

**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
Ryan Mello Phone: (253) 591-5100 Fax: (253) 591-5123 E-mail: ryan.mello@cityoftacoma.org	Jennifer Dold, Agency Attorney Phone: (206) 689-4015 Fax: (206) 343-7522 E-mail: jenniferd@pscleanair.org
Eric Parks Phone: (425) 388-3494 Fax: (425) 388-3496 E-mail: eric.parks@co.snohomish.wa.us	Amy Fowler, Clean Air Initiatives Manager Phone: (206) 689-4017 Fax: (206) 343-7522 E-mail: amyf@pscleanair.org
Paul Roberts Phone: (425) 257-8781 Fax: (425) 257-8691 E-mail: proberts@ci.everett.wa.us	Karen Houser, Finance/Purchasing Manager Phone: (206) 689-4036 Fax: (206) 343-7522 E-mail: karenh@pscleanair.org
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
	Andy Tudhope, Technology Manager Phone: (206) 689-4090 Fax: (206) 343-7522 E-mail: andyt@pscleanair.org
Judith White-Crow (Admin. Asst. for Board) Phone: (206) 689-4079 Fax: (206) 343-7522 E-mail: judithw@pscleanair.org	Steve Van Slyke, Compliance Manager Phone: (206) 689-4052 Fax: (206) 343-7522 E-mail: stevev@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.



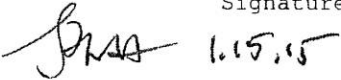
Signature

DIRECTOR, AIR QUALITY PROGRAMS

Title

1/15/2015

Date



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 January 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 Halverson
Signature

Director - Compliance & Legal
Title

1/23/15
Date

\$232,983.13

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

 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 Holman

Signature

Director - Compliance & Legal

Title

1/30/15

Date

Pha 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

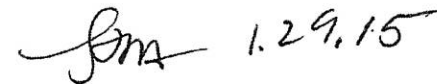
Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
1/29/2015	13928	MARS LLC	Refund duplicate payment of 2015 Registration	140.00	No
1/29/2015	13929	Butterworth Crematory	Refund for overpayment of 2015 Registration	350.00	No
1/29/2015	13930	Leather to Lace	Refund duplicate 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 Thumborg	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
Report Total				196,845.72	

Handwritten signature and date "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.



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)

yc 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
	13982			0.00	Yes
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

overrun of
warrant 13983

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	

YE 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.

AS

Signature

DIRECTOR, AIR QUALITY PROGRAMS

Title

2/13/2015

Date

AS 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 9791 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/Voegtlin/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

Shat 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 Making 2015 supplemental operating appropriations. <u>SHB 1105</u> (SB 5076) <i>Sponsors:</i> Hunter (Prime), Gregerson, Ormsby, Sullivan <i>Summary:</i> Makes 2015 supplemental operating appropriations. <i>Comments:</i>	Del to Gov	Hunter	Monitoring	
Capital budget 2015-2017 Concerning the capital budget. <u>HB 1115</u> (SB 5097) <i>Sponsors:</i> Dunshee (Prime), DeBolt, Gregerson, Morris, Reykdal <i>Summary:</i> Adopts the capital budget. <i>Comments:</i>	H Cap Budget	Dunshee	Monitoring	
Capital sup budget 2015 Concerning the supplemental capital budget. <u>HB 1116</u> (SB 5096) <i>Sponsors:</i> Dunshee (Prime), DeBolt, Gregerson, Morris <i>Summary:</i> Adopts the supplemental capital budget. <i>Comments:</i>	H Cap Budget	Dunshee	High	
Administrative rules Providing that an administrative rule may be abrogated by act of the governor or either house of the legislature. <u>HB 1201</u> (SB 5365) <i>Sponsors:</i> Scott (Prime), Buys, Condotta, Griffey, Holy, Manweller, McCaslin, Shea, Short, Taylor, Vick, Young <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. <i>Comments:</i>	H State Governme	Scott	Monitoring	

Ecology administrative rulesH 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:

Adminstrative rules & policyH 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 enforcementH 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 Shea Monitoring
Environment

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 & Hudgins Monitoring
Gami

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.

Sponsors: Fey (Prime), Muri

HB 2087

Summary: 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.

Comments:

Operating sup budget 2015	S Ways & Means	Hill	Monitoring
----------------------------------	-------------------	------	------------

Making 2015 supplemental operating appropriations.

SB 5076
(SHB 1105)

Sponsors: Hill (Prime), Hargrove

Summary: Makes 2015 supplemental operating appropriations.

Comments:

Operating budget 2015-2017	S Ways & Means	Hill	Monitoring
-----------------------------------	-------------------	------	------------

Making 2015-2017 operating appropriations.

SB 5077
(HB 1106)

Sponsors: Hill (Prime), Hargrove

Summary: Makes 2015-2017 operating appropriations.

Comments:

Capital sup budget 2015	S Ways & Means	Honeyford	Monitoring
--------------------------------	-------------------	-----------	------------

Concerning the supplemental capital budget.

SB 5096
(HB 1116)

Sponsors: Honeyford (Prime), Keiser

Summary: Adopts the supplemental capital budget.

Comments:

Capital budget 2015-2017	S Ways & Means	Honeyford	Monitoring
---------------------------------	-------------------	-----------	------------

Concerning the capital budget.

SB 5097
(HB 1115)

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, Lias, McAuliffe, McCoy, Nelson, Pedersen, Rolfes

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, Ericksen, 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:

<u>SB 5368</u> (HB 1203)	Administrative rules & policy	S GovtOp&StSec	Padden	Medium
	Limiting the enforcement of administrative rules and policies.			
	<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>			
<u>SB 5371</u>	Agency declaratory orders	S GovtOp&StSec	Dansel	Low
	Modifying limitations on agency declaratory orders.			
	<i>Sponsors:</i> Dansel (Prime), Honeyford, Padden, Roach			
	<i>Summary:</i> Addresses declaratory orders by agencies.			
	<i>Comments:</i>			
<u>SB 5423</u> (HB 1487)	Clean car stds and program	S Energy, Enviro	McCoy	Monitoring
	Reducing emissions by making changes to the clean car standards and clean car program.			
	<i>Sponsors:</i> McCoy (Prime), Chase, Frockt, Jayapal, McAuliffe, Ranker, Rolfes			
	<i>Summary:</i> Makes changes to the clean car standards and clean car program to reduce motor vehicle emissions.			
	<i>Comments:</i>			
<u>SB 5735</u>	Carbon reduction investments	S Energy, Enviro	Ericksen	Monitoring
	Providing incentives for carbon reduction investments.			
	<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>			
<u>SB 5904</u>	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.

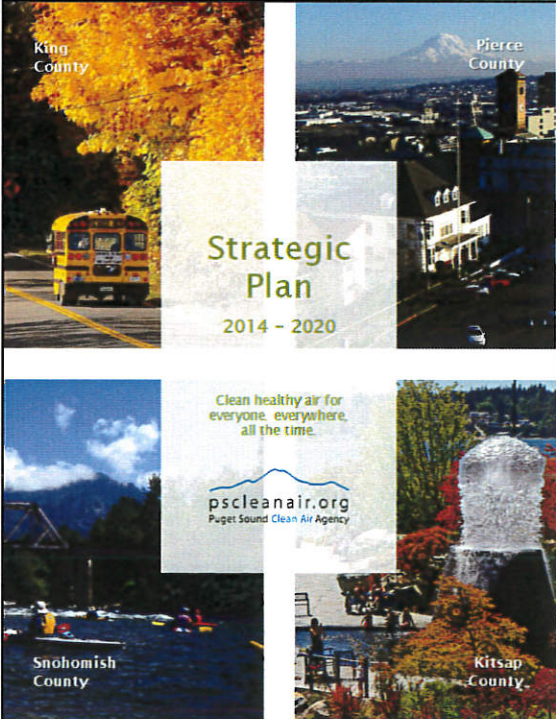
Respectfully submitted,



Craig T. Kenworthy
Executive Director

Attachment

jwc



King County

Pierce County

Snohomish County

Kitsap County

Strategic Plan
2014 - 2020



Clean healthy air for everyone, everywhere, all the time.
pscleanair.org
Puget Sound Clean Air Agency

Periodic Update

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

Objective 3.3

Board of Directors
February 26, 2015



Outline

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




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.




Strategies

- 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.



Strategies

- 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

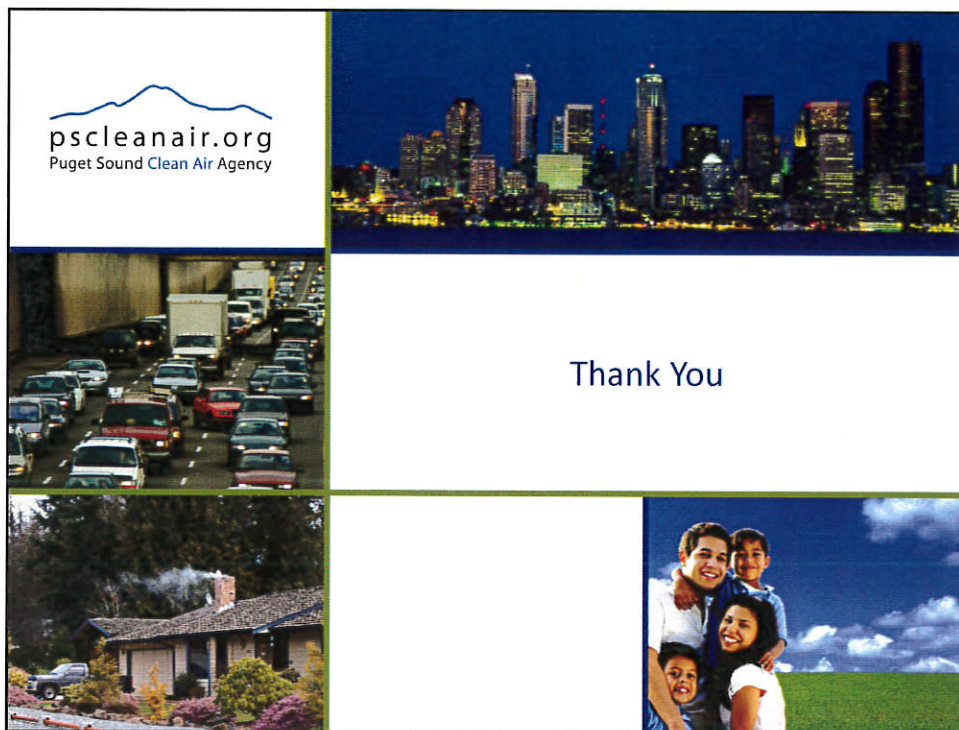
- Adverse public reaction to issues, including burn bans, SRZ rule
- Not enough funding to achieve desired outreach
- Changing dynamic of communication and tools



Board Input

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





Thank You

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
Federal Grants	\$ 1,700,202	\$ 5,780,968	29.4%
State Grants	1,374,481	4,305,273	31.9%
State & Local Contracts	375,359	742,941	50.5%
Supplemental Income (Per Capita)	2,684,439	2,390,148	112.3%
Compliance Program Fee Revenues	4,930,325	5,312,758	92.8%
Civil Penalty Collections	279,269	-	
Interest Income	14,106	-	
Other	33,915	80,000	42.4%
Total Revenues	\$ 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
Personnel Expenses	\$ 4,367,274	\$ 9,133,589	47.8%	\$ 4,125,822
Work Plan Expenses	2,388,764	9,351,135	25.5%	2,086,068
Operating Expenses	677,100	1,650,659	41.0%	683,319
Equipment Expenditures	118,412	348,186	34.0%	45,134
Miscellaneous	(7,250)			(2,500)
Total Expenses	\$ 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%	On track
PM 2.5 -Sec 103 Grant (EPA/Ecology)	48,652	103,001	47.2%	On track
Locomotive Engine Upgrade-Sound Transit (EPA)	3,277	6,000	54.6%	On track
Woodstove Retrofit Open Competition (Ecology)	55,816	148,000	37.7%	On track
Liquid Natural Gas- Interstate Distributors (EPA)	5,499	170,000	3.2%	Work will complete in second half
Air Emission & Energy Initiative-Island Tug and Barge (Dept of Transp. Maritime Admin)	32,255	37,255	86.6%	Completed
PAH Grant (Ecology)	2,984			Carryover from FY14
Expansion of Woodstove Removal -Attainment - PAH Grant (EPA,Ecology)		100,000	0.0%	New Woodstove grant
Port of Seattle ScRAPs Program – DERA Grant	120,000	1,200,000	10.0%	Start up phase - new grant
Port of Seattle Trucks ScRAPs 2 Contract (CMAQ)	1,010,494	3,090,712	32.7%	On track
Subtotal - Federal Grants	1,700,202	5,780,968	29.4%	
State Grants				
State Core Grant (Ecology)	298,835	635,011	47.1%	On track
Harbor Craft Auxiliary Engine Replacement (Ecology)	30,822	367,800	8.4%	Will be completed in FY15
Emergency Response Vehicle Idle Reduction (Ecology)	174,905	452,000	38.7%	On track
Liquid Natural Gas - Interstate Distributors Grant Match (Ecology)	-	200,000	0.0%	Work will complete in second half
Port of Seattle Trucks ScRAPs 2 Contract (Ecology)	142,914	437,119	32.7%	On track
FY14 Wood Smoke Reduction for At-Risk Communities-Tacoma (Ecology)	687,303	2,130,909	32.3%	On track
Wood Stove Educ. & Enforcement (Ecology)	39,703	82,434	48.2%	On track
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%	Higher activity than budgeted but on contract
Port of Seattle Trucks ScRAPs 2 Contract (Match)	157,730	482,435	32.7%	On track
Port of Seattle (Compressed Natural Gas)	155,818	230,000	67.7%	On track
Port of Seattle Trucks ScRAPs 2 (DERA)	47,952	23,000	208.5%	Start up phase - new grant
Subtotal - State and Local Contracts	375,359	742,941	50.5%	
Supplemental Income				
Per Capita - Cities and Counties	2,495,394	2,202,060		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)
Per Capita - Strategic Initiatives	189,045	188,088		
Subtotal - Supplemental Income	2,684,439	2,390,148	112.3%	Billings were issued in second quarter
Program Fees				
Asbestos	283,775	550,712	51.5%	Running higher than budget due to more permitting activity
Notice of Construction	224,600	371,650	60.4%	Running higher than budget due to more permitting activity
Registration	2,857,840	2,667,822	107.1%	Billings were issued in second quarter - came in over budget
Operating Permits	1,564,110	1,722,574	90.8%	Billings were issued in second quarter - came in under budget
Subtotal - Program Fees	4,930,325	5,312,758	92.8%	
Other Revenues				
Civil Penalty Collections	279,269	-		Unbudgeted item
Interest Income	14,106	-		Unbudgeted item
Clean Cities Coalition	33,650	80,000	42.1%	Member billings will go out later in the fiscal year
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%	<i>Under budget - grant work, burn ban enforcement began in second quarter</i>
Work Plan Expenses	2,388,764	9,351,135	25.5%	
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%	<i>Running ahead of budget - most of the Compliance Fee program revenue receipts (and resulting merchant fees costs) occur in the second quarter</i>
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)	-		<i>Gain on disposal (sale) of vehicle, insurance proceeds from a theft of monitoring equipment</i>
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
Clean Cities Reserves	6,050	-	
Employer Retirement Fund	(14,106)	-	
Other - Funding Department Reserves		(6,045)	
Other - Funding Equipment Reserve	(6,000)	(6,000)	
Other	(61,914)	-	
Sub-Total Appropriated Fund Balance	(3,847,796)	1,871,481	
Net	-	-	

Notes

*Unbudgeted interest income transferred to the Employer
 Retirement fund per the FY15 Financial Policies*

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=LuK3MYFdgc>





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.






pscleaseair.org
Puget Sound Clean Air Agency

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.





pscleaseair.org
Puget Sound Clean Air Agency

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







pscleanair.org
Puget Sound Clean Air Agency

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 NESHAP requirements.






pscleanair.org
Puget Sound Clean Air Agency






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.



pscleanair.org
Puget Sound Clean Air Agency



What questions do you have?



pscleanair.org
Puget Sound Clean Air Agency

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

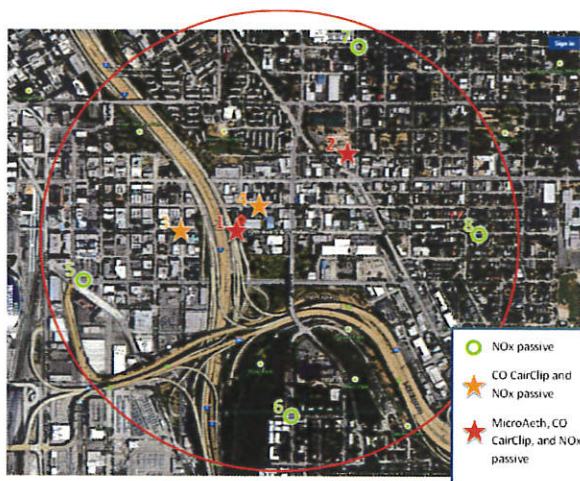
jwc

 <p>pscleanair.org Puget Sound Clean Air Agency</p>	
	<p>2014 Chinatown-International District Near-Road Study Update</p>
	<p>Phil Swartzendruber, PhD PSCAA Board of Directors February 26, 2015</p>  <p>Clean, healthy air for everyone, everywhere, all the time.</p>

Background

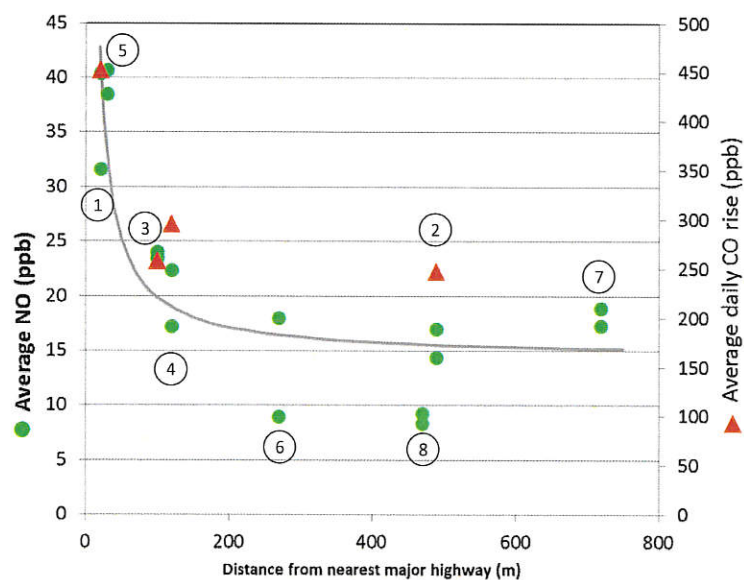
- Cars and trucks are major pollution sources
- research on the near-road environment has been increasing
- potential health impacts include cardiovascular and toxics
- in 2010 EPA adopted NO₂ near-road rule
- in 2014 we established our 10th and Weller Near-Road site
- in late summer 2014, we conducted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

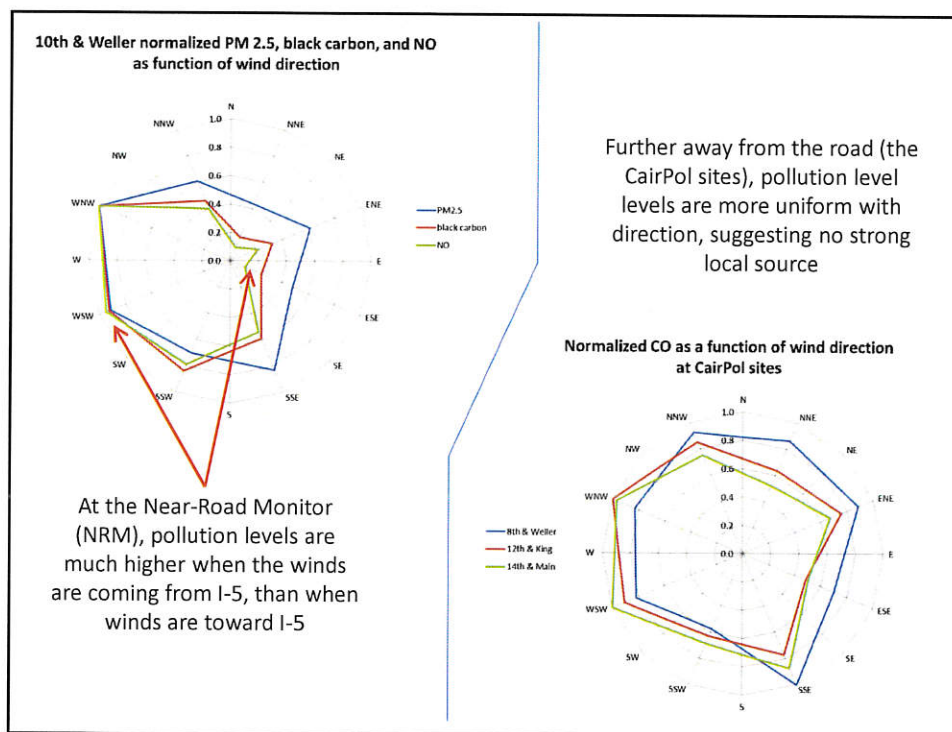
Map of monitoring sites



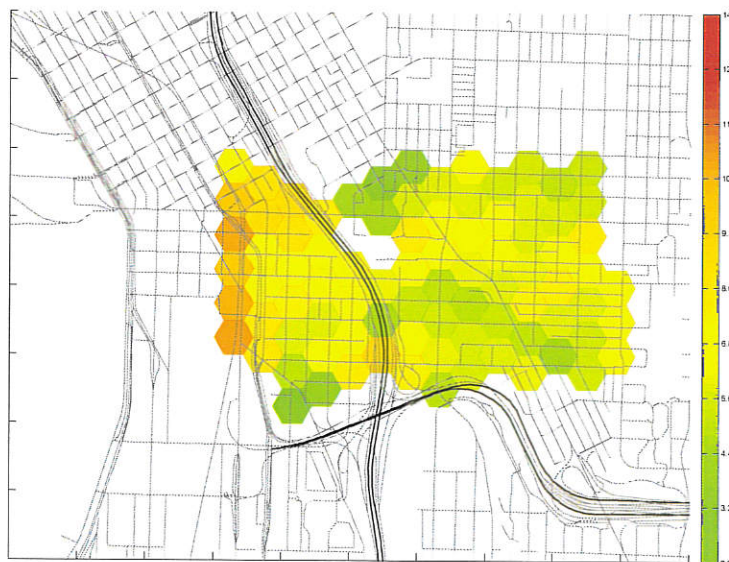
- 1) 10th & Weller NRM
- 2) 14th & Main
- 3) 8th & Weller
- 4) 12th & King
- 5) 5th & Dearborn
- 6) 12th & Judkins
- 7) 14th & Spruce
- 8) 18th & Weller

Pollution vs Distance to major traffic

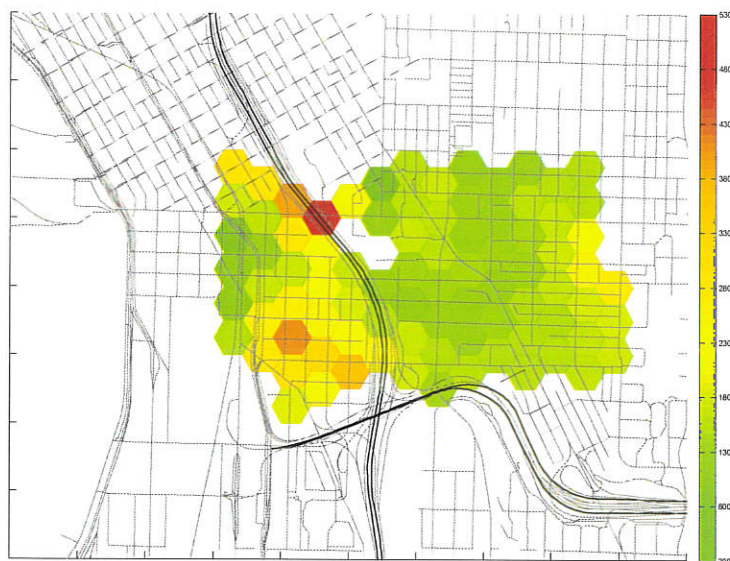




Mobile average PM 500m cells



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, PM_{2.5}, NO_x, 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

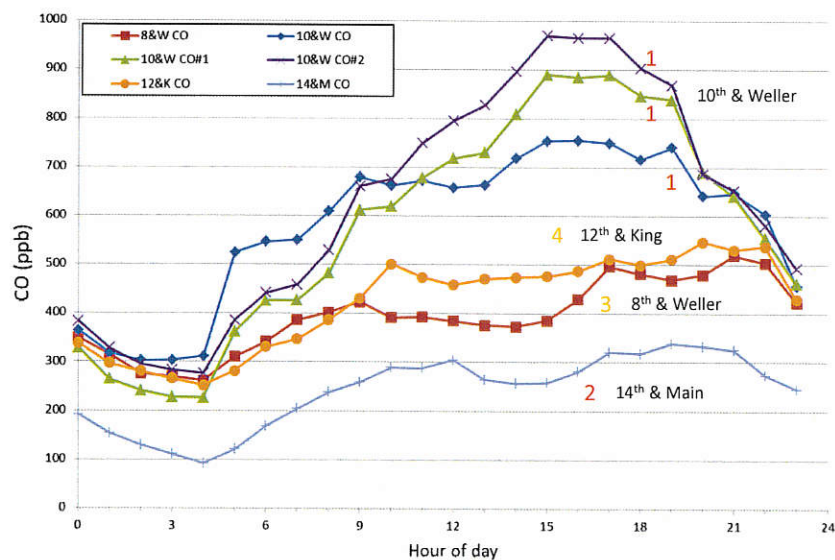
- traffic apart from I-5 appears to impact area as well, but to a much smaller extent
- Baily Gatzert appears far enough from I-5 to not see a major impact from I-5 emissions
- lots of variability and hotspots in mobile routes
- estimated PM at the sites away from major roads were all $< 7 \text{ ug/m}^3$. (the NAAQS is 12)

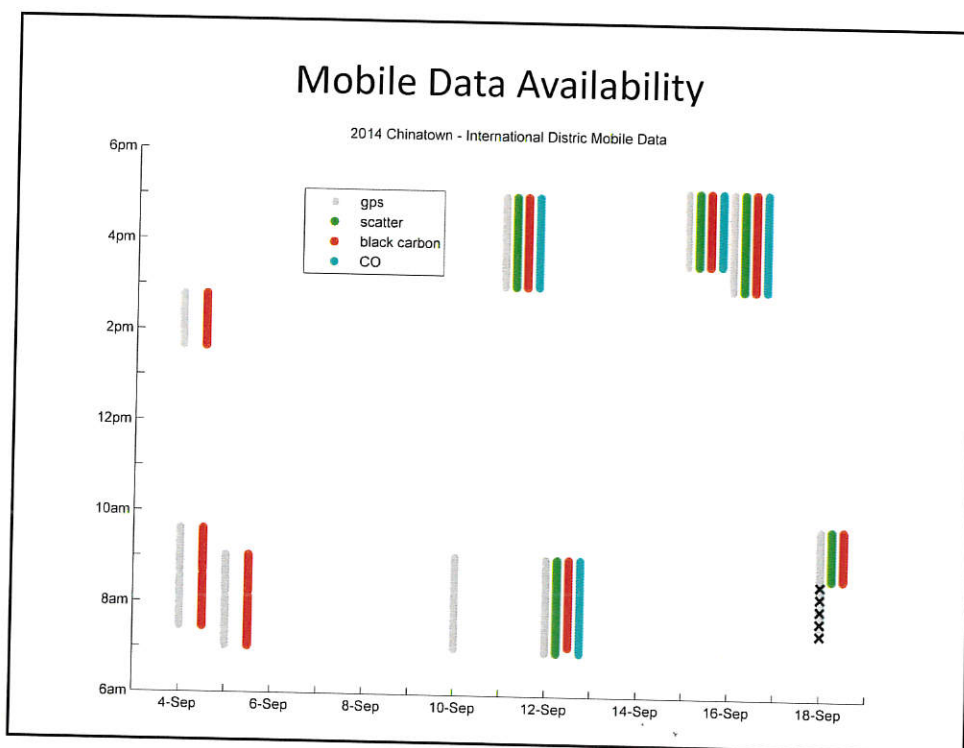
Outreach and Next Steps

- 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

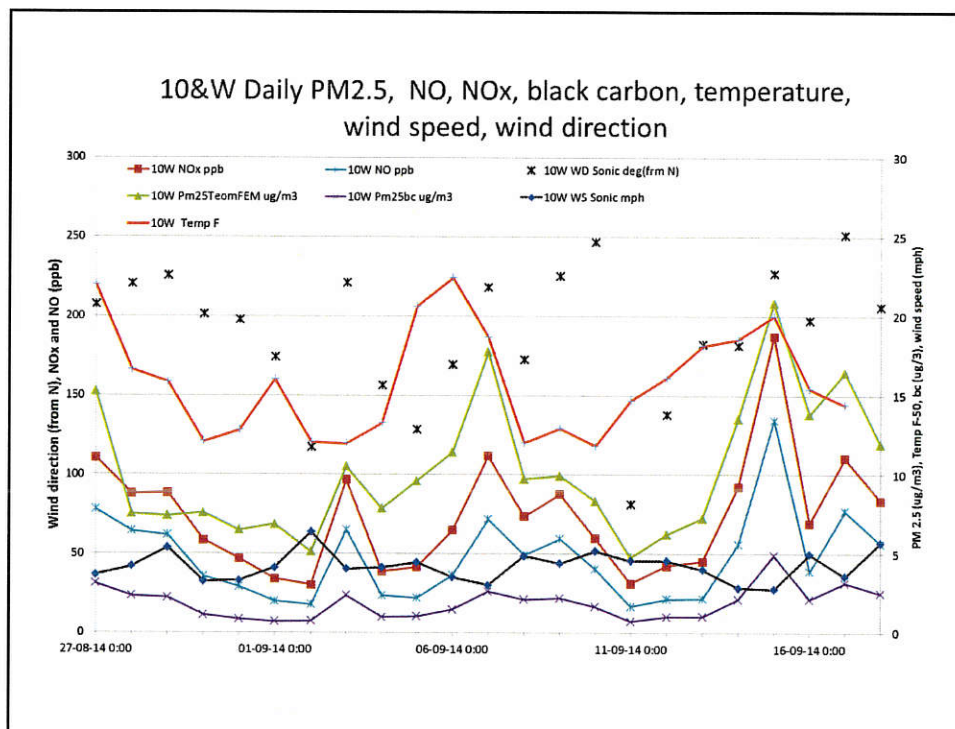
Daily pollution tracer (CO) at four sites





Quick Review of Observations

- CO 10&W, 3-poles, mobile
- O₃+NO₂ 10&W
- BC 10&W, 14&M, mobile
- NO₂, NO_x 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 Jenkins 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/Control_Officers.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 sign up 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/manufacture 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
<u>Notices of Construction</u>				
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

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
<u>Notices of Construction</u>				
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

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 2015-030-1 2015-030-2	no	Laurie Halvorson	CPS HR Consulting	Recruiting Services for Agency HR Manager	9/15/2014	6/30/2017	Up to \$28,900	N/A
2015-031-0 2015-031-1	no	Steve Van Slyke	Washington State Department of Ecology	Permit Engineering Support	9/22/2014	3/31/2015	TBD	N/A
2015-032-0 2015-032-1	CMAQ (POS)	Beth Carper	Los Angeles Freightliner	Los Angeles Freightliner ScRAPs 2 Dealer Partnership	TBD	6/30/2015	TBD	Port of Seattle CMAQ
2015-033-0 2015-033-1 2015-033-2	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
2015-034	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 2015-042-1	no	Karen Hauser	David Lyman, CPA	Temporary Accounting and Internal Auditing Services	10/27/2014	6/30/2015	Up to \$9,750	N/A
2015-043	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 2015-045-1	CMAQ (WSDOT) Ecology U S EPA DERA	Beth Carper	Advantage Truck Sales Inc	Advantage Truck Sales ScRAPs 2 Dealer Partnership	11/3/2014	10/31/2015	TBD	CMAQ (WSDOT) Ecology U S EPA DERA
2015-046-0 2015-046-1	CMAQ (WSDOT) Ecology U S EPA DERA	Beth Carper	JES Sales Co Inc	JES Sales ScRAPs 2 Dealer Partnership	11/3/2014	10/31/2015	TBD	CMAQ (WSDOT) 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 2015-050-1	CMAQ (WSDOT) Ecology U S EPA DERA	Beth Carper	Freedom Truck Centers	Freedom Truck Centers ScRAPs 2 Dealer Partnership	TBD	10/31/2015	TBD	CMAQ (WSDOT) 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 2015-052-1	CMAQ (WSDOT) Ecology U S EPA DERA	Beth Carper	Transwest Freightliner LLC	Transwest Freightliner ScRAPs 2 Dealer Partnership	TBD	10/31/2015	TBD	CMAQ (WSDOT) 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

FY15 Contract List as of February 13, 2015

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
2015-055-0 2015-055-1	CMAQ (WSDOT) 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	G1400574
2015-057-0 2015-057-1	CMAQ (WSDOT) 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 2015-058-1	CMAQ (WSDOT) 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 2015-063-1	Yes	Beth Carper	Repopost.com dba EquipPost.com, Inc	Repopost.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 2015-074-1	CMAQ (WSDOT) 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

FY15 Contract List as of February 13, 2015

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
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