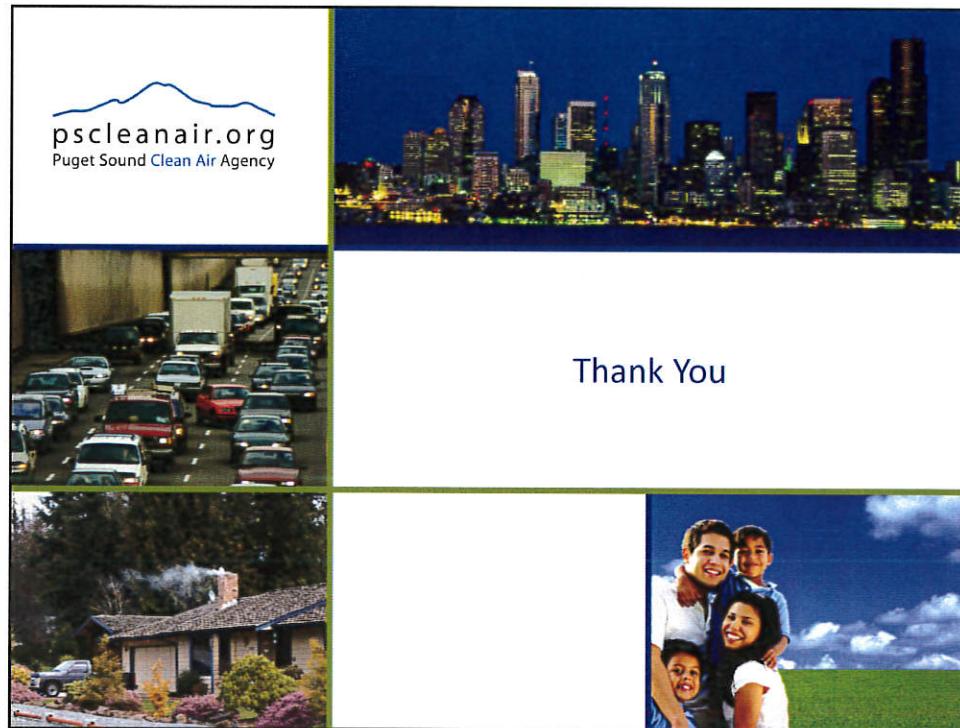
- Adverse public reaction to issues, including burn bans, SRZ rule
- Not enough funding to achieve desired outreach
- Changing dynamic of communication and tools



Board Input



- Outreach
- Evangelize
- How/Whom to contact as community leaders



Date: February 19, 2015

To: Board of Directors
Puget Sound Clean Air Agency

Subject: Briefing – FY15 First Half-Year Financials

Honorable Members:

This memo and the attached schedule summarize the agency's preliminary financial performance for the first half of FY15 (July 1, 2014 through December 31, 2014). You can refer to Attachment A for more detailed financial information on the first half performance.

Revenues

In Table 1, we compare first half revenues of \$11.4 million to the FY15 annual budget of \$18.6 million (amended budget as of December 2014). Key items to note are:

- The calendar year 2015 Supplemental Income (Per Capita and Strategic Initiatives) assessment was billed in December – while we recognize the total calendar year 2015 as revenues on the financial statements, our FY15 budget reflects the amount available to spend in FY15 or 50% of the prior calendar billing and 50% of the current calendar year billing. Compliance Program Fee Revenues for the first half are 92.8% of the total budget since calendar year 2015 Registration and Operating Permit fees were billed and recognized as revenues in November. In addition, Asbestos and Notice of Construction fee revenues for the first six months are running slightly ahead of budget.
- While work continues on various carryover grants from FY14, several new grants were started in the first half – the Port of Seattle supplemented the ScRAPS Program with an additional \$1.2 million of federal Diesel Emissions Reduction Act (DERA) funding and the Department of Ecology added \$100,000 for the expansion of the Woodstove Removal program.
- Civil penalties collections (unbudgeted) were \$279,269, 10% higher than the level for the same period in 2014. Interest income (unbudgeted) was \$14,106 for the first half.
- Other income of \$33,915 is primarily contract support revenue for the Clean Cities Coalition.

Table 1 - Revenues

| First Half - FY15 | | | |
|-------------------|---------------|-------------|--|
| 6/12ths = 50% | | | |
| Actual | Budget | % of Budget | |
| \$ 1,700,202 | \$ 5,780,968 | 29.4% | |
| 1,374,481 | 4,305,273 | 31.9% | |
| 375,359 | 742,941 | 50.5% | |
| 2,684,439 | 2,390,148 | 112.3% | |
| 4,930,325 | 5,312,758 | 92.8% | |
| 279,269 | | - | |
| 14,106 | | - | |
| 33,915 | 80,000 | 42.4% | |
| \$ 11,392,096 | \$ 18,612,088 | 61.2% | |

Federal and State Grants:

| | |
|---------------------------------------|----|
| # of Recurring Grants | 5 |
| # of Non-recurring, multi-year grants | 14 |
| Total | 19 |

Expenses

Table 2 summarizes first half expenses compared to the budget and the prior year. Year-to-date expenses of \$7.5 million were generally under budget for the first half, due mainly to work plan (mostly grant-related) expenses and equipment purchases. While operating expenses in total are running under budget, postage costs, a small line item, are running ahead of budget. Merchant fees typically run ahead of budget in the first half due to online credit card payments by sources for the billings that went out in the first half of the fiscal year.

Compared to the prior year first half, expenses were 9% higher. Personnel expenses were higher than the previous year's first half due to the cost of living adjustments (2.6% for represented staff and 1.5% for managers) and to the slightly higher number of FTEs (mainly due to the staff added to the ScRAPS program whose costs are covered by the related grants and contracts).

Table 2 - Expenses

| First Half - FY15 | | | | | |
|-------------------|--------------------|-------------|--------------|--|--|
| 6/12ths = 50% | | | | | |
| FY15 Actual | FY15 Annual Budget | % of Budget | FY14 Actual | | |
| \$ 4,367,274 | \$ 9,133,589 | 47.8% | \$ 4,125,822 | | |
| 2,388,764 | 9,351,135 | 25.5% | 2,086,068 | | |
| 677,100 | 1,650,659 | 41.0% | 683,319 | | |
| 118,412 | 348,186 | 34.0% | 45,134 | | |
| (7,250) | | | (2,500) | | |
| \$ 7,544,300 | \$ 20,483,569 | 36.8% | \$ 6,937,843 | | |

Fund Balances

When the FY15 budget was adopted in June 2014, we projected FY15 year-end discretionary and diesel fund balances to be about \$1.0 million. Similar to the estimate from the first quarter, we are still projecting about \$1.3 million in discretionary (primarily civil penalties) and diesel fund balances for the fiscal 2015 year-end. We will continue to update the estimate of year-end discretionary fund balances available for the next fiscal year particularly as we develop the FY16 budget.

If you have any questions, contact me at 206-689-4004 or craigk@pscleanair.org, or Karen Houser, Finance Manager, at 206-689-4036 or karenh@pscleanair.org.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc

Puget Sound Clean Air Agency
FY15 Consolidated Financial Performance
Fiscal Year-to-Date December 31, 2014

6/12ths = 50.00%

| | December YTD Actual | Amended Budget (Dec) | % of Budget | Notes |
|--|------------------------|-------------------------|----------------|--|
| REVENUES | | | | |
| Federal Grants | | | | |
| Federal Core-105 Grant (EPA/Ecology) | 421,225 | 926,000 | 45.5% | <i>On track</i> |
| PM 2.5 -Sec 103 Grant (EPA/Ecology) | 48,652 | 103,001 | 47.2% | <i>On track</i> |
| Locomotive Engine Upgrade-Sound Transit (EPA) | 3,277 | 6,000 | 54.6% | <i>On track</i> |
| Woodstove Retrofit Open Competition (Ecology) | 55,816 | 148,000 | 37.7% | <i>On track</i> |
| Liquid Natural Gas- Interstate Distributors (EPA) | 5,499 | 170,000 | 3.2% | <i>Work will complete in second half</i> |
| Air Emission & Energy Initiative-Island Tug and Barge (Dept of Transp. Maritime Admin) | 32,255 | 37,255 | 86.6% | <i>Completed</i> |
| PAH Grant (Ecology) | 2,984 | | | <i>Carryover from FY14</i> |
| Expansion of Woodstove Removal -Attainment - PAH Grant (EPA,Ecology) | | 100,000 | 0.0% | <i>New Woodstove grant</i> |
| Port of Seattle ScRAPS Program – DERA Grant | 120,000 | 1,200,000 | 10.0% | <i>Start up phase - new grant</i> |
| Port of Seattle Trucks ScRAPS 2 Contract (CMAQ) | 1,010,494 | 3,090,712 | 32.7% | <i>On track</i> |
| Subtotal - Federal Grants | 1,700,202 | 5,780,968 | 29.4% | |
| State Grants | | | | |
| State Core Grant (Ecology) | 298,835 | 635,011 | 47.1% | <i>On track</i> |
| Harbor Craft Auxiliary Engine Replacement (Ecology) | 30,822 | 367,800 | 8.4% | <i>Will be completed in FY15</i> |
| Emergency Response Vehicle Idle Reduction (Ecology) | 174,905 | 452,000 | 38.7% | <i>On track</i> |
| Liquid Natural Gas - Interstate Distributors Grant Match (Ecology) | - | 200,000 | 0.0% | <i>Work will complete in second half</i> |
| Port of Seattle Trucks ScRAPS 2 Contract (Ecology) | 142,914 | 437,119 | 32.7% | <i>On track</i> |
| FY14 Wood Smoke Reduction for At-Risk Communities-Tacoma (Ecology) | 687,303 | 2,130,909 | 32.3% | <i>On track</i> |
| Wood Stove Educ. & Enforcement (Ecology) | 39,703 | 82,434 | 48.2% | <i>On track</i> |
| Subtotal - State Grants | 1,374,481 | 4,305,273 | 31.9% | |
| State and Local Contracts | | | | |
| Northwest Clean Air Agency Monitoring Assistance | 13,859 | 7,506 | 184.6% | <i>Higher activity than budgeted but on contract</i> |
| Port of Seattle Trucks ScRAPS 2 Contract (Match) | 157,730 | 482,435 | 32.7% | <i>On track</i> |
| Port of Seattle (Compressed Natural Gas) | 155,818 | 230,000 | 67.7% | <i>On track</i> |
| Port of Seattle Trucks ScRAPS 2 (DERA) | 47,952 | 23,000 | 208.5% | <i>Start up phase - new grant</i> |
| Subtotal - State and Local Contracts | 375,359 | 742,941 | 50.5% | |
| Supplemental Income | | | | |
| Per Capita - Cities and Counties | 2,495,394 | 2,202,060 | | <i>YTD actual is the full calendar year 2015 amount of which only half is available for the budget in the current fiscal year (along with half from the prior calendar year)</i> |
| Per Capita - Strategic Initiatives | 189,045 | 188,088 | | |
| Subtotal - Supplemental Income | 2,684,439 | 2,390,148 | 112.3% | |
| Program Fees | | | | |
| Asbestos | 283,775 | 550,712 | 51.5% | <i>Running higher than budget due to more permitting activity</i> |
| Notice of Construction | 224,600 | 371,650 | 60.4% | <i>Running higher than budget due to more permitting activity</i> |
| Registration | 2,857,840 | 2,667,822 | 107.1% | <i>Billings were issued in second quarter - came in over budget</i> |
| Operating Permits | 1,564,110 | 1,722,574 | 90.8% | <i>Billings were issued in second quarter - came in under budget</i> |
| Subtotal - Program Fees | 4,930,325 | 5,312,758 | 92.8% | |
| Other Revenues | | | | |
| Civil Penalty Collections | 279,269 | - | | <i>Unbudgeted item</i> |
| Interest Income | 14,106 | - | | <i>Unbudgeted item</i> |
| Clean Cities Coalition | 33,650 | 80,000 | 42.1% | <i>Member billings will go out later in the fiscal year</i> |
| Miscellaneous Revenues | 265 | - | | |
| Subtotal - Other Revenues | 327,290 | 80,000 | 409.1% | |
| Total Revenues | 11,392,096 | 18,612,088 | 61.2% | |

Puget Sound Clean Air Agency
FY15 Consolidated Financial Performance
Fiscal Year-to-Date December 31, 2014

6/12ths =50.00%

| | December YTD Actual | Amended Budget (Dec) | % of Budget | Notes |
|---|------------------------|-------------------------|----------------|--|
| EXPENSES | | | | |
| Salaries | 3,252,183 | 6,732,610 | 48.3% | |
| Benefits | 1,115,091 | 2,400,979 | 46.4% | |
| Sub-Total Personnel Expenses | 4,367,274 | 9,133,589 | 47.8% | <i>On budget</i> |
| Work Plan Expenses | 2,388,764 | 9,351,135 | 25.5% | |
| Work Plan Expenses | 2,388,764 | 9,351,135 | 25.5% | <i>Under budget - grant work, burn ban enforcement began in second quarter</i> |
| Operating Supplies | 20,823 | 65,242 | 31.9% | |
| Professional Services | 106,760 | 287,300 | 37.2% | |
| Telephone | 22,072 | 58,850 | 37.5% | |
| Postage | 11,420 | 18,423 | 62.0% | <i>Running ahead of budget</i> |
| Meetings | 2,282 | 6,000 | 38.0% | |
| Travel and Training | 44,165 | 209,350 | 21.1% | |
| Transportation | 20,235 | 48,400 | 41.8% | |
| Rent and Utilities | 322,205 | 647,058 | 49.8% | |
| Insurance | 38,600 | 80,001 | 48.2% | |
| Repairs and Maintenance | 45,601 | 144,035 | 31.7% | |
| Legal Expenses | 9,311 | 35,000 | 26.6% | |
| Printing | 3,650 | 10,000 | 36.5% | |
| Merchants and Banking Charges | 29,952 | 41,000 | 73.1% | |
| Interest Expense | 24 | - | 0.0% | |
| Sub-Total Operating Expenses | 677,100 | 1,650,659 | 41.0% | <i>Running under budget in total</i> |
| Tenant Improvements | - | - | - | |
| Computer and Office | 25,848 | 74,186 | 34.8% | |
| Fleet | 84,305 | 170,000 | 49.6% | <i>Purchased 2 Compliance vehicles and 1 monitoring vehicle</i> |
| Technical/Scientific | 8,259 | 104,000 | 7.9% | |
| Sub-Total Equipment | 118,412 | 348,186 | 34.0% | |
| (Gain) Loss on Disposition of Equipment | (7,250) | - | - | |
| Subtotal Other | (7,250) | - | - | |
| TOTAL EXPENSES | 7,544,300 | 20,483,569 | 36.8% | |
| Net Surplus (Deficit) before Fund Balance Appropriations | 3,847,796 | (1,871,481) | -205.6% | <i>Surplus is mainly due to annual fee and per capita billings</i> |
| APPROPRIATIONS FROM (CONTRIBUTIONS TO) FUNDS: | | | | |
| Per Capita Draw - Operations | (1,437,001) | 43,526 | | <i>First half is typically a net contribution due to the timing of the calendar year billing in the December</i> |
| Per Capita Draw - Equipment Reserve | 6,000 | 6,000 | | <i>Draw to fund the equipment reserve per the FY15 Financial Policies</i> |
| Per Capita Draw - Department Reserves | 16,224 | 6,045 | | <i>AT FYE14, there was a higher-than-estimated draw to fund Department Reserve balances to reserve levels (\$10k per department)</i> |
| Strategic Initiatives - Draw | 175,231 | 367,491 | | <i>About half of the budgeted draw has been spent</i> |
| Strategic Initiatives - Current Year Revenue | (189,045) | (188,088) | | <i>Billings occurred in second quarter</i> |
| Civil Penalties - Collections | (279,269) | - | | <i>Unbudgeted revenues</i> |
| Civil Penalties - Draw - Recurring | 58,603 | 71,711 | | |
| Civil Penalties - Transfers | - | - | | |
| Civil Penalties - Draw - Reserves | 122,454 | 780,531 | | <i>Most of this planned draw supports attainment enforcement activities</i> |
| Subtotal - Discretionary Funds | (1,526,803) | 1,087,216 | - | |
| State Retrofit Grant Fund - Draw | 71,982 | 448,787 | | |
| Legal Department Reserve | 5,271 | 25,000 | | <i>Attainment enforcement related legal costs</i> |
| Fee Funds | (2,322,277) | 322,523 | | <i>Annual Registration and Operating Permit revenue billings occurred in the second quarter</i> |

Puget Sound Clean Air Agency
FY15 Consolidated Financial Performance
Fiscal Year-to-Date December 31, 2014

6/12ths =50.00%

| | December YTD Actual | Amended Budget (Dec) | % of Budget | <i>Notes</i> |
|--|--------------------------------|---------------------------------|------------------------|---|
| Clean Cities Reserves | 6,050 | - | | |
| Employer Retirement Fund | (14,106) | - | | |
| Other - Funding Department Reserves | | (6,045) | | <i>Unbudgeted interest income transferred to the Employer Retirement fund per the FY15 Financial Policies</i> |
| Other - Funding Equipment Reserve | (6,000) | (6,000) | | |
| Other | (61,914) | - | | |
| Sub-Total Appropriated Fund Balance | (3,847,796) | 1,871,481 | | |
| Net | - | - | | |

Date: February 19, 2015
To: Board of Directors
Puget Sound Clean Air Agency
Subject: Briefing – Dry Cleaners Project

Honorable Members:

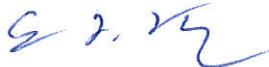
The Agency's approach to regulating dry cleaners that use Perchloroethylene (PCE) has evolved over the last 20 years. PCE is an air toxic emitted by the dry cleaning process and one that is known or suspected to cause cancer or other serious health or environmental effects.

Since the initial federal rule for dry cleaners was adopted by EPA in 1993, known as the National Emission Standards for Hazardous Air Pollutants (NESHAP), EPA has updated the rule several times. The Agency understands that EPA Region 10 is not actively enforcing the federal rule nor does it have plans to actively enforce the rule. Thus, if the Agency does not regulate dry cleaners in our jurisdiction, dry cleaners will not be regulated by an air agency and the air quality and health benefits of the federal rule will not be realized.

To that end, the Agency launched a project in FY13 to design an approach to achieve compliance with the federal dry cleaner rule. The project connects directly to Strategic Plan Goal One, Objective 1.4 (Prevent, reduce and control emissions and exposure from significant stationary sources of air pollution).

The Dry Cleaners' Project concluded in September 2014, and we will brief you on the scope and results of the project at the February Board meeting. As part of the briefing, we will describe the project recommendations currently being implemented, including conducting educational inspection visits to all registered dry cleaners in our jurisdiction. In addition, the agency has requested delegation of the federal dry cleaners rule from EPA.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

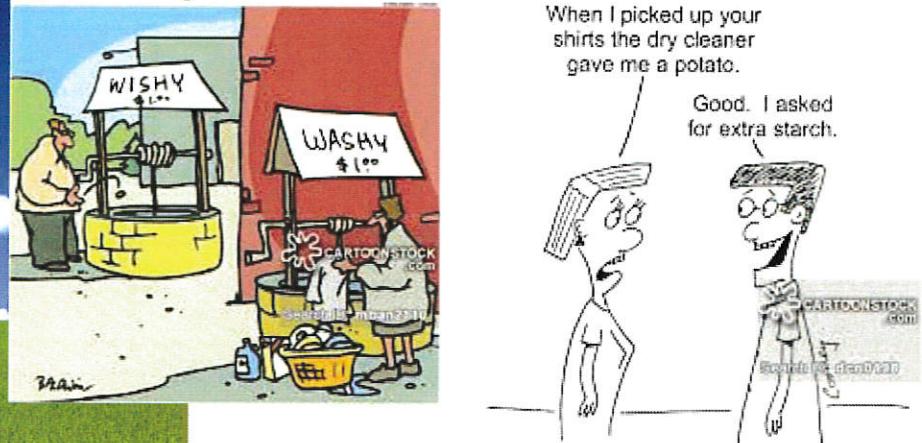
jwc

 pscleanair.org
Puget Sound Clean Air Agency

Not Part of our Recommendations

But Funny:

<http://www.youtube.com/watch?v= LuK3MYFdqc>



 pscleanair.org
Puget Sound Clean Air Agency



2014 Dry Cleaners Project

Manolo Zaldivar
February 26, 2015
Board Report





2014 Dry Cleaners Project Team Members

- Manolo Zaldivar, Project Lead
- Mario Pedroza, Supervisor
- Melissa McAfee, Inspector
- Max Scarberry, Inspector
- Steve Fry, Inspector



Approach for EPA Delegation

- The Puget Sound Clean Air Agency has requested delegation of the National Emission Standards for Hazardous Air Pollutants (NESHAP) rule for Perchloroethylene (perc) users.
- Two-phase approach to be implemented:
 - Education phase 2014 – 2015
 - Enforcement phase 2015 – 2016



Basic Requirements for Dry Cleaning Business Owners

- Using a leak detector, check for leaks at least every 2 weeks.
- Fix leaks within 24 hours.
- Keep records:
 - Purchases of perc
 - Leak inspections
 - Repairs within 24 hours



Overview of Our Dry Cleaners Report

- Why do we care?
- Background information.
- Key learning points.
- What tools do we need?
- Recommendations



Why Do We Care?

<http://www.cbsnews.com/news/cancer-danger-from-dry-cleaning/>

February 23, 2007, 9:20 AM



Why Do We Care?

Agency Mission:

- Clean healthy air for everyone, everywhere, all the time.
- We work together to clean the air we breathe and protect our climate through education, incentives and enforcement.





Why Do We Care?

Strategic Plan 2014-2020

- Goal One, Objective 1.4 - Prevent, reduce and control emissions and exposure from significant stationary sources of air pollution using our problem-solving approach, inspections and enforcement tools, permit reviews and conditions, and education.



Background Information

1990s inspections: replaced transfer machines with dry-to-dry machines to address toxic air pollutants.





Background Information

- Environmental Protection Agency (EPA) notified PSCAA to update its rules in Jan 2008 to reflect federal rules. Agency chose not to do so, declined delegation.
- 2013 – Agency decided to conduct project and request delegation of the federal rule.



Key Project Learning Points/Findings

- After 21+ random inspections we found:
 - Leaks were common
 - No leak detectors
 - No record keeping
 - Poor equipment maintenance
 - Lack of federal rule knowledge





What Tools Do Dry Cleaners and Inspectors Need?

As part of the educational process for inspectors and dry cleaners:

- Leak detectors were purchased
- Checklists were developed
- DC web page was created
- DC DVD was produced



Dry Cleaner Project



Available Educational Tools at our Dry Cleaner Web page

1. DC Web page
2. NEW Dry Cleaner DVD (English and Korean).
3. Owner's Self-Inspection Checklist

***These tools plus the Inspector checklist will help inspectors during their enforcement phase**



Project Recommendations

- Seek delegation of the rule from EPA in late 2014.
- Make educational visits (2014-15) to every dry cleaner in our 4-county jurisdiction with follow-ups every 6 months (currently in progress)
 - Deliver a leak detector, show Web resources and DVD and checklists
 - Train the owner



Project Recommendations

- Conduct inspector training in late 2014 (this phase is complete).
- Provide inspectors educational materials to be distributed to their ~22 assigned dry cleaners for the period 2014-2015





Project Recommendations

- Educational materials being distributed consist of:
 - a perc leak detector with carrying case
 - an instructional DVD
 - required self inspection checklist
 - Web information with applicable regulations



Project Recommendations

- After their first educational/inspection visit, inspectors will conduct a follow-up visit approximately 6 months later to give dry cleaning business owners time to learn and to adhere to the NESHP requirements.





Project Recommendations

- Enforce the NESHAP, beginning in approximately October 2015
- Dry cleaners will have plenty of time to learn the requirements and to ask for assistance during initial educational/inspection visits.
- North and South Team Supervising Inspectors implement the enforcement strategy.
- Determine policy decisions for residential dry cleaners.



What questions do you have?



Contact Information

Puget Sound Clean Air Agency

www.pscleanair.org

1-800-552-3565

Date: February 19, 2015

To: Board of Directors
Puget Sound Clean Air Agency

Subject: Briefing – Seattle Chinatown/International District Near-Road Monitoring Project

Honorable Members:

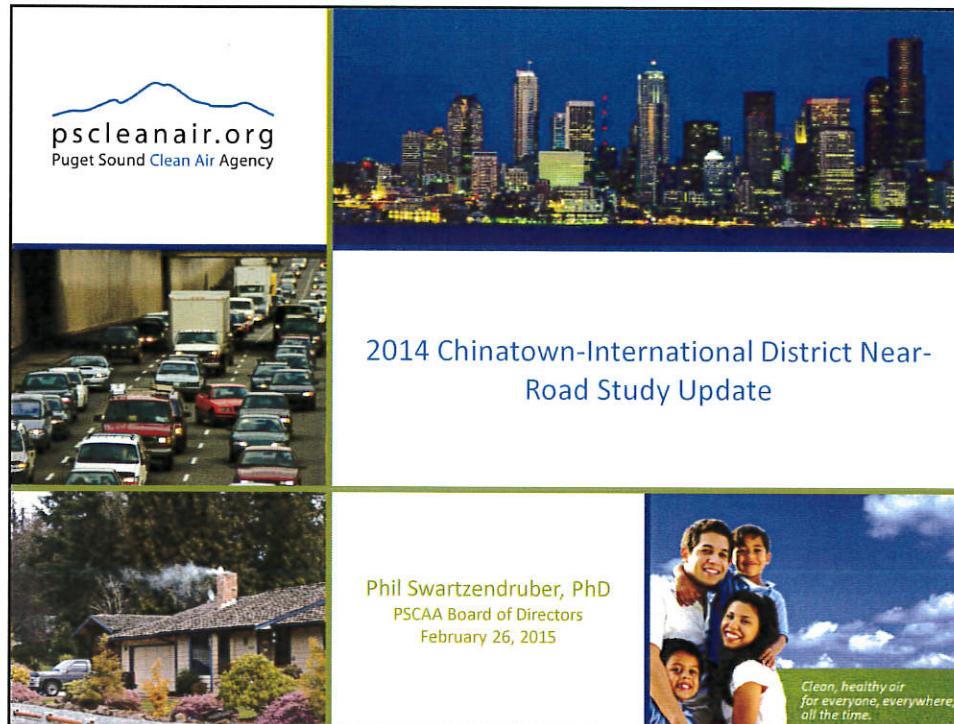
At the February 2015 Board of Directors meeting, Phil Swartzendruber will report on the Near-Road Special Monitoring Study that was conducted in Seattle's Chinatown/ International District in the summer of 2014. Phil will briefly review the project design, present preliminary results, and answer any questions.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

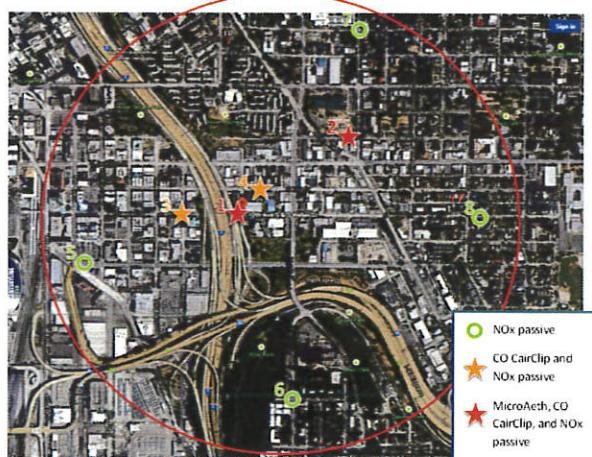
jwc



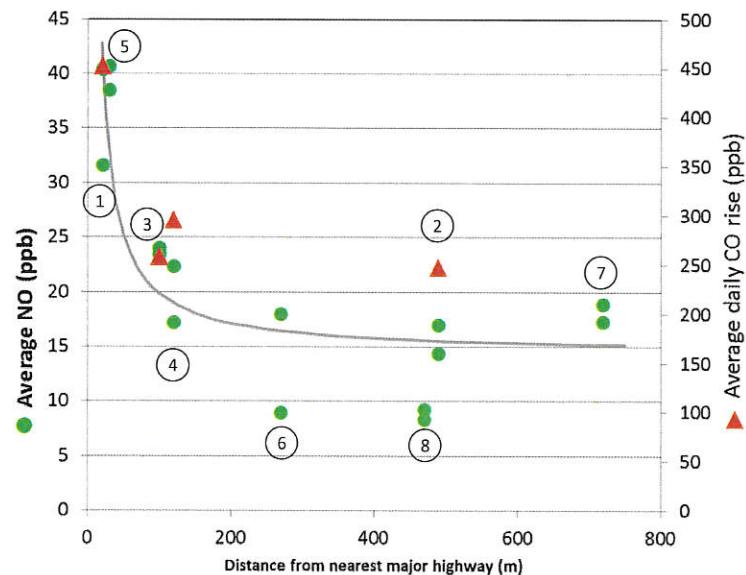
Background

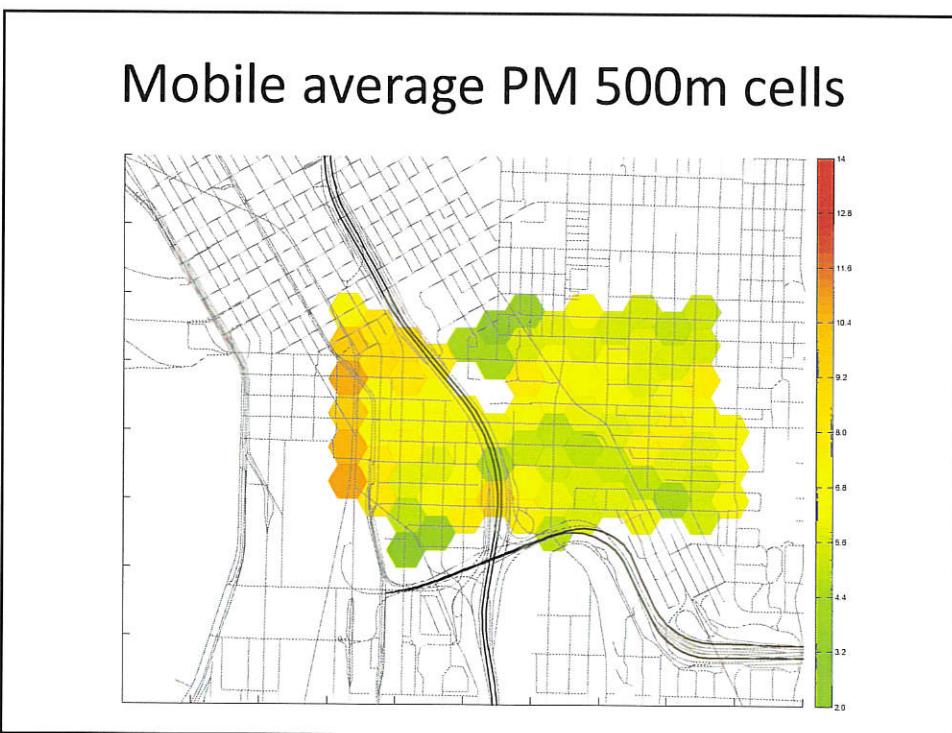
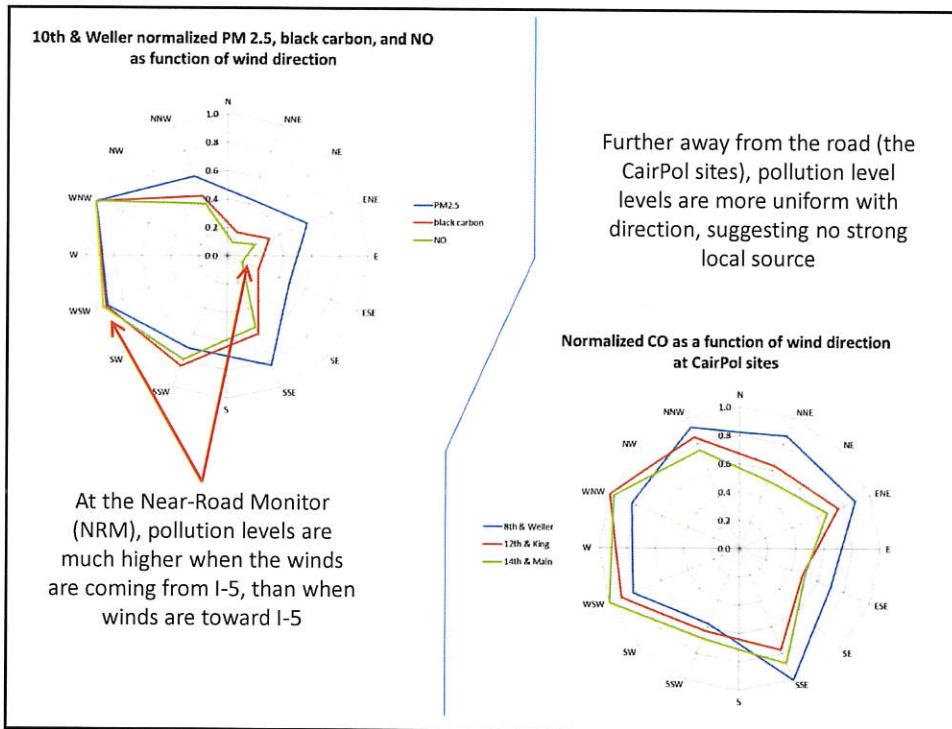
- Cars and trucks are major pollution sources
- research on the near-road environment has been increasing
- potential health impacts include cardiovascular and toxics
- in 2010 EPA adopted NO₂ near-road rule
- in 2014 we established our 10th and Weller Near-Road site
- in late summer 2014, we conducted a neighborhood study:
 - test new, simple technologies
 - test mobile monitoring
 - look at gradient from road

Map of monitoring sites



Pollution vs Distance to major traffic





Mobile black carbon, 500m cells



Conclusions I

- The new technologies and sampling approach worked, had good data from most devices
- The following suite of pollutants are closely correlated, so likely have a common source:
 - CO, PM2.5, NOx, black carbon
- diurnal pattern and direction is consistent with I-5 as dominant source
- pollution levels appear to drop off within a few hundred meters from I-5

Conclusions II

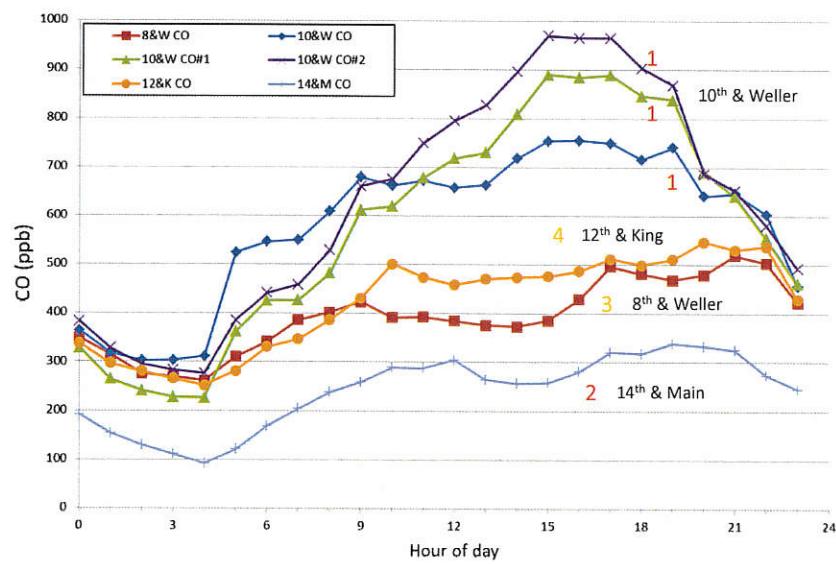
- traffic apart from I-5 appears to impact area as well, but to a much smaller extent
- Baily Gatzert appears far enough from I-5 to not see a major impact from I-5 emissions
- lots of variability and hotspots in mobile routes
- estimated PM at the sites away from major roads were all < 7 ug/m³. (the NAAQS is 12)

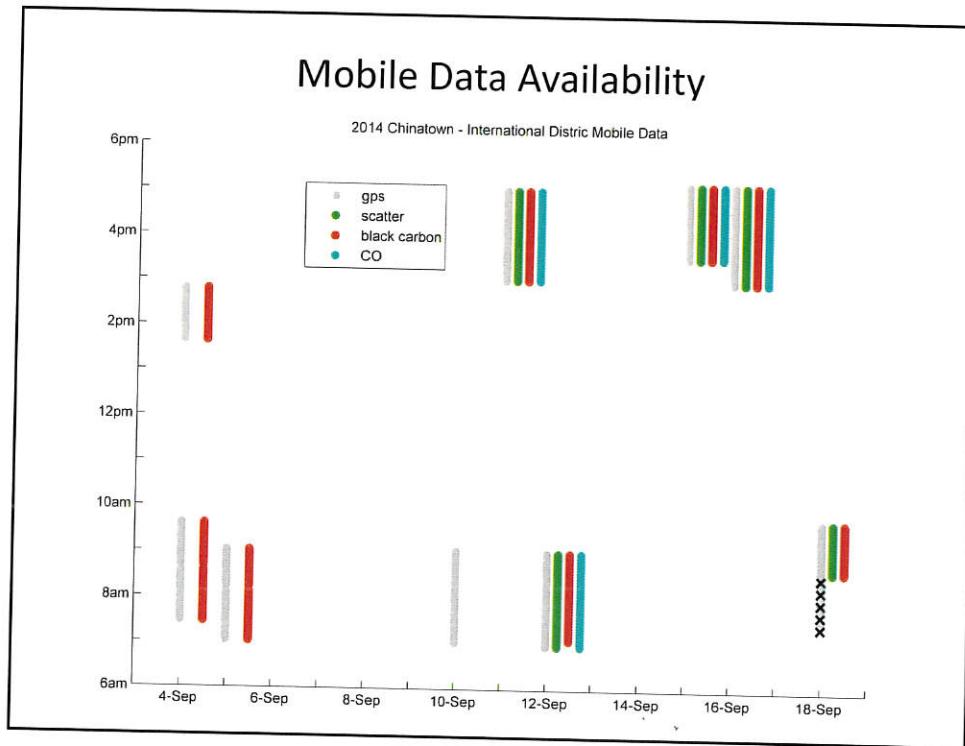
Outreach and Next Steps

- We've shared/ or will share this with
 - International Community Health Service/Foundation
 - International Examiner
 - Seattle Public Schools
 - SCIDpda, Seattle Chinatown International District Preservation and Development Authority
- We have applied for an EPA grant to further study toxics in this area

extra slides

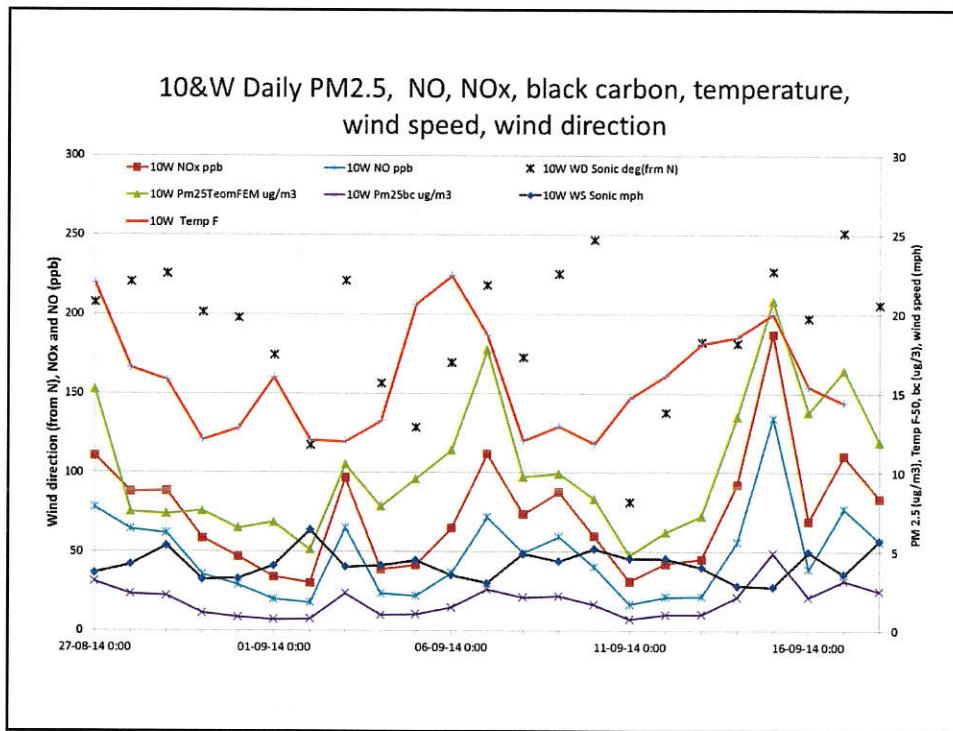
Daily pollution tracer (CO) at four sites





Quick Review of Observations

- CO 10&W, 3-poles, mobile
- O₃+NO₂ 10&W
- BC 10&W, 14&M, mobile
- NO₂, NOx 10&W, 3-poles, 4 perimeter
- scatter 10&W, mobile
- PAH mobile



Date: February 19, 2015

To: Board of Directors
Puget Sound Clean Air Agency

Subject: Executive Director's Report

Honorable Members:

WE ARE IN ATTAINMENT.¹

Here are some of the important things we've accomplished in cleaning the air and protecting the climate over the last month:

GOAL ONE – PROTECT PUBLIC HEALTH AND THE ENVIRONMENT FROM AIR POLLUTION

Objective 1.1 – Meet National Ambient Air Quality Standards

On February 10 the Environmental Protection Agency (EPA) announced its acceptance of the 10-year Maintenance Plan for the Tacoma/Pierce County Smoke Reduction Zone, and redesignation of the area to “attainment” status. The status will take effect on March 12.

We issued a press release (developed with Ecology) to numerous stakeholders, including members of the Tacoma-Pierce County Clean Air Task Force. We also met with a The News Tribune reporter to outline the specifics of the redesignation and maintenance plan.

Objective 1.2 – Reduce Transportation Emissions – especially diesel particulate – in highly impacted locations

Our ScRAPS 2 program, administered on behalf of the Port of Seattle, has scrapped 66 pre-2007 container-hauling trucks under the Port’s Congestion Mitigation and Air Quality (CMAQ) grant, replacing them with 2007 and newer-engined trucks. In addition we have scrapped 15 pre-2007 trucks under the Port’s EPA Diesel Emission Reduction Act (DERA) grant, replacing them with 2010 and newer-engined trucks. We are also beginning the work necessary to implement our own CMAQ grant to replace 115 additional trucks serving both the Port of Seattle and Port of Tacoma. We expect that program to launch after the existing grants to the Port of Seattle have been exhausted, hopefully by the end of 2015.

We continued work on the Harbor Vessel Auxiliary Engine Replacement Program, funded by a grant from Ecology. The program provides partial reimbursement to companies for replacing

¹ I emailed you about this news, but it does deserve a headline. Also, we are now the most populous state in the country that is completely in attainment with federal air quality standards.

old, unregulated diesel auxiliary engines with cleaner EPA Tier 2 certified or better engines. To date, nine companies have applied for and will receive incentives to replace a total of 17 engines. We are preparing to pitch a story to local news outlets about our diesel engine replacement progress on harbor vessels serving in the Duwamish area.

The City of Tacoma Fire Department selected a contractor for the purchase and installation of battery-operated idle-reduction equipment on up to four fire engines. This work will be done under a sub-grant from the Agency to provide \$36,000 in Ecology grant funding to enable the City to evaluate idle-reduction equipment not offered by the Agency's retrofit contractor for idle-reduction equipment for emergency response vehicles. Through December 2014, our contractor installed idle-reduction technology on 50 aid cars and 29 fire engines. Since the beginning of this project, aid cars equipped with idle-reduction technology have used 7,055 fewer gallons of diesel fuel and the retrofitted fire engines have used 8,575 fewer gallons of diesel fuel. In addition to significant diesel particulate matter reductions, this decrease in diesel fuel consumption has also resulted in the reduction of 174 tons of carbon dioxide.

Our contractor conducting the Portable Emission Monitoring (PEMS) testing on the *Island Chief* tugboat, a requirement under our U.S. Department of Transportation Maritime Administration grant to repower the vessel, successfully completed a re-test on the boat's main engines after the results from the third and final test were compromised.

Objective 1.3 – Reduce emissions and exposures from wood smoke and outdoor burning

You will recall that during the petitions from the public portion of the January Board meeting, Regina Forward, a Puyallup resident, addressed the Board. Ms. Forward stated that during a Stage 2 burn ban, her electric furnace was broken and she had no other heating source other than her certified wood stove. She requested that a 24 – 48 hour emergency exemption be created to allow using wood stoves and not violate the law during a burn ban in these types of circumstances. We reviewed and considered the request for some type of emergency exemption during a burn ban, and recommend continuing with the current process rather than creating a new exemption. Situations involving a broken furnace, while significant to the specific homeowner involved, do not appear to be a widespread issue. However, we recognize that people who find themselves in this situation have questions or concerns.

In response to inquiries, we always explain that people need to make appropriate choices for their family and that if they receive a notice of violation, they can explain their specific situation and the agency will review and consider this information during the process.

The “Frequently Asked Questions” posted on our web site also addresses many of these questions. For example, the FAQs explain that if your only option is a wood stove, the agency understands the need to use it but users must minimize smoke by burning properly and excess smoke is always illegal. (A copy of the FAQs is attached).

In addition, the current system allows people who request an exemption for No Other Adequate Source of Heat (NOASH) to submit their request, including written information about the sources of heat in their home, and for staff to review that information. If insufficient or unclear

information is provided, we can contact the person and have further conversation about their situation and also educate them about burn bans and the health impacts of using wood stoves, and explain options available through our wood stove removal and replacement program. If there was an emergency exemption option, it would not be possible to provide this same type of review and customer service during burn bans with the agency's current level of resources and it could result in inequitable treatment of similar situations.

Also, with the current process, if someone receives a notice of violation for burning during a burn ban and they respond and explain that their circumstances involve a broken heating unit, we review this information and discuss possible mitigation actions that may be taken. For first time violators, this can result in a resolution involving no payment of a penalty.

Here is a summary of the total enforcement actions taken in Pierce County during the three burn bans in FY15 so far:

- 353 NOVs issued
- Of those:
 - 125 NOVs closed without penalty:
 - 20 – no adequate source of heat exemption
 - 81 – certified device
 - 13 – suspected steam
 - 6 – wrong address
 - 2 – ownership change
 - 3 – NOV replaced with corrected NOV
 - 125 NOVs resulted in a civil penalty issued
 - 72 NOVs served and waiting review for civil penalty
 - 31 NOVs have not been served yet

The “You’ve Got to Go!” video campaign about uncertified stoves concluded its run on Tacoma Comcast channels. The print campaign will also cease at the end of February. We will run a shorter campaign in April or May to call attention to the removal rule and wood stove program.

As of February 9, the Tacoma-Pierce County Wood Stove Removal/Replacement Program (WSRP) had removed 510 old wood stoves this fiscal year. Of those, 209 participants opted to recycle their old device in exchange for a reward of up to \$350; 141 participants opted for the \$1,500 discount toward a new heating device (but not a wood stove) in exchange for their old wood stove or insert; and 160 low-income participants opted for a free new heating replacement in exchange for their old wood stove or insert. We have now topped the FY14 total of 504 stoves removed, with several months of grant funding remaining. Enrollments in the program remain brisk, thanks to word-of-mouth referrals and assorted outreach efforts, including a bill insert promoting the program sent in January and February to Tacoma Public Utilities (water, power and waste) customers, as well as an article in Tacoma Power's newsletter that co-promotes their ductless heat pump rebate along with our WSRP incentive. Since the formal nonattainment-related wood smoke reduction efforts began in 2012, nearly 1,500 old wood stoves have been removed within the Smoke Reduction Zone; since the Wood Stove Program began in Fall 2007, over 2,700 old wood stoves have been removed using incentive funds.

We expect to launch our expanded drop-off stove recycling program (for Pierce County communities outside the Smoke Reduction Zone) around the time of the February Board meeting. This expansion is made possible by additional funding from Ecology under a grant to reduce deposition of polycyclic aromatic hydrocarbons (PAHs) in Puget Sound by reducing wood smoke emissions.

We have narrowed down the 33 submissions we received for the Woodstove Retrofit Open Challenge to the top few that will move on for testing of fine particle and polycyclic aromatic hydrocarbon (PAH) emissions. We are contacting all submitters to let them know if they are moving on in the process, and providing feedback on their submissions. We have successfully selected a testing laboratory and are completing our contract with them to move on to the testing phase.

We are completing the first phase of information collection on “reasonable alternatives to outdoor burning” for residential yard waste. The initial information includes mapping where alternatives to burning exist across our counties as well as cost of disposal information. We’ll be sharing this information with you at a future meeting.

We are personally reaching out to engage with Snohomish County fire districts to increase understanding of our mission, to listen to their challenges in enforcement of outdoor burning regulations, and to work together to identify ways we can assist in educating their public about air quality issues, particularly wood burning. In January and February we visited Darrington, Oso, Silvana, Skykomish, Index, and Granite Falls fire departments.

Objective 1.4 – Prevent, reduce and control emissions and exposure from significant stationary sources of air pollution

The federal District Court has scheduled oral argument for February 20 regarding the petition filed by Ardagh asking the Court to rule that the agency is precluded from issuing the proposed Reasonably Available Control Technology (RACT) general regulatory order (based upon Ardagh’s interpretation of the 2010 Consent Decree). Until the Court rules on that petition, final action by the Board on the RACT determination will wait. We will update the Board on the status of this matter.

On January 21, Inspectors Wellington Troncoso, Max Scarberry and Jessica Landkrohn delivered a workshop to students in the South Seattle College Automotive Collision Technology program. The training was an opportunity for the students to become familiar with the agency and regulatory requirements for the industry, while giving agency inspectors a chance to meet future automotive collision repair professionals and answer questions students may have. The workshop went well, a pre and post quiz of students’ knowledge of the agency’s auto body shop regulations, showed an 18% increase in the average score after completing the workshop. Steve Ford, (Instructor and Coordinator of the Automotive Collision Technology program) expressed interest in hosting the workshop on a yearly basis.

We are evaluating and potentially revising our violation notices that are currently sent out only in English. Components of the work include: possible re-design of the notices; clear visual clues that will alert even non-English speakers about the need to respond; use of multilingual forms or translation services for phone messages; external research to learn more about how other agencies are working to solve this problem; and learning from immigrant organizations what works best for their communities.

We are focusing our outreach efforts to marijuana facilities by updating our website information, customizing the required notice of construction application forms for the industry, and sending out reminders/notices to facilities pending approval from the Washington State Liquor Control Board. Agency inspectors have also started conducting inspections at some marijuana producers and processors in our jurisdiction.

Objective 1.5 – Characterize and communicate air quality throughout the region, with the active participation of the public

We are wrapping up the last of our winter fine particle pollution monitoring studies this month and will be moving into data analysis phase in March. This winter we conducted studies in three areas: Auburn/Algona, Shoreline/Lynnwood/Lake Forest Park, and several communities along Route 2 from Monroe to Skykomish.

We supported a University of Washington graduate student's project with monitoring equipment and consultation. The project is to survey the urban environment and assess fine particle pollution exposure throughout various built urban environments. We also supported another University of Washington study that studies air pollution effects on the aging brain by providing access to monitoring sites for collocation of equipment, historical data and a letter of support to a funding entity.

We hosted the NW-AIRQUEST meeting, a regional consortium of academic and agency partners and examined some ozone and regional modeling capabilities. Much of this discussion is in anticipation of EPA's October 2015 ozone standard.

We hosted the local "Collaborative on Health and Environment" meeting and presented on the topic of air pollution near roadways.

We received notice from EPA that our proposal for the STAR Air Monitoring in Communities grant was not successful. We proposed to monitor using new technologies with the Tukwila Allentown community and partner with the University of Washington in our proposal. We are meeting with the University of Washington this month to determine what aspects of our proposal we can still move forward on without EPA funding. We look forward to working in this community.

We continue to run ads in the International Examiner which serves Seattle's International District. These ads feature graphs on air quality in their immediate area, and explanations/discussions of the data.

GOAL TWO – BECOME THE MOST CLIMATE-FRIENDLY REGION IN THE UNITED STATES

Objective 2.1 – Reduce emissions of greenhouse gases from transportation

We worked closely with the Washington DOT office of public-private partnerships on the development of the Washington State Electric Vehicle Action Plan. The plan was requested by Governor Inslee within executive order 14-04. The plan proposes a suite of actions to increase the number of electric vehicles in Washington to 50,000 by 2020.

The Clean Cities program provided testimony in support of and continues to monitor several state bills that create incentives for and help advance the adoption for alternative fuels and electric vehicles. Many bills would influence the alternative fuel and electric vehicle landscape.

We are wrapping up our work with Life Cycle Associates (LCA) to better understand the impacts on criteria air pollutants, air toxics and health in our region of a low-carbon fuel standard.

We held an initial meeting with King County staff as they begin to scope the update to their 2008 greenhouse gas emissions inventory. We will focus on the transportation sector in the inventory.

The City of Seattle's Office of Sustainability and the Environment (OSE) is developing a climate preparedness strategy. The goal is to integrate consideration of climate change into decision making and identify mitigation and adaptation actions to enhance the resilience of service and infrastructure. Equity is a priority of the preparedness strategy, and OSE is creating a stakeholder informed process to prioritize actions that reduce risk and enhance resilience of vulnerable populations. We are invited to be involved in the process. On February 11, Environmental Justice Associates Julio Sanchez and Caleb Feldman were interviewed by Valerie Pacino, to help support the City's process. Future opportunities to participate in stakeholder meetings, and cross sector workshops will be made available.

EXCELLENCE IN ACTION – EMPLOY THE BEST PEOPLE, POLICIES, AND PRACTICES TO ACHIEVE OUR WORK

Objective 3.1 – Attract, retain and inspire exceptional staff

We filled our new part-time, term administrative support position to assist with the ScRAPS 2 program. Betsy Wheelock joined the ScRAPS team at our Terminal 5 office on January 21; Betsy brings significant experience with federal grant administration and will be a valuable team member as we both integrate and segregate the many federal grants that provide the ScRAPS Program's funding.

With the retirement of James Smethurst, we have completed recruitment for a Front Desk Administrative Assistant and Jessie Buchanan has been hired for the position. She will start with the agency on March 2.

Objective 3.2 – Develop a culture that integrates environmental justice and equity principles into our day-to-day work and decisions

The management team continues working through a leadership development series with Heidi Schillinger of Equity Matters, to better understand inequity and develop tools and skills toward effective strategic plan implementation. The sessions provide a valuable opportunity for us to explore institutional practices and be effective in genuine community engagement. The fifth of six total Cultural Competency Dialogues took place on February 10. The focus of the session was to begin developing equity filters and discuss specific equity tools to apply to agency work.

Our monthly Equity Workshop Series is continuing, to provide internal staff development opportunities. The January 29 workshop was focused on gaining knowledge of environmental justice as it relates to procedural equity and community engagement. The workshop included participatory learning, a case study of a community led air monitoring project, and group discussion about how we engage with communities in our own work.

On February 12, our ninth workshop was coordinated by Julio Sanchez, who convened a panel of representatives from community-based organizations, local governmental agencies, and the community, to discuss integration of equity and social justice into their work, why this is important, and the impacts of this way of doing business. The purpose of this workshop was to explore tools for implementing EJ across a wide range of departments with differing roles and responsibilities.

Objective 3.3 – Engage in meaningful dialogue and outreach with all sectors of the public

As a continuation of our Latino community outreach work, we have identified possible strategies for FY16 to meet our goals. Some of the possibilities being considering are continued radio presence; continued TV presence; continued engagement with established community partners (Mexican Consulate, Casa Latina, El Centro de la Raza, etc.); and additional engagement with new partners (Seamar Health Clinics, Molina Health Care, Salvadorian Consulate, etc.)

We are developing a series of videos dedicated to informing the general public about Monitoring activities, the science of monitoring and how it relates to them. This ongoing series can also be used to educate the public about personal monitors, and local air quality awareness.

Objective 3.4 – Build the agency’s long-term financial strength and ensure accountability

The FY14 audit is continuing with the biennial audit of the Title V program.

In preparation for the FY16 budget development, we rolled out a new long-term projection model that looks at the sustainability of budget decisions beyond the budget year. Managers have provided initial high-level budget assumptions and are discussing Strategic Plan priorities and resource allocations.

GENERAL

I had the enviable task of calling our partners in the Tacoma-Pierce County attainment effort to let them know that EPA approved the redesignation. I expressed the Agency's gratitude to each of them. I would also like the Board to consider sending a letter of appreciation on behalf of all of you to some of the key partners, such as Representative Jinkins and Senator Nelson and others.

On February 7-9, I attended the winter Board meeting of the National Association of Clean Air Agencies. I was asked to brief the Board on was the new EPA wood heater standards, which were weakened through the OMB process. I think litigation by some recalcitrant members of the hearth industry to further weaken them is possible, as well as an action to challenge them as not being stringent enough. We are monitoring that situation.

There is a lot of back and forth going on in the legislature, with the house of origin cutoff coming up on March 11. At the meeting, I'll give you an update on what bills are alive and dead as well as those that could come back to life.

Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc



Puget Sound Clean Air Agency > Priorities > Wood Heating > Burn Bans



Burn Bans

When pollution rises, burn bans are an important part of keeping our air clean and healthy for everyone. We use current and forecasted conditions and pollution levels to decide when a burn ban is needed. Once conditions improve, burn bans are removed.

[Burn Ban Status](#)

[Air Quality Burn Bans](#)

[Mobile App](#)

[Burn Ban Protocol](#)

[Frequently Asked Questions](#)

What is a burn ban?

An air quality burn ban is a mandatory, yet temporary, order that restricts the use of wood stoves and fireplaces, as well as outdoor burning, when air quality is degraded and human health may be adversely impacted. Air quality burn bans typically occur during fall and winter months and may last for up to a week or more.

For more information, visit the Air Quality Burn Bans tab on this page.

Who can issue a burn ban?

The Puget Sound Clean Air Agency has regulatory authority to issue burn bans in King, Kitsap, Pierce and Snohomish counties, in accordance with [RCW 70.94.473](#).

Why do you call burn bans?

The smoke from burning wood and wood-based products contains fine particles (soot) and a toxic mix of other carcinogens. This pollution is harmful to your health, particularly for young children, older adults and people with respiratory and heart disease. During stagnant weather conditions, concentrations of wood smoke can reach harmful levels, so we restrict wood smoke emissions to protect air quality in our neighborhoods and the health of those living there.

Where do you call burn bans?

The Puget Sound Clean Air Agency calls air quality burn bans for King, Kitsap, Pierce and Snohomish counties. Burn bans are called on a countywide basis. Air quality burn bans for areas outside Puget Sound Clean Air Agency's jurisdiction are issued by other local air agencies, the Washington Department of Ecology or the U.S. Environmental Protection Agency. To find the agency that serves your area, visit www.ecy.wa.gov/programs/air/PDFS/ControlOfficers.pdf [PDF 0.1MB].

How are burn ban conditions determined?

We follow [state burn ban requirements](#):

- We issue Stage 1 burn bans on the basis of weather conditions and rising pollution levels – when we predict we may violate air quality standards.
- We issue Stage 2 burn bans when fine particle pollution levels reach a trigger value set by state law.

We issue these bans based on the air quality conditions in the individual counties within our jurisdiction. As a result, one or more counties may have a Stage 1 burn ban in place while another county has advanced to a Stage 2 burn ban. Or one county may have a burn ban in effect while others have no restrictions in place.

How can I find out when a burn ban has been issued or cancelled?

We offer many ways to learn about burn bans [keep reading the FAQ's to learn more]. You can also signup to receive alerts about burn bans under the Burn Ban Status tab on this page.

What's the difference between a Stage 1 and Stage 2 burn ban?

During a **Stage 1** burn ban:

- No burning is allowed in wood-burning fireplaces, uncertified wood stoves or uncertified fireplace inserts unless this is your only adequate source of heat.
- Even those using a certified device or those for whom this is their only adequate source of heat cannot generate visible smoke.
- All outdoor burning is prohibited, even in areas where outdoor burning is not permanently banned. This includes wood- and charcoal-fueled recreational fires.

During a **Stage 2** burn ban:

- No burning is allowed in ANY wood-burning fireplaces, wood stoves or fireplace inserts [certified or uncertified] or pellet stoves, unless this is your only adequate source of heat.
- Even those for whom this is their only adequate source of heat cannot generate visible smoke.
- All outdoor burning is prohibited, even in areas where outdoor burning is not permanently banned. This includes wood- and charcoal-fueled recreational fires.

How do you know if I'm violating the burn ban?

Where there is smoke, there is likely fire and non-compliance with the burn ban. Our agency inspectors are trained to read the density, or "opacity," of smoke and to determine if visible smoke violates the state's opacity laws. It is always illegal to generate excessive smoke, defined as [20 percent opacity](#) or more for more than six consecutive minutes, even when a burn ban is not in effect.

If you have a device that is legal to use during a Stage 1 burn ban or if this is your only adequate source of heat, you still must burn cleanly and not emit visible smoke. Remember, excessive smoke is illegal at any time, from any device.

How do I burn cleanly and not emit visible smoke?

Make sure you are using only seasoned, dry firewood or compressed energy logs. Don't damper down your stove—limiting the air to your fire will cause smoke. Check your chimney periodically. If you see smoke, your fire needs more air.

Check out our YouTube site for some brief videos:

- "How to burn cleanly in your wood stove." This 4-minute video shows how you can get the most heat out of your stove while producing little or no smoke.
- "Wet wood is a waste." Produced by the U.S. Environmental Protection Agency, this video explains how to determine whether your wood is dry enough to burn.

Other resources:

- [Heat smart, heat healthy.](#) Tips for maximizing heat while minimizing smoke.
- [Illustration of legal and illegal smoke densities](#)
- [Washington State Opacity Standards](#)
- [Wood-burning and the law.](#) Washington state regulations governing wood burning.

What is the penalty for violating a burn ban?

If our inspectors observe a burn ban violation, they will issue a Notice of Violation to the property owner. Notices of Violation carry a maximum fine of up to \$1,000.

What's the difference between an air quality and fire safety burn ban?

Air quality burn bans are issued and enforced by the Puget Sound Clean Air Agency when air pollution levels rise to unhealthy levels. Air quality burn bans typically occur during colder fall and winter months.

Fire safety burn bans are issued and enforced by the fire marshal or local fire departments when dry weather conditions heighten the risk of wildfires. Fire safety burn bans are generally called during the summer and can last for several months, even into the fall.

The Puget Sound Clean Air Agency is **NOT** responsible for issuing or enforcing fire safety burn bans. For more on fire safety bans, contact your county fire marshal or [local fire department](#).

How can I tell if my wood stove or fireplace insert is certified?

A certified wood stove/fireplace insert would likely have a label on the top indicating it complies with U.S. Environmental Protection Agency emission standards. Here is a [sample label](#).

Here are a few other ways to determine whether you have a certified or uncertified device:

- If it has two solid, metal doors on the front, then it is uncertified.
- If it has two glass doors, then it is uncertified.
- If it has one glass door, then more information is needed. If there is a brand/manufacturer name on the device, look for it on the list of [EPA-certified wood stoves \(PDF\)](#). Otherwise, you will need to take a picture of it and take it to your nearest hearth dealer.

What if I rely on my wood stove because my primary electric/oil/propane heat is too expensive?

On the few days we have air quality burn bans in place, the use of your [primary] clean heating device is expected in order to keep air quality healthy for you, your family, and your neighbors. The exception is if your wood stove is your only adequate source of heat and you have an approved "no other adequate source of heat" exemption from the Agency.

What does "adequate source of heat" mean?

An "adequate source of heat" is a heating system that is designed to maintain a temperature of 70 degrees F at a point three feet above the floor in each normally inhabited room. We base our assessment on the adequacy of the whole system's heating capacity, including any parts of the heating system that may have been disconnected, damaged or simply aren't working.

Most homes in our area have another adequate source of heat beyond wood stoves, because of building code requirements.

But how do you know if my wood stove or pellet stove is my only adequate source of heat?

In order to receive an exemption, you must have an approved "no other adequate source of heat" exemption from the Agency. To apply for an exemption, please download the [application](#) or request one to be sent to you at (206) 716-1195, option 1. We review and confirm the information you provide in your completed application with county records. If your application is approved, your exemption is valid for the time stated on your approval letter from the Agency.

My furnace is broken and I can't afford to fix it – do I qualify for the "no other adequate source of heat" exemption?

This exemption was designed to identify those homes that have no other way, besides wood burning, to sufficiently heat their homes. As a regulatory agency, we are required to follow the law, which is quite clear: the "no other adequate source of heat" decision is based on the heating system(s) currently in your home.

We cannot take into consideration:

- Your income level.
- Ability to pay your heating bills.
- Whether your system is working.

We do, however, take income level into account to help identify possible assistance programs to help you with your home heating.

My application for a "No Other Adequate Source of Heat" was approved. What now?

You may continue to burn wood cleanly during air quality burn bans for the time period stated on your approval letter from the Clean Air Agency. Keep your eyes open for an application reminder that we will send to you before the next heating season. Also, regardless of your exemption status, we may contact you to see if you qualify for one of our incentive programs to improve your heating situation.

My application for a "No Other Adequate Source of Heat" was denied. What now?

While you may not be eligible for this specific exemption, you may have extenuating circumstances that make it difficult for you to comply with burn bans. We will contact you to determine if we have an applicable incentive program to help you with your heating system. If you burn wood during an air quality burn ban, you may receive a notice of violation. Should you receive a notice of violation from our inspection staff, you'll have an opportunity to respond with a detailed explanation of your situation which will be taken into consideration when determining how to resolve your case.

I can't stay warm in my home without burning wood- where can I go for assistance?

Depending on where you live and your individual circumstances, you may be able to take advantage of rebates and assistance offered by our partner organizations:

- [Offers, rebates and assistance on insulation and heating.](#)

What if my furnace or other home heat is not adequate?

If your primary heat source is not adequate and you have an approved exemption from the Agency, you may use your pellet or wood stove during a burn ban to supplement your heat. You are, however, still required to minimize smoke. If agency inspectors observe smoke in excess of 20-percent opacity for six consecutive minutes they will issue a Notice of Violation to the property owner, which could result in a penalty of \$1,000. For tips on minimizing smoke, visit [here](#).

How do I report a burn ban violation?

Burn ban violations are subject to a civil penalty of \$1,000. To report a burn ban violation, go to our [online complaint center](#). Due to the high volume of complaints during a burn ban, we cannot respond to each individual complaint. Rather, we use complaint data to help us identify neighborhoods that are being most impacted by wood smoke during a burn ban so we can focus our enforcement activity there.

What about manufactured logs, like Duraflame or Javalogs, can I use them during a burn ban?

During an air quality burn ban, it is the use of solid-fuel burning **devices** that is restricted - not the type of fuel. In a Stage 1 ban, for example, you cannot use a fireplace or uncertified wood stove to burn any solid fuel, not even a manufactured log. Similarly in a Stage 2 burn ban, it's the use of any wood stove, fireplace or pellet stove that is prohibited.

When a burn ban is not in effect, however, manufactured logs are a cleaner alternative to cord wood for fireplace fires. They produce approximately 70 percent less pollution than cord wood. Should you opt to burn manufactured logs, please note that many varieties are not suitable for wood stoves and fireplace inserts - check the guidelines on the wrapper to ensure compatibility with your device.

I thought pellet stoves burn much cleaner than wood stoves. Why are they included in Stage 2 burn bans?

Pellet stoves do indeed burn significantly cleaner than wood stoves, and generate much less air pollution. They are not pollution-free, however. Pellets are a solid fuel, which when combusted, still generate pollution. This [graphic](#) illustrates the comparative emissions generated by different home heating devices.

Because pellet stoves are cleaner than fireplaces and uncertified woodstoves, they are permitted during a Stage One burn ban. **No** solid fuel-burning devices, however, are allowed to be used during a Stage Two burn ban.

My wood stove was fully-loaded when I found out about the burn ban. What should I do?

You do not need to take extreme measures to put out your current fire. When a burn ban is issued, there is a window of time before the burn ban goes into effect. Enforcement patrols start approximately three hours after the burn ban goes into effect. This allows for folks to safely extinguish existing fires before being subject to a penalty.

The safest practice during winter months, especially when there is burn ban potential, is to only burn small, hot fires. If you have a fire burning when a burn ban is issued, open your damper completely to allow as much air as possible so the fire can burn hot and extinguish quickly.

Do NOT damper down and allow your fire to smolder, this will generate visible smoke for an extended period of time and you are subject to a violation.

More information on burning and wood smoke can be found [here](#).

Can I use my barbecue grill during a burn ban? What about my chiminea?

Charcoal barbecues and other outdoor wood-burning devices such as chimineas, outdoor fireplaces, and fire bowls are considered 'recreational fire' devices. Recreational fires using solid fuel - such as charcoal or wood - are always prohibited during air-quality burn bans. Wood and charcoal fires lit in chimineas, fire pits, fire bowls and similar devices fall under this definition.

Propane and natural gas grills, patio heaters and fire pits can be used during a burn ban.

For more information, see the [Washington Administrative Code Section 173-425-050\(3a\)](#).

Are beach bonfires allowed during a burn ban?

No. Bonfires are considered recreational fires, and are prohibited during air quality burn bans. This includes bonfires or beach fires at city and state parks, such as those traditionally lit during the holiday season for the Christmas Ships.

What happens if there is a power outage during a burn ban? Can I use my wood stove then?

We recognize the importance of providing heat for your family. If your only option is a wood stove, we understand your need to use it. You must, however, minimize smoke by burning properly. Excess smoke is always illegal.

It's windy outside. Why is there a burn ban?

We issue burn bans on a county-wide basis. This is to help maintain healthy air throughout the entire region. Our counties, however, have very diverse landscapes. Sometimes, one part of a county may experience stagnant weather conditions and elevated pollution levels, while in another part of the county it's windy and the air is somewhat cleaner.

The Air Quality Index (AQI) says air quality is "good/moderate." Why is there a burn ban?

We issue burn bans when we expect air pollution to worsen. Sometimes the AQI may read "good" or "moderate" at the time we issue a ban; that means we anticipate that air pollution will build up soon. Pollution tends to build slowly during the day and is typically worst at night and early morning hours.

Why does a burn ban apply to the entire county? How can every area in the county have unhealthy air?

Air quality can indeed vary throughout our large counties. We issue bans on a county-wide basis for clearly communicating it to the public and media, and to help maintain healthy air throughout the region.

Why are there so many more burn bans for Pierce and Snohomish counties but not in the major metropolitan areas in King County? Is Seattle air cleaner?

Seattle's air is not necessarily cleaner than in Pierce and Snohomish counties. Generally, Pierce and Snohomish counties tend to have more burn bans because they reach higher pollution levels more frequently. This is in part because they have more wood burning communities in highly-populated, compact areas. It also tends to be a bit windier in Seattle and parts of King County, which helps blow away the pollution and keep it from reaching unhealthy levels.

PUGET SOUND CLEAN AIR AGENCY
NOTICES OF CONSTRUCTION/NOTIFICATIONS JANUARY 2015

| | <u>King</u> | <u>Kitsap</u> | <u>Pierce</u> | <u>Snohomish</u> | <u>Mobile</u> | <u>Total</u> |
|----------|-------------|---------------|---------------|------------------|---------------|--------------|
| Approved | 6 | 1 | 1 | 4 | 0 | 12 |

Notices/Notifications Approved January 1 through January 31, 2015

| Date | Approved | NC# | Firm Name | Location | Equipment |
|--------------------------------|----------|----------------------------|--------------|--|-----------|
| Notices of Construction | | | | | |
| 01/05/15 | 10591 | ABRA Auto Body & Glass | Poulsbo | Spray booth | |
| 01/08/15 | 10692 | Mission Foods | Fife | Bakery oven | |
| 01/08/15 | 10789 | Interior Wood Design | Monroe | Spray booth | |
| 01/08/15 | 10867 | Chipper Gardens | Arlington | Recreational marijuana growing & processing facility | |
| 01/26/15 | 10817 | Henrybuilt | Seattle | Spray booth | |
| 01/26/15 | 10862 | Boeing Commercial Airplane | Everett | Diesel-fired burner | |
| 01/29/15 | 10795 | King Co Solid Waste | Federal Way | Removal of carbon adsorbers | |
| 01/29/15 | 10863 | Golden Tree | Lake Stevens | Recreational marijuana growing & processing facility | |

Notifications

| Date | Received | NC# | Firm Name | Location | Equipment |
|--------------------------------|----------|-----------------------|-----------|--|-----------|
| Notices of Construction | | | | | |
| 01/06/15 | 1039N | Renton Sunset Chevron | Renton | Replacement of stage 2 nozzles | |
| 01/06/15 | 1040N | K's Deli & Grocery | Seattle | Stage 2 vapor recovery | |
| 01/06/15 | 1044N | Sea-Tac Airport | Seattle | Removal of all stage 2 vapor recovery system | |
| 01/06/15 | 1045N | Sea-Tac Airport | Seattle | Stage 1 vapor recovery | |

Notices/Notifications Received January 1 through January 31, 2015

| Date | Received | NC# | Firm Name | Location | Equipment |
|--------------------------------|----------|-------------------------------|------------|--|-----------|
| Notices of Construction | | | | | |
| 01/08/15 | 10868 | Boeing | Everett | Flatbed screen print line | |
| 01/08/15 | 10869 | Boeing | Everett | Air stripper for wastewater treatment plant | |
| 01/09/15 | 10870 | Costco Wholesale | Shoreline | Gas station expansion | |
| 01/13/15 | 10871 | Pacific Crest Industries | Sumner | Modification | |
| 01/16/15 | 10872 | Puget Sound Coatings | Auburn | Spray booth | |
| 01/20/15 | 10873 | Genzyme | Lynnwood | Air stripper | |
| 01/26/15 | 10874 | Naval Base Kitsap | Silverdale | Replacement of existing furnace | |
| 01/27/15 | 10875 | Life Roots | Seattle | Recreational marijuana growing & processing facility | |
| 01/28/15 | 10877 | Cascade Coffee | Everett | Modification | |
| 01/29/15 | 10878 | SSolano Auto Body & Collision | Kent | General Order - Spray booth | |
| 01/23/15 | 10876 | Marysville Garage | Marysville | General Order - Spray booth | |

Notifications

| Date | Received | NC# | Firm Name | Location | Equipment |
|--------------------------------|----------|---------------------|------------|------------------------|-----------|
| Notices of Construction | | | | | |
| 01/06/15 | 1053N | Broad Street 76 | Seattle | Stage 2 vapor recovery | |
| 01/09/15 | 1047N | Jacksons Food Store | Tacoma | Stage 2 vapor recovery | |
| 01/12/15 | 1046N | PC Cleaners | Graham | Dry cleaning machine | |
| 01/23/15 | 1048N | LJ Smith | Puyallup | Baghouse notification | |
| 01/23/15 | 1049N | LJ Smith | Puyallup | Baghouse notification | |
| 01/23/15 | 1050N | LJ Smith | Puyallup | Baghouse notification | |
| 01/26/15 | 1051N | Silverdale Chevron | Silverdale | Stage 2 vapor recovery | |

FY15 Contract List as of February 13, 2015

| NUMBER | GRANT? | PROJECT MGR/CONTACT | VENDOR/RECIPIENT | DESCRIPTION/PROJECT | START DATE | EXPIRES | AMOUNT | FUND SOURCE |
|---|--|---------------------|---|---|--------------------|------------|--------------------------|---|
| 2015-001 | no | Kim Cole | City of Lakewood | FY15 City of Lakewood Burn Ban Patrols | TBD | TBD | TBD | Civil Penalties |
| 2015-002 | no | Kim Cole | City of Tacoma | FY15 City of Tacoma Burn Ban Patrols | 08/25/14 | 06/30/15 | Up to \$35,000 | Civil Penalties |
| 2015-003 | no | Kim Cole | City of University Place | FY15 City of University Place Burn Ban Patrols | TBD | TBD | TBD | Civil Penalties |
| 2015-004 | no | Kim Cole | City of Puyallup | FY15 City of Puyallup Burn Ban Patrols | 11/18/14 | 06/30/15 | Up to \$9,000 | Civil Penalties |
| 2015-005 | no | Kim Cole | Pierce County | FY15 Pierce County Burn Ban Patrols | 10/21/14 | 12/31/15 | Up to \$94,000 | Civil Penalties |
| 2015-006 | no | Charly McCreary | LexisNexis | LexisNexis Subscription FY15-FY17 | 7/1/2014 | 6/30/2017 | \$350 per month | TBD |
| 2015-007 | no | Scott DeWees | Port of Seattle | Engine Upgrade Pilot ILA | 7/1/2014 | 6/30/2015 | TBD | Diesel Solutions |
| 2015-008-0 2015-008-1 | U S FHA CMAQ (WSDOT), Ecology Clean Diesel, U S EPA DERA | Beth Carper | Dealer | ScRAPS 2 Dealer Partnership Template and Amendment | TBD | 10/31/2015 | Up to \$30,000 per truck | U S FHA CMAQ (WSDOT), Ecology Clean Diesel, U S EPA DERA |
| 2015-009 | no | Tom Henchman | Cogent Communications Inc | Cogent Internet Services | 7/31/2014 | 7/31/2017 | \$625 per month | N/A |
| 2015-010 | no | Laurie Halvorson | Matt and Associates | Compensation and Classification Plan Consultant | 7/1/2014 | 6/30/2017 | Up to \$20,000 | N/A |
| 2015-011 | no | Jennifer Dold | Versoria | Time Management Coaching | 6/20/2014 | 9/19/2014 | Up to \$2,800 | N/A |
| 2015-012 | no | Jennifer Dold | ABC Legal Services | ABC Legal Messenger Services | 7/1/2014 | 6/30/2015 | Up to \$25,000 | N/A |
| 2015-013 | no | Jennifer Dold | Apex Legal Services | Apex Legal Messenger Services | 7/1/2014 | 6/30/2015 | TBD | N/A |
| 2015-014 | no | Joanna Cruse | MindMixer (Socialmentum LLC) | MindMixer Web Application | 7/1/2014 | TBD | TBD | N/A |
| 2015-015-0 2015-015-1 2015-015-2 | CMAQ (POS) | Kathy Boucher | Kenworth Sales - Spokane | Kenworth Sales - Spokane ScRAPS 2 Dealer Partnership | 6/30/2014 | 10/31/2015 | TBD | Port of Seattle CMAQ |
| 2015-016 | no | Adam Petrusky | Seattle City Light | Seattle City Light Master Pole Attachment | TBD | TBD | TBD | N/A |
| 2015-017 Terminated | CMAQ (POS) | Kathy Boucher | Nuss Truck and Equipment | Nuss Truck and Equipment ScRAPS 2 Dealer Partnership | Terminated 7/17/14 | NA | NA | Port of Seattle CMAQ |
| 2015-018-0 2015-018-1 2015-018-2 | CMAQ (POS) | Kathy Boucher | Koolit Truck Sales Inc | Koolit Truck Sales ScRAPS 2 Dealer Partnership | 7/16/2014 | 10/31/2015 | TBD | Port of Seattle CMAQ |
| 2015-019 | no | Kathy Strange | Lee Hecht Harrison LLC | Manager Skills Development Coaching | 7/1/2014 | 3/31/2015 | Up to \$62,700 | N/A |
| 2015-020-0 2015-020-1 2015-020-2 | CMAQ (POS) | Beth Carper | SeaTac Trucks LLC | SeaTac Trucks ScRAPS 2 Dealer Partnership | 7/25/2014 | 6/30/2015 | TBD | Port of Seattle CMAQ |
| 2015-021 | no | Kit McGurn | Dorey Design Group | Air Safe Pierce County Website Maintenance | 8/15/2014 | 6/30/2015 | Up to \$6,500 | N/A |
| 2015-022 | Yes | Beth Carper | Harbor Vessel Owner | Template for Harbor Vessel Auxiliary Engine Replacement | TBD | 6/30/2018 | TBD | G1400574 |
| 2015-023-0 2015-023-1 2015-023-2 | CMAQ (POS) | Kathy Boucher | I State Truck Center | I State Truck Center ScRAPS 2 Dealer Partnership | 8/6/2014 | 6/30/2015 | TBD | Port of Seattle CMAQ |
| 2015-024-0 2015-024-1 | U S FHA CMAQ (WSDOT), U S EPA DERA, Ecology | Beth Carper | Diamond Truck Sales Inc | Diamond Truck Sales ScRAPS 2 Dealer Partnership | 12/18/2014 | 10/31/2015 | TBD | U S FHA CMAQ (WSDOT), U S EPA DERA, Ecology |
| 2015-025-0 2015-025-1 2015-025-32 | CMAQ (POS) | Beth Carper | Westfall GMC Truck Inc | Westfall GMC Truck ScRAPS 2 Dealer Partnership | 7/31/2014 | 6/30/2015 | TBD | Port of Seattle CMAQ |
| 2015-026 | CMAQ (POS) | Kathy Boucher | Cascadia International LLC | Cascadia International ScRAPS 2 Dealer Partnership | 8/18/2014 | 6/30/2015 | Up to \$20,000 per truck | Port of Seattle CMAQ |
| 2015-027 | CMAQ (POS) | Kathy Boucher | Commercial Truck Center of Virginia LLC | Commercial Truck Center of Virginia ScRAPS 2 Dealer Partnership | 8/18/2014 | 6/30/2015 | Up to \$20,000 per truck | Port of Seattle CMAQ |
| 2015-028 | no | Kit McGurn | Guenther Media | Air Safe Pierce County Videography Services | 9/16/2014 | 6/30/2015 | Up to \$27,000 | N/A |
| 2015-029 | CMAQ (POS) | Kathy Boucher | Bennett's Truck Source LLC | Bennett's Truck Source ScRAPS 2 Dealer Partnership | 9/17/2014 | 6/30/2015 | Up to \$20,000 per truck | Port of Seattle CMAQ |

FY15 Contract List as of February 13, 2015

| NUMBER | GRANT? | PROJECT MGR/CONTACT | VENDOR/RECIPIENT | DESCRIPTION/PROJECT | START DATE | EXPIRES | AMOUNT | FUND SOURCE |
|------------|-------------------------|---------------------|---|---|------------|------------|--------------------------|-----------------------|
| 2015-030-0 | no | Laurie Halvorson | CPS HR Consulting | Recruiting Services for Agency HR Manager | 9/15/2014 | 6/30/2017 | Up to \$28,900 | N/A |
| 2015-030-1 | | | | | | | | |
| 2015-030-2 | | | | | | | | |
| 2015-031-0 | no | Steve Van Slyke | Washington State Department of Ecology | Permit Engineering Support | 9/22/2014 | 3/31/2015 | TBD | N/A |
| 2015-031-1 | | | | | | | | |
| 2015-032-0 | CMAQ (POS) | Beth Carper | Los Angeles Freightliner | Los Angeles Freightliner ScRAPS 2 Dealer Partnership | TBD | 6/30/2015 | TBD | Port of Seattle CMAQ |
| 2015-032-1 | | | | | | | | |
| 2015-033-0 | CMAQ (POS) | Kathy Boucher | Green Truck General Partner LLC | Green Truck General Partner LLC ScRAPS 2 Dealer Partnership | 10/1/2014 | 6/30/2015 | TBD | Port of Seattle CMAQ |
| 2015-033-1 | | | | | | | | |
| 2015-033-2 | | | | | | | | |
| 2015-034 | no | Kit McGurn | Comcast Spotlight LP | Comcast Outreach for Smoke Reduction Zone | 11/21/2014 | 6/30/2015 | Up to \$30,000 | N/A |
| 2015-035 | no | Kit McGurn | Clear Channel | Clear Channel Outreach for Smoke Reduction Zone | TBD | TBD | TBD | N/A |
| 2015-036 | no | Kit McGurn | The News Tribune (TNT) | TNT Outreach for Smoke Reduction Zone | 11/5/2014 | 6/30/2015 | Up to \$30,000 | N/A |
| 2015-037 | no | Tania Tam Park | Equity Matters | Cultural Competence Skill Building for Managers and Directors | 10/3/2014 | 5/30/2015 | Up to \$6,000 | Strategic Initiatives |
| 2015-038 | no | Rick Hess | Roy Robinson Subaru | Vehicle Purchase | 10/29/2014 | 10/29/2014 | \$27,169 | Registration Fund |
| 2015-039 | no | Jennifer Dold | Foster Pepper PLLC | Legal Services Related to Ardagh Glass | 10/13/2014 | 6/30/2015 | TBD | N/A |
| 2015-040 | CMAQ (POS) | Kathy Boucher | Freightliner of NH Inc | Freightliner of NH ScRAPS 2 Dealer Partnership | TBD | 6/30/2015 | Up to \$20,000 per truck | Port of Seattle CMAQ |
| 2015-041 | no | Matt Harper | Auburn School District | Auburn School District Temporary Air Monitoring Sites (2) | 11/24/2014 | 3/31/2015 | TBD | N/A |
| 2015-042-0 | no | Karen Hauser | David Lyman, CPA | Temporary Accounting and Internal Auditing Services | 10/27/2014 | 6/30/2015 | Up to \$9,750 | N/A |
| 2015-042-1 | | | | | | | | |
| 2015-043 | no | Matt Harper | Fairgrounds Administration (Snohomish Co Parks and Recreation Dept) | Evergreen State Fairgrounds Temporary Air Monitoring Site | 1/2/2015 | 2/28/2015 | \$20.00 per month | N/A |
| 2015-044 | no | Matt Harper | Seattle Public Library | Queen Anne Library Annex Temporary Air Monitoring Site | 11/1/2014 | 12/31/2015 | TBD | N/A |
| 2015-045-0 | CMAQ (WSDOT) | Beth Carper | Advantage Truck Sales Inc | Advantage Truck Sales ScRAPS 2 Dealer Partnership | 11/3/2014 | 10/31/2015 | TBD | CMAQ (WSDOT) |
| 2015-045-1 | Ecology U S EPA DERA | | | | | | | |
| 2015-046-0 | CMAQ (WSDOT) | Beth Carper | JES Sales Co Inc | JES Sales ScRAPS 2 Dealer Partnership | 11/3/2014 | 10/31/2015 | TBD | CMAQ (WSDOT) |
| 2015-046-1 | Ecology U S EPA DERA | | | | | | | |
| 2015-047 | no | Tania Tam Park | A-List Nanny Services | Child Care Services | 11/1/2014 | 6/30/2015 | Up to \$3,000 | Strategic Initiatives |
| 2015-048 | no | Tania Tam Park | Angel's Royal Academy | Child Care Services | 11/1/2014 | 6/30/2015 | Up to \$3,000 | Strategic Initiatives |
| 2015-049 | no | Kim Cole | Nyawela Consulting | Stakeholder Facilitation Services for Engaging Communities in Agency Permitting Processes | 1/2/2015 | 6/30/2015 | Up to \$39,600 | Strategic Initiatives |
| 2015-050-0 | CMAQ (WSDOT) | Beth Carper | Freedom Truck Centers | Freedom Truck Centers ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ (WSDOT) |
| 2015-050-1 | Ecology U S EPA DERA | | | | | | | |
| 2015-051 | no | Adam Petrusky | HabitatMap | AirBeam Air Quality Monitors | 11/19/2014 | 6/30/2015 | \$1,900.00 | N/A |
| 2015-052-0 | CMAQ (WSDOT) | Beth Carper | Transwest Freightliner LLC | Transwest Freightliner ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ (WSDOT) |
| 2015-052-1 | Ecology U S EPA DERA | | | | | | | |
| 2015-053 | no | Matt Harper | Phil Swartzendruber | Shoreline Temporary Air Monitoring Site | 12/6/2014 | 2/28/2015 | \$60 | N/A |
| 2015-054 | no | Matt Harper | Adam Petrusky | Shoreline Temporary Air Monitoring Site | 12/6/2014 | 2/28/2015 | \$60 | N/A |

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| NUMBER | GRANT? | PROJECT MGR/CONTACT | VENDOR/RECIPIENT | DESCRIPTION/PROJECT | START DATE | EXPIRES | AMOUNT | FUND SOURCE |
|------------|-------------------------|---------------------|--|--|------------|------------|----------------|---|
| 2015-055-0 | CMAQ (WSDOT) | | | | | | | |
| 2015-055-1 | Ecology U S EPA DERA | Beth Carper | Dedicated Fleet Services | Dedicated Fleet Services ScRAPs 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ (WSDOT) Ecology U S EPA DERA |
| 2015-056 | Yes | Beth Carper | King County Department of Transportation | Spirit of Kingston Vessel Auxiliary Engine(s) Replacement | 12/22/2014 | 6/30/2018 | Up to \$22,400 | G14000574 |
| 2015-057-0 | CMAQ (WSDOT) | | | | | | | |
| 2015-057-1 | Ecology U S EPA DERA | Beth Carper | All Truck Sales | All Truck Sales ScRAPs 2 Dealer Partnership | 12/18/2014 | 10/31/2015 | TBD | CMAQ (WSDOT) Ecology U S EPA DERA |
| 2015-058-0 | CMAQ (WSDOT) | | | | | | | |
| 2015-058-1 | Ecology U S EPA DERA | Kathy Boucher | Rainier Truck and Trailer Inc | Rainier Truck and Trailer ScRAPs 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ (WSDOT) Ecology U S EPA DERA |
| 2015-059 | Yes | Beth Carper | Harley Marine Services Inc | Harley Marine Services Lela Joy Auxiliary Engine Replacement | 12/23/2014 | 6/30/2018 | Up to \$38,400 | G1400574 |
| 2015-060 | Yes | Beth Carper | Argosy LP dba Argosy Cruises | Argosy Cruises MV Champagne Lady Auxiliary Engine Replacement | 12/18/2014 | 6/30/2018 | Up to \$12,900 | G1400574 |
| 2015-061 | Yes | Beth Carper | Argosy LP dba Argosy Cruises | Argosy Cruises MV Sightseer Auxiliary Engine Replacement | 12/30/2014 | 6/30/2018 | Up to \$12,900 | G1400574 |
| 2015-062 | Yes | Elizabeth Gilpin | City of Dupont | Install Idle-Reduction Technologies on Emergency Response Vehicles | 1/21/2015 | 1/28/2017 | TBD | G1300047 |
| 2015-063-0 | Yes | | | | | | | |
| 2015-063-1 | | Beth Carper | Repost.com dba EquipPost.com, Inc | Repost.com dba EquipPost.com ScRAPs 2 Dealer Partnership | 1/2/2015 | 10/31/2015 | TBD | CMAQ (WSDOT) Ecology U S EPA DERA |
| 2015-064 | Yes | Elizabeth Gilpin | Pierce County Fire District 13 | Install Idle-Reduction Technologies on Emergency Response Vehicles | 1/21/2015 | 1/28/2019 | TBD | G1300047 |
| 2015-065 | Yes | Elizabeth Gilpin | Pierce County Fire District 27 | Install Idle-Reduction Technologies on Emergency Response Vehicles | 1/21/2015 | 1/28/2019 | TBD | G1300047 |
| 2015-066 | Yes | Beth Carper | American Construction Co. | American Construction Mukilteo Auxiliary Engine Replacement | 2/4/2015 | 6/30/2018 | TBD | G1400574 |
| 2015-067 | Yes | Beth Carper | Island Tug and Barge | Island Tug and Barge Island Venture Auxiliary Engine Replacement | TBD | 6/30/2018 | Up to \$43,000 | G1400574 |
| 2015-068 | Yes | Beth Carper | Clipper Vacations | Clipper Vacations Victoria Clipper III Auxiliary Engine Replacement | TBD | 6/30/2018 | Up to \$38,400 | G1400574 |
| 2015-069 | Yes | Beth Carper | Washington State Department of Corrections | WA State Dept of Corrections Peggy N Auxiliary Engine Replacement | 2/4/2015 | 6/30/2018 | TBD | G1400574 |
| 2015-070 | Yes | Beth Carper | Washington State Department of Corrections | WA State Dept of Corrections Kimberly Auxiliary Engine Replacement | 2/4/2015 | 6/30/2018 | TBD | G1400574 |
| 2015-071 | no | Sara Harrold | Life Cycle Associates LLC | Estimate Emissions for the WA State Low Carbon Fuel Standard | TBD | 2/28/2015 | Up to \$15,000 | N/A |
| 2015-072 | Yes | Elizabeth Gilpin | City of Bremerton fire Department | Install Idle-Reduction Technologies on Emergency Response Vehicles | TBD | 4/30/2017 | TBD | G1300047 |
| 2015-073 | Yes | Beth Carper | American Construction Co. | American Construction Co Auxiliary Engine Replacement on the Palouse | 2/4/2015 | 6/30/2018 | TBD | G1400574 |
| 2015-074-0 | CMAQ (WSDOT) | | | | | | | |
| 2015-074-1 | Ecology U S EPA DERA | Kathy Boucher | ST of Greensboro LLC dba Select Trucks of Greensboro | Select Trucks of Greensboro ScRAPs 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ (WSDOT) Ecology U S EPA DERA |
| 2015-075 | Yes | Beth Carper | Crowley | Crowley Auxiliary Engine Replacement on the Guard Vessel | TBD | 6/30/2018 | Up to \$43,000 | G1400574 |
| 2015-076 | no | Beth Carper | Washington State Department of Transportation Local Programs | Project Administration | TBD | Ongoing | TBD | N/A |
| 2015-077 | Yes | Kathy Boucher | Twin City Truck Sales and Service | Twin City Truck Sales and Service ScRAPs 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |
| 2015-078 | Yes | Kathy Boucher | Coast Truck Centers Inc | Coast Truck Centers ScRAPs 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |
| 2015-079 | Yes | Beth Carper | Dealer | Drayage Truck ScRAPs 2 Program Template | TBD | TBD | TBD | CMAQ |

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| 2015-080 | no | Isela Jimenez Nejbauer | King County Metro Transit | 2015 ORCA Business Passport | TBD | 4/30/2016 | TBD | N/A |
| 2015-081 | Yes | Beth Carper | Rainier Truck and Trailer Inc | Rainier Truck and Trailer ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |
| 2015-082 | Yes | Beth Carper | Eagle Truck and Machine Co dba Eagle Freightliner | Eagle Freightliner ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |
| 2015-083 | Yes | Beth Carper | Palmer Truck Inc dba Kenworth of Evansville | Kenworth of Evansville ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |
| 2015-084 | Yes | Beth Carper | Arizona Truck Center Inc dba Vanguard Truck Center of Phoenix | Vanguard Truck Center of Phoenix ScRAPS 2 Dealer Partnership | TBD | 10/31/2015 | TBD | CMAQ |