

Thursday  
November 20, 2014  
8:45 a.m.

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

**AGENDA**

	8:45-8:46	<i>Call to order – Roll Call – Quorum Established</i>	
<b>Board of Directors</b>	8:46-8:50	<b>I Approval of Minutes</b> October 23, 2014 Regular Meeting*	<b>ACTION</b>
	8:50-8:55	<b>II Petitions from the Public</b>	
Bremerton Patty Lent, Mayor	8:55-9:00	<b>III Personnel and Finance Matters</b> A. Approval of Vouchers*	<b>ACTION</b>
Everett Ray Stephanson, Mayor Paul Roberts, Board Chair	9:00-10:00	<b>IV Executive Session</b> A. Litigation B. Real Estate Lease	
King County Dow Constantine, Executive		<b>V Public Hearings (none)</b>	
Kitsap County Charlotte Garrido, Commissioner		<b>VI Unfinished Business</b>	
Pierce County Pat McCarthy, Executive	10:00-10:20	A. Briefing – ScRAPs 2 Program Launch*	
Public-at-Large Stella Chao	10:20-11:20	B. Strategic Plan Update – Objectives 1.2 & 2.1 (Transportation)*	
Seattle Ed Murray, Mayor		<b>VII New Business</b>	
Snohomish County Dave Somers, Councilmember	11:20-11:30	A. Resolution No. 1312 – Appointing Bill Franz to the Snohomish County Suburban Cities Advisory Council Position*	<b>ACTION</b>
Tacoma Ryan Mello, Councilmember	11:30-12:00	B. Briefing – Proposed Regulation Amendment to Regulation I, Section 6.03 (Notice of Construction)*	
Executive Director Craig T. Kenworthy	12:00-12:10	C. Legislative Update	
	12:10-12:15	<b>VIII Staff Reports</b> A. Executive Director’s Report* B. Notice of Construction List* C. Contract List*	

*\*Document included in the Board packet*

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**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: <a href="mailto:ebaker@co.kitsap.wa.us">ebaker@co.kitsap.wa.us</a>	Craig Kenworthy Phone: (206) 689-4004 Fax: (206) 343-7522 E-mail: <a href="mailto:craigk@pscleanair.org">craigk@pscleanair.org</a>
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**PUGET SOUND CLEAN AIR AGENCY  
BOARD OF DIRECTORS**

**REGULAR MEETING MINUTES**

October 23, 2014

1904 3rd Avenue, Suite 105  
Seattle, WA 98101

**Board Members Present:**

Eric Baker, representing Charlotte Garrido, Kitsap County Commissioner (by phone)  
Ryan Dicks, representing Pat McCarthy, Pierce County Executive  
Ryan Mello, City Council Member, City of Tacoma  
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  
Christie True, representing King County Executive Dow Constantine  
Larry Willman, representing Mayor Patty Lent, City of Bremerton

**Board Members Absent:**

Stella Chao, representing the Public-at-Large

Paul Roberts called the meeting to order at 8:52 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 September 25, 2014, Board meeting.

There was no Board discussion.

Christie True made a motion that the minutes of the September 25, 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.

There were none.

### **III. PERSONNEL AND FINANCE MATTERS**

#### **Approval of Vouchers**

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

There was no Board discussion.

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

(Eric Parks arrived to join the Board.)

Mr. Roberts changed the agenda order to accommodate the arrival of Board members.

### **VII. NEW BUSINESS**

#### **VII.B. Management Compensation System**

Ms. Halvorson said the current management compensation system includes a COLA adjustment to the pay ranges and individual merit-based increases if warranted by performance.

Mr. Kenworthy said we would like to make a small revision to the current system. He said the current system has eight steps. He said managers who are at salary steps up through step seven and receive a “meets expectations” performance rating move through the steps and receive a merit award of 2.5%. He said managers who are at salary steps up through step seven and receive an “exceeds expectations” performance award move through the steps and receive a merit award totaling 5%. He said managers at the top of the range at Step 8 are eligible for COLA and a merit award of 2.5% but the merit award is only available for an “exceeds expectations” rating and is not added to base pay – it must be taken as a lump sum payment, additional time off, an educational opportunity, or a combination thereof. He said currently approximately half of the directors, managers, and supervisors are at the top of their salary range, which means their performance must exceed expectations to receive a merit award of any amount.

Mr. Kenworthy said he would like to allow a 2.5% merit award for any director, manager or supervisor whose performance exceeds or meets expectations for the year, to be taken as a lump sum payment, additional time off, an educational opportunity, or a combination thereof (but not added to base pay). He said this revision would have a minimal impact on the budget and not require an amendment to the FY15 budget. He said because there are more people on the management team now, we need more flexibility. He said this is still a short-term fix and the whole system needs to be reviewed in the future.

(Ryan Dicks and Ryan Mello arrived to join the Board.)

Mr. Roberts asked how much this change is likely to cost.

Mr. Kenworthy said it shouldn't be more than around \$1-2,000.

Ms. Halvorson said it is within the already approved budget.

There was no further Board discussion.

Mr. Mello moved to approve a revision to the management compensation system to allow a 2.5% merit award to any director, manager or supervisor whose performance exceeds or meets expectations for the year, to be taken as a lump sum payment, additional time off, an educational opportunity, or a combination thereof (but not added to base pay). The motion was seconded and passed unanimously.

#### **IV. EXECUTIVE SESSION**

Mr. Roberts moved the Board into Executive Session at 8:58 a.m. to discuss litigation. He estimated that the Executive Session would take approximately 25 minutes.

Mr. Roberts called the Board back into regular session at 9:21 a.m.

#### **V. PUBLIC HEARINGS**

There were no public hearings.

#### **VI. UNFINISHED BUSINESS**

##### **VI.A. Briefing – General Regulatory Order No. 10606 - RACT Determination for Ardagh Glass, Inc.**

Mr. Roberts said he had been contacted by Tim Thompson representing Ardagh. He said he told Mr. Thompson that he wasn't comfortable discussing the matter outside of the regularly scheduled Board meeting and asked Mr. Thompson to instead address the Board as a whole. Mr. Roberts said it would be helpful if staff could advise the Board on the decision process going forward.

Steve Van Slyke summarized information previously presented to the Board at the public hearing on July 31. He said the public comment period was open through August 21 and a copy of all the comments received had been included in the Board packet. He said we received comments from both Ardagh and the public.

Mr. Van Slyke said staff is preparing a response to comments, and will make a recommendation on the proposed general regulatory order, based on the comments and available data. Mr. Kenworthy said this is all subject to pending litigation. He said the Board may not be the final decision maker in this matter because if a decision on the general regulatory order is appealed, the appeal is heard by the Pollution Control Hearing Board (PCHB).

Ms. True asked, with respect to the litigation, whether there is a step for appealing a PCHB decision.

Mr. Kenworthy said either side could appeal to court but it could be costly.

Ms. True asked if the agency proceeds with the RACT order, what the timing is for the PCHB hearing.

Ms. Halvorson said after any Board decision on the RACT order, there will be 30 days for Ardagh to appeal or not, and then the PCHB will schedule a hearing. She said the actual date would depend on the PCHB's calendar.

Mr. Mello said because this is a very technical decision and the Board is the final arbiter to decide whether this is BACT or RACT, the Board needs more information to make a good decision.

Mr. Van Slyke said additional information will be included in the next briefing.

Mr. Roberts said there are two processes under way: in federal court there is litigation proceeding; and second is the Board's decision on RACT in November or December. He said the Board should not receive separate communications from Ardagh or any other party, rather all interested parties should come to the same meeting and hear everything at once so all Board members hear the same information.

There was no further Board discussion.

## **VI.B. Preliminary Unaudited FY14 Financial Performance**

Karen Houser said that the key to the FY14 financial statement is the timing of grant revenues and work plan expenses as the primary cause of the revenue and expense variances.

Ms. Houser said the key revenue variances for FY14 were a result of accruing \$3.3 million from the FY14 budget for the Clean Cities grant back into FY13 (based on conversations with the auditor) and carrying forward into FY15 about \$2.8 million in grant and contract revenues. She said these revenue underruns were partially offset by civil penalty collections (\$.6 million unbudgeted revenues) and higher fee program revenues (\$.4 million). She said fee program revenues exceeded the budget by \$.4 million due to higher permit activity in the asbestos and notice of construction areas, and higher registration program billings. She said while federal grants have declined from the American Recovery and Reinvestment Act (ARRA) period, the agency has received new emissions reduction grants through the Department of Ecology and contracts with the Port of Seattle.

Ms. Houser said total expenses were under budget primarily due to the shift in grant-related expenses (work plan expenses) either back to FY13 or ahead to FY15. She said with respect to fund balances, the budget anticipated a deficit of \$2.4 million and the actual deficit for the year was \$.1 million, resulting in a \$2.3 million smaller net draw on fund balances.

Mr. Kenworthy said the diesel funding received several years ago was projected to be spent down by now and by statute, we have been able to spend a small portion on non-diesel projects. He said the fund remained active longer than projected. He said once we are in attainment in Pierce County, we should look at how to use the remaining funds.

Mr. Kenworthy said civil penalty revenues have been used for nonattainment work. He said once attainment is secured, the Board will need to decide how to use those revenues going forward.

Mr. Kenworthy said with respect to the FY16 budget, it is possible the state budget will not be finalized until late June. He said if that is the case, state money won't be available until late fall, which will be too late for funding the wood stove changeout program without a break in the program. He said we might need bridge funds to support the program.

There was no Board discussion.

Mr. Roberts moved up the last action item on the agenda to consider while all Board members were still present.

## **VII. NEW BUSINESS (continued)**

### **VII.A. Resolution No. 1311 – Disposing of Surplus Monitoring Equipment**

Mr. Kenworthy said the purpose of Resolution No. 1311 is to dispose of monitoring equipment that is beyond its useful life. He said the vehicle listed has been replaced, is still functioning and will be sent to auction.

There was no Board discussion.

Jill Simmons made a motion that Resolution No. 1311 be approved as presented in the materials sent to the Board. The motion was seconded and passed unanimously.

## **VI. UNFINISHED BUSINESS (continued)**

### **VI.C. Strategic Plan Implementation Update – Environmental Justice**

Andrew Green said this month we are briefing the Board on environmental justice work, which cuts across the entire strategic plan. He said at a future meeting we will check in with the Board to see if the updates are working for them and any changes that may be desired.

Ms. Park said she will brief the Board on current environmental justice work and FY15 deliverables, challenges moving forward, and input from the Advisory Council. She said we would like to hear the Board's input and suggestions.

Ms. Park said under Goal 1 of protecting public health is Objective 1.6, which is to reduce exposure inequities. She said those inequities are experienced by neighborhoods we have

identified as “highly impacted communities” and their issues are addressed under multiple objectives: transportation (1.2), wood smoke (1.3), stationary sources (1.4), and characterizing air quality (1.5). She said environmental justice is also addressed under the Excellence Goal in Objective 3.2 (integrate environmental justice and equity principles into work and decisions), and Objective 3.3 (meaningful dialogue and outreach).

Ms. Park said to conduct its environmental justice work, agency staff has to first identify locations of greatest disparity (“highly impacted communities”), develop equity guidelines for prioritizing where to focus efforts, then engage with communities in the prioritized locations so that they are aware of the risk, and can be involved with the design of programs and policies. She said then we intend to build on that community engagement and design and implement programs to reduce their exposure and disparity.

Ms. Park said the Community Air Tool (CAT) has helped identify highly impacted communities in our jurisdiction and we have begun projects in some of the most impacted (e.g., South Seattle /Georgetown a.k.a. Duwamish, Seattle Chinatown/International District, and Tukwila-Allentown). She said we are looking at making the Community Air Tool and other geo-referenced information publicly interactive on our website.

Ms. Park said staff is working with the Duwamish River Cleanup Coalition (DRCC) for the EPA Environmental Justice Collaborative Problem Solving Agreement, Seattle Chinatown/International District for a near-roadway temporary monitoring study, and Tukwila-Allentown on community-based monitoring and other outdoor air quality concerns. She said we have applied for an EPA grant to help with the Tukwila-Allentown monitoring project and are particularly focusing on working with the school district to begin to dialogue with the community.

Ms. True said it is her understanding that the Tukwila school district is the most diverse in the country with students speaking over 100 different languages. She asked how staff is working with them.

Ms. Park said since we don’t have the staff capacity to access all those languages we are partnering with the school administration, who is communicating with the students and their families. She said we are working to ensure that our messaging fits with the school curriculum and community concerns. She said the School Board is very supportive.

Ms. Park said other community engagement work includes continuing biannual auto body regulatory workshops with technical colleges, finding the best ways to engage the public in permitting processes, highlighting community relationships through community resource pages on the agency’s website, participating in community-sponsored events, and inventorying current agency relationships with community groups and developing a relationship management tool.

Ms. Simmons asked if the permitting project stakeholder group will be focused on only highly impacted communities or on the region at large.

Ms. Halvorson said the scope is permitting processes across the whole jurisdiction.

Mr. Kenworthy said the goal is to create better engagement and opportunity for whole communities across the region with respect to the permitting process. He said we also want to educate sources to engage more with communities.

Ms. Simmons agreed that it was good to engage with sources as well as communities, and that the agency needs to communicate very differently with communities and businesses.

Mr. Dicks asked if we have used media tools to highlight where the air quality problems are, using real stories about areas that suffer from diesel pollution problems.

Mr. Kenworthy said we want to be careful about how we label communities unless and until we have had a discussion with the community.

Ms. Park said other work we are doing in communities is conducting asbestos awareness outreach among Spanish-speaking day laborers and designing FY16 implementation projects to address additional air quality issues raised by communities.

Ms. Simmons said she is interested in partnering with the agency for the City of Seattle's communities engagement program and thought the stakeholder group might be useful to inform the work. She said outdated forms of public engagement were also an issue for Seattle.

Mr. Mello said the communities the agency chose to start with make a lot of sense. He said to the extent staff can deliver technology assistance in Tacoma as it reexamines its sustainability matrix that would be very useful. He said he would also like the agency to partner in Tacoma's comprehensive plan update to make sure any lessons we have learned are included. He said there are several opportunities to partner with Tacoma and in 2016 he would like for the agency to look at South Sound communities for environmental justice concerns.

Mr. Roberts said he appreciate this process of focusing on specific strategic plan objectives each month. He said he wants to make sure Stella Chao is involved with environmental justice projects and initiatives going forward. He said there have been news pieces about transportation emissions increasing exposure for communities close to freeways; north Everett is also impacted. He said this is a not necessarily an environmental justice community, but it certainly isn't a rich community. He said he would be interested in addressing this in north Everett and better understanding why the agency chooses to focus more on one community over another.

Mr. Roberts said he would like to look at how to provide products in the hands of our communities that explain how they can deal with various air quality problems.

Mr. Kenworthy said two new part-time environmental justice associates, Julio Sanchez and Caleb Feldman, will keep environmental justice work moving forward while Ms. Park is on leave.

#### **VI.D. FY15 Strategic Plan Deliverables**

Mr. Green said all the FY15 deliverables flow from the strategic plan, and we will discuss performance reporting next month.

Mr. Kenworthy said we will also talk about long-term accountability and how the Board wants to handle that issue.

Mr. Roberts said he would like to flag the transportation piece. He said a challenging legislative session is coming, and air quality and mitigating the impacts of climate is not yet connected to transportation issues in the minds of legislators. He said it is timely and useful to get air quality questions out there and help legislators make these connections.

Mr. Green said we will be giving the Puget Sound Regional Council (PSRC) an air quality briefing in December and will try to enlist their support in passing on the message.

There was no further Board discussion.

#### **VI.E. Tacoma/Pierce County Smoke Reduction Zone (Stove Rule) Outreach**

Joanne Todd said outreach in the smoke reduction zone is building on established branding. She said this is the first use of targeted television ads in the smoke reduction zone, while continuing a multi-media approach with newspaper, outdoor and online messaging. She played some of the television spots for Board members.

Larry Willman asked if there was a rating system for wood burning stoves.

Mr. Kenworthy said there is a list by state on which stoves are certified and which aren't certified. He said if someone isn't sure, they can send the agency a photo and staff will identify whether the stove is certified or not.

Mr. Roberts asked for links to the video advertisements. Ms. Todd said she will send to all Board members.

Ms. Todd said the new Agency web site launched last night.

There was no further Board discussion.

#### **VII. NEW BUSINESS (continued)**

##### **VII.C. National Climate Study – Pacific Northwest Climate Impacts**

Sara Harrold said the National Climate Assessment was released in May this year, published by the US Global Change Research Program. She said it is the culmination of all climate science pertaining to the U.S., divided by geographic region. She gave a presentation to the Board summarizing the results relevant to the Pacific Northwest.

Ms. Harrold presented a graph depicting the average annual temperature since 1880 and noted that the rise of CO<sub>2</sub> concentration correlates with rising temperatures.

Ms. Harrold said the primary climate challenges in the Pacific Northwest are water-related.

Ms. Harrold said there has been a stormwater flow increase with an increased flood risk in western Washington. She said this also leads to reduced water quality, higher water temperatures, and increased turbidity. She said all of these changes lead to a decrease in the ability of salmon to feed, grow and reproduce.

Ms. Harrold said there is also decreased summer hydropower production, which also increases stress for salmon and other coldwater ecosystems. She said the effects on groundwater and municipal water supplies are unknown at this time.

Ms. Harrold said with respect to forests, increasing temperatures and shorter, warmer winters have increased wildfire risk, increased insect outbreaks, and reduced suitability for key pine species. She said as this trend continues, different species will begin to take over current forest lands and by 2080 forests in the Pacific Northwest will look very different than they do now.

Ms. Harrold said with respect to the coasts, there will be land loss due to rising seas, increasing ocean acidity, risks to property, public safety, and coastal ecosystems. She said an example close to home is Elliot Bay and other low-lying areas are at risk for flooding and permanent land loss. She said increasing ocean acidity has an impact on shellfish and commercial fisheries.

Ms. Harrold said some of the human health consequences will be more heat illnesses, more mudslides, and a greater potential for loss of life in climate-related disasters.

Ms. Harrold said the overall conclusions of the report were:

- Changes in the timing of stream flow will continue to reduce the supply of water and cause far-reaching ecological and socioeconomic consequences.
- Sea level rise, erosion, inundation, threats to infrastructure and habitat, and increasing ocean acidity collectively pose a major threat to the region.
- The combined impacts of increasing wildfire, insect outbreaks, and tree diseases are causing widespread tree die-off.
- While the agriculture sector's technical ability to adapt can offset some adverse impacts of climate change, concerns remain with respect to costs of adaptation and availability and timing of water.

Mr. Kenworthy said with the risk of increased sedimentation in rivers and streams, beds will raise and roads by creeks and rivers during floods will be more at risk. He said communities may face choices about levees along roads or building roads in different areas.

Mr. Roberts suggested reading the Bloomberg Report "*The Economic Risks of Climate Change in the United States*". He said it breaks down the projected impacts geographically. He said the Department of Defense also released an adaptation roadmap.

Mr. Mello said the potential impact on low-lying areas seems like an opportunity for the agency to educate port authorities in Seattle and Tacoma on climate issues.

Mr. Kenworthy the Port of Seattle has had a discussion about the potential impacts of sea level rise.

Mr. Mello said the agency should invite itself into those conversations.

Ms. True said other parts of the country are at higher risk, and we haven't really considered increased population due to climate migration here.

Mr. Kenworthy said he and Ms. Simmons had a conversation with the Seattle City Council about climate refugees. He said we are already starting to see wealthy Chinese families buying houses here to escape air quality problems in Beijing. He said parts of the Midwest may become unlivable during parts of the year later in the century and the first refugees will be people who can afford whatever housing they want, wherever they want. He said this could add to questions about equity if a large group of wealthy people move here because of climate change.

### **VIII. STAFF REPORTS**

Mr. Kenworthy said he attended the National Association of Clean Air Agencies (NACAA) meeting last week. He said Westar has asked him to possibly go to the Office of Management and Budget to explain why a new wood stove new source performance standard is needed. He said he will be asked to serve as an officer of NACAA in the next year or so, and will talk further with the Board about that in the future.

He said our compliance and technology teams have completed a massive amount of work to convert to the new EPA reporting systems. He said there are only 18 agencies in the country that will be able to use the new system when it goes live and we are one of them.

Mr. Kenworthy said applications for the HR Manager position have been received and are being screened. He said we are meeting with the recruiter in November to review finalists for interviews.

There was no further Board discussion.

With no further business, the Board adjourned at 11:30 a.m.

I hereby certify this to be a true and correct record of the Minutes of the October 23, 2014, meeting of the Board of Directors of the Puget Sound Clean Air Agency.

Attest:

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Craig T. Kenworthy  
Executive Director

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Paul Roberts  
Chair, Board of Directors

jwc

**Date:** November 13, 2014  
**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 October 17, 2014:

**Vouchers 13265 through 13317 in the amount of \$166,918.51 for Operating Expenses.**

The following vouchers were issued in the Blanket Voucher Approval document dated October 23, 2014:

**Vouchers 13318 through 13370 in the amount of \$57,408.75 for Operating Expenses.**

The following vouchers were issued in the Blanket Voucher Approval document dated October 30, 2014:

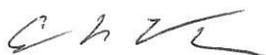
**Vouchers 13371 through 13408 in the amount of \$98,628.47 for Operating Expenses.**

The following vouchers were issued in the Blanket Voucher Approval document dated November 6, 2014:

**Vouchers 13409 through 13458 in the amount of \$166,805.88 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.

S. K.

Signature

Executive Director

Title

10/17/2014

Date

JMA 10.17.14

This certification and approval covers Warrant Number 13265 through 13317 in the amount of \$166,918.51 per the attached list.

BUC010-1-D1 (King County)

Puget Sound Clean Air Agency (Current)

Check/Voucher Register - AP Check Register

From 10/17/2014 Through 10/17/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/17/2014	13265	A and A Woodstove Inc	R0914 Wood Stove Replacement D Fellenz	1,500.00	No
10/17/2014	13265	A and A Woodstove Inc	R0923 Wood Stove Replacement B & M Sullivan	1,500.00	No
10/17/2014	13266	Absolute Chimney	B0143 Wood Stove Replacement D Petersen	250.00	No
10/17/2014	13266	Absolute Chimney	B0192 Wood Stove Replacement G Curran	150.00	No
10/17/2014	13266	Absolute Chimney	B0193 Wood Stove Replacement G Curran	250.00	No
10/17/2014	13267	Access Information Management	Agency Archives - Storage & Retrieval October 2014	1,883.69	No
10/17/2014	13268	Apex Legal Services	vs. Tina Mertz D950	185.00	No
10/17/2014	13268	Apex Legal Services	vs: Jose Estrada	75.00	No
10/17/2014	13269	Argus Pacific Inc	AHERA Bldg Inspector - D Gribbon	150.00	No
10/17/2014	13270	Automatic Data Processing Inc	Autopay II period ending 9/30/2014	300.27	No
10/17/2014	13271	Botanical Designs Inc	Interior Horticulture Service - Oct 2014	82.13	No
10/17/2014	13272	Capitol Solutions LLC	Governmental Relations - October 2014	3,000.00	No
10/17/2014	13273	Clise Agency, Inc	Suite 105/107 Rent - October 2014	1,607.00	No
10/17/2014	13274	Comdata	Vehicle Fuel & Maintenance - September 2014	2,546.35	No
10/17/2014	13275	Georgean Curran	B0192 Recycle Buy Back G Curran	200.00	No
10/17/2014	13275	Georgean Curran	B0193 Recycle Buy Back G Curran	200.00	No
10/17/2014	13276	Town of Darrington	2014 Clean Air Assessment overpayment	151.00	No
10/17/2014	13277	Enterprise Car Rental	vehicle rental - R Hess	105.84	No
10/17/2014	13278	Equity Matters LLC	Cultural Competence & Community Engagement Services 1.A 1.B	2,600.00	No
10/17/2014	13279	Esri, Inc.	ArcGIS Basic / ArcGIS Spatial	1,861.50	No
10/17/2014	13280	Global Response Corp	telephone answering service - Oct 2014	152.40	No
10/17/2014	13281	Sara Harrold	Employee Recognition Event - September 2014	82.54	No
10/17/2014	13282	Innocentive Inc	Single ERF Challenge (2 of 2)	12,500.00	No
10/17/2014	13283	KeyBank 10	AirSafe Pierce County video shoot - supplies	64.82	No
10/17/2014	13283	KeyBank 10	CenturyLink - foreign telephone listing(outside King County)	100.00	No
10/17/2014	13283	KeyBank 10	ONLC Training - Excel 2010 McCabe D300	295.00	No
10/17/2014	13283	KeyBank 10	refreshments - Advisory Board meeting	13.14	No
10/17/2014	13283	KeyBank 10	WSDOT Good2Go - bridge transponders	60.00	No
10/17/2014	13284	KeyBank	Amazon - Canon EOS / 4 Yr Protection Plan	806.06	No
10/17/2014	13284	KeyBank	EZ Texting - PIERCEBURN text service	49.00	No
10/17/2014	13284	KeyBank	ID Creator - id tag J Rau	20.22	No
10/17/2014	13284	KeyBank	Kitsap Sun - online subscription	9.99	No
10/17/2014	13284	KeyBank	Knowledge Academy - Proj Mgmt Exam Prep Course - Choi	1,024.75	No
10/17/2014	13284	KeyBank	Overstock - backpack (enhanced burn ban)	16.46	No
10/17/2014	13284	KeyBank	PNWIS 2014 Fall Conference - Air & shuttle Fry	266.20	No
10/17/2014	13285	KeyBank 4	Ace Hardware - cable ties / drill bit	52.52	No
10/17/2014	13285	KeyBank 4	Amazon - wireless keyboard & mouse	119.66	No
10/17/2014	13285	KeyBank 4	Freeway Trailer - trailer hitch install	500.95	No
10/17/2014	13285	KeyBank 4	Mesa Labs (BGI) equipment recalibration D425	967.94	No
10/17/2014	13285	KeyBank 4	Sparkfun Electronics - bluetooth modem	53.83	No

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/17/2014 Through 10/17/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/17/2014	13285	KeyBank 4	Swagelok - PVF Internal part	364.64	No
10/17/2014	13286	KeyBank 9	NACAA Fall Meeting - Halvorson	595.00	No
10/17/2014	13286	KeyBank 9	Seminar Group - Cannabis in WA State Dold D950	595.00	No
10/17/2014	13286	KeyBank 9	US Patent & Trademark - Diesel Solutions trademark	1,000.00	No
10/17/2014	13287	KeyBank 5	PNWIS 2014 Fall Meeting - Alaska Air Kenworthy	195.20	No
10/17/2014	13288	KeyBank 2	PNWIS Fall 2014 - VanSlyke Corbin Renninger Cenci D200	1,350.00	No
10/17/2014	13288	KeyBank 2	WAPRO Fall Training - Anderson D450	140.00	No
10/17/2014	13289	KeyBank 3	NewEgg - small business router	106.98	No
10/17/2014	13289	KeyBank 3	WAPRO Fall Training - Tudhope D450	175.00	No
10/17/2014	13290	KeyBank 6	AlaskaAir - PNWIS Fall Meeting Renninger	180.20	No
10/17/2014	13290	KeyBank 6	Atlantic Info - Grant Training webinar cds	522.00	No
10/17/2014	13290	KeyBank 6	Attorney Notary & Supply - Thunem	165.14	No
10/17/2014	13290	KeyBank 6	City of Edmonds - EV Charging Policy Workshop	200.00	No
10/17/2014	13290	KeyBank 6	PayFlo Pro - paypal for Asbestos website	23.95	No
10/17/2014	13290	KeyBank 6	PayFlo Pro - paypal for Registration fees	19.95	No
10/17/2014	13291	KeyBank 7	EPA WestCoast Collaborative Partners Meeting - Fowler D850	534.47	No
10/17/2014	13291	KeyBank 7	Paralegal's Guide to Drafting Pleadings - McCreary D950	199.00	No
10/17/2014	13291	KeyBank 7	PNWIS Fall Meeting - Alaska Air Cenci	180.20	No
10/17/2014	13292	KeyBank 8	Alaska Air - WESTAR Stationary Source Permitting Chang	224.20	No
10/17/2014	13292	KeyBank 8	Amazon - supplies EE Recognition	75.74	No
10/17/2014	13292	KeyBank 8	Budget Rental - WESTAR Stationary Source Permitting Chang	127.19	No
10/17/2014	13292	KeyBank 8	PNWIS Fall Meeting - Harrold	350.00	No
10/17/2014	13293	Kitsap Sun	Board Meeting Notice 9/23/14	113.50	No
10/17/2014	13294	Department of Labor & Industries	Labor and Industries Workers Compensation Oct-Dec 2012	13,763.03	No
10/17/2014	13295	McCreary, Charly	Financial Management Leading Staff in Arts Org-Spring Qtr 14	750.00	No
10/17/2014	13295	McCreary, Charly	Resource Development for Arts Org - Summer Qtr 2014	750.00	No
10/17/2014	13296	Kit McGurn	Media Publishing I - Digital Assets	412.52	No
10/17/2014	13297	McKinstry Lockbox	September 2014 Maintenance	651.25	No
10/17/2014	13298	Ryan Mello	Board Meeting per diem - period ending 9/30/2014	139.20	No
10/17/2014	13299	Mercurio's Natural Gas Service Inc	R0894 Wood Stove Replacement T Kiblinger	5,747.96	No
10/17/2014	13300	News Tribune, The	Board Meeting Notice 09-24-14	166.85	No
10/17/2014	13301	NVL Laboratories Inc	Bulk Asbestos Analysis - 201408095	15.00	No
10/17/2014	13301	NVL Laboratories Inc	Bulk Asbestos Analysis - 201408097	35.00	No
10/17/2014	13302	Pacific Truck Centers	2010 Freightliner Cascadia 7392	20,000.00	No
10/17/2014	13303	Duane Petersen	B0143 Recycle Buy Back D Petersen	200.00	No
10/17/2014	13304	Postal Express	delivery service - WSRP Promo	17.79	No
10/17/2014	13305	Puget Sound Energy (91269)	20000490519 utilities @ Bremerton site	52.85	No
10/17/2014	13306	Rich's (Wood Stoves Etc.)	R0831 Wood Stove Replacement H Triquart	1,500.00	No

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/17/2014 Through 10/17/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/17/2014	13306	Rich's (Wood Stoves Etc.)	R0862 Wood Stove Replacement B Jarvis	1,500.00	No
10/17/2014	13306	Rich's (Wood Stoves Etc.)	R0889 Wood Stove Replacement B Smith	3,400.00	No
10/17/2014	13306	Rich's (Wood Stoves Etc.)	R0904 Wood Stove Replacement J Shay Jr	3,400.00	No
10/17/2014	13306	Rich's (Wood Stoves Etc.)	R0917 Wood Stove Replacement J Weber	3,400.00	No
10/17/2014	13307	St Mary's Church	St Mary's Church Health & Safety Fair 10/19/2014	250.00	No
10/17/2014	13308	Seattle Public Utilities	garbage disposal September 2014	30.00	No
10/17/2014	13309	The Seattle Times	Recruitment - EJ Associate	375.00	No
10/17/2014	13310	SeaTac Trucks LLC	Volvo 2009 5576	20,000.00	No
10/17/2014	13311	Tacoma-Pierce County Health Depart...	Outdoor Air Education & Research - August 2014	24,706.94	No
10/17/2014	13312	Tacoma Cambodian Evangelical Church	Air Quality Monitoring Station - 4th Quarter 2014	600.00	No
10/17/2014	13313	Wallace's Incorporated	R0887 Wood Stove Replacement W Hayes	1,500.00	No
10/17/2014	13314	State of Washington Consolidated Tec...	WEBEX conference calls - September 2014	174.30	No
10/17/2014	13315	Washington State Ferries	ferry travel - September 2014	146.40	No
10/17/2014	13316	Department of Enterprise Services (DE...	Outreach Material Storage & Fulfillment - Sept 2014	43.80	No
10/17/2014	13317	Western Peterbilt Inc	Peterbilt 2010 5575	20,000.00	No
Report Total				166,918.51	

*[Handwritten Signature]* 10.17.14

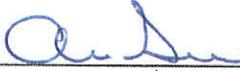
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Governmental Unit Name: PUGET SOUND CLEAN AIR AGENCY

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

10/23/2014

Date



This certification and approval covers Warrant Number 13318 through 13370 in the amount of \$57,408.75 per the attached list.

BUC010-1-D1 (King County)

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/23/2014 Through 10/23/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/23/2014	13318	Bravo Auto Body	Refund - Overpayment of 2013 & 2014 Registration Fees	20.00	No
10/23/2014	13319	ABC Legal Messengers Incorporated	vs. Angela Hunt D950	10.00	No
10/23/2014	13320	Absolute Chimney	B0194 Wood Stove Replacement N Bellerud	150.00	No
10/23/2014	13320	Absolute Chimney	B0195 Wood Stove Replacement T Wheaton	250.00	No
10/23/2014	13321	Access Information Management	Media storage - September 2014	205.00	No
10/23/2014	13322	Automatic Data Processing Inc	Autopay II period ending 10/15/2014	269.41	No
10/23/2014	13323	Business Card BofA	Constant Contact - email management	213.53	No
10/23/2014	13323	Business Card BofA	DeployToMe - AirSafePierceCounty.org	100.00	No
10/23/2014	13323	Business Card BofA	ORCA WSF Passes - Oct 2015 Central Sound/Fauntleroy SW	803.20	No
10/23/2014	13323	Business Card BofA	Recruitment - EJ Associate	1,506.25	No
10/23/2014	13323	Business Card BofA	ScRAPs phone 206-932-0317	168.06	No
10/23/2014	13323	Business Card BofA	Zip Car use - EJ Sep/Oct	134.79	No
10/23/2014	13323	Business Card BofA	Zip Car use Sep/Oct 2014	841.60	No
10/23/2014	13323	Business Card BofA	ZipCar use SepOct 2014 ScRAPs	70.32	No
10/23/2014	13324	Nancy Bellerud	B0194 Recycle Buy Back N Bellerud	200.00	No
10/23/2014	13325	Jamie Bish	A0556 Recycle Buy Back J Bish	350.00	No
10/23/2014	13326	Robert Booher	parking @ ferry terminal 9/24 through 10/16/14 D100	42.50	No
10/23/2014	13327	Leroy Carlson	A0561 Recycle Buy Back L Carlson	350.00	No
10/23/2014	13328	CenturyLink	206-932-0317 ScRAPs 9/28-10/28/14	167.95	No
10/23/2014	13329	CENTURYLINK	206-343-8800 9/8-10/7/14	116.00	No
10/23/2014	13330	Albert Chang	WESTAR Stationary Source Permitting - NV D200	248.50	No
10/23/2014	13331	Cogent Communications Inc	Installation & Dedicated Internet 8/21-9/20/14	1,818.56	No
10/23/2014	13332	Daily Journal of Commerce	RFP - Stakeholder Facilitator Services	94.50	No
10/23/2014	13332	Daily Journal of Commerce	RFP - Wood Stove Lab Services	69.30	No
10/23/2014	13333	DELL MARKETING L.P.	Hotplug Hard Drives	1,970.93	No
10/23/2014	13334	Scott DeWees	Clean Cities EV Workshop 10/17/2014	43.84	No
10/23/2014	13335	Enterprise Car Rental	vehicle rental - A Green	38.72	No
10/23/2014	13336	Federal Express Corporation	delivery charges	41.53	No
10/23/2014	13337	Caleb Feldman	EJ Associate recruitment	667.21	No
10/23/2014	13338	Lanny Glace	A0533 Recycle Buy Back L Glace	350.00	No
10/23/2014	13338	Lanny Glace	A0535 Recycle Buy Back L Glace	350.00	No
10/23/2014	13339	Husky International Trucks, Inc.	International 2013 3751	20,000.00	No
10/23/2014	13340	Kris Kain	A0477 Recycle Buy Back K Kain	350.00	No
10/23/2014	13341	James Kesterson	A0512 Recycle Buy Back J Kesterson	350.00	No
10/23/2014	13342	Kliemann Brothers	R0927 Wood Stove Replacement M Anderson	1,500.00	No
10/23/2014	13343	NVL Laboratories Inc	Asbestos by PLM 201408101	150.00	No
10/23/2014	13343	NVL Laboratories Inc	Bulk Asbestos Analysis 201408101	40.00	No
10/23/2014	13344	Ogawa & Company	NO2 Analysis NOx Analysis	729.00	No
10/23/2014	13345	Pitney Bowes Global Financial Services...	Postage machine lease - 7/30-10/30/2014	309.06	No
10/23/2014	13346	Praxair Distribution Inc	CO2 Cylinders	21.94	No
10/23/2014	13347	Premiere Communications Inc.	agency 800 numbers 9/11-10/10/14	112.45	No

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/23/2014 Through 10/23/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/23/2014	13348	Puget Sound Energy (91269)	200019845169 Kent site	49.40	No
10/23/2014	13349	David Rice	A0554 Recycle Buy Back D Rice	350.00	No
10/23/2014	13350	Randy Rust	A0551 Recycle Buy Back R Rust	350.00	No
10/23/2014	13351	Erik T. Saganic	cards for Employee Recognition events	55.00	No
10/23/2014	13352	Dianne Saunders	A0565 Recycle Buy Back D Saunders	350.00	No
10/23/2014	13353	Sebris Busto James	Professional Services - September 2014	424.00	No
10/23/2014	13354	Dennis Sieler	A0563 Recycle Buy Back D Sieler	350.00	No
10/23/2014	13355	Thomas Sienkiewicz	A0567 Recycle Buy Back T Sienkiewicz	350.00	No
10/23/2014	13356	Snohomish County PUD (1100)	2021-9147-4 Lynnwood site	118.56	No
10/23/2014	13357	Staples Business Advantage	calendars / ScRAPs staples paper pen grips	91.60	No
10/23/2014	13357	Staples Business Advantage	dry erase board / disinfectant wipes / coat hook	137.48	No
10/23/2014	13357	Staples Business Advantage	headphones / ergo mouse / calendars / utility knife	156.82	No
10/23/2014	13358	Teamsters Local Union 763	Teamsters Union Dues	5,568.00	No
10/23/2014	13359	Thermo Fisher Scientific	base conditioner filter	914.79	No
10/23/2014	13360	Demi Wellington Troncoso	Edmonds Safety & Health Fair 8/9/2014	58.24	No
10/23/2014	13361	United Parcel Service UPS	delivery charges	234.05	No
10/23/2014	13362	US Bank Equipment Finance	Sharp copiers - 9/30-10/30/2014	2,242.58	No
10/23/2014	13363	US HealthWorks Medical Group WA PS	Asbestos Annual - Zaldivar	179.00	No
10/23/2014	13364	Verizon Wireless	Agency cell phones 9/8-10/7/14	1,583.38	No
10/23/2014	13365	Versoria Inc	Consulting Services - August 2014	2,167.20	No
10/23/2014	13366	Wallace's Incorporated	R0976 Wood Stove Replacement C Henry	3,400.00	No
10/23/2014	13367	Washington Counties Insurance Fund	WCIF October 2014	2,586.94	No
10/23/2014	13368	Thomas Wheaton	B0195 Recycle Buy Back T Wheaton	200.00	No
10/23/2014	13369	YRCAA/NWOC	Opacity Re-Certification - W Voegtlin	225.00	No
10/23/2014	13370	Juan Zaldivar	Casa Latina outreach - 9/30/2014	42.56	No

Report Total

57,408.75

*Jna 10.23.14*

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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

10/30/2014

Date

 10.30.14

This certification and approval covers Warrant Number 13371 through 13408 in the amount of \$98,628.47 per the attached list.

BUC010-1-D1 (King County)

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/30/2014 Through 10/30/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
10/30/2014	13371	AFLAC	Aflac Employee Deductions	17.50	No
10/30/2014	13372	AlphaGraphics	Car Magnet Decals - Enhanced Burn Ban	537.56	No
10/30/2014	13373	Automatic Data Processing Inc	Autopay II 10-9-14 / HRBenefits Solution 9-25-14	1,042.78	No
10/30/2014	13374	Keith Betschart	A0559 Recycle Buy Back K Betschart	350.00	No
10/30/2014	13375	CenturyLink	206-223-5263 10/17-11/17/14	247.45	No
10/30/2014	13376	CenturyLink	206-T06-6766 10/23-11/23/14	425.19	No
10/30/2014	13377	Clise Agency, Inc	November 2014 Rent - Cost of Services Escal.	3,727.66	No
10/30/2014	13377	Clise Agency, Inc	November 2014 Rents - 4K Storage D425RM	905.00	No
10/30/2014	13377	Clise Agency, Inc	November 2014 Rents - S5 Storage D425RM	176.00	No
10/30/2014	13377	Clise Agency, Inc	November 2014 Rents - Storage D500	233.00	No
10/30/2014	13377	Clise Agency, Inc	November 2014 Rents - Suite 105/107	43,407.00	No
10/30/2014	13378	John Copeland	A0558 Recycle Buy Back J Copeland	350.00	No
10/30/2014	13379	Darrington School District	November 2014 Rents - Darrington monitoring	100.00	No
10/30/2014	13380	Down Right Cozy Inc	R0933 Wood Stove Replacement E Campos	4,188.80	No
10/30/2014	13381	Foreign Auto Rebuild	Vehicle 20092 Repair	2,552.52	No
10/30/2014	13382	FedEx Office	Tacoma PSAA Brochures	22.87	No
10/30/2014	13383	Fire Chief Equipment Co Inc	Agency fire extinguishers - inspection & maintenance	655.38	No
10/30/2014	13384	General Services Administration	November 2014 Rents - GS 10PR-OL-1402 10PR1402 WA0953KC	425.00	No
10/30/2014	13385	Laurie S Halvorson	NACAA Fall Meeting - Denver CO	85.80	No
10/30/2014	13386	Janet Hein	A0562 Recycle Buy Back J Hein	350.00	No
10/30/2014	13387	Robert Hooker	A0578 Recycle Buy Back R Hooker	350.00	No
10/30/2014	13388	IMPERIAL PARKING INC	November 2014 Rents - 4 Reserved Stalls	1,497.00	No
10/30/2014	13389	Kliemann Brothers	R0899 Wood Stove Replacement M Ouellette	4,200.00	No
10/30/2014	13390	Korean-American Grocers Association ...	27th KAGRO Trade Show - Booth & power line	1,030.00	No
10/30/2014	13391	Lincoln National Life Insurance Company	Lincoln Financial LTD	1,973.49	No
10/30/2014	13392	Barney Loucks	A0572 Recycle Buy Back B Loucks	350.00	No
10/30/2014	13393	Madison Lake Forest Park LLC	November 2014 - October 2015 Lake Forest monitoring site	5,000.00	No
10/30/2014	13393	Madison Lake Forest Park LLC	November 2014 Rents - Lake Forest electricity	50.00	No
10/30/2014	13394	Marysville School District No. 25	November 2014 Rents - Marysville monitoring	250.00	No
10/30/2014	13395	Nehen, Stella J	WAPRO Conference - Tacoma D450	37.25	No
10/30/2014	13396	Ogawa & Company	PS132 NO2 Analysis / PS142 NOx Analysis	729.00	No
10/30/2014	13397	Pacific Rim Environmental Inc	Asbestos Bulk Sample - 201408094	80.00	No
10/30/2014	13397	Pacific Rim Environmental Inc	Asbestos Bulk Samples - 201408099	55.00	No
10/30/2014	13398	Pacific Truck Centers	Freightliner 2010 Cascadia 7371	20,000.00	No
10/30/2014	13399	Puyallup Tribe, The	November 2014 Rents - Alexander monitoring site	75.00	No
10/30/2014	13400	The Seattle Times	Board Meeting Notice 10/20/14	336.64	No
10/30/2014	13401	Sheakley UniService Inc	Workers Comp Administration	225.00	No
10/30/2014	13402	Sound Publishing Inc	Board Meeting Notice - 10/20/14	58.80	No
10/30/2014	13403	South Park Area Redevelopment Com...	November 2014 Rents - South Park monitoring	50.00	No
10/30/2014	13404	Randy Stanley	A0577 Recycle Buy Back R Stanley	350.00	No

**Puget Sound Clean Air Agency (Current)**

Check/Voucher Register - AP Check Register

From 10/30/2014 Through 10/30/2014

<u>Effective Date</u>	<u>Warrant Nu...</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Check Amount</u>	<u>Spoiled</u>
10/30/2014	13405	Staples Business Advantage	copy paper / Lexmark cartridges (ScRAPS)	614.71	No
10/30/2014	13406	United Way of King County	United Way	1,038.00	No
10/30/2014	13407	Verizon Wireless	770200447-00001 4G Broadband D425RM	129.07	No
10/30/2014	13408	David Williams	A0566 Recycle Buy Back D Williams	350.00	No
Report Total				98,628.47	

*GA 10.30.14*

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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

11/6/2014

Date

This certification and approval covers Warrant Number 13409 through 13458 in the amount of \$166,805.88 per the attached list.

BUC010-1-D1 (King County)

JE 11/4/14

**Puget Sound Clean Air Agency (Current)**  
 Check/Voucher Register - AP Check Register  
 From 11/6/2014 Through 11/6/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spoiled
11/6/2014	13409	Absolute Chimney	B0197 Wood Stove Replacement N Renz	250.00	No
11/6/2014	13410	Acclaim Sign & Display	name plaques - stock	88.63	No
11/6/2014	13411	AlphaGraphics	WSRP Mailing	199.11	No
11/6/2014	13412	Apex Legal Services	vs Chulich D950	45.00	No
11/6/2014	13413	Botanical Designs Inc	Interior Horticulture Service - November 2014	82.13	No
11/6/2014	13414	Carlos Castiblanco	WWCC Website updates September 2014	255.00	No
11/6/2014	13415	Carole Cenci	Employee Recognition Event - October 2014	75.00	No
11/6/2014	13416	CenturyLink	206-932-0317 10/28-11/28/14	168.21	No
11/6/2014	13417	Kimberley Cline	Clean Cities Steering Committee Meeting	36.68	No
11/6/2014	13417	Kimberley Cline	WSDOT Meeting - Olympia	34.00	No
11/6/2014	13418	Cogent Communications Inc	dedicated internet November 2014	634.38	No
11/6/2014	13419	Cummins Northwest Inc	Central Kitsap Fire Fire Pumper E-41	33,952.67	No
11/6/2014	13420	Dorey Design Group	AirSafePierceCounty.org - Aug through Sep 2014	600.00	No
11/6/2014	13420	Dorey Design Group	AirSafePierceCounty.org - October 2014	300.00	No
11/6/2014	13421	Enterprise Car Rental	vehicle rental - R Hess	72.38	No
11/6/2014	13422	Everett, City of	Vehicle Maintenance #20141	165.17	No
11/6/2014	13423	Fircrest Hearth and Home	R0977 Wood Stove Replacement Hatch	3,400.00	No
11/6/2014	13424	Formula M Advertising LLC	Interview / radio promos / radio spots October 2014	390.00	No
11/6/2014	13425	Albert Frank	A0574 Recycle Buy Back A Frank	350.00	No
11/6/2014	13426	Stephen J Fry	PNWIS 2014 Annual Conference	89.33	No
11/6/2014	13427	Ann Gaffke	Eye to Eye Conference - Spokane	76.46	No
11/6/2014	13428	Guenther Media LLC	Film Production AirSafe	7,730.00	No
11/6/2014	13429	Rick D Hess	fuel for rental vehicle - L&I Meeting / Team Meeting	22.50	No
11/6/2014	13430	David Holton	A0568 Recycle Buy Back D Holton	350.00	No
11/6/2014	13431	Home Depot Credit Services	ratchet set / clamps / pipe insulation	79.17	No
11/6/2014	13432	King County Fleet Administration Divisi...	Vehicle Maintenance #20092	441.30	No
11/6/2014	13433	Kitsap Sun	Board Meeting Notice 10/20/14	111.88	No
11/6/2014	13434	Tim Lengel	A0573 Recycle Buy Back T Lengel	350.00	No
11/6/2014	13435	LexisNexis (894166)	LexisNexis access Sept/Oct 2014	753.36	No
11/6/2014	13436	Magnum Print Solutions	printer toner	2,341.51	No
11/6/2014	13437	MBI Systems	FSI / Labor	377.78	No
11/6/2014	13438	Office Depot	printer stand / steno books / folders	136.83	No
11/6/2014	13439	Pacific Office Automation	Sharp copiers 7/28 - 10/21/14	125.50	No
11/6/2014	13440	Pacific Truck Centers	Freightliner 2008 Cascadia 6074	20,000.00	No
11/6/2014	13441	Paige Company Containers Inc	Miracle Boxes (archive boxes)	270.79	No
11/6/2014	13442	Nola Renz	B0197 Recycle Buy Back N Renz	200.00	No
11/6/2014	13443	Rich's (Wood Stoves Etc.)	R0777 Wood Stove Replacement W Link	3,581.00	No
11/6/2014	13443	Rich's (Wood Stoves Etc.)	R0936 Wood Stove Replacement R Niblack	1,500.00	No
11/6/2014	13444	Paul Roberts	Board Meeting per diem - period ending 9/30/2014	100.00	No
11/6/2014	13445	Roy Robinson Chevrolet-Subaru & Mtr ...	2014 Subaru Crosstrek Hybrid JF2GPBCC4EH333517	27,168.89	No
11/6/2014	13445	Roy Robinson Chevrolet-Subaru & Mtr ...	2014 Subaru Crosstrek Hybrid JF2GPBCC6EH335477	27,168.89	No

**Puget Sound Clean Air Agency (Current)**  
 Check/Voucher Register - AP Check Register  
 From 11/6/2014 Through 11/6/2014

Effective Date	Warrant Nu...	Vendor Name	Transaction Description	Check Amount	Spilled
11/6/2014	13446	Seattle, City of - City Light	1-454443-509825 Marginal Way	40.03	No
11/6/2014	13447	Snohomish County PUD (1100)	utilities @ Marysville site 2038-1441-3	154.22	No
11/6/2014	13448	Sound Screening Services, Inc.	PreEmployment reports - Feldman/Sanchez/Sorensen	80.00	No
11/6/2014	13449	Tacoma, City Treasurer (Utilities)	100122818 utilities @ L Street site	66.55	No
11/6/2014	13449	Tacoma, City Treasurer (Utilities)	100229407 Alexander site	26.59	No
11/6/2014	13450	Tacoma-Pierce County Health Depart...	Outdoor Air Outreach & Education	16,186.50	No
11/6/2014	13451	Jasna Tomic	Western WA Clean Cities - EV Policy At Work 10/17/14	338.67	No
11/6/2014	13452	Demi Wellington Troncoso	Eye To Eye Exposition - Spokane	464.72	No
11/6/2014	13453	United Parcel Service UPS	delivery service	12.10	No
11/6/2014	13454	US HealthWorks Medical Group WA PS	Asbestos Annual - Landkrohn	179.00	No
11/6/2014	13454	US HealthWorks Medical Group WA PS	Asbestos Annuals-8 inspectors	1,418.00	No
11/6/2014	13455	Steven M Van Slyke	PNWIS 2014 Annual Conference	180.20	No
11/6/2014	13456	Wallace's Incorporated	R0928 Wood Stove Replacement A Salentino	1,500.00	No
11/6/2014	13456	Wallace's Incorporated	R0942 Wood Stove Replacement R Fite	3,353.05	No
11/6/2014	13456	Wallace's Incorporated	R0991 Wood Stove Replacement C Brunaugh	3,400.00	No
11/6/2014	13456	Wallace's Incorporated	R0997 Wood Stove Replacement G Gardee	1,500.00	No
11/6/2014	13456	Wallace's Incorporated	R1008 Wood Stove Replacement S Russell	3,399.30	No
11/6/2014	13457	Washington State Ferries	Ferry Travel - October 2014	83.40	No
11/6/2014	13458	Dave Wolfe	A0583 Recycle Buy Back D Wolfe	350.00	No

Report Total

166,805.88

92 11/6/14

**Date:** November 13, 2014  
**To:** Board of Directors  
Puget Sound Clean Air Agency  
**Subject:** Briefing – ScRAPs 2 Program Launch

Honorable Members:

Diesel exhaust (diesel PM<sub>2.5</sub>, diesel particles measuring 2.5 micrometers in diameter or less) continues to be a significant air pollution issue and our highest air toxic health risk in the Puget Sound area. On-road diesel engines can run for hundreds of thousands of miles; thus older, dirtier engines often remain on the road for many years. Trucks with engines that meet the U.S. Environmental Protection Agency's (EPA's) 2007 engine emission standard emit 90% less diesel particulate matter than pre-2007 engines. Trucks with 2010 and newer engines have more-reliable emissions control systems and better fuel economy than 2007-2009 trucks; this results in 5% less PM<sub>2.5</sub> and greenhouse gasses (GHG) and 20% less oxides of nitrogen (NOX) than 2007-2009 trucks.

The Port of Seattle (POS) along with the Port of Tacoma, Port Metro Vancouver and other partnering agencies developed the Northwest Ports Clean Air Strategy (CAS), a voluntary program to reduce seaport-related diesel emissions in the region. The CAS was originally developed in 2007 and updated in 2013. The CAS specifies truck engine emission performance targets for calendar years 2010 and 2017 and POS has incorporated these performance targets into its lease agreements with Port tenants. Trucks that do not meet the EPA's 1994 engine standards (or cleaner) have been denied access to the POS's marine terminals since January 1, 2011. As of the end of 2017, trucks that do not meet EPA's 2007 engine standards or cleaner will not be permitted access to the POS's marine terminals.

### **History of Local Truck Replacement Programs**

The Seaport Truck Scrappage and Replacements for Air in Puget Sound 2 (ScRAPs 2) Program is the third of its kind in the region, the second offered by the Port of Seattle, and the second to be directly administered by the Agency. It is similar to the previous Port-funded Scrapage and Retrofits for Air in Puget Sound (ScRAPs) Program, administered by the Agency in 2009-2011; and the Puget Sound Local Haul Diesel Truck Retrofit Program (2011-2012) that was administered by the City of Tacoma (with technical assistance from the Agency), and funded by grants from the US Department of Transportation's (US DOT) Congestion Mitigation and Air Quality (CMAQ) program and the Washington State Department of Ecology (Ecology).

### **Implementing ScRAPs 2**

The ScRAPs 2 Program provides financial incentives for POS truckers to meet the 2017 emission performance targets contained within the CAS. The program has several funding sources that must be tracked separately in order to ensure that federal money from one grant is not providing the match for another federal grant. Each federal (and one state) grant has its own

specific requirements and ensuring full compliance with all terms of the various grants requires significant effort. The Agency's personnel costs to administer these grants and implement the ScRAPs 2 Program are paid for by the grants and by POS. Using this mix of federal and state grant funding, along with significant funding from the Port, the program will help the owners of approximately 240 older (engine model year 1994 – 2003/2006) drayage trucks serving the Port's marine terminals to scrap their older trucks and replace them with trucks that meet the 2017 CAS targets by providing funding that partially offsets the cost of the replacement truck.

### **Progress to-Date**

ScRAPs 2 launched in late May 2014 using the first set of grant funding (CMAQ and Ecology); this portion of the program will replace at least 180 trucks by providing a \$20,000 incentive to upgrade to a vehicle with a 2007 or newer engine. As of November 5<sup>th</sup>, 44 truck owners have scrapped their pre-2007 trucks and replaced them with cleaner models. Many more are at various points in the replacement process and staff is still taking applications from eligible truck owners. The scrap metal revenue from each scrapped truck is returned to the Program to leverage the grant funding and enable up to 10 additional trucks to be replaced.

The second phase of ScRAPs 2 launched in early November using an EPA Diesel Emission Reduction Act (DERA) grant that the Port received earlier this year. Compared with the CMAQ/Ecology grant, this grant will provide higher financial incentives to at least 40 truck owners but will also require them to purchase even newer replacement trucks. The grant will pay 50% of the cost of the replacement truck, up to a maximum incentive of \$30,000, if the replacement truck has a 2010 or newer engine. The truck being scrapped must be a 2003 or older truck. Again, the scrap revenue from the scrapped trucks will be returned to the Program and should enable one additional replacement. All 40 spots for DERA-funded replacement trucks have been reserved and the truck owners are working their way through the approval and replacement process.

### **Future Expansion**

Next year, the Agency will launch the third phase of the Port's grant-funded program by implementing a supplemental CMAQ award received by the Port. This phase will replace approximately 20 trucks using an incentive structure similar to that of the DERA grant (2010 or newer replacement truck; up to \$30,000 incentive). And still later next year, the Agency will implement its own CMAQ grant to replace approximately 130 trucks using federal funds and matching funds provided by both the Port of Seattle and the Port of Tacoma. This will be the first CMAQ grant obtained directly by the Agency.

At your November meeting, we will provide updated numbers on the progress to-date of ScRAPs 2 and answer any questions you have.

Respectfully submitted,

  
Craig T. Kenworthy  
Executive Director

jwc

**Date:** November 13, 2014  
**To:** Board of Directors  
Puget Sound Clean Air Agency  
**Subject:** Strategic Plan Update – Objectives 1.2 & 2.1 (Transportation)

Honorable Members:

To ensure we keep you posted on progress and challenges as we implement our strategic plan, we update you on specific strategic plan objectives on a rotating basis.

This month we will discuss transportation emissions, encompassing our work under strategic plan Objectives 1.2, “*Reduce transportation emissions, especially diesel particulate, in highly impacted locations,*” and 2.1, “*Reduce emissions of greenhouse gases from transportation.*”

We are working to put our strategic plan words into action and challenging ourselves to change many aspects of how we plan and execute work. We look forward to discussing it with you.

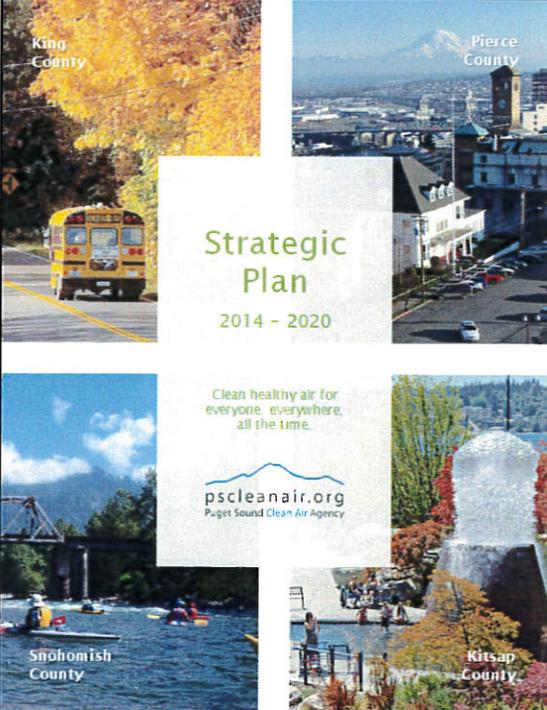
Respectfully submitted,



Craig T. Kenworthy  
Executive Director

Attachment

jwc



King County

Pierce County

Strategic Plan  
2014 - 2020

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

Snohomish County

Kitsap County

## Periodic Update

# Transportation Emissions

*Objectives 1.2 & 2.1*

Board of Directors  
November 20, 2014



## Outline

1. Refresher: what the plan says
  - a) Objectives
  - b) Strategies
2. For key Strategies
  - a) What are we building on?
  - b) FY15 deliverables
3. Challenges
4. Advisory Council advice



**Two Transportation Objectives**

Goal 1 – Protect public health and the environment from air pollution

**Objective 1.2 – Reduce transportation emissions, especially diesel particulate, in highly impacted locations**

Target: Diesel particulate in the air at select highly impacted locations drops 60 percent from 2014 to 2020

Goal 2 – Become the most climate-friendly region in the United States

**Objective 2.1 – Reduce emissions of greenhouse gases from transportation**

Target: Transportation GHG emissions in 2020 return to 1990 levels

Target: Zero-emission vehicles comprise 10 percent of public and private fleets’ new vehicle purchases by 2016



**Objective 1.2 (Diesel) Strategies (1 of 2)**

- A. Assess harmful emissions from transportation activities and identify highly impacted locations.
  - 1) Inventory transportation emissions at fine geographic scale.
  - 2) Analyze opportunities and threats to reducing diesel fine particle pollution.
  - 3) Identify communities highly impacted by transportation emissions in our region.
- B. Partner with highly impacted communities to reduce emissions and exposures.
  - 1) Engage with highly impacted communities to learn about their air quality priorities and apply their concerns in decision-making processes; help drive understanding of the health risks and what can be done to minimize exposure; and share resources to help communities play an active role in reducing air pollution.
  - 2) Implement neighborhood-based projects that reduce risk from high-emitting vehicles.



**Objective 1.2 (Diesel) Strategies** (2 of 2)

- C. Reduce emissions from maritime activities.
  - 1) Fulfill our commitments under the Northwest Ports Clean Air Strategy.
  - 2) Reduce emissions in highly impacted communities (e.g., dray truck emissions).
  - 3) Reduce emissions from high-emitting sources over which ports and other agencies have less influence (e.g., locomotives and harbor vessels).
- D. Influence and advocate for policy and regulatory improvements.
  - 1) Evaluate potential for legislative, rule or policy improvements (federal, state or local) that would benefit highly impacted communities.
  - 2) Provide information to local government and community partners on the health risks of traffic-related air pollution and near-roadway disparities to help guide their decision-making.



**Objective 2.1 (GHG) Strategies** (1 of 2)

- A. Secure the adoption of state and local carbon-reducing policies.
  - 1) Influence and achieve the implementation of a clean fuel standard in Washington.
  - 2) Influence and achieve other policies and incentives that support investment in electric vehicles and renewable fuels.
- B. Target vehicle and infrastructure projects that accelerate regional uptake of electric vehicles and renewable fuels.
  - 1) Support investment in electric vehicles and renewable fuels, increase acceptance and eliminate barriers to adoption.
  - 2) Educate public and private sector fleets about electric vehicles and renewable fuels in our region, sharing information and lessons learned, as appropriate.
  - 3) Gather consumer input and facilitate public education about electric vehicles and cleaner fuels through partnerships and community collaboration.
- C. Inventory regional transportation greenhouse gas emissions to guide efforts and measure success.

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## Objective 2.1 (GHG) Strategies (2 of 2)

- D. Motivate people to make more climate-friendly choices through education and outreach.
- E. Host and strengthen our support of the Western Washington Clean Cities Coalition.
- F. Influence regional transportation planning to advance low-carbon transportation infrastructure and policies
  - 1) Advocate a climate-friendly regional growth strategy.
  - 2) Advocate strong multi-passenger vehicle, transit, bicycle and pedestrian infrastructure.
  - 3) Work with Puget Sound Regional Council and countywide forums to improve decision-making tools, models and criteria, particularly for use in selecting transportation infrastructure projects for federal funding.

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## For Key Strategies (letter-level)...

*What successes are we building on?*

*What are we doing in FY15?*



*Little at Diversified Marine*







## 2.1 A. Carbon-reducing policies

*Building On*

- Participation in low carbon fuel standard advocacy coalition
- Governor's Executive Order (carbon pollution & clean energy)

*FY15 Deliverables*

- Track OFM evaluation of requiring cleaner transportation fuels
- Advocate for clean fuel standard
- Support alternative fuel vehicles technical advisory group
- Contribute to Joint Transportation Committee sustainable EV infrastructure study
- Track and contribute as appropriate to WSDOT action plan to advance electric vehicle use
- Contribute to Ecology review of clean car law



## 2.1 B. EV & renewable fuel projects

*Building On*

- Recovery Act grant projects
  - e.g. Installed 159 electric chargers, deployed 204 pieces of electric ground support equipment at SeaTac Airport
- Technical assistance to fleets through Clean Cities Coalition

*FY15 Deliverables*

- Report against, and close, Recovery Act grant
- Develop biodiesel RFP with City of Seattle
- Plan & launch biodiesel initiative
- Provide technical assistance to fleets through Clean Cities Coalition
- Initiate development of local government roadmap to prepare for 2018 vehicle biofuel/electricity rule
- Exit Evergreen Fleets program
- Seek funding for CLEVR electric rental car program


## 2.1 E. Host Clean Cities Coalition

*Building On*

- Host Western Washington Clean Cities Coalition since 2008
  - Member fleets displaced 16.5 million gasoline gal. equiv. in 2013
  - Successful events (Cash Cow, EV ride & drive for legislators)

*FY15 Deliverables*

- Launch new Coalition web site
- Finalize Coalition strategic plan
- Finalize annual operating plan
- Develop and implement member care plan
- Deliver several events
  - e.g. EV policies at work
- Conduct Annual General Meeting & quarterly Steering Committee meetings
- Secure DOE redesignation of Coalition


## 2.1 D. Personal choices through outreach

*Building On*

- Past efforts
- Current social media
- EV actions

*FY15 Deliverables*

- None



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## 2.1 F. Regional transportation planning

*Building On*

- Participation in 2014 Transportation 2040 update, including "Prioritization"
- Participation in regional CMAQ & STP project selection
- Improved air quality and climate criteria for CMAQ & STP projects

*FY15 Deliverables*

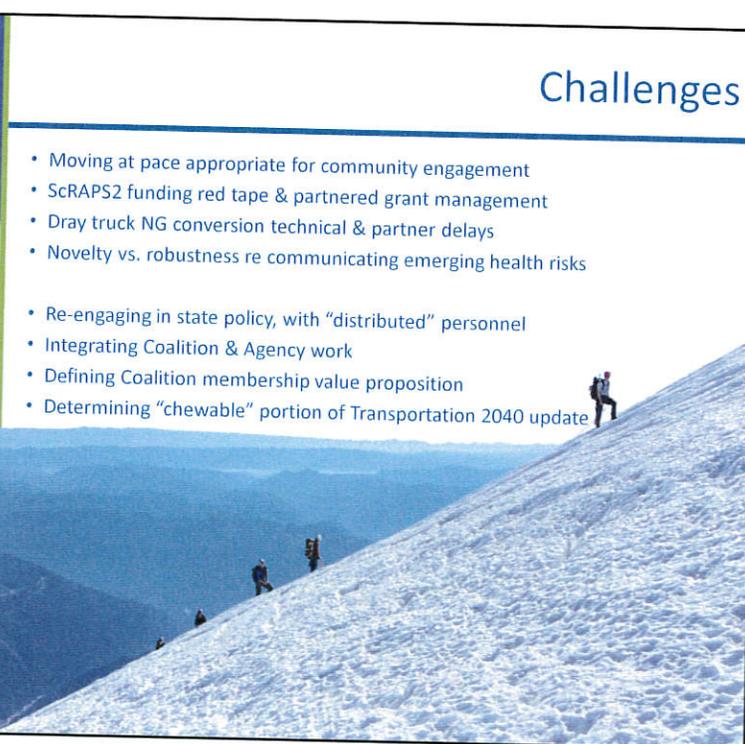
- Engage in 2018 Transportation 2040 update process; evaluate opportunities to influence
- Work with PSRC to
  - strengthen CMAQ project selection criteria
  - improve CMAQ & STP project emissions estimation tools



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## Challenges

- Moving at pace appropriate for community engagement
- ScRAPs2 funding red tape & partnered grant management
- Dray truck NG conversion technical & partner delays
- Novelty vs. robustness re communicating emerging health risks
- Re-engaging in state policy, with "distributed" personnel
- Integrating Coalition & Agency work
- Defining Coalition membership value proposition
- Determining "chewable" portion of Transportation 2040 update





### Advisory Council Advice

- Opportunity to partner with health care primary prevention work
- Interest in moving beyond engine improvements
- Opportunities to partner with PSRC



Questions and comments?

**Date:** November 13, 2014  
**To:** Board of Directors  
Puget Sound Clean Air Agency  
**Subject:** Resolution No. 1312 – Appointing Bill Franz to the Snohomish  
County Suburban Cities Advisory Council Position

Honorable Members:

At the September Board meeting, the Board added three additional positions to the Advisory Council for representation of other cities not represented on the Board. This resulted in one other cities position for each of the four counties, for a total of four suburban cities positions.

The Snohomish County Cities and Towns Association has suggested Bill Franz to fill the vacant Snohomish County position and Mr. Franz has indicated his willingness to serve. Mr. Franz is currently the City of Lynnwood's Public Works Director. He has served in that position since 2004 and worked for the City of Lynnwood since 1991. Prior to that Mr. Franz worked for several years as an engineer with King County's Building and Land Development Division and with the Washington State Department of Transportation.

Staff recommends approval of Resolution No. 1312 to fill the vacant Snohomish County Suburban Cities Advisory Council position.

Respectfully submitted,



Craig Kenworthy  
Executive Director

Attachment

jwc

**RESOLUTION NO. 1312**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUGET SOUND CLEAN AIR AGENCY APPOINTING A REPRESENTATIVE TO THE SNOHOMISH COUNTY SUBURBAN CITIES POSITION TO THE PUGET SOUND CLEAN AIR AGENCY ADVISORY COUNCIL**

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**WHEREAS**, the Board of Directors of the Puget Sound Clean Air Agency has previously adopted resolutions establishing the composition and membership of the Advisory Council, including Resolution No. 857 which acted to stagger the terms of the Advisory Council members; and

**WHEREAS**, Bill Franz has expressed interest in serving on the Advisory Council and is willing and available to serve in the Snohomish County Suburban Cities position; and

**WHEREAS**, the Board of Directors believes that Bill Franz has the skill, experience and knowledge necessary to serve on the Advisory Council;

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PUGET SOUND CLEAN AIR AGENCY:**

Section 1. This Resolution is adopted pursuant to RCW 70.94.240 and the provisions of this Resolution shall supplement the provisions of Resolution No. 857.

Section 2. The Board of Directors makes the following appointment to the Advisory Council:

<b>APPOINTEE</b>	<b>POSITION</b>	<b>TERM EXPIRATION</b>
Bill Franz	Snohomish County Suburban Cities	June 30, 2017

**PASSED AND APPROVED** by the Board of Directors at a regular meeting of the Board this 20<sup>th</sup> day of November, 2014.

**PUGET SOUND CLEAN AIR AGENCY**

By \_\_\_\_\_  
Paul Roberts  
Chair, Board of Directors

Attest:

By \_\_\_\_\_  
Craig T. Kenworthy  
Executive Director

Approved as to form:

By \_\_\_\_\_  
Laurie S. Halvorson  
Agency Counsel

**Date:** November 13, 2014  
**To:** Board of Directors  
Puget Sound Clean Air Agency  
**Subject:** Briefing – Proposed Regulation Amendment to Regulation I,  
Section 6.03 (Notice of Construction)

Honorable Members:

Staff expects to propose one regulation amendment for public hearing and action in December – a technical clarification of the Notice of Construction (NOC) program notification requirements in Section 6.03(b) regarding dry cleaning operations. The purpose of this proposal is to better align these notification requirements with the registration program. An Agency staff team has been working on a multi-year project to support the compliance efforts of perchloroethylene (perc) based dry cleaning operations to meet the current EPA emission performance requirements. During the course of that work, it was recognized that our Notification option for dry cleaner operations [Regulation I, Section 6.03(b)] did not specify perc dry cleaners. However, dry cleaners using perc are the only dry cleaning operations subject to our Registration program.

This notification option was originally developed in 2001 when the agency had its own regulation for perc dry cleaning operations. Much has changed over the past 10 years with respect to the perc dry cleaner rules (the agency's and EPA's), but our focus remains on these operations and the health related issues associated with the use of this hazardous air pollutant in business.

Since the current notification language for dry cleaners is not specific to perc solvent operations, this leads to all new dry cleaning operations submitting notifications, even when they have switched to safer hydrocarbon cleaning operations. This means paperwork being submitted to the agency, along with appropriate notification filing fee (currently \$200), for sources that we do not register. This practice is not a good use of resources for the businesses and the agency. The proposal will align the Notification requirements with the Registration program requirements and the environmental issues previously identified as important for this business sector.

The overall benefit of this proposed amendment is that the agency will eliminate a requirement does not support the agency regulatory program administrative needs or our environmental objectives.

The agency does not receive many Notifications from dry cleaning operations – a total of 52 Notifications for dry cleaners have been processed since the option became available to sources in 2001. A total of 12 Notifications have been processed since 2011. These totals are a mix of perc and hydrocarbon based dry cleaning operations (not at the same site). Not many new dry cleaners are opening and the rate of equipment replacement in the industry is relatively slow. Overall, there are no cost increases or budget implications from this

proposed amendment.

### **Public Involvement and Next Steps**

The proposed regulation amendment described in this memo will be published for a thirty day public comment period and available on the agency website, starting this month. An announcement of the proposed changes will also be sent to all regulation change e-mail subscribers. It is anticipated that the proposed changes, along with comments received and responses to those comments, will be presented to the Board of Directors for public hearing and action at the December Board meeting.

Respectfully submitted,



Craig Kenworthy  
Executive Director

jwc

**Date:** November 13, 2014  
**To:** Board of Directors  
Puget Sound Clean Air Agency  
**Subject:** Executive Director's Report

Honorable Members:

It is potential burn ban season. Our forecasters and communication teams are on duty throughout the season and we'll keep you posted on the status of our air quality. In the meantime, if you haven't downloaded it already, our Burn Ban 411 app (for Apple and Android) is available. <https://play.google.com/store/apps/details?id=org.pscleanair.burnban411>  
<https://itunes.apple.com/us/app/burn-ban-411-real-time-air/id918276802?ls=1&mt=8>

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

### AIR QUALITY PROGRAMS

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

##### *Objective 1.1 – Meet National Ambient Air Quality Standards*

We continued our efforts in the Tacoma/Pierce County Smoke Reduction Zone, as described below under *Objective 1.3*.

Ecology submitted the redesignation request and maintenance plan for the Tacoma/Pierce County PM<sub>2.5</sub> nonattainment area to EPA on October 23. Once approved by EPA, redesignation will change the area's status from 'nonattainment' to 'attainment/maintenance' and will remove extra requirements for certain large industrial sources and the risk of a loss of federal road funds. Under the federal Clean Air Act, EPA has 18 months to review the request.

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

As of October 28, the ScRAPs 2 program had scrapped 43 pre-2007 dray trucks serving the Port of Seattle and replaced them with trucks that have 2007 and newer engines. The portion of the ScRAPs 2 program funded by an EPA Diesel Emission Reduction Act (DERA) grant to the Port of Seattle launched on November 3 for the first 40 truck owners on a waiting list. To prepare for this program expansion and the new grant's requirements, we amended all our dealer contracts (thank you, Chair Roberts, for all the prompt signatures!) and trained the dealers on the requirements for replacement trucks funded by this new grant. With participating dealers spread across the country, we conducted that training using a webinar on October 29 to review the

criteria of the various grants. More information about the ScRAPs 2 Program is contained in a separate memo and we will share up-to-date program results at your meeting.

We are reviewing several applications for our Ecology-funded pilot program to replace auxiliary engines on local harbor craft. We expect to replace approximately 16 old, dirty auxiliary engines with cleaner EPA Tier 3 engines.

Under the Emergency Vehicle Idle-Reduction grant from Ecology, our contractor has installed idle-reduction equipment on a total of 49 aid cars and 28 fire engines. From September 2012 through September 30 of this year, the idle-reduction equipment has reduced diesel fuel consumption by 10,281 gallons, which reduced greenhouse gases by 115 tons.

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

This year we assumed the Tacoma/Pierce County Smoke Reduction Zone outreach work output previously contracted to BCRA. We set our message and strategy, identified the appropriate media to reach our targets, wrote and produced our video/commercial and print advertising, and negotiated rates and placement with local print, online and television providers. We “went live” the week of November 9. The campaign focuses on the wood stove program, the 2015 uncertified stove removal rule and compliance with burn bans.

As of November 4, the Tacoma-Pierce County Wood Stove Removal/Replacement Program (WSRP) has helped to remove 280 old wood stoves so far this fiscal year. Of those, 111 participants opted to recycle their old device in exchange for a reward of up to \$350; 80 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 89 low-income participants opted for a free new heating replacement in exchange for their old wood stove or insert. We received 104 new enrollments to the WSRP from October 1 to November 4, of which 27 have already completed or scheduled a replacement or recycling project.

We participated in the Alliance for Green Heat’s Collaborative Stove Design Workshop at Brookhaven National Laboratory in New York. The workshop is a gathering of professionals to study, test, and discuss automated wood stove designs. This workshop provided a good opportunity for us to discuss our Woodstove retrofit open challenge (hosted on the Innocentives website) that closes November 21.

We recently met with the Snohomish Fire Chiefs. The discussion centered on identifying ways to encourage area fire districts to more actively participate in the enforcement and permitting process for outdoor burning. Next steps include in-person visits with Snohomish fire districts within the Urban Growth Area.

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

We continue to establish monitoring sites for this season’s wood smoke studies (also supporting Objective 1.3). We’ve established one site in Algona, and are finalizing sites in Auburn with the

Auburn School District. These sites will help us to better understand fine particle levels in that area, and will potentially lead to a more long-term monitoring site. We also anticipate conducting a seasonal wood smoke study in the Shoreline area to better understand how fine particle pollution levels vary around our current sites in north King and south Snohomish counties. Resources and meteorology permitting, we may also monitor along Highway 2 communities, from Monroe to Skykomish. This last study would be to better understand fine particle levels in an area where we currently have only modeled or “surrogate” air quality information. These areas were identified in the ‘Highly Impacted Communities’ committee’s report.

We continue data analysis for our near-road monitoring pilot in Seattle’s Chinatown-International District. We plan to reach out to local community organizations in early December to solicit their input on how to convey results to the larger community, and discuss next steps. We are working with the International District News to schedule regular updates about the air quality in the District.

We are in the early stages of designing a project with the Washington State Department of Health to quantify any links between air pollution and asthma-related emergency room and hospital room visits in our region. We will provide air pollution data and our understanding of limitations for statistical analyses. We expect this project to continue into the spring.

We recently attended the University of Washington Center for Clean Air Research annual meeting and gained some valuable understanding of new mobile monitoring techniques and analytical methods. We have acquired great knowledge through our partnership with the University, and have again provided a letter of support as it pursues another 5-year grant cycle, this time as an Air, Climate, and Energy Center.

We participated in the Duwamish Source Control Workgroup (SCWG)’s regular meeting, and provided a presentation on our strategic plan. The SCWG is a multi-agency group led by Department of Ecology to prevent recontamination of the Duwamish River Superfund site.

In separate meetings, we discussed potential synergies in upcoming work with staff from the King County Public Health Department and Futurewise. In particular, we discussed communities where these groups are active and have local connections. Some of these are also potential ‘highly impacted communities’ identified by our internal committee.

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

### *Objective 2.1 – Reduce emissions of greenhouse gases from transportation.*

The Western Washington Clean Cities Coalition has completed its federal fiscal year 2014 deliverables to the Department of Energy. Among the recent deliverables was the submittal of our 2015 annual operating plan. In the upcoming year we’ll be focusing on refining our membership model and developing resources to aid local governments in complying with the State’s alternative fuel rule. We also anticipate engaging in the efforts to advance State carbon emission-reduction initiatives which include transportation.

## **COMPLIANCE-LEGAL** *(Strategic Plan Objective 1.4)*

*Ardagh Glass, Inc.* – Agency staff continues to prepare its response to the comments received regarding the proposed General Regulatory Order No. 10606 for Ardagh Glass, Inc. The agency is thoroughly reviewing all the comments received, and anticipates our response to comments and final recommendation for action may be ready for consideration by the Board at the December meeting, subject to the federal court litigation pending on these issues.

*JLARC Preliminary Report on Gas Station Regulations* – Along with the Department of Ecology and other local air agencies in Washington, we recently received the Joint Legislative Audit and Review Committee’s (JLARC) preliminary report on gas vapor regulation. JLARC has been working on this report for the past several months and the agencies have participated and provided information as requested during the process. JLARC provided the opportunity for the agencies to submit technical comments on the preliminary report, and with coordination from Ecology, the agencies provided such comments. Our understanding is that JLARC will finalize its report in December and the final report will be presented at a JLARC meeting on January 7, 2015.

*Public Records and Open Public Meetings Information* – Earlier this fall, we conducted training for the Board on Washington’s Open Public Meetings Act (OPMA) and Public Records Act (PRA). After that meeting, the Municipal Research and Services Center of Washington, a nonprofit whose mission is to support effective local government in Washington through consultation, research, and training, released a series of fact sheets on OPMA and PRA for agencies like ours.

Attached are five fact sheets that may be of interest to Board Members: “OPMA – Agency Obligations;” “OPMA Executive Sessions Checklist;” “OPMA Electronic Communications Practice Tips;” “Electronic Records – PRA and Records Retention Practice Tips;” and “Electronic Records – PRA and Records Retention Practice Do’s and Don’ts.” Please let me or Jennifer Dold, Agency Attorney, know if you have any questions about the fact sheets.

## **EQUITY AND ENVIRONMENTAL JUSTICE**

We continue to participate in opportunities to educate and inform residents of air quality health impacts and tips for reducing exposure. Our most recent health and safety fair was with Nikkei Concerns in Seattle, focused around intergenerational Asian families. Our final fair of the year will be at Tacoma’s Iglesia Centro de Vida, connecting with Latino families in our region.

In late October, Communications Specialist Della Kostelnik Juarez facilitated our inaugural television opportunity to reach our region’s Latino community on KUNS/Univision. Wellington Troncoso and Manolo Zaldivar represented the agency to encourage Latino households to consider outdoor air quality as it relates to family health and safety. They spoke about the agency in general, provided a few examples of different types of air issues, burn bans and informed viewers about the wood stove replacement program. The program reaches 500,000 Spanish-

speaking households in our region and we will have an ongoing, monthly opportunity to share a range of information with this audience.

While the pilot monitoring study in the Chinatown/International District concluded in late September, the data assessment is still underway. The Monitoring and Planning/Analysis teams continue to work on that and we will follow up with various community members to share preliminary results and gather feedback regarding next steps. Alongside that project, the agency's Technical Analysis, EJ, and Communications teams are exploring opportunities to get to know the Tukwila/Allentown community and raise awareness of our agency within the community. Investing in Tukwila/Allentown will allow us to partner and co-design an appropriate local monitoring project with and for the community. We anticipate the relationship-building components for both of these projects will span the course of FY15.

The agency continues its monthly Equity Workshop Series, designed to provide internal staff development opportunities. Our management team continues working through a leadership development series with Heidi Schillinger of Equity Matters, to understand inequity and develop tools and skills toward effective strategic plan implementation. The sessions provide a valuable opportunity for us to explore institutional practices that affect our ability to be effective in genuine community engagement.

Lastly, we are pleased to welcome EJ Associates (part time) Caleb Feldman and Julio Sanchez, to support our equity and environmental justice efforts during Tania Park's leave of absence. The skills they collectively bring serve as a great complement to each other and our agency's needs. The inclusion of both individuals allows us to go beyond a maintenance mode during Tania's leave and propel our work forward under the strategic plan, bring new skills and perspectives, and encourage us to try new approaches.

Julio Sanchez has dedicated his time and expertise working on various environmental and social justice efforts in the Seattle area. Most recently, he managed several community projects for the Social Justice Fund Northwest, currently serves on the board of directors with Got Green, and has worked as a community organizer on behalf of diverse constituents at Sea-Tac Airport. In addition, he comes with a background in marketing, public relations and media production, specifically working to promote the value of diverse Latino communities.

Caleb Feldman comes to us from Berkley, California, most recently working as an Environmental Health Educator and Program Director with Ma'at Youth Academy in Richmond. During his time there, he worked with multiple local EJ groups, the county health department, and local planning agencies to gather knowledge and promote leadership of low-income youth of color who have been impacted by environmental health hazards.

## **HUMAN RESOURCES**

Recruitment for the Human Resources Manager position continues; applications for the position were accepted through November 7 and screening is underway. Interviews of final candidates are scheduled for December.

The agency continues to work with its compensation consultant to conduct a salary survey for the Executive Director and other management positions. The draft surveys are prepared and we anticipate providing this information and scheduling a discussion with the Board for the December Board meeting.

Following the usual timeframe, the agency continues its regular processes and assistance to staff during open enrollment in November.

### **GENERAL**

There are some potential national and state policy implications from the elections. I'll provide an update on this at the Board meeting.

- I appeared on KOMO TV and Radio last week to discuss winter-time air quality issues and why we call burn bans to protect public health.
- On November 5<sup>th</sup>, I presented to the Board of the Tacoma/Pierce County Health Department and gave them an update on our work in the Smoke Reduction Zone.
- I attended the Pacific Northwest International Section meeting of the Air and Waste Management Association in Spokane in late October. A number of our staff gave presentations on topics ranging from dry cleaners to compost emissions to wood smoke and they were all very well received.

Respectfully submitted,



Craig T. Kenworthy  
Executive Director

Attachment

jwc

## ELECTRONIC RECORDS – PRA AND RECORDS RETENTION

# DO'S AND DON'TS

For Local Government Success



These Do's and Don'ts are intended to provide summary guidance related to use of electronic records and electronic devices in compliance with the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.14 RCW). For a more thorough analysis of these issues, please review our related guide: *Electronic Records – PRA and Records Retention Practice Tips*.<sup>\*</sup> For more information and resources also visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).

	Do	Don't
Agency Computer	Do use your agency computer to conduct agency business. This allows your agency to retain records appropriately and locate such records in response to a PRA request.	Don't delete records from your agency computer (or any computer) unless you're certain the records aren't public records, or the records are past their required <a href="#">record retention period</a> . (If you have any doubt about deleting records, check with your agency's legal counsel.)
Personal Computers	Do use your personal computer to remotely access your agency's file server and email server (if your agency allows for such remote access).	Don't use your personal computer to conduct agency business unless you do so by accessing your agency's server(s) remotely. If that's not possible and you use your personal computer to conduct agency business, make sure that you: <ul style="list-style-type: none"><li>• Retain all public records with retention value; and</li><li>• Provide those records to your agency so the agency can retain the records appropriately and make them available if a PRA request is made for such records.</li></ul>
Agency Email Account	Do use your agency email account to conduct agency business. This allows your agency to retain its records appropriately and to locate such records in response to a PRA request.	Don't delete emails sent or received from your agency email account unless you're certain the emails aren't public records, or the emails are past their required <a href="#">record retention period</a> . (If you have any doubt about deleting emails, check with your agency's legal counsel.)

<b>Personal Email Account</b>	Do forward any agency-related emails received on your personal email account to your agency email account. Do instruct the sender that you don't conduct agency business via your personal email account(s), and to send all emails related to agency business to your agency email address.	Don't use your personal email account for agency business, unless your agency doesn't provide agency email accounts. If you must use a personal email account for agency business, set-up a unique email account solely for agency business, clearly segregate agency-related emails from personal emails, and provide all agency-related emails to your agency so those records can be retained appropriately and made available if a PRA request is made for such records.
<b>Texting on Agency Devices and Personal Devices</b>	Do follow your agency policy related to texting. If your agency doesn't have a policy, make sure you're retaining all agency-related text messages for their full retention period. If you send or receive agency-related text messages via a non-agency device, provide those messages to your agency so they can be retained appropriately and made available if a PRA request is made for such records.	Don't text in violation of your agency's policy. Don't use texting for agency-related business without a clear understanding of how those messages are being retained by the provider (e.g., phone company) and by your agency. Text messages, like emails, can be public records that must be retained by your agency, and such records may need to be provided in response to a PRA request.
<b>Voice Mail Messages on Agency Phones and Personal Phones</b>	Do, if possible, capture all agency-related voice mail messages through an integrated voice mail and email system. If that's not possible, save voice mails with retention value through other means.	Don't delete all agency-related voice mails once you have listened to them. Like email and text messages, voice mails can be public records that must be retained by your agency, and such records may need to be provided in response to a PRA request.
<b>Agency Social Media</b>	Do try to post only secondary copies of content on agency social media sites. That way, the agency won't have to separately retain all of the content of the social media sites. If that's not possible, your agency should consider purchasing software that captures and archives social media sites.	Don't set up and use an agency social media site, and don't edit and delete content on your agency's social media site(s), without complying with records retention and PRA requirements.
<b>Personal Social Media</b>	Do abstain from discussing agency business via your personal social media accounts. If you post or exchange agency-related communications via your personal site, make sure you comply with records retention and PRA requirements.	Don't conduct agency business via your personal social media site. Agency-related records can be public records, subject to retention requirements and the PRA, even if the records are located on your personal social media site. If you're an incumbent elected official who is a candidate, don't mix your election activities with agency business via use of social media.

\*DISCLAIMER: These Do's and Don'ts are meant to provide summary tips related to use of electronic records and electronic devices in compliance with the PRA and the records retention law. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

## ELECTRONIC RECORDS – PRA AND RECORDS RETENTION

# PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic records and requirements under the Public Records Act (PRA) (chapter 42.56 RCW) and records retention law (chapter 40.14 RCW). The tips are based on real-world experiences, as played out in our courts and otherwise.\*  
*For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).*

### Key Initial Point

In the context of these practice tips, it's important to keep in mind that the vast majority of records – including electronic records – that agencies deal with are public records. That said, it's also important to recognize that: (1) not all records prepared, owned, used, or retained by an agency are public records; and (2) not all public records have retention value.

### Key Terms as Used in These Practice Tips

**Electronic record:** An electronic record (e-record) is a record you can access through an electronic device. E-records include documents, emails, voice messages, texts, tweets, instant messages, photos, and videos.

**Electronic device:** An electronic device (e-device) is any device you can use to access e-records. E-devices include desktop computers, laptops, smart phones, other cell phones, and tablets.

### Remember These General Principles for Electronic Records

1. **Think *before* you "POUR."** Regardless of the e-device you use to create or access an e-record, if that e-record, no matter its form, is prepared, owned, used, or retained by the agency, and its content relates to the conduct of government or the performance of any governmental or proprietary function, it's a public record.
2. **Establish agency policies/procedures.** Agencies should adopt effective policies and/or procedures related to e-communications and e-devices, including appropriate use and retention requirements.
3. **Failure to comply can be costly.** Knowledge of, and compliance with, the rules that apply to production and retention of e-records and use of e-devices is essential, because even inadvertent mistakes can result in **serious consequences** for your agency.

**What kind of consequences?** If a PRA requester wins in court, an agency will be subject to daily penalties ranging from \$0-\$100 per day (the trial court decides the amount), and the court will award attorney fees and costs to the requester. In the context of records retention requirements, it's a

felony to willfully and unlawfully destroy public records. Also, lack of compliance commonly leads to lost productivity because agency resources are diverted from other tasks to defend the agency's actions, as well as to a loss of public trust in the agency's commitment to open government. See, e.g., RCW 42.56.550 (PRA penalties), chapter 40.16 RCW (injury to and misappropriation of a public record).

4. **Be aware of metadata.** Metadata is data about data, or hidden information, about e-records that's automatically created by software programs, and which describes the history, tracking, and/or management of an e-record. Metadata is subject to the PRA, but a requester must specifically ask for metadata for an agency to be required to produce it. See, e.g., *O'Neill v. City of Shoreline*, 170 Wn.2d 138, 147-52 (2010).

## E-DEVICE

### Should I Use My Agency E-Device or My Personal E-Device for Agency Business?

It's best to use only agency-issued e-devices to conduct agency business. By doing so, you allow your agency to properly **retain its public records** and **locate those records** in response to a PRA request. Also, you eliminate the basis for a search of your personal e-devices in response to a PRA request (see below).

### But What If I Happen to Use a Non-Agency E-Device to Conduct Agency Business?

*Preferred option:* If agency staff and officials will be using e-devices to conduct agency business off-site and/or remotely, we recommend that your agency set-up a remote system that allows agency personnel to securely access the agency's network via non-agency devices.

*Alternative option if your agency doesn't have such a remote access system:* If you don't have the option of accessing your agency's system remotely as above described, it's critical to ensure that agency and non-agency e-records are easily distinguishable and not mixed together on your non-agency e-device. This can be done, for example, by keeping all of your agency related e-files in a separate folder.

*But keep in mind ...* If you use a non-agency e-device to conduct agency business, that device could be subject to a search in response to a PRA request.

### Don't I Have Privacy Rights Related to My Personal E-Devices?

Yes, but those rights are conditional when public records are involved. For example, there have been PRA lawsuits in which courts have ordered searches of the personal computers of agency officials for public records that may have been improperly withheld.

## TEXT MESSAGE

### Can I Send Agency-Related Text Messages from a Cell Phone or Smartphone?

Yes, but keep in mind that texting creates unique challenges. If you use texting (or instant messaging) to conduct agency business, key considerations for you and your agency relate to who has custody and control of the record, and how to access and retain such records. Commonly, the service provider (e.g., phone company) will retain texts only for a limited time (e.g., 5-10 days).

**Recommendation:** If texting is used to conduct agency business, consider adopting and enforcing an agency policy that limits texting to those for whom it's truly necessary (e.g., for specified law enforcement and emergency management functions). Also, use capture tools (i.e., software) to capture all texts and retain those that have retention value.

## EMAIL

### Should I Use My Agency Email Account or My Personal Email Account for Agency Business?

It's best to use only an agency-issued email account for agency business. Just like use of agency e-devices, use of agency email accounts allows your agency to properly retain its emails and locate them in response to a PRA request. This principle applies as well for other e-communications related to agency business (e.g., texts, instant messages, tweets).

### But What If I Receive an Email on My Personal Email Account That Relates to Agency Business?

If this occurs, **forward that email to your agency email account** and advise the sender that you don't use your personal email address to conduct agency business, and to send any future agency-related emails to your agency email address.

### But What If My Agency Doesn't Have Agency-Issued Email Accounts?

Urge your agency to establish an email system that allows the agency to assign individual addresses to each official and staff member. If the agency doesn't set up an agency email system, you should create a separate email account that's used solely for agency business (e.g., commissioner-jones@gmail.com, councilmember-robertson@msn.com).

*And keep in mind ...* If you use a non-agency email address/account, consult with your agency's public records officer and legal counsel to address issues such as determining how those records will be retained in compliance with records retention law, and how the records will be located and made available in response to a PRA request.

## VOICE MAIL

### Do I Have to Keep Voice Mail Messages?

If a voice mail message relates to agency business and it has retention value, that message needs to be captured electronically and, if that's not possible, the content of the message needs to be saved in some other manner.

**Recommendation:** The agency should have a voice message system that allows it to capture voice mail messages electronically, such as through an integrated voice mail and email system, so all voice messages are created also as e-files that become part of the email system. If that's not possible, it's recommended that the agency save voice mail messages through some other means.

## SOCIAL MEDIA

### What Are Some Public Records Considerations Related to Social Media?

Facebook and Twitter, for example, can be effective tools to connect with the public. But, if your agency is going to create social media accounts, public records considerations need to be thought through and addressed. Unless the agency is posting only secondary copies of agency records to, for example, the agency's Facebook page or Twitter feed, it's advisable to presume that all posts, comments, and tweets are public records and to consider how to manage posts and tweets, retain such records, and use **software tools** to capture those records.

**Recommendation:** Don't use your personal Facebook page, Twitter feed, or blog for agency business. It's advisable for agencies to have clear and enforceable policies regarding such activities. Also, if you're an incumbent elected official who is a candidate, don't mix your election activities with agency business.

\*DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the PRA and records retention law. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

# PRACTICE TIPS

For Local Government Success



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.\* *For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).*

## Basic Requirements

- **All meetings open and public.** All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. [RCW 42.30.030](#).
- **Quorum.** Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. [RCW 42.30.020\(2\) & \(3\)](#).
- **Attendees.** All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. [RCW 42.30.040 & .050](#).
- **No secret ballots.** Votes may not be taken by secret ballot. [RCW 42.30.060\(2\)](#).
- **Adoption of ordinances.** Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. [RCW 42.30.060\(1\)](#).

Position in Agency	Required to Comply
Member of a governing body <ul style="list-style-type: none"> <li><input type="checkbox"/> City or Town Councilmember or Mayor</li> <li><input type="checkbox"/> County Commissioner or County Councilmember</li> <li><input type="checkbox"/> Special Purpose District Commissioner/Board Member</li> </ul>	Yes
Member of a subagency created by ordinance or legislative act, e.g.: <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning Commission</li> <li><input type="checkbox"/> Library Board</li> <li><input type="checkbox"/> Parks Board</li> <li><input type="checkbox"/> Civil Service Commission</li> </ul>	Yes
Member of a committee <ul style="list-style-type: none"> <li><input type="checkbox"/> Committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment</li> </ul>	Yes
Agency staff	No

## Penalties for Noncompliance

- **Actions null and void.** Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. [RCW 42.30.060\(1\)](#).
- **Personal liability.** Potential personal liability of \$100 for any member of a governing body who attends a meeting knowing that it violates the OPMA. [RCW 42.30.120\(1\)](#).
- **Agency liability.** Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. [RCW 42.30.120\(2\)](#).

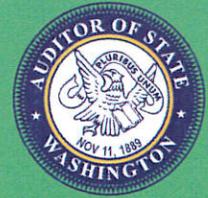
## OPMA Training Requirements, Effective July 1, 2014

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office.
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office.

\*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

# PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), chapter 42.30 RCW. Electronic communications between members of an agency’s governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.\* *For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).*

## An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a “meeting” under the OPMA. This principle also applies to text messaging and instant messaging.

**What types of email exchanges can constitute a meeting?** If a majority of the members of the governing body takes “action” on behalf of the agency through an **email exchange**, that would constitute a meeting under the OPMA. Note that taking “action” under the OPMA can occur through mere discussion of agency business, and that any “action” may be taken only in a meeting open to the public. The participants in the email exchange don’t have to be participating in that exchange at the same time, as a “serial” or “rolling” meeting can occur in violation of the OPMA.

**Recommendations:** As a member of the governing body, consider the following tips to avoid potential OPMA violations:

1

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.”
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It’s permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

2

### Phone Calls and Voice Messages Can Constitute a Meeting

As with email exchanges, if a majority of the members of the governing body is taking "action" (see above) on behalf of the agency through phone calls or a voice mail exchange, that would constitute a meeting. Such a "telephone tree" occurs, for example, when members call each other to form a majority decision. As above, the calls and messages can constitute a serial or rolling meeting.

3

### Key Consideration Related to Conferring to Call a Special Meeting

Under RCW 42.30.080, a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. In order to give effect to this authority granted under RCW 42.30.080, we believe it's permissible for a majority of the members of the governing body to confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via electronic communications (e.g., email).

4

### Use of Social Media Can Implicate the OPMA

**Question:** If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency, and the discussion includes comments from members of the governing body, could that violate the OPMA?

**Answer:** If the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There's no authority under the OPMA regarding what would constitute adequate public notice – if that's even possible – for this kind of virtual meeting, so it's best to avoid this type of discussion on social media.

**Recommendation:** Social media can be an effective tool to solicit comments from the public, but social media shouldn't be used by your agency's governing body to collectively formulate policy.

5

### Failure to Comply with the OPMA Can Be Costly

Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and in invalidation of agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency's commitment to open government.

\*DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

August 2014

# OPMA – EXECUTIVE SESSIONS

# CHECKLIST

For Local Government Success



The Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session. Use this checklist to guide your agency's compliance with the OPMA related to executive sessions.\* For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).

	Requirement	Completed/ Applicable
Meeting	An executive session can only be held as part of a regular or special meeting.	<input type="checkbox"/>
Purpose	The presiding officer announces in open session the purpose of the executive session.	<input type="checkbox"/>
End Time	The presiding officer announces in open session the time the executive session will end.	<input type="checkbox"/>
Legal Counsel	Legal counsel is present during the executive session, if required. (See topics below and on the next page for discussions that require the presence of legal counsel.)	<input type="checkbox"/>
Confidentiality	At the start of the executive session, participants are reminded that discussions are confidential.	<input type="checkbox"/>
Topics	Related to local governments, the following topics set forth in <a href="#">RCW 42.30.110(1)</a> can be discussed in executive session:	
	• Matters affecting national security. <a href="#">RCW 42.30.110(1)(a)</a> .	<input type="checkbox"/>
	• Lease or purchase of real estate if there's a likelihood that disclosure would increase the price. <a href="#">RCW 42.30.110(1)(b)</a> .	<input type="checkbox"/>
	• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. <a href="#">RCW 42.30.110(1)(c)</a> . □ <b>Note:</b> Final action selling or leasing public property must be taken in open session.	<input type="checkbox"/>
	• Negotiations on the performance of a publicly bid contract. <a href="#">RCW 42.30.110(1)(d)</a> . See back of page.	<input type="checkbox"/>
	• Complaints or charges brought against a public officer or employee. <a href="#">RCW 42.30.110(1)(f)</a> . □ <b>Note:</b> At accused's request, discussion must be in open session.	<input type="checkbox"/>
	• Qualifications of an applicant for public employment. <a href="#">RCW 42.30.110(1)(g)</a> . See back of page.	<input type="checkbox"/>
	• Performance of a public employee. <a href="#">RCW 42.30.110(1)(g)</a> . See back of page.	<input type="checkbox"/>
	• Qualifications of an applicant/candidate for appointment to elective office. <a href="#">RCW 42.30.110(1)(h)</a> . See back of page.	<input type="checkbox"/>
	• Agency enforcement actions. <a href="#">RCW 42.30.110(1)(i)</a> . See back of page. □ <b>Note:</b> Requires presence of legal counsel.	<input type="checkbox"/>
	• Current or potential litigation. <a href="#">RCW 42.30.110(1)(i)</a> . See back of page. □ <b>Note:</b> Requires presence of legal counsel.	<input type="checkbox"/>
	• Legal risks of current or proposed action. <a href="#">RCW 42.30.110(1)(i)</a> . See back of page. □ <b>Note:</b> Requires presence of legal counsel.	<input type="checkbox"/>
Extended End Time	If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session.	<input type="checkbox"/>
Resumption	Open session is not resumed until after the announced end time.	<input type="checkbox"/>

Meeting Date \_\_\_\_\_ Form Completed By \_\_\_\_\_  
Attendees \_\_\_\_\_

\*DISCLAIMER: This checklist is meant to provide summary information on executive sessions; the checklist is not intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.



An executive session must begin after a regular or special meeting is convened and adjourn before the meeting ends. While an executive session will therefore always be a part of a regular or special meeting, it is possible to hold a special meeting for the sole purpose of holding an executive session.

To start, the chair must announce the executive session to those in attendance at the meeting, including: (1) the purpose of the executive session; and (2) the time when the executive session will end.

**Announced Purpose and Topics of Discussion:** The announced purpose of the executive session must be one of the statutorily-identified purposes for which an executive session may be held. The announcement must contain enough detail to identify the purpose as falling within the limits of the law.

***It would not be sufficient, for example, for a meeting chair to declare simply that the governing body will now meet in executive session to discuss "personnel matters."*** Discussion of personnel matters, in general, is not an authorized purpose for holding an executive session; only certain specific issues relating to personnel may be addressed in executive session.

**Attendance of legal counsel** – Legal counsel must be present at an executive session, either in person or remotely via a device that allows two-way communication, to discuss enforcement actions, current or potential litigation, or the legal risks of current or proposed action. "Potential litigation" means litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; or the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Discussion of the "legal risks" of a current or proposed action can only occur in executive session if public discussion of those legal risks is likely to result in an adverse legal or financial consequence to the agency.

**Notes for Specific Discussion Topics**

- **Contract Performance** – Review of contract performance of publicly bid contracts may only be discussed in executive session when public knowledge of such consideration would likely cause increased costs.
- **Qualifications of an applicant for public employment or review of performance of a public employee** – If the governing body elects to take final action regarding hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action must be taken in open session.
- **Qualifications of candidate for appointment to elective office** – Candidate interviews and final action appointing a candidate to elective office must be in an open public meeting.
- **Collective bargaining sessions** – Collective bargaining sessions with employee organizations are not subject to the requirements of the OPMA. This means that discussions of these topics may occur in closed session, and it's not necessary for the governing body to follow the OPMA procedures before such discussions. This exemption applies to contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement or to that portion of a meeting during which the governing body is planning or adopting the strategy to be taken by the governing body during the course of any collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

**Length of Session:** Another issue that may arise concerning these procedural requirements for holding an executive session involves the estimated length of the session. If the governing body concludes the executive session before the time that was stated, it should not reconvene in open session until the time stated. Otherwise, the public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the chair announced the executive session would conclude. If the executive session is not over at the stated time, it may be extended only if the chair announces to the public at the meeting place that it will be extended to a stated time.

**Attendance:** Attendance at an executive session need not be limited to the members of the governing body. Persons other than elected members may attend the executive session at the invitation of the governing body. Those invited should have some relationship to the matter being addressed in the executive session, or they should be in attendance to otherwise provide assistance to the governing body. Note that if the stated purpose for the executive session is to discuss litigation or potential litigation with the governing body's attorney, the presence of persons at the session who are not governing body members or agency staff may waive the attorney-client privilege.

**Minutes:** Minutes are not required to be taken at an executive session. If minutes or notes are taken during an executive session, they may be subject to the disclosure requirements of the Public Records Act.

\*DISCLAIMER: These practice tips are meant to provide summary information on executive sessions; these tips are not intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

**PUGET SOUND CLEAN AIR AGENCY**

**NOTICES OF CONSTRUCTION/NOTIFICATIONS OCTOBER 2014**

	<u>King</u>	<u>Kitsap</u>	<u>Pierce</u>	<u>Snohomish</u>	<u>Mobile</u>	<u>Total</u>
Approved	9	0	1	1	0	11

**Notices/Notifications Approved October 1 through October 31, 2014**

Date	Approved	NC#	Firm Name	Location	Equipment
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Notices of Construction

10/08/14	10802	Emerald Services, Inc.	Seattle	De-chlorination unit
10/09/14	10801	Miles Sand & Gravel	Kent	Concrete batch plant
10/14/14	10731	Pro-Coat	Everett	Spray booth
10/21/14	10792	Seattle Central College	Seattle	Four spray booths
10/21/14	10843	Elm Coffee	Seattle	Coffee roaster
10/23/14	10846	Boeing Commercial Airplane	Auburn	Modification to spray booth
10/27/14	10839	Former Arco #910	Edmonds	Soil & groundwater remediation
10/31/14	10830	Mud Mountain Cabinets	Enumclaw	Spray booth

Notifications

10/08/14	1024N	East Main Shortstop	Auburn	Stage 2 vapor recovery
10/08/14	1025N	Northshore Utility District	Kenmore	Stage 1 vapor recovery
10/13/14	1029N	Fred Meyer Fuel #615	University Place	Stage 1 & 2 vapor recovery

**Notices/Notifications Received October 1 through October 31, 2014**

Date	Received	NC#	Firm Name	Location	Equipment
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Notices of Construction

10/01/14	10846	Boeing Commercial Airplanes	Auburn	Robotic painter & parts scanner
10/03/14	10848	Quest Inspar	Kent	Spray booth
10/06/14	10847	Elliot Bay Auto Brokers	Seattle	Spray booth
10/08/14	10849	D & P Products	Everett	Spray booth
10/17/14	10850	L J Smith	Puyallup	Baghouse dust collector
10/17/14	10851	Sylvan Craft	Kirkland	Spray booth
10/23/14	10853	Flawless Paint & Wheel Repair	Mobile	Mobile spray coating operation
10/24/14	10852	Squak Mountain	Issaquah	Recycling/asphalt equipment
10/27/14	10854	CBI Services	Everett	Spray booth
10/31/14	10855	Stoddard International	Arlington	Spray booth & prep area

Notifications

10/01/14	1029N	Fred Meyer Fuel #615	University Place	Stage 1 & 2 vapor recovery
10/09/14	1030N	Flying M Deli	McKenna	Stage 2 vapor recovery
10/16/14	1031N	Mountain Deli Mart	Gold Bar	Stage 2 vapor recovery
10/23/14	1032N	Associated Petroleum Products	Seattle	Stage 2 vapor recovery
10/27/14	1033N	Elephant Chevron Carwash	Auburn	Stage 2 vapor recovery

## FY15 Contract List

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	TBD	TBD	TBD	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	Kathy Boucher 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	Maryann Renzi	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	CMAQ (POS)	Kathy Boucher	Kenworth Sales Co	Kenworth Sales ScRAPS 2 Dealer Partnership	6/30/2014	6/30/2015	Up to \$20,000 per truck	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	CMAQ (POS)	Kathy Boucher	Koolit Truck Sales Inc	Koolit Truck Sales ScRAPS 2 Dealer Partnership	7/16/2014	10/31/2015	Up to \$30,000 per truck	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	CMAQ (POS)	Kathy Boucher	SeaTac Trucks LLC	SeaTac Trucks ScRAPS 2 Dealer Partnership	7/25/2014	6/30/2015	Up to \$20,000 per truck	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 Auxilliary Engine Replacement	TBD	6/30/2018	TBD	G14000574
2015-023	CMAQ (POS)	Kathy Boucher	Istate Truck Center	Istate Truck Center ScRAPS 2 Dealer Partnership	8/6/2014	6/30/2015	Up to \$20,000 per truck	Port of Seattle CMAQ
2015-024	CMAQ (POS)	Kathy Boucher	Diamond Truck Sales Inc	Diamond Truck Sales ScRAPS 2 Dealer Partnership	TBD	6/30/2015	Up to \$20,000 per truck	Port of Seattle CMAQ
2015-025	CMAQ (POS)	Kathy Boucher	Westfall GMC Truck Inc	Westfall GMC Truck ScRAPS 2 Dealer Partnership	7/31/2014	6/30/2015	Up to \$20,000 per truck	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

## FY15 Contract List

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
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 \$23,000	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
2015-030	no	Laurie Halvorson	CPS HR Consulting	Recruiting Services for Agency HR Manager	9/15/2014	6/30/2017	Up to \$23,000	N/A
2015-031	no	Steve Van Slyke	Washington State Department of Ecology	Permit Engineering Support Work	9/22/2014	12/15/2014	TBD	N/A
2015-032	CMAQ (POS)	Kathy Boucher	Los Angeles Freightliner	Los Angeles Freightliner ScRAPs 2 Dealer Partnership	TBD	6/30/2015	Up to \$20,000 per truck	Port of Seattle CMAQ
2015-033	CMAQ (POS)	Kathy Boucher	Green Truck General Partner LLC	Green Truck General Partner LLC ScRAPs 2 Dealer Partnership	10/1/2014	6/30/2015	Up to \$20,000 per truck	Port of Seattle CMAQ
2015-034	no	Kit McGurn	Comcast Spotlight LP	Comcast Outreach for Smoke Reduction Zone	TBD	TBD	TBD	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	TBD	TBD	TBD	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	Frieghtliner of NH Inc	Frieghtliner 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)	11/1/2014	3/31/2015	TBD	N/A
2015-042	no	Karen Hauser	David Lyman, CPA	Temporary Accounting and Internal Auditing Services	10/27/2014	12/31/2014	Up to \$7,000	N/A
2015-043	no	Matt Harper	Evergreen State Fairgrounds Administration (Shohomish Co Parks and Recreation Dept)	Evergreen State Fairgrounds Temporary Air Monitoring Site	1/2/2015	3/31/2015	TBD	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	CMAQ (WSDOT) Ecology U S EPA DERA	Kathy Boucher	Advantage Truck Sales Inc	Advantage Truck Sales ScRAPs 2 Dealer Partnership	11/3/2014	10/31/2015	Up to \$30,000 per truck	CMAQ (WSDOT) Ecology U S EPA DERA
2015-046	CMAQ (WSDOT) Ecology U S EPA DERA	Kathy Boucher	JES Sales Co Inc	JES Sales ScRAPs 2 Dealer Partnership	11/3/2014	10/31/2015	Up to \$30,000 per truck	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

## FY14 Agreements

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
2014-001	No	Kim Cole	City of Tacoma	FY14 City of Tacoma Burn Ban Patrol	10/21/13	06/30/14	Up to \$35,000	Civil Penalties
2014-002	No	Kim Cole	City of University Place	FY14 City of University Place Burn Ban Patrol	9/26/2013	6/30/2014	Up to \$4,000	Civil Penalties
2014-003	No	Kim Cole	City of Puyallup	FY14 City of Puyallup Burn Ban Patrol	12/17/13	06/30/14	Up to \$9,000	Civil Penalties
2014-004 and 2014-004-1	No	Kim Cole	City of Lakewood	FY14 City of Lakewood Burn Ban Patrol	9/26/2013	6/30/2014	Up to \$8,000	Civil Penalties
2014-005	No	Kim Cole	Pierce County	FY14 Pierce County Burn Ban Patrol	10/11/13	12/31/14	Up to \$94,000	Civil Penalties
2014-006	G1300047	Scott DeWees	East Pierce Fire and Rescue	East Pierce Fire and Rescue Idle Reduction	8/20/2013	7/30/2015	TBD	Ecology Grant
2014-007	G1300047	Scott DeWees	Valley Regional Fire Authority	Valley Regional Fire Idle Reduction	8/29/2013	12/30/2015	TBD	Ecology Grant
2014-008	G1300047	Scott DeWees	West Pierce Fire and Rescue	West Pierce Fire Idle Reduction	8/20/2013	10/30/2015	TBD	Ecology Grant
2014-009	Partially funded by the Agency Core Grant	Maryann Renzi	Agreement Dynamics, Inc.	RESOLVE internet-based negotiation training session	09/02/13	11/29/2013	Up to \$5,690	Agency-wide
2014-010	G1200412 and G1200413	Beth Carper	Horizon Lines LLC	Reduce diesel engine exhaust by installing idle-reduction technologies on cargo-handling equipment	11/26/13	2/28/2017	Up to \$30,000	Ecology Grants
2014-011-0 2014-011-1	G1400211	Amy Warren	Tacoma-Pierce County Health Department	Tacoma-Pierce County Wood Smoke Reduction Program Customer Service Including Income-Qualifying Application Review	08/01/13	6/30/2015	Up to \$100,000	G1400211
2014-012	No	Maryann Renzi	Sam Magill	Coaching and Consulting	10/18/13	1/31/2014	Up to \$10,000	Agency-wide
2014-013	No	Maryann Renzi	Washington Counties Insurance Fund	FY 2014 Washington Counties Insurance Fund (WCIF) Trust Agreement Amendment and Bylaws	01/14/14	Ongoing	TBD	Agency-wide
2014-014	No	Tom Henchman	All Phase Communications	ShoreTel Telephone System Support and Maintenance	10/23/13	10/22/2016	\$15,812.50	Agency-wide
2014-015-0 2014-015-1	No	Jennifer Dold	Sebris Busto James	Legal Advice Regarding Employment and Personnel Matters	09/27/13	6/30/2016	\$75,000 per year	Professional Fees and Legal Reserves
2014-016	No	Matt Harper	City of Carbonado	Carbonado Temporary Air Quality Monitoring Station	10/01/13	3/31/2014	None	N/A
2014-017	CMAQ (thru Port of Seattle)	Kathy Boucher	Template	ScRAPs 2 Program - Dealer Partnership Template	04/16/14	6/30/2015	TBD	CMAQ (thru POS)
2014-018	No	Matt Harper	Eatonville School District No. 404	Eatonville Temporary Air Quality Monitoring Station	10/01/13	3/31/2014	None	N/A
2014-019	No	Matt Harper	Pierce County	Sheriff's Foothills Detachment Air Monitoring Lease	11/22/13	2/28/2014	None	N/A
2014-020	G1300047	Elizabeth Gilpin	City of Tacoma Fire Department	Emergency Vehicle Diesel Engine Idle-Reduction	7/25/2014	12/31/2016	\$36,000.00	G1300047
2014-021	G1300047	Scott DeWees	Eastside Fire and Rescue (King County Fire District 10)	Emergency Vehicle Diesel Engine Idle-Reduction	10/22/2013	1/30/2016	TBD	G1300047
2014-022	G1300047	Scott DeWees	South Kitsap Fire & Rescue	Emergency Vehicle Diesel Engine Idle-Reduction	11/25/2013	1/30/2016	TBD	G1300047
2014-023	G1300047	Scott DeWees	Pierce County Fire District 16	Emergency Vehicle Diesel Engine Idle-Reduction	12/9/2013	1/30/2016	\$42,399.00	G1300047
2014-024	G1300047	Scott DeWees	Granite Falls Fire Department (Snohomish County Fire District 17)	Emergency Vehicle Diesel Engine Idle-Reduction	2/26/2014	4/30/2016	TBD	G1300047
2014-025	G1300047	Elizabeth Gilpin	Oso Fire Department (Snohomish County Fire District 25)	Emergency Vehicle Diesel Engine Idle-Reduction	6/7/2014	12/31/2016	TBD	G1300047
2014-026	G1300047	Elizabeth Gilpin	Pierce County Fire District 13	Emergency Vehicle Diesel Engine Idle-Reduction	TBD	TBD	TBD	G1300047
2014-027	G1300047	Elizabeth Gilpin	Bainbridge Island Ambulance	Emergency Vehicle Diesel Engine Idle-Reduction	TBD	TBD	TBD	G1300047
2014-028	G1300047	Scott DeWees	Bainbridge Island Fire Department	Emergency Vehicle Diesel Engine Idle-Reduction	2/20/2014	4/30/2016	TBD	G1300047
2014-029	G1300047	Elizabeth Gilpin	North County Regional Fire Authority	Emergency Vehicle Diesel Engine Idle-Reduction	5/12/2014	4/30/2016	TBD	G1300047
2014-030	G1300047	Elizabeth Gilpin	Pierce County Fire District 27	Emergency Vehicle Diesel Engine Idle-Reduction	TBD	TBD	TBD	G1300047

## FY14 Agreements

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
2014-031	G1300047	Elizabeth Gilpin	King County Fire District 45	Emergency Vehicle Diesel Engine Idle-Reduction	5/2/2014	12/30/2016	TBD	G1300047
2014-032	G1300047	Elizabeth Gilpin	Snohomish County Fire District 19	Emergency Vehicle Diesel Engine Idle-Reduction	4/7/2014	12/31/2016	No exchange of funds	G1300047
2014-033	G1200455, G1200485 and G1400211	Maggie Corbin	Absolute Chimney	In-home Wood Stove Removal	11/4/2013	7/31/2014	\$250 per installed device; \$150 per uninstalled device	G1200455, G1200485 and G1400211
2014-034	G1200455, G1200485 and G1400211	Amy Warren	Kliemann Brothers Heating and Air Conditioning	Wood Stove Removal and Replacement	11/13/2013	7/31/2014	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-035	DE-00J81601-0	Elizabeth Gilpin	Interstate Distributor Co	Reduce diesel engine exhaust emissions in Tacoma-Pierce County Fine Particle Nonattainment area	1/21/2014	9/30/2018	up to \$350,000	EPA Grant DE-00J81601-0
2014-036-0 2014-036-1	No	Joanne Todd	Buildingi (Building Information Systems LLC)	Website development and design services	1/31/2014	12/1/2014	up to \$47,500	N/A
2014-037	G1200455, G1200485 and G1400211	Amy Warren	Down Right Cozy	Wood Stove Removal and Replacement	11/13/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-038	G1200455, G1200485 and G1400211	Amy Warren	Aqua Rec's Inc	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-039	G1200455, G1200485 and G1400211	Amy Warren	A & A Wood-Pellet-Gas Stoves	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-040	G1200455, G1200485 and G1400211	Amy Warren	All Seasons Inc	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-041	G1200455, G1200485 and G1400211	Amy Warren	Fircrest Hearth & Home	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-042	G1200455, G1200485 and G1400211	Amy Warren	Mercurio's Heating & Air Conditioning	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-043	G1200455, G1200485 and G1400211	Amy Warren	Narrows Heating & Air Conditioning	Wood Stove Removal and Replacement	11/13/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-044	G1200455, G1200485 and G1400211	Amy Warren	Puyallup Heating and Air Conditioning	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-045	G1200455, G1200485 and G1400211	Amy Warren	Sustainable Works	Wood Stove Removal and Replacement (Contract terminated)	11/13/2013	11/5/2014	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-046	G1200455, G1200485 and G1400211	Amy Warren	Wallace's Stove and Fireplace	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211
2014-047	G1200455, G1200485 and G1400211	Amy Warren	Rich's for the Home	Wood Stove Removal and Replacement	11/6/2013	7/31/2015	\$800 to \$7,200 per replacement	G1200455, G1200485 and G1400211

## FY14 Agreements

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
2014-048	No	Andy Tudhope	Pacific Office Automation (U S Bank Equipment Finance)	Sharp Copiers Lease	4/25/2014	4/25/2018	\$2,048 per month minimum base	N/A
2014-049	No	Tom Henchman	DataSite Northwest (now ACCESS Corp)	DataSite Data Storage	12/16/2013	Ongoing	Schedule	N/A
2014-050	No	Matt Harper	U S General Services Administration (GSA)	Lease GSA Federal Center South for Air Quality Monitoring	12/1/2013	11/30/2018	\$425 per month \$5,100 per year	N/A
2014-051	No	Maryann Renzi	Lee Hecht Harrison	Management Team Organization Development	12/6/2013	4/30/2014	up to \$8,000	CMAQ and U S DOT) and G14 00386
2014-052-0 2014-052-1	Port of Seattle (CMAQ, US DOT) and Ecology G1400386	Beth Carper	Port of Seattle Seaport	ScRAPs Program to Replace Drayage Trucks	12/31/2013	10/1/2015	up to \$5,595,000	Port of Seattle Seaport (through G1400386)
2014-053	No	Scott DeWees	Port of Tacoma	Port of Tacoma Engine Upgrade Pilot	TBD	TBD	TBD	Port of Tacoma
2014-054	No	Erik Saganic	Duwamish River Cleanup Coalition (DRCC)	Environmental Justice Project	2/18/2014	7/30/2016	N/A	N/A
2014-055	No	Maryann Renzi	Washington Partners Inc	Tenant Representation Services	4/29/2014	1/31/2017	N/A	N/A
2014-056	No	Maryann Renzi	Sam Magill	Communication Team Coaching	3/1/2014	5/31/2014	Up to \$6,000	Per capita & core
2014-057	No	Kim Cole	International Code Council	Gas Station Tester - Installer Certification Program	3/30/2014	3/30/2017	Up to \$75 per exam	N/A
2014-058	No	Mario Pedroza	City of Kenmore	Kenmore Cooperative Odor Complaint Investigations	TBD	TBD	N/A	N/A
2014-059	G1300047	Elizabeth Gilpin	South Pierce Fire and Rescue 17	Emergency Vehicle Diesel Engine Idle-Reduction	TBD	12/30/2016	TBD	G1300047
2014-060	G1300047	Elizabeth Gilpin	Central Kitsap Fire and Rescue	Emergency Vehicle Diesel Engine Idle-Reduction	4/11/2014	12/30/2016	TBD	G1300047
2014-061	N/A	Maryann Renzi	Quantum Workplace Inc	Executive Director Employee Survey 2014	5/5/2014	6/30/2014	Up to \$3,000	N/A
2014-062	G1400205	Phil Swartzendruber	InnoCentive, Inc	Innocentive's Wood Stove Challenge	7/15/2014	6/30/2015	Up to \$25,000	G1400205
2014-063-0 2014-063-1	CMAQ (thru Port of Seattle)	Kathy Boucher	Kenworth Northwest Inc	Kenworth Northwest Dealer Partnership	05/19/14	10/31/2015	TBD	CMAQ (thru POS)
2014-064-0 2014-064-1	CMAQ (thru Port of Seattle)	Kathy Boucher	Western Peterbilt Inc	Western Peterbilt Dealer Partnership	05/19/14	10/31/2015	TBD	CMAQ (thru POS)
2014-065-0 2014-065-1	CMAQ (thru Port of Seattle)	Kathy Boucher	Valley Freightliner Inc	Valley Freightliner Dealer Partnership	05/19/14	10/31/2015	Up to \$20,000 per truck	CMAQ (thru POS)
2014-066-0 2014-066-1	CMAQ (thru Port of Seattle)	Kathy Boucher	Pacific Power Products	Pacific Power Products Dealer Partnership	05/22/14	10/31/2015	TBD	CMAQ (thru POS)
2014-067	CMAQ (thru Port of Seattle)	Kathy Boucher	Motor Trucks Inc	Motor Trucks Dealer Partnership	05/22/14	6/30/2015	TBD	CMAQ (thru POS)
2014-068	CMAQ (thru Port of Seattle)	Kathy Boucher	McCoy Freightliner	McCoy Freightliner Dealer Partnership	05/22/14	6/30/2015	TBD	CMAQ (thru POS)
2014-069	CMAQ (thru Port of Seattle)	Kathy Boucher	Pape' Kenworth	Pape' Kenworth Dealer Partnership	05/22/14	6/30/2015	TBD	CMAQ (thru POS)
2014-070	CMAQ (thru Port of Seattle)	Kathy Boucher	Woodpecker Truck and Equipment Inc	Woodpecker Truck and Equipment Dealer Partnership	05/22/14	10/31/2015	Up to \$30,000 per truck	CMAQ (thru POS)
2014-071	CMAQ (thru Port of Seattle)	Kathy Boucher	Bryant Motors	Bryant Motors Dealer Partnership	05/22/14	10/31/2015	Up to \$30,000 per truck	CMAQ (thru POS)
2014-072	CMAQ (thru Port of Seattle)	Kathy Boucher	TEC Equipment	TEC Equipment Dealer Partnership	05/19/14	6/30/2015	TBD	CMAQ (thru POS)
2014-073	CMAQ (thru Port of Seattle)	Kathy Boucher	Husky International Trucks	Husky International Dealer Partnership	05/19/14	6/30/2015	TBD	CMAQ (thru POS)
2014-074	CMAQ (thru Port of Seattle)	Kathy Boucher	Don Small and Sons (The Truck Shop)	Don Small and Sons (The Truck Shop) Dealer Partnership	05/22/14	6/30/2015	TBD	CMAQ (thru POS)
2014-075	No	Maryann Renzi	King County METRO Transit	ORCA Business Passport Cards FY 2015	04/18/14	6/30/2015	TBD	N/A

## FY14 Agreements

NUMBER	GRANT?	PROJECT MGR/ CONTACT	VENDOR/RECIPIENT	DESCRIPTION/PROJECT	START DATE	EXPIRES	AMOUNT	FUND SOURCE
2014-076	CMAQ (thru Port of Seattle)	Kathy Boucher	Seattle Iron and Metals Corp	Drayage Truck Scrappage and Replacement	06/12/14	6/30/2015	TBD	CMAQ (thru POS)
2014-077	No	Kimberley Cline	Carlos Castiblanco	Clean Cities Website Development and Design Services	05/22/14	6/30/2015	Up to \$11,000	N/A
2014-078	No	Mario Pedroza	Inficon Inc	Perc Leak Detectors	08/11/14	TBD	Up to \$60,000	N/A
2014-079	CMAQ (thru Port of Seattle)	Kathy Boucher	Calbag Metals Inc	Calbag Metals Truck Scrappage and Replacement	TBD	6/30/2015	TBD	CMAQ (thru POS)