

Yakima Regional Clean Air Agency

**Fiscal Year 2018
Budget Report**



Yakima Regional Clean Air Agency

Fiscal Year 2018 Budget Report

| <u><i>Table of Contents</i></u> | <u><i>Page</i></u> |
|--|--------------------|
| <i>Forward, About the Proposed Budget</i> | 1 |
| <i>Comparative Budget Analysis</i> | 5 |
| <i>Summary Charts</i> | 9 |
| Figure 1, Total YRCAA Revenue | 9 |
| Figure 2, Total YRCAA Expenses | 9 |
| Figure 3, Base Operations Revenue | 10 |
| Figure 4, Base Operations Expenses | 10 |
| Figure 5, Grant Operations Revenue | 11 |
| Figure 6, Grant Operations Expenses | 11 |
| Figure 7, Enterprise Operations Revenue | 12 |
| Figure 8, Enterprise Operations Expenses | 12 |
| <i>Budget, Itemized by Account</i> | 13 |
| Base Operations Revenue Summary, Itemized by Account | 13 |
| Grant Operations Revenue Summary, Itemized by Account | 18 |
| Enterprise Operations Revenue Summary, Itemized by Account | 19 |
| Total Estimated YRCAA Revenue | 20 |
| Base Operations Expenditure Summary, Itemized by Account | 20 |
| Grant Operations Expenditure Summary, Itemized by Account | 25 |
| Enterprise Operations Expenditure Summary, Itemized by Account | 29 |

Table of Contents (cont'd)

Page

Total Estimated YRCAA Expenditure

32

Resolutions to Adopt and Implement the Budget

33

Proposed Resolution Approving FY 2018 Employee Salaries and Employer Contribution to Health Insurance

Proposed Resolution Approving 2018 Supplemental Income Assessments

Proposed Resolution Adopting the FY 2018 Budget

Appendices

37

Appendix A: FY 2018 YRCAA Employee Salary Costs

Appendix B: FY 2018 Employer Contribution to Health Insurance

Appendix C: 2017 YRCAA Permit Fees

Appendix D: FY 2018 YRCAA Resource Allocation Summary

Appendix E: YRCAA CY 2018 Supplemental Income Assessments

Forward

This budget aligns all expenditures with their appropriate revenue sources. It contains itemized accounting of revenues and expenses for two organizational divisions conducting work within three Operational Areas; Base Operations, Grant Operations, and Enterprise Operations. Outlined below is the work plan for each area.

1.0 Purpose

This work plan defines the work to be accomplished and the resources needed to accomplish that work for the coming fiscal year.

2.0 Plan Elements

The plan contains the following elements for action required to determine what work should be done and how it will be funded:

- 2.1 Identify the Operational Area;
- 2.2 Identify the work programs to be carried out in each area;
- 2.3 Assign a level of importance (High, Medium or Low) to each work program;
- 2.4 Estimate resources required to accomplish the work, based on historical data and predictable future costs of salaries, supplies, services, and capital outlay;
- 2.5 Identify available revenues designated to fund the resources, per program;
- 2.6 Identify any programs which have shortfalls in revenue; and
- 2.7 Supplement designated revenues for programs which are underfunded, and/or eliminate work, to assure the most important work programs are fully funded.

3.0 Work Programs

Work programs carried out in the three operational areas are funded by specific funding sources. Programs that are under-funded are subsidized by *supplemental income*.

3.1 Base Operations (10.07 FTE, \$675,636)

Base Operations work programs are funded by fees, supplemental income and base grants. Following is a list of the programs carried out by each division:

3.1.1 Administrative Division Programs (3.63 FTE, \$243,229)

- i. Administrative Programs
 - a. PM_{2.5} Emissions Reduction Program - H
 - b. Information Technology Program - H
 - c. Front Office Administration - M
 - d. Grant Management - H
 - e. Program Development - L
 - f. Administrative Code Management - L
 - g. Human Resource Management - H
 - h. Fleet Management - M
 - i. Asset Management - M
 - j. Insurance Program - H
 - k. Legal Program - M
 - l. File System Management - M
 - m. Public Records Management - H
 - n. Legislative Program - L

- o. Board of Directors - H
 - p. Stakeholder Liaison - H
 - q. Staff Training Program - M
 - r. Safety Program - H
 - s. Continuous Improvement Program - M
- ii. Education / Outreach Programs
 - a. PM_{2.5} / Wood Stove Education - H
 - b. Program Development - M
 - c. Interagency Liaison - M
 - d. Website Maintenance - H
 - e. Outreach Materials Development and Distribution - M
 - f. Small Business Assistance - M
 - g. Media Relations Program - M
 - h. Public Presentations and Workshops Program - H
- iii. Fiscal Programs
 - a. Budget Development and Accountability - H
 - b. Accounts Payable / Receivable - H
 - c. Payroll - H
 - d. Retirement Program - M
- 3.1.2 Compliance & Engineering Division Programs (6.44 FTE, \$432,407)
- i. Permitting
 - a. Air Operating Permit Program - H
 - b. Registration Program - H
 - c. New Source Review Program - H
 - d. Daily Burn Status Program - H
 - e. Burn Allocation Program - H
 - f. Agricultural Burn Program - H
 - g. Residential Burn Program - H
 - ii. Planning
 - a. SIP Planning Program - H
 - b. SEPA Program - L
 - c. Emission Inventory Program - M
 - d. Air Quality Modeling - M
 - e. Rule Development Program - M
 - f. Interagency Coordination - L
 - g. Air Monitoring Data Analysis – L
 - iii. Compliance Assurance
 - a. PM_{2.5} Emissions Reduction Program- H
 - b. Area Source Inspection Program - H
 - c. Air Operating Permit Source Inspection Program - H
 - d. Complaint Response Program - H
 - e. Asbestos Program - H
 - f. Dust Mitigation Program - H
 - g. Outdoor Burning Program - H

- h. Agricultural Burning Program - H
- i. Pollution Control Hearings Board Liaison - M
- j. Upset / Breakdown Program - M
- k. Enforcement Program – H

iv. Air Monitoring

- a. Yakima PM₁₀ Monitor Program (FEM) - H
- b. Sunnyside PM_{2.5} Nephelometer Monitor Program – H

v. Small Business Assistance

- c. Compliance Assistance - H
- d. Technical Assistance - H
- e. Program Development - L

3.2 Grant Operations (.67 FTE, \$44,738)

Grant Operations work is funded by special grants and currently includes the following grant programs:

3.2.1 Administrative Division Programs (.35 FTE, \$23,688)

- i. Wood Stove Education Grant Program - H
- ii. Wood Stove Change-Out Grant Program - H

3.2.2 Compliance & Engineering Division Programs (.32 FTE, \$21,050)

- i. Yakima PM_{2.5} Monitor Program (FRM) - H
- ii. Yakima PM_{2.5} Speciation Monitor Program - H
- iii. Yakima PM_{2.5} Continuous Monitor Program (FEM) - H

3.3 Enterprise Operations (.26 FTE, \$17,498)

Enterprise Operations are self-funded and are managed by the Administrative Division.

4.0 Overview of Priorities

All work programs identified in Section 3 have been assigned an order of importance of High (H), Medium (M) or Low (L). Resources will be allocated according to the order of importance.

5.0 Resource Allocation

Resources to accomplish the work in each program were estimated. Resources include the costs of salaries, supplies, services and capital/fixed assets. Revenue sources to fund the resources were also identified. (See Appendix F - Resource Allocation Summary)

6.0 Accountability

The Fiscal Programs Manager will meet monthly with the Executive Director and will prepare a Budget Verification Analysis (BVA) to be presented at the monthly Board Meetings. The Executive Director will conduct Quarterly Budget Reconciliations with the Fiscal Programs Manager and Division Supervisors to determine if the work programs are within the budgetary constraints and to identify any necessary resource adjustments.

| YRCAA FY 2018 Comparative Budget Analysis | | FY2017 Adopted Budget | FY2017 Projected Final Actual | FY2018 Proposed Budget |
|--|--|------------------------------|--------------------------------------|-------------------------------|
| REVENUE 614 YRCAA Base Operations | | | | |
| Stationary Source Permit Fees | | | | |
| 614-32190001 | Minor Sources | \$ 156,353 | \$ 167,012 | \$ 161,700 |
| 614-32190008 | Synthetic Minor Sources | \$ 21,280 | \$ 21,280 | \$ 21,280 |
| 614-32190006 | Complex Sources | \$ 20,560 | \$ 18,105 | \$ 19,554 |
| 614-32290001 | Title V Sources | \$ 122,891 | \$ 124,949 | \$ 122,845 |
| 614-32190002 | New Source Review | \$ 30,000 | \$ 39,571 | \$ 31,500 |
| | <i>Subtotal, Stationary Source Permit Fees</i> | \$ 351,084 | \$ 370,917 | \$ 356,879 |
| Burn Permit Fees | | | | |
| 614-32290005 | Residential Burn Permits | \$ 62,450 | \$ 64,208 | \$ 63,120 |
| 614-32290007 | Agricultural Burn Permits | \$ 33,000 | \$ 27,259 | \$ 28,000 |
| 614-32290011 | Conditional Use Burn Permits | \$ 2,329 | \$ 1,418 | \$ 2,000 |
| | <i>Subtotal, Burn Permit Fees</i> | \$ 97,779 | \$ 92,885 | \$ 93,120 |
| Compliance Fees | | | | |
| 614-32190005 | Asbestos Removal Fees | \$ 35,956 | \$ 32,172 | \$ 32,200 |
| 614-32190009 | Construction Dust Control Fees | \$ 8,608 | \$ 8,840 | \$ 8,365 |
| | <i>Subtotal, Compliance Fees</i> | \$ 44,564 | \$ 41,012 | \$ 40,565 |
| | <i>Subtotal, All Permit Fee Revenue</i> | \$ 493,427 | \$ 504,814 | \$ 490,564 |
| Base Grants | | | | |
| 614-33366001 | EPA, Core Grant | \$ 123,501 | \$ 122,079 | \$ 97,172 |
| 614-33403101 | DOE, Core Grant | \$ 82,384 | \$ 82,752 | \$ 77,283 |
| | <i>Subtotal, Base Grants</i> | \$ 205,885 | \$ 204,831 | \$ 174,455 |
| Fines & Penalties | | | | |
| 614-35990001 | Civil Penalty | \$ 2,500 | \$ 56,817 | \$ 2,500 |
| 614-35990001 | Other Fines | \$ - | \$ - | \$ - |
| | <i>Subtotal, Fines & Penalties</i> | \$ 2,500 | \$ 56,817 | \$ 2,500 |
| Supplemental Income | | | | |
| 614-33831001 | Supplemental Income | \$ 99,988 | \$ 99,792 | \$ 100,360 |
| | <i>Subtotal, Supplemental Income</i> | \$ 99,988 | \$ 99,792 | \$ 100,360 |
| Other Income | | | | |
| 614-36111001 | Interest | \$ 1,801 | \$ 3,139 | \$ 2,024 |
| 614-36990014 | Miscellaneous Income | \$ 1,200 | \$ 113 | \$ 150 |
| | <i>Subtotal, Other Income</i> | \$ 3,001 | \$ 3,252 | \$ 2,174 |
| | <i>Total Base Operations Revenue</i> | \$ 804,801 | \$ 869,506 | \$ 770,053 |
| REVENUE 614 YRCAA Grant Operations | | | | |
| 614-33403105 | Wood Stove Ed | \$ 5,418 | \$ 5,331 | \$ 5,331 |
| 614-33403108 | PM 2.5 | \$ 21,050 | \$ 21,050 | \$ 21,050 |
| 614-33403107 | Woodstove Change-out | \$ 145,797 | \$ 141,212 | \$ 132,000 |
| | <i>Total Grant Operations Revenue</i> | \$ 172,265 | \$ 167,593 | \$ 158,381 |

| YRCAA FY 2017 Comparative Budget Analysis | | FY2017 Adopted Budget | FY2017 Projected Final Actual | FY2018 Proposed Budget |
|--|---|------------------------------|--------------------------------------|-------------------------------|
| <i>REVENUE Enterprise Operations</i> | | | | |
| 614-34317001 | VE Certification Fees | \$ 85,925 | \$ 79,800 | \$ 79,800 |
| 614-34317002 | Other Enterprise Revenue | \$ 450 | \$ 413 | \$ 415 |
| | <i>Subtotal, Enterprise Revenue</i> | \$ 86,375 | \$ 80,213 | \$ 80,215 |
| | <i>Total Base, Grant and Enterprise Revenue</i> | \$ 1,063,441 | \$ 1,117,312 | \$ 1,008,649 |
| <i>EXPENSES</i> | | | | |
| <i>EXPENSES 614 YRCAA Base Operations</i> | | | | |
| <i>Salaries</i> | | | | |
| 614-1001 | Salaries | \$ 507,693 | \$ 477,806 | \$ 495,855 |
| 614-2002 | Benefits | \$ 187,777 | \$ 167,878 | \$ 179,781 |
| 614-1003 | Overtime | \$ - | \$ - | \$ - |
| | <i>Subtotal, Salaries</i> | \$ 695,470 | \$ 645,684 | \$ 675,636 |
| <i>Supplies</i> | | | | |
| 614-3101 | Office Supplies | \$ 7,450 | \$ 5,385 | \$ 7,180 |
| 614-3101 | Safety Equipment | \$ - | \$ - | \$ - |
| 614-3201 | Vehicles, Gas | \$ 3,325 | \$ 1,796 | \$ 2,780 |
| 614-3501 | Small Tools/Equipment | \$ - | \$ 310 | \$ 300 |
| 614-3502 | Computer Network | \$ 10,466 | \$ 9,839 | \$ 8,900 |
| | <i>Subtotal, Supplies</i> | \$ 21,241 | \$ 17,330 | \$ 19,160 |
| <i>Services</i> | | | | |
| 614-4101 | Professional Services | \$ 15,000 | \$ 37,050 | \$ 20,365 |
| 614-4101 | Laboratory Analyses | \$ 157 | \$ 235 | \$ 200 |
| 614-4192 | Yakima County Services | \$ 1,679 | \$ 1,173 | \$ 1,375 |
| 614-4201 | Communications, Phones/Internet | \$ 12,444 | \$ 13,152 | \$ 13,152 |
| 614-4202 | Postage | \$ 3,900 | \$ 3,400 | \$ 3,690 |
| 614-4301 | Travel & Transportation | \$ 3,650 | \$ 1,498 | \$ 2,950 |
| 614-4401 | Public Education | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| 614-4401 | Publications, Legal Notices | \$ 526 | \$ 1,870 | \$ 1,000 |
| 614-4501 | Rents & Leases, Equipment | \$ 1,982 | \$ 3,259 | \$ 3,260 |
| 614-4501 | Rents & Leases, Space | \$ 41,760 | \$ 41,760 | \$ 43,659 |
| 614-4601 | Insurance | \$ 13,398 | \$ 12,662 | \$ 12,662 |
| 614-4801 | Maintenance, Motor Vehicles | \$ 2,229 | \$ 2,449 | \$ 2,450 |
| 614-4801 | Maintenance, Equipment | \$ 1,853 | \$ 2,400 | \$ 2,065 |
| 614-4801 | Maintenance, Computers | \$ 150 | \$ 357 | \$ 265 |
| 614-4801 | Maintenance, Building | \$ 520 | \$ 1,435 | \$ 875 |
| 614-4901 | Memberships | \$ 230 | \$ 540 | \$ 540 |
| 614-4901 | Training | \$ 2,898 | \$ 2,877 | \$ 2,900 |
| 614-4901 | Service Chgs & Interest | \$ 4,600 | \$ 4,460 | \$ 4,600 |
| 614-4901 | Miscellaneous Services | \$ 2,600 | \$ 2,603 | \$ 7,205 |
| 614-4901 | DOE Oversight Fees | \$ 4,787 | \$ 4,749 | \$ 4,787 |
| | <i>Subtotal, Services</i> | \$ 118,363 | \$ 141,929 | \$ 132,000 |
| <i>Capital Out-Lay & Fixed Assets</i> | | | | |
| 614-6401 | Capital Out-Lay/Fixed Assets | \$ - | \$ - | \$ 6,500 |
| | <i>Total Base Operations Expenses</i> | \$ 835,074 | \$ 804,943 | \$ 833,296 |

| YRCAA FY 2017 Comparative Budget Analysis | | FY2017 Adopted Budget | FY2017 Projected Final Actual | FY2018 Proposed Budget |
|---|---|------------------------------|--------------------------------------|-------------------------------|
| <u>EXPENSES 614 YRCAA Grant Operations</u> | | | | |
| <u>614-33403105 Wood Stove Ed</u> | | | | |
| <u>Salaries</u> | | | | |
| 614-1001 | Salaries | \$ 3,956 | \$ 3,956 | \$ 3,956 |
| 614-2002 | Benefits | \$ 1,462 | \$ 1,462 | \$ 1,462 |
| 614-1003 | Overtime | \$ - | \$ - | \$ - |
| | <i>Subtotal, Salaries</i> | \$ 5,418 | \$ 5,418 | \$ 5,418 |
| <u>Supplies</u> | | | | |
| 614-3101 | Office Supplies | \$ - | \$ - | \$ - |
| | <i>Subtotal, Supplies</i> | \$ - | \$ - | \$ - |
| <u>Services</u> | | | | |
| 614-4139 | Professional Services | \$ - | \$ - | \$ - |
| 614-4202 | Postage | \$ - | \$ - | \$ - |
| | <i>Subtotal, Services</i> | \$ - | \$ 0 | \$ - |
| | <i>Subtotal, Woodstove Grant Expenses</i> | \$ 5,418 | \$ 5,418 | \$ 5,418 |
| <u>614-33403108 PM2.5</u> | | | | |
| <u>Salaries</u> | | | | |
| 614-1001 | Salaries | \$ 15,367 | \$ 15,367 | \$ 15,367 |
| 614-2002 | Benefits | \$ 5,683 | \$ 5,683 | \$ 5,683 |
| 614-1003 | Overtime | \$ - | \$ - | \$ - |
| | <i>Subtotal, Salaries</i> | \$ 21,050 | \$ 21,050 | \$ 21,050 |
| <u>Supplies</u> | | | | |
| 614-3101 | Office Supplies | \$ - | \$ - | \$ - |
| | <i>Subtotal, Supplies</i> | \$ - | \$ - | \$ - |
| <u>Services</u> | | | | |
| 614-4101 | Professional Services | \$ - | \$ - | \$ - |
| | <i>Subtotal, Services</i> | \$ - | \$ - | \$ - |
| <u>Capital Out-Lay & Fixed Assets</u> | | | | |
| 614-6401 | Capital Out-Lay/Fixed Assets | \$ - | \$ - | \$ - |
| | <i>Subtotal, PM 2.5 Grant Expenses</i> | \$ 21,050 | \$ 21,050 | \$ 21,050 |
| <u>614-33403107 Woodstove Change-out</u> | | | | |
| <u>Salaries</u> | | | | |
| 614-1001 | Salaries | \$ 11,357 | \$ 16,907 | \$ 12,715 |
| 614-2002 | Benefits | \$ 4,201 | \$ 6,164 | \$ 5,555 |
| 614-1003 | Overtime | \$ - | \$ - | \$ - |
| | <i>Subtotal, Salaries</i> | \$ 15,558 | \$ 23,071 | \$ 18,270 |
| <u>Supplies</u> | | | | |
| 614-3101 | Office Supplies | \$ - | \$ 43 | \$ - |
| | <i>Subtotal, Supplies</i> | \$ - | \$ 43 | \$ - |

| YRCAA FY 2017 Comparative Budget Analysis | | FY2017 Adopted Budget | FY2017 Projected Final Actual | FY2018 Proposed Budget |
|--|--|------------------------------|--------------------------------------|-------------------------------|
| Services | | | | |
| 614-4101 | Professional Services | \$ 123,607 | \$ 123,607 | \$ 120,400 |
| | <i>Subtotal, Services</i> | \$ 123,607 | \$ 123,607 | \$ 120,400 |
| Capital Out-Lay & Fixed Assets | | | | |
| 614-6401 | Capital Out-Lay/Fixed Assets | \$ - | \$ - | \$ - |
| | <i>Subtotal, Woodstove Change-out Grant Expenses</i> | \$ 139,165 | \$ 146,721 | \$ 138,670 |
| | <i>Total, Grant Operations Expenses</i> | \$ 165,633 | \$ 173,189 | \$ 165,138 |
| EXPENSES 141 Enterprise Operations | | | | |
| Salaries | | | | |
| 141-1001 | Salaries | \$ 12,776 | \$ 12,776 | \$ 12,776 |
| 141-2002 | Benefits | \$ 4,722 | \$ 4,722 | \$ 4,722 |
| 141-1003 | Overtime | \$ - | \$ - | \$ - |
| | <i>Subtotal, Salaries</i> | \$ 17,498 | \$ 17,498 | \$ 17,498 |
| Supplies | | | | |
| 141-3101 | Office Supplies | \$ 400 | \$ 112 | \$ 400 |
| 141-3201 | Vehicles, Gas | \$ 1,700 | \$ 880 | \$ 1,700 |
| 141-3501 | Small Tools/Equipment | \$ 200 | \$ 200 | \$ 200 |
| | <i>Subtotal, Supplies</i> | \$ 2,300 | \$ 1,192 | \$ 2,300 |
| Services | | | | |
| 141-4101 | Professional Services | \$ - | \$ - | \$ - |
| 141-4202 | Postage | \$ - | \$ - | \$ - |
| 141-4301 | Travel & Transportation | \$ 5,000 | \$ 6,521 | \$ 6,550 |
| 141-4501 | Rents & Leases, Space | \$ 5,218 | \$ 4,063 | \$ 4,100 |
| 141-4801 | Maintenance, Motor Vehicles | \$ 2,100 | \$ 155 | \$ 200 |
| 141-4801 | Maintenance, Equipment | \$ 505 | \$ 0 | \$ 500 |
| 141-4901 | Miscellaneous Services | \$ - | \$ - | \$ - |
| | <i>Subtotal, Services</i> | \$ 12,823 | \$ 10,739 | \$ 11,350 |
| Capital Out-Lay & Fixed Assets | | | | |
| 141-4500 | Capital Out-Lay/Fixed Assets | \$ - | \$ - | \$ - |
| | <i>Total Enterprise Operations Expenses</i> | \$ 32,621 | \$ 29,429 | \$ 31,148 |
| Summary of Revenue vs Expenses: | | | | |
| | Prior-Year Carry Over Funds | \$ 125,000 | \$ 125,000 | \$ 125,000 |
| | Total Revenue, Base, Grants & Enterprise | \$ 1,188,441 | \$ 1,242,312 | \$ 1,133,649 |
| | Total Expenses, Base, Grants & Enterprise | \$ 1,033,328 | \$ 1,007,561 | \$ 1,029,582 |
| | Fund Balance | \$ 155,113 | \$ 234,751 | \$ 104,067 |
| | Operating and Capital Reserves | \$ 30,113 | \$ 109,751 | \$ (20,933) |
| | Estimated Available Fund Balance | \$ 125,000 | \$ 125,000 | \$ 125,000 |

COMPARATIVE SUMMARY OF TOTAL YRCAA FY2018 REVENUE & EXPENSES

TOTAL YRCAA REVENUE SUMMARY \$1,133,649

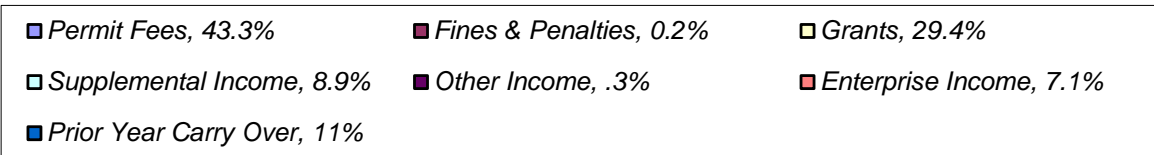
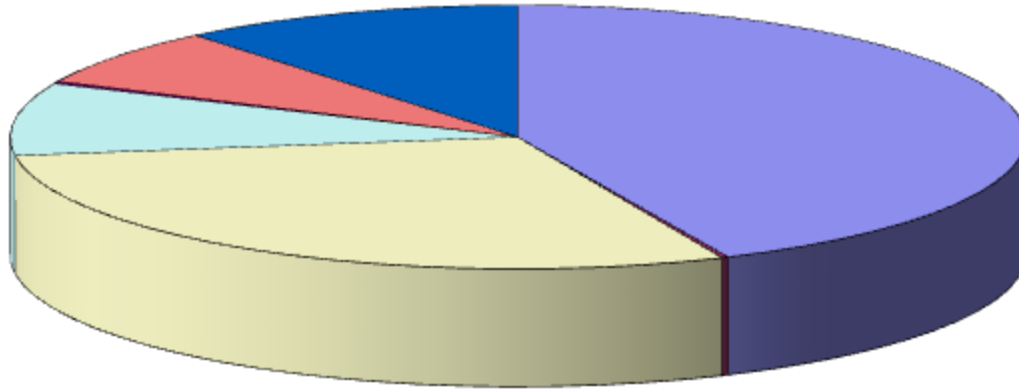


Figure 1

TOTAL YRCAA EXPENSE SUMMARY \$1,029,582

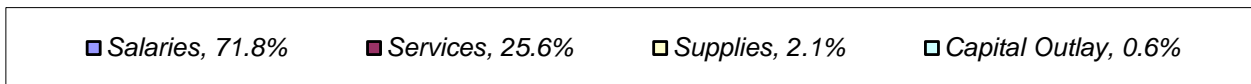
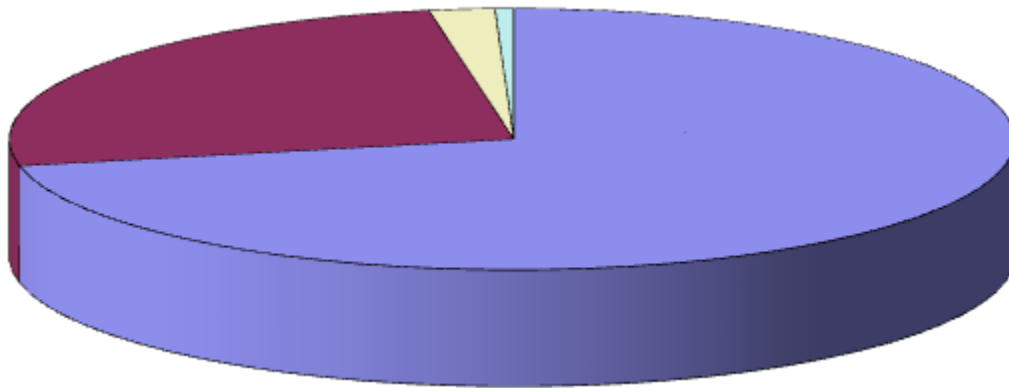


Figure 2

COMPARATIVE SUMMARY OF YRCAA FY2018 OPERATIONS REVENUE & EXPENSES

BASE OPERATIONS REVENUE \$770,053

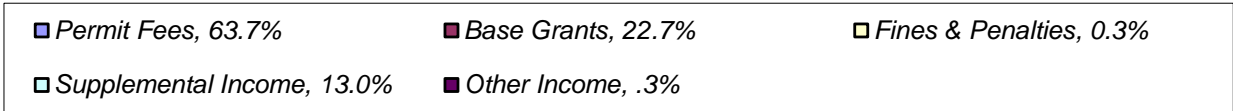
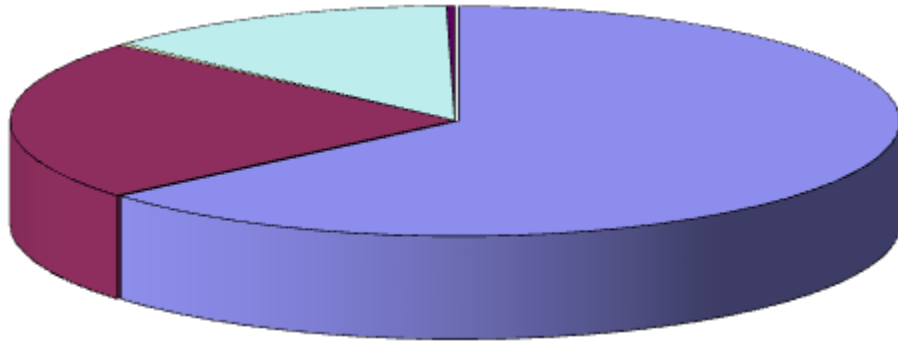


Figure 3

BASE OPERATIONS EXPENSES \$833,296

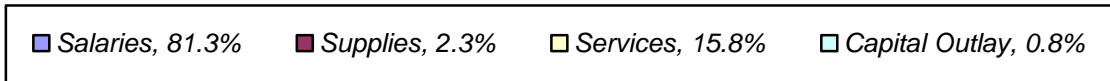
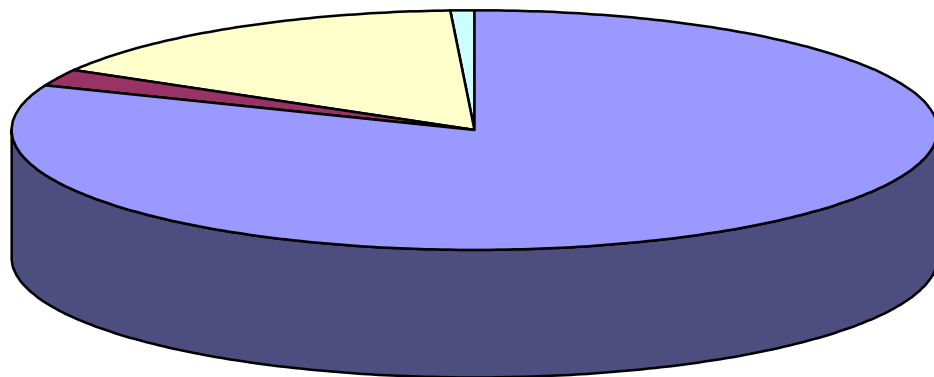


Figure 4

GRANT OPERATIONS REVENUE \$158,381

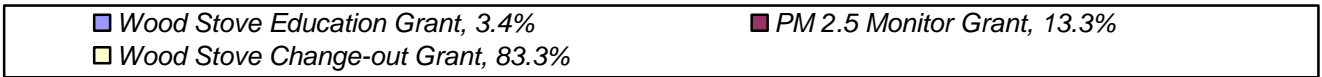
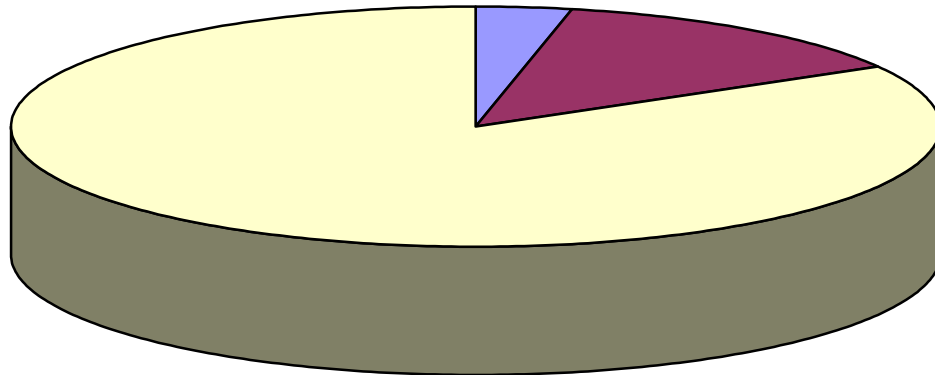


Figure 5

GRANT OPERATIONS EXPENSES \$169,738

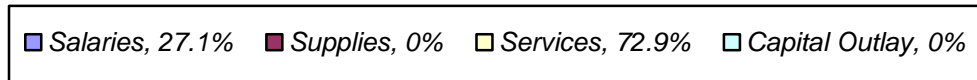
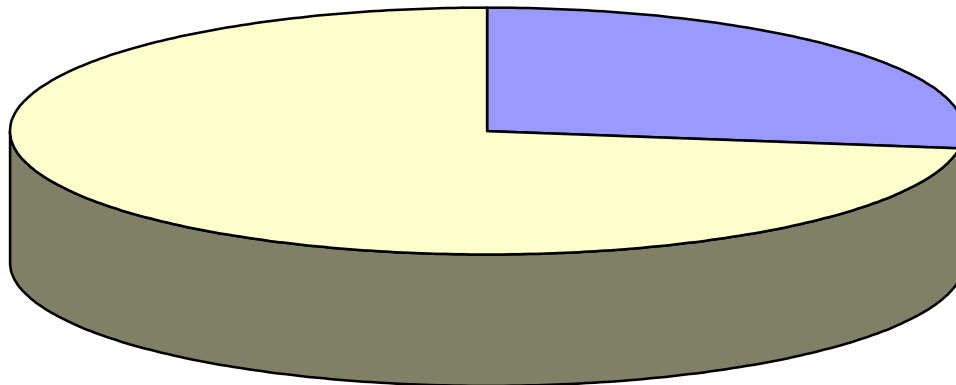
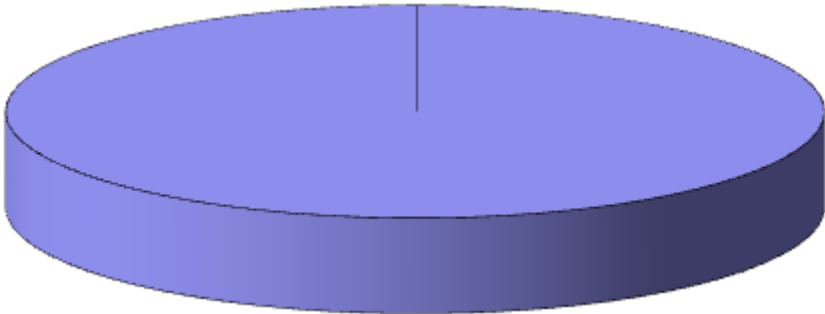


Figure 6

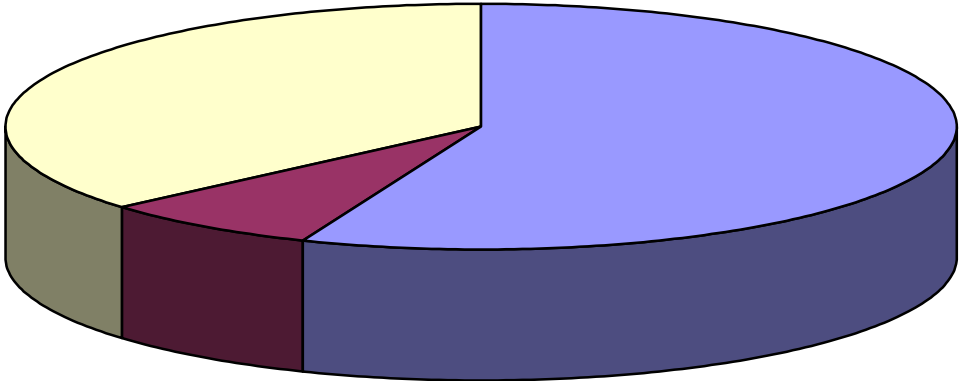
ENTERPRISE OPERATIONS REVENUE \$80,215



| | |
|---|---------------|
| ■ Visible Emission Certification Fees, 100% | ■ Other, 0.0% |
|---|---------------|

Figure 7

ENTERPRISE OPERATIONS EXPENSES \$31,148



| | | | |
|-------------------|------------------|-------------------|----------------------|
| ■ Salaries, 56.2% | ■ Supplies, 7.4% | ■ Services, 36.4% | ■ Capital Outlay, 0% |
|-------------------|------------------|-------------------|----------------------|

Figure 8

FY 2018 Budget - Itemized by Account

Base Operations Revenue Summary, Itemized by Account

| | | |
|--|--|--|
| <i>Base Operations Accounts – Stationary Source Permit Fees</i> | | |
|--|--|--|

| | | |
|-----------------------|--------------|--------------------------------|
| <i>Account Number</i> | 614-32190001 | Minor Source Registration Fees |
|-----------------------|--------------|--------------------------------|

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 167,012 |
| <i>Proposed FY 2018 Budget</i> | \$ 161,700 |

This account reflects revenue received pursuant to the Revised Code of Washington (RCW) 70.94.151 and YRCAA Regulation 1. RCW 70.94.151, Washington Administrative Code (WAC) 173-400-099 and YRCAA Regulation 1, Section 4.01, require sources emitting air contaminants to register with YRCAA and pay initial and Annual Registration fees.

| | | |
|-----------------------|--------------|-----------------------------------|
| <i>Account Number</i> | 614-32190008 | Synthetic Minor Registration Fees |
|-----------------------|--------------|-----------------------------------|

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 21,280 |
| <i>Proposed FY 2018 Budget</i> | \$ 21,280 |

This account reflects Annual Registration fees from Synthetic Minor Sources received pursuant to RCW 70.94.151 and YRCAA Regulation 1. Synthetic minor sources are sources that effectively opt out of being defined as a Major Source by accepting operating limitations and permit conditions limiting emission of air contaminants.

| | | |
|-----------------------|--------------|--|
| <i>Account Number</i> | 614-32190006 | Complex Minor Source Registration Fees |
|-----------------------|--------------|--|

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 18,105 |
| <i>Proposed FY 2018 Budget</i> | \$ 19,554 |

Complex minor sources are minor sources which have complex processes with multiple emission points or significant emission potential.

| | | |
|-----------------------|--------------|----------------------------|
| <i>Account Number</i> | 614-32290001 | Title V Source Permit Fees |
|-----------------------|--------------|----------------------------|

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 124,949 |
| <i>Proposed FY 2018 Budget</i> | \$ 122,845 |

This account reflects permit fee revenue received from the implementation of the YRCAA Title V Permit Program. Title V sources are major stationary sources of air pollution defined in 40 CFR Part 70 as stationary sources of air pollution that directly emit, or have the potential to emit, 100 tons per year (TPY) or more of any air pollutant.

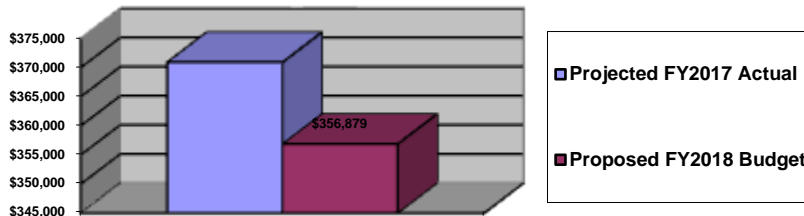
| | | |
|-----------------------|--------------|------------------------|
| <i>Account Number</i> | 614-32190002 | New Source Review Fees |
|-----------------------|--------------|------------------------|

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 39,571 |
| <i>Proposed FY 2018 Budget</i> | \$ 31,500 |

This account reflects revenue received from permit evaluations for stationary sources subject to New Source Review (NSR) regulations. Sources subject to NSR regulations include sources regulated pursuant to WAC 173-400, WAC 173-460 and 40 CFR Part 60 and 40 CFR Part 61.

Subtotal, Stationary Source Permit Fee Revenue

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 370,917 |
| <i>Proposed FY 2018 Budget</i> | \$ 356,879 |



Base Operations Accounts – Burn Permit Fees

Account Number 614-32290005 Residential Burn Permit Fees

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 64,208 |
| <i>Proposed FY 2018 Budget</i> | \$ 63,120 |

This account reflects revenue received from burn permit fees required by YRCAA, Regulation 1. Residential burning has been banned inside all Urban Growth Areas in YRCAA’s jurisdiction.

Account Number 614-32290007 Agricultural Burn Permit Fees

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 27,259 |
| <i>Proposed FY 2018 Budget</i> | \$ 28,000 |

This account reflects revenue received from agricultural burn permit fees for permits issued pursuant to YRCAA Regulation, Section 3.03 and WAC 173-430.

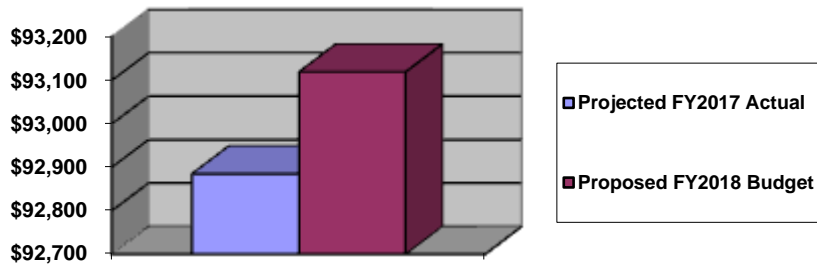
Account Number 614-32290011 Conditional Use Burn Permit Fees

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 1,418 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,000 |

This account includes burn permit fees received for Conditional Use burn permits. Conditional Use burn permits are issued for burning that is not residential or agricultural burning including, but not limited to, training fires, land clearing burns, etc.

Subtotal, Burn Permit Fee Revenue

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 92,885 |
| <i>Proposed FY 2018 Budget</i> | \$ 93,120 |



Base Operations Accounts – Compliance Fees

Account Number 614-32190005 Asbestos Removal Fees

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 32,172 |
| <i>Proposed FY 2018 Budget</i> | \$ 32,200 |

This account includes fees required pursuant to the NESHAP and YRCAA Regulation 1, Section 3.07 for processing notifications and conducting inspections of demolition and renovation activity with the potential to cause the release of asbestos. This program is a federal requirement that has been delegated to YRCAA.

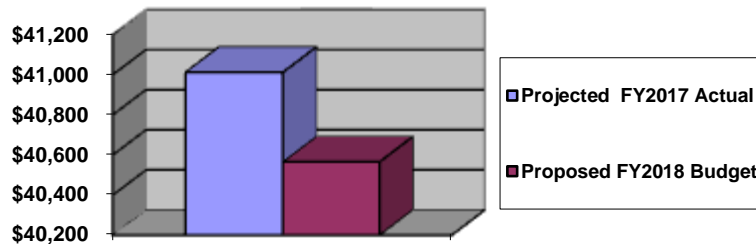
Account Number 614-32190009 Construction Dust Control Plan Fees

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 8,840 |
| <i>Proposed FY 2018 Budget</i> | \$ 8,365 |

This account includes revenue received for required construction dust mitigation plan evaluations, including Master or Site Plans required pursuant to YRCAA Regulation 1.

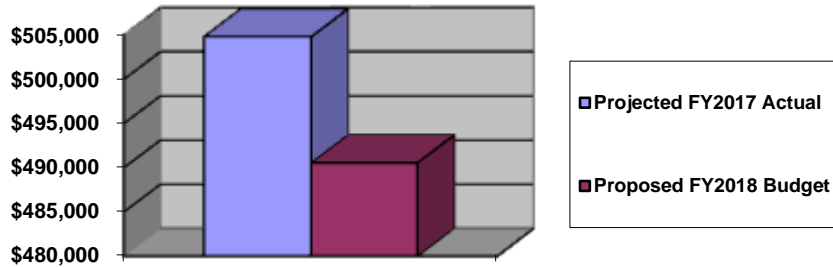
Subtotal, Compliance Fees

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 41,012 |
| <i>Proposed FY 2018 Budget</i> | \$ 40,565 |



Subtotal, All Permit Fee Revenue

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 504,814 |
| <i>Proposed FY 2018 Budget</i> | \$ 490,564 |



Base Operations Accounts – Base Grants

Account Number 614-33366001 EPA Core Grant

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 122,079 |
| <i>Proposed FY 2018 Budget</i> | \$ 97,172 |

This account reflects the federal share of federal performance partnership grants issued pursuant to FCAA, Section 105. The grant is issued to YRCAA by Washington State Department of Ecology passed through from USEPA. This federal-state grant is a two-year grant covering the period of FY 2017 and 2017, with an effective date of July 1, 2016. The grant provides partial funding for the YRCAA’s seven basic air quality protection programs.

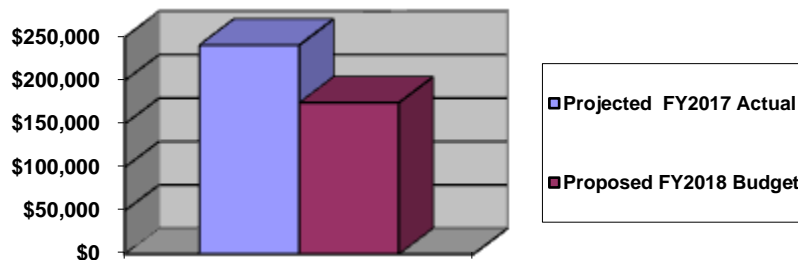
Account Number 614-33403101 DOE Core Grant

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 82,752 |
| <i>Proposed FY 2018 Budget</i> | \$ 77,283 |

This account includes the state share of the federal performance partnership grant issued pursuant to FCAA Section 105.

Subtotal, Base grants

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 204,831 |
| <i>Proposed FY 2018 Budget</i> | \$ 174,455 |



Base Operations Accounts - Fines & Penalties

Account Number 614-35990001 Civil Penalties

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 56,817 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,500 |

This account reflects civil penalties assessed for specific infractions of Air Pollution Regulations. Civil penalty amounts vary based on the type and severity of the specific violation, culpability of the source in violating regulations, and the potential risk to human health. In order to prevent any potential interpretation that the Agency’s enforcement program is, in part, a ‘quota’ program, YRCAA budgets minimal civil penalty revenue.

Base Operations Accounts - Supplemental Income

Account Number 614-33831001 Supplemental Income

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 99,792 |
| <i>Proposed FY 2018 Budget</i> | \$ 100,360 |

This account includes Supplemental Income. Supplemental Income is the specific income term used to describe required assessments paid to YRCAA by component cities, towns and the County of Yakima, pursuant to RCW 70.94.092 and 70.94.093. RCW 70.94.092 states, in part, “The budget shall contain an estimate of all revenues to be collected during the following budget year, including any surplus funds remaining unexpended from the preceding year. The remaining funds required to meet budget expenditures, if any, shall be designated as "supplemental income" and shall be obtained from the component cities, towns, and counties in the manner provided in this chapter.” The proportionate shares of supplemental income for calendar year 2017 are as shown in Appendix E.

Base Operations Accounts - Other Income

Account Number 614-36111001 Interest

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 3,139 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,024 |

This account includes the estimated interest earned from YRCAA funds on hand.

Account Number 614-36990013 Miscellaneous Income

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 113 |
| <i>Proposed FY 2018 Budget</i> | \$ 150 |

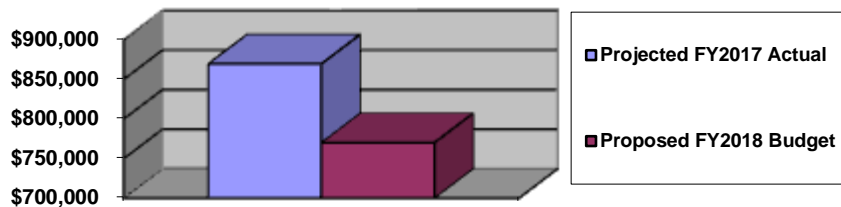
This account includes all other revenue not reflected in other accounts herein and otherwise classified as miscellaneous income.

Subtotal, Other Income

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 3,252 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,174 |

Total, Base Operations Revenue

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 869,506 |
| <i>Proposed FY 2018 Budget</i> | \$ 770,053 |



Grant Operations Revenue Summary, Itemized by Account

Grant Operations Accounts

Account Number 614-33403105 DOE Wood Stove Education Grant

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 5,331 |
| <i>Proposed FY 2018 Budget</i> | \$ 5,331 |

This account includes special grant funding provided by the Washington State Department of Ecology (DOE) supporting YRCAA’s wood stove education and enforcement programs. Under this program, YRCAA funds partial costs for residential woodstove replacements where older high-polluting wood burning stoves are replaced with new EPA-certified, less polluting wood stoves or other heating devices.

Account Number 614-33403108 DOE PM 2.5 Grant

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 21,050 |
| <i>Proposed FY 2018 Budget</i> | \$ 21,050 |

This account reflects compensation from DOE for the costs of operation and maintenance of one Federal Reference Monitor, one Federal Equivalency Monitor and two Chemical Speciation monitors measuring particulate matter (PM) equal to or smaller than 2.5 microns (PM_{2.5}).

Account Number 614-33403107 Wood Stove Change-Out Grant

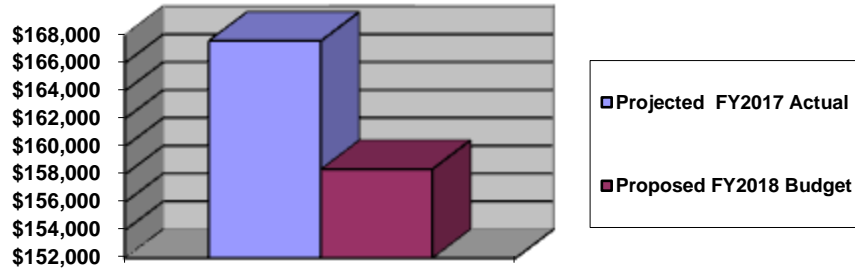
| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 141,212 |
| <i>Proposed FY 2018 Budget</i> | \$ 132,000 |

This account includes grant funding provided by the Washington State Department of Ecology for YRCAA’s wood stove change-out program. Under this program, YRCAA funds costs for

residential woodstove replacements where older polluting wood burning stoves are replaced with new EPA-certified, less polluting wood stoves or other heating devices. The program has operated with numerous other contributing partners.

Total, Grant Operations Revenue

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 167,593 |
| <i>Proposed FY 2018 Budget</i> | \$ 158,381 |



Enterprise Operations Revenue Summary, Itemized by Account

Enterprise Operations Accounts

Account Number 614-34317001 VE Certification Fees

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 79,800 |
| <i>Proposed FY 2018 Budget</i> | \$ 79,800 |

Enterprise Operations revenues include primarily training and registration fees for individuals participating in the YRCAA’s Northwest Opacity Certification (NOC) enterprise. NOC provides training, testing and certification for participants who must be certified to conduct visible emission evaluations (VEE) per Method 9 and 22 contained in 40 CFR 60, Appendix A.

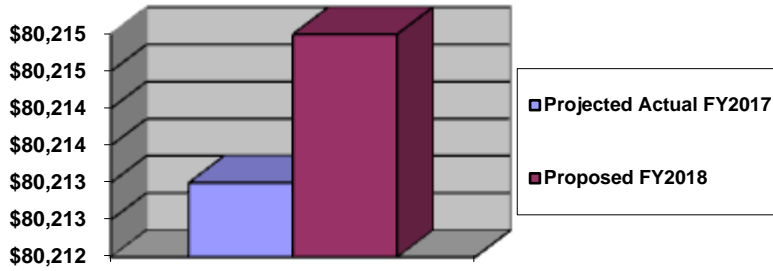
Account Number: 614-34317002 Other Enterprise Revenue

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 413 |
| <i>Proposed FY 2018 Budget</i> | \$ 415 |

This account is maintained in the event any opportunity for other enterprise revenue arises.

Subtotal, Enterprise Revenue

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 80,213 |
| <i>Proposed FY 2018 Budget</i> | \$ 80,215 |



Total Estimated YRCAA Revenue

| | FY 2017 | FY 2018 |
|--|---------------------|---------------------|
| <i>Estimated Base Operations YRCAA Revenue</i> | \$ 869,506 | \$ 770,053 |
| <i>Estimated Grants Revenue</i> | \$ 167,593 | \$ 158,381 |
| <i>Estimated Enterprise Revenue</i> | \$ 80,213 | \$ 80,215 |
| <i>Prior Year Carry Over</i> | \$ 125,000 | \$ 125,000 |
| <i>Total Revenue</i> | \$ 1,242,312 | \$ 1,133,649 |

Base Operations Expenditure Summary, Itemized by Account

Base Operations – Salaries and Benefits

Account Number 614-1001 Salaries

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 477,806 |
| <i>Proposed FY 2018 Budget</i> | \$ 495,855 |

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 167,878 |
| <i>Proposed FY 2018 Budget</i> | \$ 179,781 |

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Subtotal, Salaries and Benefits

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 645,684 |
| <i>Proposed FY 2018 Budget</i> | \$ 675,636 |

Base Operations – Supplies

Account Number 614-3101 Office Supplies

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 5,385 |
| <i>Proposed FY 2018 Budget</i> | \$ 7,180 |

This office supply account includes all disposable supplies and non-disposable supplies in value up to \$ 4,999 and which are not charged to the fixed asset account.

Account Number 614-3102 Safety Equipment

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

Account Number 614-3201 Vehicles, Gasoline

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 1,796 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,780 |

This account was established to allow tracking of YRCAA vehicle fuel costs.

Account Number 614-3501 Small Tools / Equipment

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 310 |
| <i>Proposed FY 2018 Budget</i> | \$ 300 |

This account tracks the costs of small tools and equipment not otherwise debited to other accounts.

Account Number 614-3502 Computer Network

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 9,839 |
| <i>Proposed FY 2018 Budget</i> | \$ 8,900 |

This account tracks computer hardware and software costs. The FY 2017 Budget reflects the need to add additional software use licenses for multiple users and upgrade existing software.

Subtotal, Base Operation Supplies

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 17,330 |
| <i>Proposed FY 2018 Budget</i> | \$ 19,160 |

Base Operations – Services

Account Number 614-4101 Professional Services

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 37,050 |
| <i>Proposed FY 2018 Budget</i> | \$ 20,365 |

This account reflects the costs of most professional and specialized services. Specifically, the FY 2017 account includes the following: legal services, agency counsel, technical services and other miscellaneous professional services.

Account Number 614-4101 Laboratory Analyses

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 235 |
| <i>Proposed FY 2018 Budget</i> | \$ 200 |

This account tracks laboratory analysis costs of air and bulk asbestos samples.

Account Number 614-4125 Yakima County Services

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 1,173 |
| <i>Proposed FY 2018 Budget</i> | \$ 1,375 |

This account reflects the costs of utilizing Yakima County financial services.

Account Number 614-4201 Communications, Phones/Internet

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 13,152 |
| <i>Proposed FY 2018 Budget</i> | \$ 13,152 |

This account reflects the cost of communications services, including monthly telephone and internet costs.

Account Number 614-4202 Postage

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 3,400 |
| <i>Proposed FY 2018 Budget</i> | \$ 3,690 |

This account includes the costs of individual stamps, postage, parcel post, and express mail.

Account Number 614-4301 Travel & Transportation

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 1,498 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,950 |

This account reflects the costs of all transportation of persons and things, including the travel costs of meals and lodging, commercial transportation, allowance for use of private vehicles and other travel costs, except where the cost of travel is more appropriately included as part of a charge in another account.

Account Number 614-4401 Public Education

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 4,000 |
| <i>Proposed FY 2018 Budget</i> | \$ 4,000 |

The YRCAA public education program is mandated and the funding is primarily derived directly from EPA-DOE Grants and Penalties. This account tracks expenses related to the function.

Account Number 614-4401 Publications, Legal Notices

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 4,749 |
| <i>Proposed FY 2018 Budget</i> | \$ 4,787 |

This account reflects fees paid to Department of Ecology for maintaining oversight of the agency Title V Air Operating Permit Program.

Subtotal, Base Operations Services

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 141,929 |
| <i>Proposed FY 2018 Budget</i> | \$ 130,101 |

Base Operations – Fixed Assets

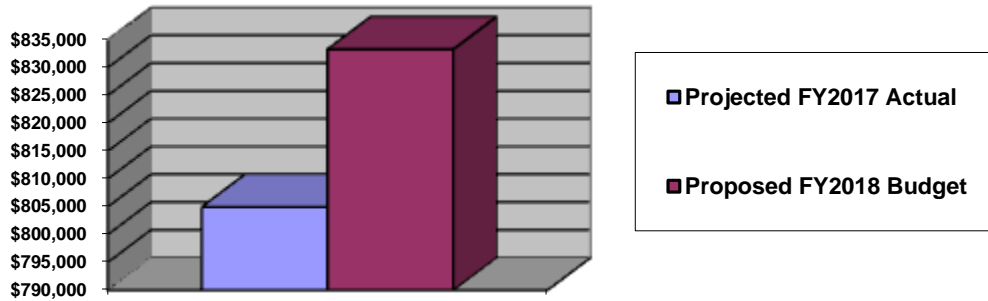
Account Number 614-6401 Capital Outlay, Fixed Assets

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 6,500 |

Capital fixed assets are those items of tangible property that are non-consumable, of \$5,000 value or more, and that have a useful life of at least two (2) years. These assets are depreciated over the useful life of the asset.

Total, Base Operations Expenditure

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 804,943 |
| <i>Proposed FY 2018 Budget</i> | \$ 833,296 |



Grants Operations Expenditure Summary, Itemized by Account

Wood Stove Education Grant

Wood Stove Education Grant Salaries

Account Number 614-1001 Salaries

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 3,956 |
| <i>Proposed FY 2018 Budget</i> | \$ 3,956 |

PM_{2.5} Grant

PM_{2.5} Grant Salaries

Account Number 614-1001 Salaries

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 15,367 |
| <i>Proposed FY 2018 Budget</i> | \$ 15,367 |

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 5,683 |
| <i>Proposed FY 2018 Budget</i> | \$ 5,683 |

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

PM_{2.5} Grant Supplies

Account Number 614-3101 Office Supplies

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

This office supply account includes all disposable supplies and non-disposable supplies in value up to \$ 4,999 and which are not charged to the fixed asset account.

PM_{2.5} Grant Services

Account Number 614-4101 Professional Services

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

This account reflects the costs of most professional and specialized services

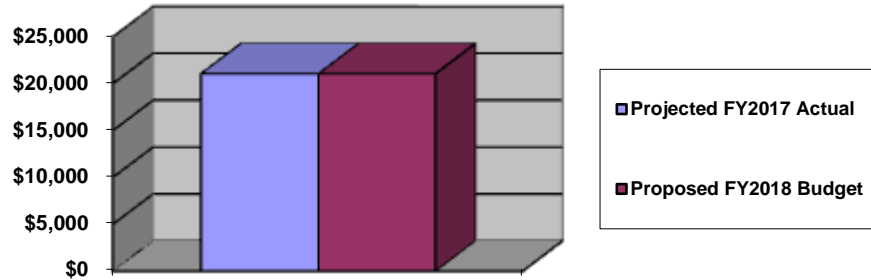
Account Number 614-6401 Capital Outlay, Fixed Assets

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

Capital fixed assets are those items of tangible property that are non-consumable, of \$5,000 value or more, and that have a useful life of at least two (2) years. These assets are depreciated over the useful life of the asset.

Subtotal, PM_{2.5} Grant Expenditures

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 21,050 |
| <i>Proposed FY 2018 Budget</i> | \$ 21,050 |



Wood Stove Change-out Grant

Wood Stove Change-out Grant Salaries

Account Number 614-1001 Salaries

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 16,907 |
| <i>Proposed FY 2018 Budget</i> | \$ 12,715 |

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 614-2002 Benefits

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 6,164 |
| <i>Proposed FY 2018 Budget</i> | \$ 5,555 |

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Wood Stove Change-out Grant Supplies

Account Number 614-3101 Office Supplies

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

This office supply account includes all disposable supplies and non-disposable supplies in value up to \$ 4,999 and which are not charged to the fixed asset account.

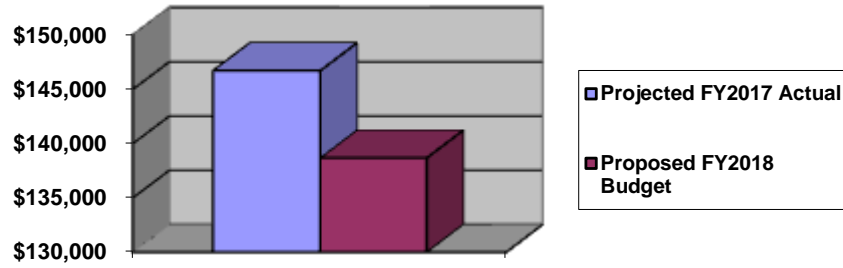
Account Number 614-4101 Professional Services

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 123,607 |
| <i>Proposed FY 2018 Budget</i> | \$ 120,400 |

This account reflects the costs of most professional and specialized services, including removal of old high-polluting wood stoves and purchase and installation of cleaner burning devices.

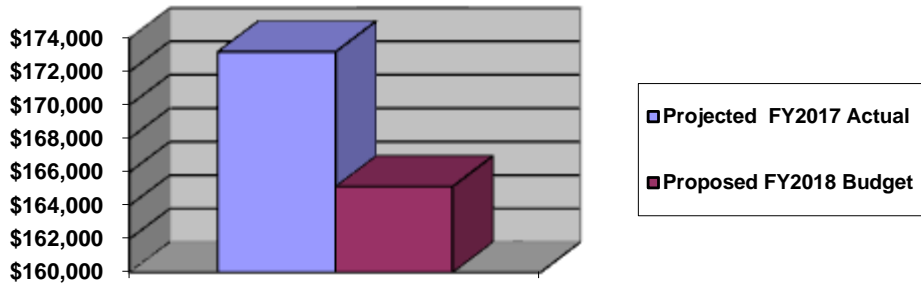
Subtotal, Wood Stove Change-out Grant Expenditures

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 146,721 |
| <i>Proposed FY 2018 Budget</i> | \$ 138,670 |



Total, Grant Operations Expenditures

| | |
|---------------------------------|------------|
| <i>Projected FY 2017 Actual</i> | \$ 173,189 |
| <i>Proposed FY 2018 Budget</i> | \$ 165,138 |



Enterprise Operations Expenditure Summary, Itemized by Account

Enterprise Operations – Salaries and Benefits

Account Number 141-1001 Salaries

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 12,776 |
| <i>Proposed FY 2018 Budget</i> | \$ 12,776 |

The Salaries account reflects the base wage costs for all full time and part time employees.

Account Number 141-2002 Benefits

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 4,722 |
| <i>Proposed FY 2018 Budget</i> | \$ 4,722 |

Benefits include employer contributions to employee healthcare costs to the Public Employees Retirement System (PERS) and industrial insurance.

Subtotal, Salaries, Benefits

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 17,498 |
| <i>Proposed FY 2018 Budget</i> | \$ 17,498 |

Enterprise Operations - Supplies

Account Number 141-3101 Office Supplies

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 112 |
| <i>Proposed FY 2018 Budget</i> | \$ 400 |

This office supply account includes all Enterprise disposable supplies and non-disposable supplies in value up to \$ 4,999 and which are not charged to the fixed asset account.

Account Number **141-3201** **Vehicles, Gasoline**

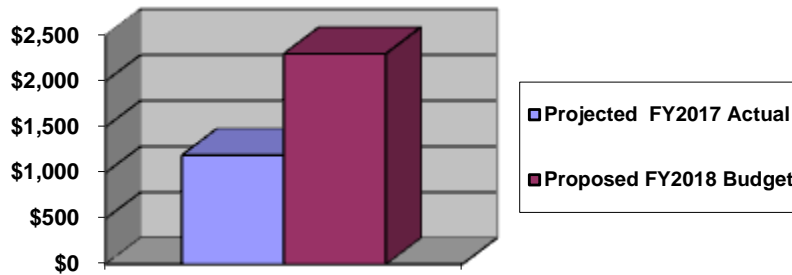
| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 880 |
| <i>Proposed FY 2018 Budget</i> | \$ 1,700 |

Account Number 141-3501 Small Tools / Equipment

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 200 |
| <i>Proposed FY 2018 Budget</i> | \$ 200 |

Subtotal, Supplies

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 1,192 |
| <i>Proposed FY 2018 Budget</i> | \$ 2,300 |



Enterprise Operations - Services

Account Number 141-4101 Professional Services

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

This account reflects the costs of most professional services and specialized services.

Account Number 141-4202 Postage

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

Account Number 141-4301 Travel & Transportation

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 6,521 |
| <i>Proposed FY 2018 Budget</i> | \$ 6,550 |

This account reflects the costs of all transportation of persons and things, including the costs of meals and lodging, commercial transportation, and other travel costs.

Account Number 141-4502 Rents & Leases, Space

| | |
|---------------------------------|----------|
| <i>Projected FY 2017 Actual</i> | \$ 4,063 |
| <i>Proposed FY 2018 Budget</i> | \$ 4,100 |

This account includes the costs for acquiring facilities used for conducting the training and testing provided by NOC and other enterprise activities.

Account Number 114-4801 Maintenance, Motor Vehicles

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 155 |
| <i>Proposed FY 2018 Budget</i> | \$ 200 |

This account tracks vehicle repair and maintenance costs. Vehicle repair costs set the foundation for identifying potential cost savings related to vehicle replacement.

Account Number 141-4801 Maintenance, Equipment

| | |
|---------------------------------|--------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 500 |

This account reflects maintenance activity for equipment not specified in other maintenance accounts.

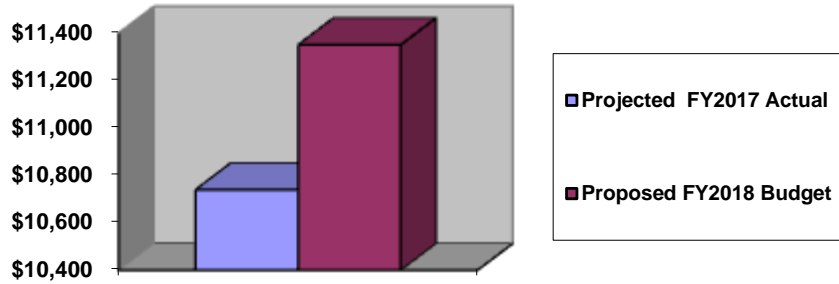
Account Number 141-4901 Miscellaneous Services

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

This account reflects comparatively specialized supplies and services, generally particular to the conduct of the NOC operations, and for which an account has not otherwise been established.

Subtotal, Services

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 10,739 |
| <i>Proposed FY 2018 Budget</i> | \$ 11,350 |



Enterprise Operations - Fixed Assets

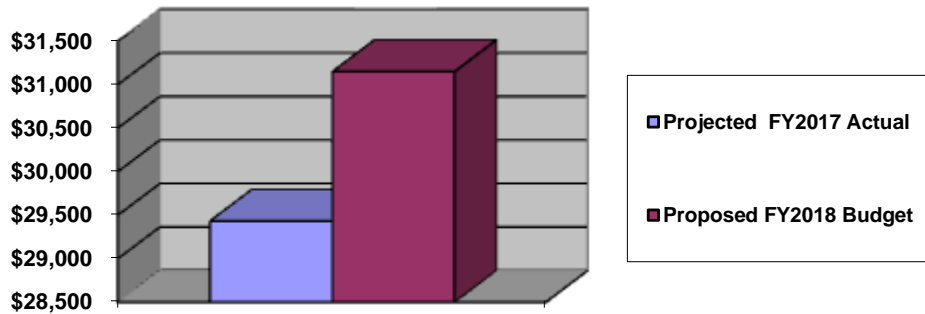
Account Number 141-4500 Capital Outlay, Fixed Assets

| | |
|---------------------------------|------|
| <i>Projected FY 2017 Actual</i> | \$ 0 |
| <i>Proposed FY 2018 Budget</i> | \$ 0 |

Capital fixed assets are those items of tangible property that are non-consumable, of \$5,000 value or more, and that have a useful life of at least two (2) years.

Subtotal, Enterprise Operations Expenditures

| | |
|---------------------------------|-----------|
| <i>Projected FY 2017 Actual</i> | \$ 29,429 |
| <i>Proposed FY 2018 Budget</i> | \$ 31,148 |



Total Estimated YRCAA Expenditures

| | FY 2017 | FY 2018 |
|--|---------------------|---------------------|
| <i>Estimated Base Operations Expenditure</i> | \$ 804,943 | \$ 833,296 |
| <i>Estimated Grants Expenditure</i> | \$ 173,189 | \$ 165,138 |
| <i>Estimated Enterprise Expenditure</i> | \$ 29,429 | \$ 31,148 |
| <i>Total Expenditure</i> | \$ 1,007,561 | \$ 1,029,582 |

***RESOLUTIONS FOR
IMPLEMENTING THE BUDGET***

Resolution No. 2017-07, Approving FY 2018 Employee Salaries and Employer Contributions to Employee Health Insurance

Resolution No. 2017-08, Approving 2018 Supplemental Income Assessments

Resolution No. 2017-09, Adopting the FY 2018 Budget

RESOLUTION NO. 2017-07
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Approving FY 2018 Employee Salaries and.....)
Employer Contributions to Employee Health Insurance)

WHEREAS, RCW 70.94.130 authorizes the Governing Board of Directors (Board) to approve employee salaries; and

WHEREAS, the Board desires to approve salaries and the discretionary benefit of health insurance for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby adopts the employee salaries as published in the FY 2018 Budget Appendix A, "FY 2018 YRCAA Employee Salary Costs," and

BE IT FURTHER RESOLVED, that the Board hereby adopts the employer contributions to employee health insurance as published in Appendix B, "FY 2018 Employer Monthly Contribution to Health Insurance," and

BE IT FURTHER RESOLVED that the Executive Director and Fiscal Programs Manager shall implement the payment of employee salaries and contributions to employee health insurance for FY 2018.

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 8th day of June, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board

**RESOLUTION NO. 2017-08
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)**

Approving Calendar Year 2018 Proportional Shares of Supplemental Income Assessment.....)

WHEREAS, Sections 70.94.092 and 70.94.093(1)(c) and (2)(c) RCW provide for an activated local authority to adopt, as supplemental income, assessments to each component city, town, and county; and

WHEREAS, the YRCAA Governing Board of Directors (Board) finds that certain program costs are not otherwise funded as described in Section 70.94.092 RCW; and

WHEREAS, the Board accepts the 2010 Census, updated and estimated April 1, 2016, for purposes of assessing proportional shares of supplemental income to the component cities, towns, and county;

NOW THEREFORE, BE IT RESOLVED, the Board hereby approves and adopts the assessment of \$.40 per capita to each component city, town and county, as expressed in Appendix D, "YRCAA 2018 Supplemental Income Assessments" for the calendar year 2018; and

BE IT FURTHER RESOLVED, the Executive Director is instructed to certify to each city, town and county, per RCW 70.94.093(3), that their proportional share of supplemental income shall be as expressed in the FY 2018 Budget, Appendix D, "YRCAA 2018 Supplemental Income Assessments," for the calendar year 2018.

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 8th day of June, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board

RESOLUTION NO.: 2017-09
BEFORE THE GOVERNING BOARD OF THE
YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)

Adopting the FY 2018 Budget.....)

WHEREAS, the YRCAA Governing Board of Directors (Board) held a public meeting on May 11th, 2017 for the purpose of reviewing the Draft FY 2018 Budget and has provided the public with the 30-day opportunity to comment from May 1st, 2017 through May 31st, 2017; and

WHEREAS, the Board held a Public Hearing on this the 8th day of June, 2017 to consider adopting the Proposed FY 2018 Budget;

NOW THEREFORE BE IT RESOLVED, the Board has reviewed and hereby adopts the Proposed FY 2018 Budget in the amount of \$1,133,649; and

BE IT FURTHER RESOLVED, the YRCAA Executive Director shall implement said budget according to the FY 2018 Budget Work Plan and Appendix E, "FY 2018 YRCAA Resource Allocation Summary."

On motion of _____, seconded by _____, the foregoing resolution is hereby PASSED AND ADOPTED by the Yakima Regional Clean Air Agency Board of Directors on this 8th day of June, 2017.

Jon DeVaney, Chair

Ron Anderson, Director

Steven Jones, Director

Bill Lover, Director

Norm Childress, Director

Quatandra Jarvis, Clerk of the Board

Appendices

- Appendix A: FY 2018 YRCAA Employee Salary Costs
- Appendix B: FY 2018 Employer Contribution to Health Insurance
- Appendix C: 2017 YRCAA Permit Fees
- Appendix D: YRCAA 2018 Supplemental Income Assessments
- Appendix E: FY 2018 YRCAA Resource Allocation Summary

Appendix A

FY 2018 YRCAA Employee Salary Costs

| Name / Class | Salary | Benefits | Total |
|----------------------------|-------------------|-------------------|-------------------|
| Keith Hurley / Director | \$ 87,864 | \$ 28,026 | \$ 115,898 |
| Carl Brookshire / AQS II | \$ 32,196 | \$ 6,813 | \$ 39,000 |
| Michelle Blanchard / AS I | \$ 36,206 | \$ 19,773 | \$ 55,973 |
| Quatandra Jarvis / AS I | \$ 45,918 | \$ 18,769 | \$ 64,688 |
| Ketsiri Leelasalkum / ES I | \$ 39,975 | \$ 15,333 | \$ 55,307 |
| Christa Owen / AS III | \$ 48,159 | \$ 16,559 | \$ 64,709 |
| Kelsey Sanford / AQS I | \$ 34,800 | \$ 17,715 | \$ 52,520 |
| Dustin Harrington / AQS II | \$ 45,018 | \$ 18,274 | \$ 63,294 |
| Compliance Insp. / AQS I | \$ 34,125 | \$ 17,512 | \$ 51,646 |
| Hasan Tahat / DS III | \$ 78,824 | \$ 24,662 | \$ 103,480 |
| Mark Edler / AQS II-DS1 | \$ 51,712 | \$ 19,638 | \$ 71,344 |
| Totals | \$ 534,797 | \$ 203,074 | \$ 737,855 |

Appendix B

FY 2018 Employer Monthly Contribution to Health Insurance

| | |
|-----------------------|------------------------------------|
| Employee Only | Entire Cost (maximum of \$840.00) |
| Employee and Children | \$ 970.00 |
| Employee and Spouse | \$1,050.00 |
| Full Family | \$1,175.00 |
| Executive Director | Entire Cost (Currently \$1,285.43) |
| Waived Coverage* | Entire Cost (Currently \$143.93) |

*Employer pays only for Dental and Basic Life.

Appendix C

YAKIMA REGIONAL CLEAN AIR AGENCY FY 2018 FEE SCHEDULE

| Fee Type | Fee Amount | Fee Basis |
|----------------------------------|------------|--|
| Registration | | |
| Minor Source | \$ 453 | Annual |
| Complex Minor Source | \$ 1,285 | Annual |
| Synthetic Minor Source | \$ 2,660 | Annual |
| Air Operating Permit | Varies | Basic Fee + actual annual cost |
| New Source Review | \$ 400 + | Application Fee + actual cost |
| Temporary Source Relocation | \$ 125 | One-time Inspection Fee |
| Regulatory Order | \$ 400 + | Application + actual cost |
| General Permit | \$ 400 + | Application + actual cost |
| SEPA | \$ 400 + | Application + actual cost |
| Dust Control | | |
| Master Plans | \$ 327 | One-time Fee |
| Site Notification | \$ 155 | One-time Fee Each Site |
| Burn Permits | | |
| Residential | \$ 48 | Annual from March 15 th to October 15 th |
| Agricultural Piles | \$ 1.00 | Per Ton, \$80 minimum |
| Agricultural Acres | \$ 3.75 | Per Acre, \$37.50 minimum |
| Land Clearing Piles | \$ 2.18 | Per Ton, \$218 minimum |
| Land Clearing Acres | \$ 8.13 | Per Acre, \$218 minimum |
| Structure Fire Training | \$ 218 | Per Event |
| Conditional Use | \$ 2.18 | Per Ton, \$218 minimum |
| Demolition / Renovation / | | |
| Asbestos | \$ 867 | Amount of Asbestos Over 10K LF or over 50K SF |
| Asbestos Removal Notification | \$ 425 | 1001-10K LF or 5001-50K SF |
| | \$ 164 | 261 - 1K LF or 161 - 5K SF |
| | \$ 86 | 11-260 LF or 49-160 SF |
| | \$ 44 | Demolition only 0-10 LF or 0-48 SF |
| | \$ 77 | Any Amount by Owner Occupant |
| | \$ 167 | Any Amount Commercial Flat Built-Up Roofs |
| | \$ 338 | Annual Notice (Up to 260 LF or 160 SF) |
| | \$ 87 | Emergency Notice |
| | \$ 39 | Revision to Existing Notice |

Appendix D

FY 2018 YRCAA Resource Allocation

Salaries by Work Program

| Staff | *Rate | Compl Permit | Compl Non-per | Permit | Pub Ed | Planning | Bus Asst | Admin | Title V | Enterprise | Monitor | WS | Leave | Hr Total | \$ Total |
|---|--------------------------|-------------------|------------------|---------------------|--|--------------------------|-----------------------------|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------|-------------------|
| Hurley | \$ 55.72 | 455 | 390 | 240 | | 280 | 15 | 205 | 130 | | | | 365 | 2080 | \$ 115,898 |
| Tahat | \$ 49.75 | 70 | | 800 | | 100 | | | 750 | | | | 360 | 2080 | \$ 103,480 |
| | \$ - | | | | | | | | | | | | | 0 | \$ - |
| Leelasakultur | \$ 26.59 | 605 | | 748 | | 425 | | | 152 | | | | 150 | 2080 | \$ 55,307 |
| Sanford | \$ 25.25 | 620 | 723 | | | | | | | | 673 | | 64 | 2080 | \$ 52,520 |
| | \$ - | | | | | | | | | | | | | | \$ - |
| Brookshire | \$ 18.75 | 280 | 280 | 230 | 198 | | | 350 | 181 | 225 | | | 336 | 2080 | \$ 39,000 |
| Jarvis | \$ 31.10 | 283 | 301 | 225 | 163 | 99 | 17 | 425 | 315 | | | | 252 | 2080 | \$ 64,688 |
| Compliance | \$ 24.83 | 892 | 362 | 325 | 60 | 57 | 25 | 109 | 100 | | | | 150 | 2080 | \$ 51,646 |
| Owen | \$ 31.11 | 152 | 140 | 190 | 140 | | 120 | 585 | 180 | 123 | 34 | 55 | 361 | 2080 | \$ 64,709 |
| Blanchard | \$ 26.91 | 220 | 160 | 220 | 420 | | 255 | 200 | | | | 455 | 150 | 2080 | \$ 55,973 |
| Harrington | \$ 30.43 | 925 | 521 | 25 | | | | | 360 | | 99 | | 150 | 2080 | \$ 63,294 |
| Edler | \$ 34.30 | 213 | 213 | 150 | 193 | | 155 | 347 | 77 | 240 | | 208 | 284 | 2080 | \$ 71,344 |
| | Hr Totals | 4,715 | 3,090 | 3,153 | 1,174 | 961 | 587 | 2,221 | 2,245 | 588 | 806 | 718 | 2,622 | 22880 | \$ 737,872 |
| | Cost | \$ 142,879 | \$ 95,407 | \$ 110,179 | \$ 32,549 | \$ 36,372 | \$ 17,897 | \$ 69,393 | \$ 83,467 | \$ 17,487 | \$ 21,050 | \$ 21,092 | \$ 91,287 | | \$ 737,872 |
| | Revenue Available | \$ 142,879 | \$ 95,407 | \$ 110,179 | \$ 32,549 | \$ 36,372 | \$ 17,897 | \$ 69,393 | \$ 83,467 | \$ 17,487 | \$ 21,050 | \$ 21,092 | \$ 91,287 | | \$ 737,872 |
| | % of Available | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | | 100.0% |
| *Rate = hourly wage + benefits average for the year | | | | | | | | | | | | | | | |
| | | | | | | Estimated Revenue | Available For Salary | Allocation Formula | | | | | | | |
| | Revenue Source | | | | | | | | | | | | | | |
| | Title V Fees | 12.6% | \$ 122,845 | \$ 92,748 | 100% Title V | | | | | | | | | | |
| | Permit Fees (except T-V) | 37.2% | \$ 367,719 | \$ 274,135 | 50% Compl Per; 50% Permit | | | | | | | | | | |
| | Base Grants | 17.7% | \$ 174,455 | \$ 130,841 | 33% Compl Non-per; 33% Pub Ed; 10% Planning; 10% Bus Asst; 10% Admin; 4% Monitor | | | | | | | | | | |
| | Penalty | 0.0% | \$ 2,500 | | | | | | | | | | | | |
| | Supplemental Income | 10.3% | \$ 100,360 | \$ 75,718 | 10% Planning; 40% Admin; 35% Compl Non-per; 15% Pub Ed | | | | | | | | | | |
| | Enterprise | 2.4% | \$ 80,215 | \$ 17,487 | 100% Enterprise | | | | | | | | | | |
| | Grants: | | | | | | | | | | | | | | |
| | PM2.5 | 2.9% | \$ 21,050 | \$ 21,050 | 100% Monitor | | | | | | | | | | |
| | WSE | 0.7% | \$ 5,331 | \$ 5,331 | | | | | | | | | | | |
| | WSCO | 2.5% | \$ 132,000 | \$ 18,480 | 100% WS | | | | | | | | | | |
| | Other | 0.3% | \$ 2,174 | \$ 2,174 | 15% Admin; 85% Compl Non-per | | | | | | | | | | |
| | Fund Balance | 13.5% | \$ 125,000 | \$ 99,876 | 47% Compl Non-per; 5% Pub Ed; 15% Planning; 33% Admin | | | | | | | | | | |
| | | | 100.0% | \$ 1,133,649 | \$ 737,872 | | | | | | | | | | |

FY 2018 YRCAA Resource Allocation
All Costs by Division and Operation

| Salaries by Operation | | | | | | | | | | |
|------------------------------|------------------------|-----------------|------------------|-------------------------|-----------------|------------------|------------------------------|-----------------|------------------|-------------------|
| Operation | Base Operations | | | Grant Operations | | | Enterprise Operations | | | |
| Division | Admin. | Engineering | Compliance | Admin. | Engineering | Compliance | Admin. | Engineering | Compliance | |
| Costs | \$ 243,229 | \$ 202,691 | \$ 229,716 | \$ 23,688 | \$ - | \$ 21,050 | \$ 17,498 | \$ - | \$ - | Total |
| | | Subtotal | \$675,636 | | Subtotal | \$ 44,738 | | Subtotal | \$ 17,498 | \$ 737,872 |
| | | | 10.07 FTE | | | 0.67 FTE | | | 0.26 FTE | |

| Supplies, Services and Capital Outlay By Operation | | | | | | | | | | |
|---|------------------------|------------------|-------------------|-------------------------|-----------------|-------------------|------------------------------|-----------------|------------------|-------------------|
| Operation | Base Operations | | | Grant Operations | | | Enterprise Operations | | | |
| Division | Admin. | Engineering | Compliance | Admin. | Engineering | Compliance | Admin. | Engineering | Compliance | Totals |
| Supplies | \$ 6,898 | \$ 5,748 | \$ 6,514 | | \$ - | \$ - | \$ 2,300 | \$ - | \$ - | \$ 21,460 |
| Services | \$ 45,180 | \$ 37,650 | \$ 42,670 | \$ 125,000 | \$ - | \$ - | \$ 11,350 | \$ - | \$ - | \$ 261,851 |
| Capital | \$ 2,340 | \$ 1,950 | \$ 2,210 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,500 |
| Subtotals | \$ 54,418 | \$ 45,348 | \$ 51,395 | \$ 125,000 | \$ - | \$ - | \$ 13,650 | \$ - | \$ - | \$ 289,811 |
| | | Supplies | \$ 19,160 | | Supplies | \$ - | | Supplies | \$ 2,300 | |
| | | Services | \$ 125,501 | | Services | \$ 125,000 | | Services | \$ 11,350 | |
| | | Capital | \$ 6,500 | | Capital | \$ - | | Capital | \$ - | |

| All Costs By Division | | | | | | |
|------------------------------|-------------------|------------------|-------------------|-----------------|---------------------|--|
| Category | Salaries | Supplies | Services | Capital | Totals | |
| Administrative | \$ 284,415 | \$ 9,198 | \$ 181,530 | \$ 2,340 | \$ 477,483 | |
| Engineering | \$ 202,691 | \$ 5,748 | \$ 37,650 | \$ 1,950 | \$ 248,039 | |
| Compliance | \$ 250,766 | \$ 6,514 | \$ 42,670 | \$ 2,210 | \$ 302,161 | |
| Subtotals | \$ 737,872 | \$ 21,460 | \$ 261,851 | \$ 6,500 | \$ 1,027,683 | |

Appendix E

YRCAA FY 2018 Supplemental Income Assessments

| City / Town | Population | Assessment | % of Total |
|------------------------------|----------------|-------------------|-------------|
| Grandview | 11,160 | \$ 4,464 | 4.45% |
| Granger | 3,880 | \$ 1,552 | 1.55% |
| Harrah | 650 | \$ 260 | 0.26% |
| Mabton | 2,315 | \$ 926 | 0.92% |
| Moxee | 3,955 | \$ 1,582 | 1.58% |
| Naches | 845 | \$ 338 | 0.34% |
| Selah | 7,530 | \$ 3,012 | 3.00% |
| Sunnyside | 16,540 | \$ 6,616 | 6.59% |
| Tieton | 1,285 | \$ 514 | 0.51% |
| Toppenish | 9,050 | \$ 3,620 | 3.61% |
| Union Gap | 6,200 | \$ 2,480 | 2.47% |
| Wapato | 5,040 | \$ 2,016 | 2.01% |
| Yakima, City | 93,410 | \$ 37,364 | 37.23% |
| Zillah | 3,145 | \$ 1,258 | 1.25% |
| Unincorporated Yakima County | 85,895 | \$ 34,358 | 34.23% |
| TOTAL COUNTY: | 250,900 | \$ 100,360 | 100% |

(Per Capita Rate: \$ 0.40)

THIS PAGE LEFT BLANK