

*Yakima Regional Clean Air Agency*

**Proposed Fiscal Year 2021  
Budget**



Proposed May 14<sup>th</sup>, 2020

# *Yakima Regional Clean Air Agency*

## Fiscal Year 2021 Budget Report

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## *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 (OA); 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. In accordance with Chapter 70.94.092 Revised Code of Washington (RCW), any remaining funds needed to meet budgetary expenditures shall be designated as “supplemental income” and shall be obtained from the component cities, towns, and county

#### 3.1 Base Operations (8.36 FTE, \$568,647)

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 (3.00 FTE, \$204,713)

- i. Administrative Programs
  - a. PM<sub>2.5</sub> 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<sub>2.5</sub> / 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 (5.36 FTE, \$363,934)
- 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<sub>2.5</sub> 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 PM<sub>10</sub> Monitor Program (FEM) - H
- b. Sunnyside PM<sub>2.5</sub> Nephelometer Monitor Program – H

v. Small Business Assistance

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

3.2 Grant Operations (1.41 FTE, \$95,971)

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

3.2.1 Administrative Division Programs (1.10 FTE, \$74,921)

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

3.2.2 Compliance & Engineering Division Programs (.31 FTE, \$21,050)

- i. Yakima PM<sub>2.5</sub> Sequential Monitor Program (FEM) - H
- ii. Yakima PM<sub>2.5</sub> Speciation Monitor Program - H
- iii. Yakima PM<sub>2.5</sub> Continuous Monitor Program (FEM) - H

3.3 Enterprise Operations (.25 FTE, \$16,756)

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 shall 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.

<b>YRCAA FY 2020 Comparative Budget Analysis</b>		<b>FY2020 Adopted Budget (Revised)</b>	<b>FY2020 Projected Final Actual</b>	<b>FY2021 Proposed Budget</b>
<b><u>REVENUE 614 YRCAA Base Operations</u></b>				
<b><u>Stationary Source Permit Fees</u></b>				
614-32190001	Minor Sources	\$ 158,097	\$ 158,097	\$ 158,097
614-32190008	Synthetic Minor Sources	\$ 18,620	\$ 18,620	\$ 18,620
614-32190006	Complex Sources	\$ 26,985	\$ 30,840	\$ 30,840
614-32290001	Title V Sources	\$ 122,000	\$ 106,898	\$ 107,000
614-32190002	New Source Review	\$ 31,500	\$ 46,213	\$ 35,500
	<i>Subtotal, Stationary Source Permit Fees</i>	<b>\$ 357,202</b>	<b>\$ 360,668</b>	<b>\$ 350,057</b>
<b><u>Burn Permit Fees</u></b>				
614-32290005	Residential Burn Permits	\$ 60,500	\$ 63,660	\$ 60,500
614-32290007	Agricultural Burn Permits	\$ 30,500	\$ 41,469	\$ 32,250
614-32290011	Conditional Use Burn Permits	\$ 2,000	\$ 1,933	\$ 2,000
	<i>Subtotal, Burn Permit Fees</i>	<b>\$ 93,000</b>	<b>\$ 107,062</b>	<b>\$ 94,750</b>
<b><u>Compliance Fees</u></b>				
614-32190005	Asbestos Removal Fees	\$ 31,000	\$ 37,415	\$ 31,000
614-32190009	Construction Dust Control Fees	\$ 4,500	\$ 7,656	\$ 5,000
	<i>Subtotal, Compliance Fees</i>	<b>\$ 35,500</b>	<b>\$ 45,071</b>	<b>\$ 36,000</b>
	<i>Subtotal, All Permit Fee Revenue</i>	<b>\$ 485,702</b>	<b>\$ 512,801</b>	<b>\$ 480,807</b>
<b><u>Base Grants</u></b>				
614-33366001	EPA, Core Grant	\$ 106,322	\$ 106,322	\$ 106,322
614-33403101	DOE, Core Grant	\$ 76,800	\$ 76,800	\$ 76,800
	<i>Subtotal, Base Grants</i>	<b>\$ 183,122</b>	<b>\$ 183,122</b>	<b>\$ 183,122</b>
<b><u>Fines &amp; Penalties</u></b>				
614-35990001	Civil Penalty	\$ 2,500	\$ 36,268	\$ 2,500
614-35990001	Other Fines	\$ -	\$ -	\$ -
	<i>Subtotal, Fines &amp; Penalties</i>	<b>\$ 2,500</b>	<b>\$ 36,268</b>	<b>\$ 2,500</b>
<b><u>Supplemental Income</u></b>				
614-33831001	Supplemental Income	\$ 101,800	\$ 101,800	\$ 102,090
	<i>Subtotal, Supplemental Income</i>	<b>\$ 101,800</b>	<b>\$ 101,800</b>	<b>\$ 102,090</b>
<b><u>Other Income</u></b>				
614-36111001	Interest	\$ 3,500	\$ 6,478	\$ 3,500
614-36990014	Miscellaneous Income	\$ 200	\$ 75	\$ 75
	<i>Subtotal, Other Income</i>	<b>\$ 3,700</b>	<b>\$ 6,553</b>	<b>\$ 3,575</b>
	<i>Total Base Operations Revenue</i>	<b>\$ 776,824</b>	<b>\$ 840,544</b>	<b>\$ 772,094</b>
<b><u>REVENUE 614 YRCAA Grant Operations</u></b>				
614-33403105	Wood Stove Ed	\$ 5,331	\$ 4,588	\$ 4,588
614-33403108	PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
614-33403107	Woodstove Change-out	\$ 500,000	\$ 572,666	\$ 292,334

*Total Grant Operations Revenue*    \$    **526,381**    \$    **598,304**    \$    **317,972**

<b>YRCAA FY 2020 Comparative Budget Analysis</b>	<b>FY2020 Adopted Budget (Revised)</b>	<b>FY2020 Projected Final Actual</b>	<b>FY2021 Proposed Budget</b>
<b><i>REVENUE Enterprise Operations</i></b>			
614-34317001 VE Certification Fees	\$ 80,000	\$ 50,985	\$ 80,000
614-34317002 Other Enterprise Revenue	\$ 100	\$ 0	\$ 0
<i>Subtotal, Enterprise Revenue</i>	<b><u>\$ 80,100</u></b>	<b><u>\$ 50,985</u></b>	<b><u>\$ 80,000</u></b>
<i>Total Base, Grant and Enterprise Revenue</i>	<b><u>\$ 1,383,305</u></b>	<b><u>\$ 1,489,833</u></b>	<b><u>\$ 1,170,066</u></b>

<b><u>EXPENSES</u></b>			
<b>EXPENSES</b>	<b>614 YRCAA Base Operations</b>		
<b><u>Salaries</u></b>			
614-1001 Salaries	\$ 418,682	\$ 421,636	\$ 424,862
614-2002 Benefits	\$ 143,383	\$ 148,053	\$ 143,785
614-1003 Overtime	\$ -	\$ -	\$ -
<i>Subtotal, Salaries</i>	<b><u>\$ 562,065</u></b>	<b><u>\$ 569,689</u></b>	<b><u>\$ 568,647</u></b>

<b><u>Supplies</u></b>			
614-3101 Office Supplies	\$ 5,735	\$ 8,519	\$ 6,500
614-3101 Safety Equipment	\$ 500	\$ -	\$ 300
614-3201 Vehicles, Gas	\$ 2,250	\$ 1,451	\$ 1,500
614-3501 Small Tools/Equipment	\$ 200	\$ 178	\$ 200
614-3502 Computer Network	\$ 4,000	\$ 1,784	\$ 3,000
<i>Subtotal, Supplies</i>	<b><u>\$ 12,685</u></b>	<b><u>\$ 11,932</u></b>	<b><u>\$ 11,500</u></b>

<b><u>Services</u></b>			
614-4101 Professional Services	\$ 65,470	\$ 43,240	\$ 55,000
614-4101 Laboratory Analyses	\$ 200	\$ 451	\$ 500
614-4192 Yakima County Services	\$ 966	\$ 887	\$ 900
614-4201 Communications, Phones/Internet	\$ 12,050	\$ 12,365	\$ 12,491
614-4202 Postage	\$ 2,850	\$ 2,506	\$ 2,850
614-4301 Travel & Transportation	\$ 3,200	\$ 2,438	\$ 3,200
614-4401 Public Education	\$ 2,000	\$ 1,363	\$ 2,000
614-4401 Publications, Legal Notices	\$ 1,800	\$ 570	\$ 1,000
614-4501 Rents & Leases, Equipment	\$ 3,294	\$ 3,202	\$ 3,294
614-4501 Rents & Leases, Space	\$ 53,664	\$ 53,578	\$ 53,851
614-4601 Insurance	\$ 13,297	\$ 14,124	\$ 14,124
614-4701 Utilities	\$ 5,028	\$ 4,158	\$ 4,500
614-4801 Maintenance, Motor Vehicles	\$ 1,200	\$ 2,295	\$ 1,200
614-4801 Maintenance, Equipment	\$ 2,000	\$ 1,896	\$ 2,000
614-4801 Maintenance, Computers	\$ 250	\$ 375	\$ 750
614-4801 Maintenance, Building	\$ 500	\$ 294	\$ 500
614-4901 Memberships	\$ 1,244	\$ 915	\$ 915
614-4901 Training	\$ 2,500	\$ 2,284	\$ 2,500
614-4901 Service Chgs & Interest	\$ 6,100	\$ 6,529	\$ 6,600
614-4901 Miscellaneous Services	\$ 6,250	\$ 1,155	\$ 4,000
614-4901 DOE Oversight Fees	\$ 4,000	\$ 4,482	\$ 4,500
<i>Subtotal, Services</i>	<b><u>\$ 187,863</u></b>	<b><u>\$ 159,107</u></b>	<b><u>\$ 176,675</u></b>

**Capital Out-Lay & Fixed Assets**

614-6401 Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -
<i>Total Base Operations Expenses</i>	\$ 762,613	\$ 740,611	\$ 756,822

<b>YRCAA FY 2020 Comparative Budget Analysis</b>		<b>FY2020 Adopted Budget (Revised)</b>	<b>FY2020 Projected Final Actual</b>	<b>FY2021 Proposed Budget</b>
<b><u>EXPENSES 614 YRCAA Grant Operations</u></b>				
<b><u>614-33403105 Wood Stove Ed</u></b>				
<b><u>Salaries</u></b>				
614-1001	Salaries	\$ 3,867	\$ 3,398	\$ 3,399
614-2002	Benefits	\$ 1,464	\$ 1,189	\$ 1,189
614-1003	Overtime	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 5,331	\$ 4,587	\$ 4,588
<b><u>Supplies</u></b>				
614-3101	Office Supplies	\$ -	\$ -	\$ -
	<i>Subtotal, Supplies</i>	\$ -	\$ -	\$ -
<b><u>Services</u></b>				
614-4139	Professional Services	\$ -	\$ -	\$ -
614-4202	Postage	\$ -	\$ -	\$ -
	<i>Subtotal, Services</i>	\$ -	\$ -	\$ -
	<i>Subtotal, Woodstove Grant Expenses</i>	\$ 5,331	\$ 4,587	\$ 4,588
<b><u>614-33403108 PM2.5</u></b>				
<b><u>Salaries</u></b>				
614-1001	Salaries	\$ 15,270	\$ 15,270	\$ 15,270
614-2002	Benefits	\$ 5,780	\$ 5,780	\$ 5,780
614-1003	Overtime	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 21,050	\$ 21,050	\$ 21,050
<b><u>Supplies</u></b>				
614-3101	Office Supplies	\$ -	\$ -	\$ -
	<i>Subtotal, Supplies</i>	\$ -	\$ -	\$ -
<b><u>Services</u></b>				
614-4101	Professional Services	\$ -	\$ -	\$ -
	<i>Subtotal, Services</i>	\$ -	\$ -	\$ -
<b><u>Capital Out-Lay &amp; Fixed Assets</u></b>				
614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -
	<i>Subtotal, PM 2.5 Grant Expenses</i>	\$ 21,050	\$ 21,050	\$ 21,050
<b><u>614-33403107 Woodstove Change-out</u></b>				
<b><u>Salaries</u></b>				
614-1001	Salaries	\$ 55,867	\$ 76,335	\$ 52,750
614-2002	Benefits	\$ 19,133	\$ 26,332	\$ 17,583
614-1003	Overtime	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 75,000	\$ 102,667	\$ 70,333
<b><u>Supplies</u></b>				

614-3101	Office Supplies	\$ 100	\$ 46	\$ 100
	<i>Subtotal, Supplies</i>	\$ 100	\$ 46	\$ 100

<b>YRCAA FY 2020 Comparative Budget Analysis</b>	<b>FY2020 Adopted Budget (Revised)</b>	<b>FY2020 Projected Final Actual</b>	<b>FY2021 Proposed Budget</b>
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**Services**

614-4101	Professional Services	\$ 400,000	\$ 507,110	\$ 200,630
	<i>Subtotal, Services</i>	\$ 400,000	\$ 507,110	\$ 200,630

**Capital Out-Lay & Fixed Assets**

614-6401	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -
	<i>Subtotal, Woodstove Change-out Grant Expenses</i>	\$ 475,100	\$ 609,823	\$ 271,063
	<i>Total, Grant Operations Expenses</i>	\$ 501,481	\$ 635,460	\$ 296,701

**EXPENSES 141 Enterprise Operations**

**Salaries**

141-1001	Salaries	\$ 12,481	\$ 7,639	\$ 12,481
141-2002	Benefits	\$ 4,275	\$ 2,684	\$ 4,275
141-1003	Overtime	\$ -	\$ -	\$ -
	<i>Subtotal, Salaries</i>	\$ 16,756	\$ 10,323	\$ 16,756

**Supplies**

141-3101	Office Supplies	\$ 500	\$ 56	\$ 500
141-3201	Vehicles, Gas	\$ 1,000	\$ 445	\$ 1,000
141-3501	Small Tools/Equipment	\$ 200	\$ -	\$ 200
	<i>Subtotal, Supplies</i>	\$ 1,700	\$ 501	\$ 1,700

**Services**

141-4101	Professional Services	\$ -	\$ 215	\$ 250
141-4202	Postage	\$ 200	\$ 115	\$ 200
141-4301	Travel & Transportation	\$ 5,150	\$ 3,842	\$ 5,150
141-4501	Rents & Leases, Space	\$ 3,000	\$ 2,237	\$ 3,000
141-4801	Maintenance, Motor Vehicles	\$ 200	\$ 615	\$ 500
141-4801	Maintenance, Equipment	\$ 500	\$ 274	\$ 500
141-4901	Miscellaneous Services	\$ -	\$ -	\$ -
	<i>Subtotal, Services</i>	\$ 9,050	\$ 7,298	\$ 9,600

**Capital Out-Lay & Fixed Assets**

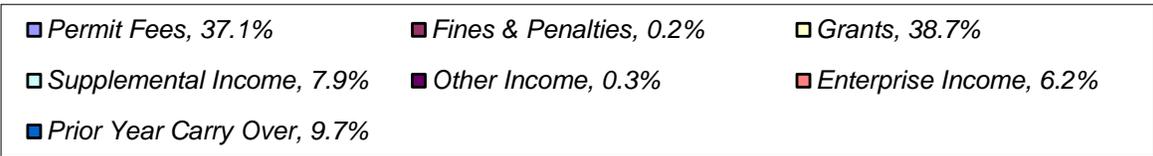
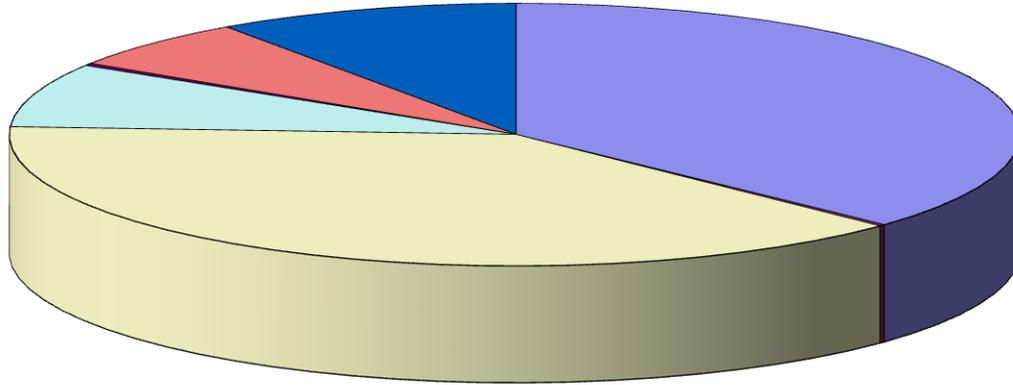
141-4500	Capital Out-Lay/Fixed Assets	\$ -	\$ -	\$ -
	<i>Total Enterprise Operations Expenses</i>	\$ 27,506	\$ 18,122	\$ 28,056

**Summary of Revenue vs Expenses:**

<b>Prior-Year Carry Over Funds</b>	\$ 125,000	\$ 125,000	\$ 125,000
<b>Total Revenue, Base, Grants, Enterprise &amp; Carry Over</b>	\$ 1,508,305	\$ 1,614,833	\$ 1,295,066
<b>Total Expenses, Base, Grants &amp; Enterprise</b>	\$ 1,291,600	\$ 1,394,310	\$ 1,081,579
<b>Fund Balance</b>	\$ 216,705	\$ 220,523	\$ 213,487
<b>Operating and Capital Reserves</b>			
<b>Contribution/Withdrawal</b>	\$ 91,705	\$ 95,523	\$ 88,487
<b>Estimated Available Fund Balance</b>	\$ 125,000	\$ 125,000	\$ 125,000

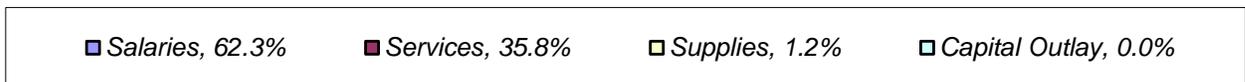
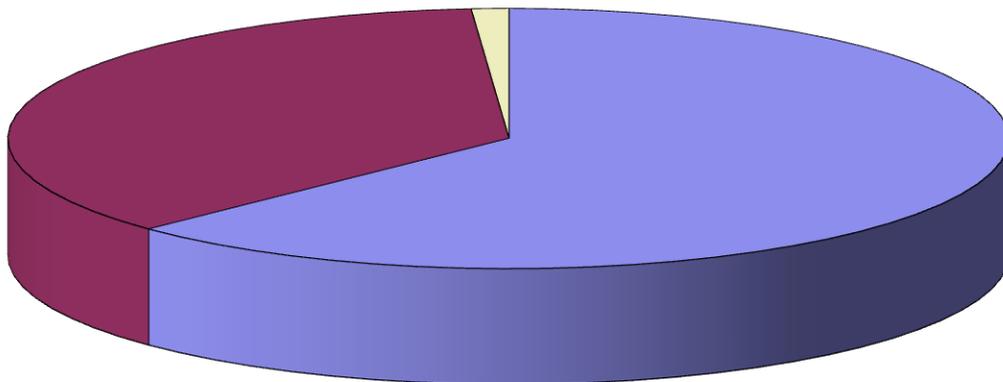
**COMPARATIVE SUMMARY OF TOTAL YRCAA FY2021 REVENUE & EXPENSES**

**TOTAL PROPOSED YRCAA FY2021 REVENUE \$1,295,066**



**Figure 1**

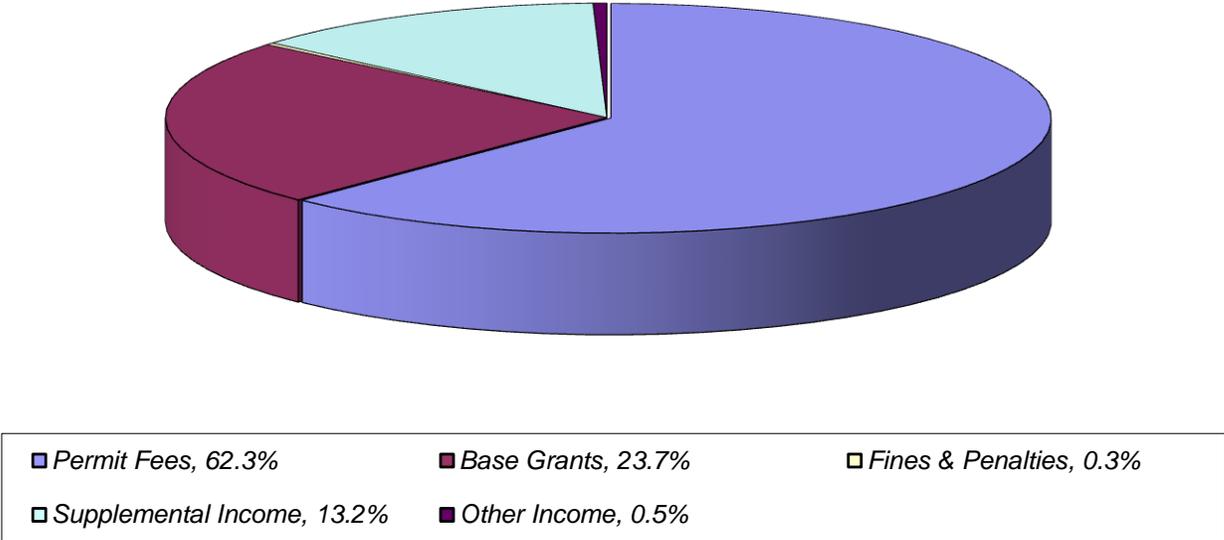
**TOTAL PROPOSED YRCAA FY2021 EXPENSES \$1,081,579**



**Figure 2**

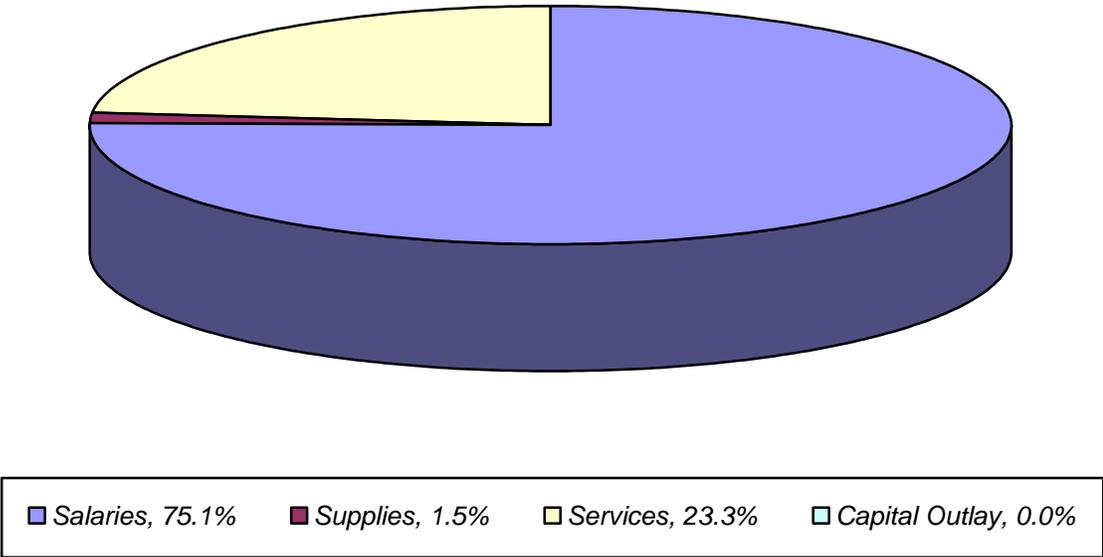
**COMPARATIVE SUMMARY OF YRCAA FY2021 BASE OPERATIONS REVENUE & EXPENSES**

**PROPOSED FY2021 BASE OPERATIONS REVENUE \$772,094**



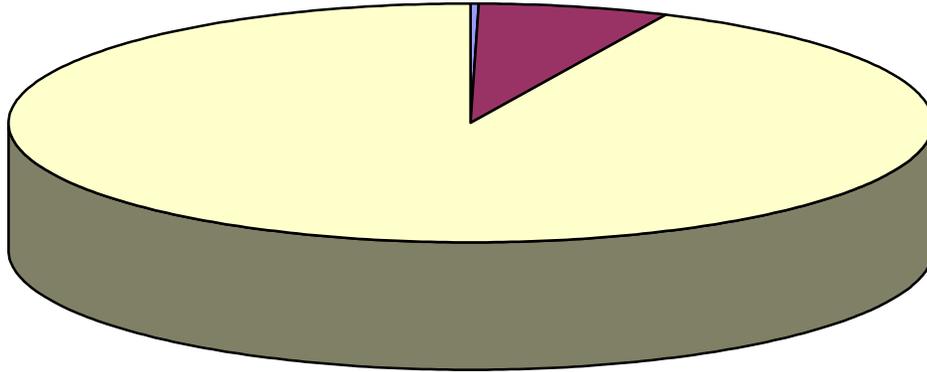
**Figure 3**

**PROPOSED FY2021 BASE OPERATIONS EXPENSES \$756,822**



**Figure 4**

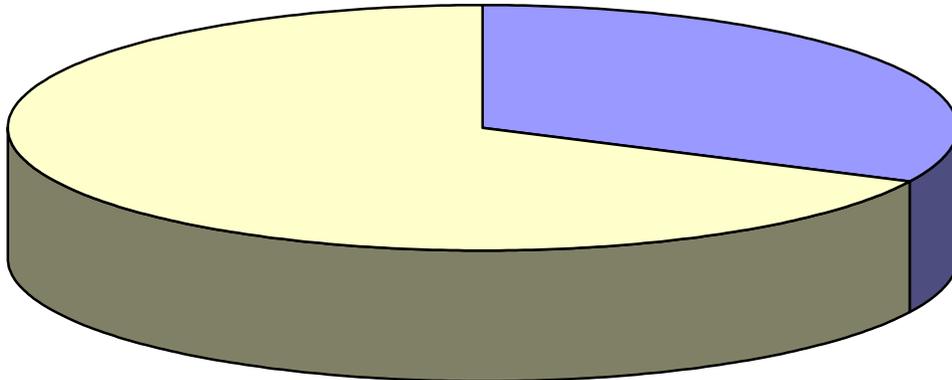
**PROPOSED FY2021 GRANT OPERATIONS REVENUE \$317,972**



■ Wood Stove Education Grant, 1.4% ■ PM 2.5 Monitor Grant, 6.6% ■ Wood Stove Change-out Grant, 91.9%

**Figure 5**

**PROPOSED FY2021 GRANT OPERATIONS EXPENSES \$296,701**



■ Salaries, 32.3% ■ Supplies, 0% ■ Services, 67.6% ■ Capital Outlay, 0%

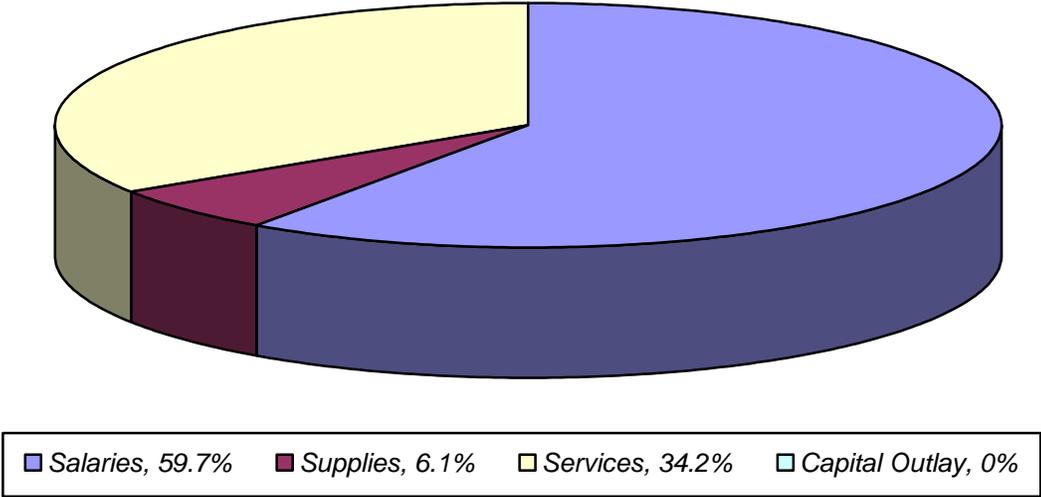
**Figure 6**

**PROPOSED FY2021 ENTERPRISE OPERATIONS REVENUE \$80,000**



**Figure 7**

**PROPOSED FY2021 ENTERPRISE OPERATIONS EXPENSES \$28,056**



**Figure 8**

## FY 2021 Budget - Itemized by Account

### Base Operations Revenue Summary, Itemized by Account

<b><i>Base Operations Accounts – Stationary Source Permit Fees</i></b>		
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<i>Account Number</i>	614-32190001	Minor Source Registration Fees
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<i>Projected FY 2020 Actual</i>	\$158,097
<i>Proposed FY 2021 Budget</i>	\$158,097

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
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<i>Projected FY 2020 Actual</i>	\$18,620
<i>Proposed FY 2021 Budget</i>	\$18,620

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
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<i>Projected FY 2020 Actual</i>	\$30,840
<i>Proposed FY 2021 Budget</i>	\$30,840

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
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<i>Projected FY 2020 Actual</i>	\$106,898
<i>Proposed FY 2021 Budget</i>	\$107,000

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.

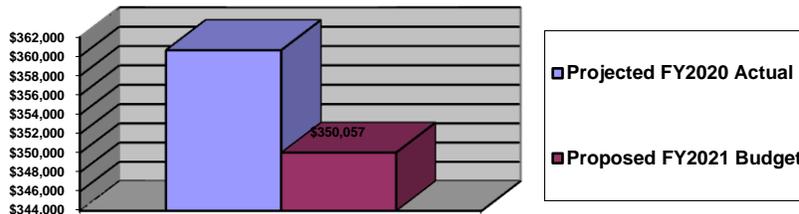
<i>Account Number</i>	614-32190002	New Source Review Fees
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<i>Projected FY 2020 Actual</i>	\$46,213
<i>Proposed FY 2021 Budget</i>	\$35,500

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 2020 Actual</i>	\$360,668
<i>Proposed FY 2021 Budget</i>	\$350,057



***Base Operations Accounts – Burn Permit Fees***

*Account Number*      614-32290005      Residential Burn Permit Fees

<i>Projected FY 2020 Actual</i>	\$63,660
<i>Proposed FY 2021 Budget</i>	\$60,500

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 2020 Actual</i>	\$41,469
<i>Proposed FY 2021 Budget</i>	\$32,500

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

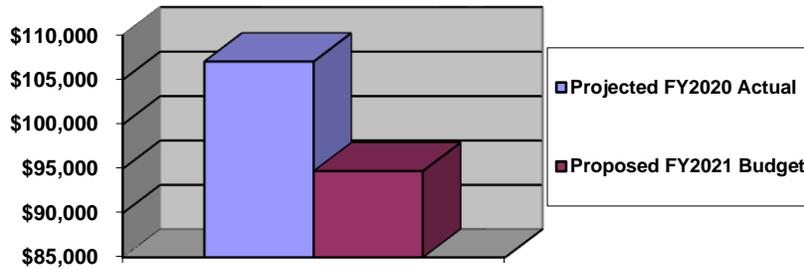
*Account Number*      614-32290011      Conditional Use Burn Permit Fees

<i>Projected FY 2020 Actual</i>	\$1,933
<i>Proposed FY 2021 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 2020 Actual</i>	\$107,062
<i>Proposed FY 2021 Budget</i>	\$94,750



**Base Operations Accounts – Compliance Fees**

*Account Number*      614-32190005      Asbestos Removal Fees

<i>Projected FY 2020 Actual</i>	\$37,415
<i>Proposed FY 2021 Budget</i>	\$31,000

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.

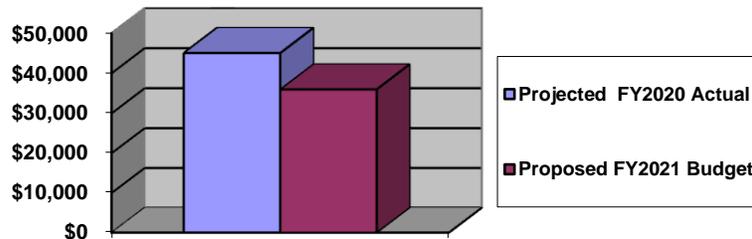
*Account Number*      614-32190009      Construction Dust Control Plan Fees

<i>Projected FY 2020 Actual</i>	\$7,656
<i>Proposed FY 2021 Budget</i>	\$5,000

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

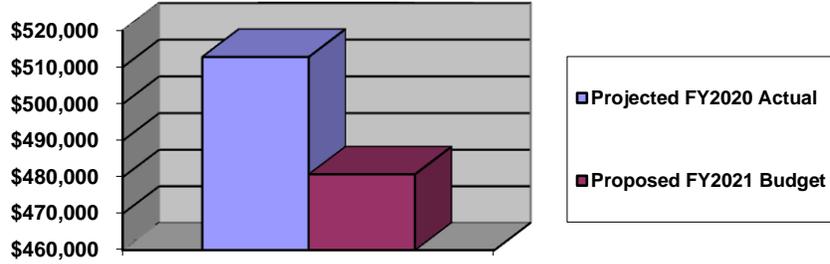
**Subtotal, Compliance Fees**

<i>Projected FY 2020 Actual</i>	\$45,071
<i>Proposed FY 2021 Budget</i>	\$36,000



***Subtotal, All Permit Fee Revenue***

<i>Projected FY 2020 Actual</i>	\$512,801
<i>Proposed FY 2021 Budget</i>	\$480,807



***Base Operations Accounts – Base Grants***

*Account Number*      614-33366001      EPA Core Grant

<i>Projected FY 2020 Actual</i>	\$106,322
<i>Proposed FY 2021 Budget</i>	\$106,322

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 2020 and 2021, with an effective date of July 1, 2019. The grant provides partial funding for the YRCAA’s seven core air quality protection programs.

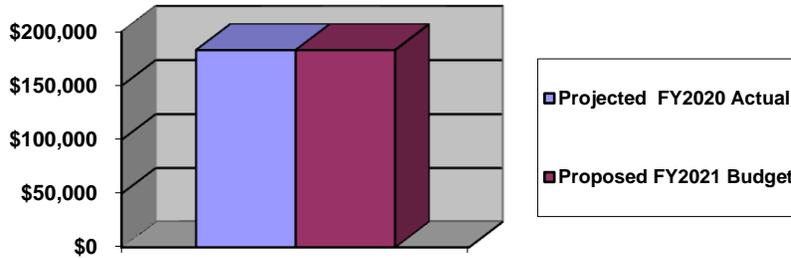
*Account Number*      614-33403101      DOE Core Grant

<i>Projected FY 2020 Actual</i>	\$76,800
<i>Proposed FY 2021 Budget</i>	\$76,800

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

**Subtotal, Base grants**

<i>Projected FY 2020 Actual</i>	\$183,122
<i>Proposed FY 2021 Budget</i>	\$183,122



**Base Operations Accounts - Fines & Penalties**

*Account Number*      614-35990001      Civil Penalties

<i>Projected FY 2020 Actual</i>	\$36,268
<i>Proposed FY 2021 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 2020 Actual</i>	\$101,800
<i>Proposed FY 2021 Budget</i>	\$102,090

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 2021 are shown in Appendix E.

**Base Operations Accounts - Other Income**

*Account Number*      614-36111001      Interest

<i>Projected FY 2020 Actual</i>	\$6,478
<i>Proposed FY 2021 Budget</i>	\$3,500

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

*Account Number*      614-36990013      Miscellaneous Income

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<i>Projected FY 2020 Actual</i>	\$75
<i>Proposed FY 2021 Budget</i>	\$75

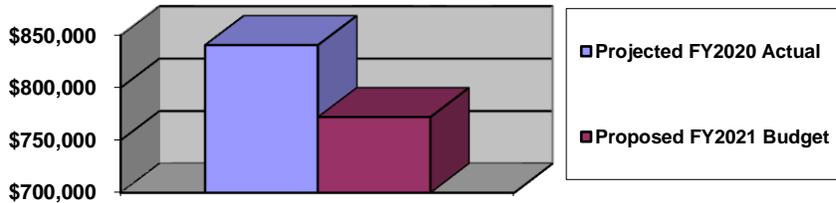
This account includes all other revenue not reflected in other accounts herein and otherwise classified as miscellaneous income.

***Subtotal, Other Income***

<i>Projected FY 2020 Actual</i>	\$6,553
<i>Proposed FY 2021 Budget</i>	\$3,575

***Total, Base Operations Revenue***

<i>Projected FY 2020 Actual</i>	\$840,544
<i>Proposed FY 2021 Budget</i>	\$772,094




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**Grant Operations Revenue Summary, Itemized by Account**

***Grant Operations Accounts***

*Account Number*      614-33403105      DOE Wood Stove Education Grant

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<i>Projected FY 2020 Actual</i>	\$4,588
<i>Proposed FY 2021 Budget</i>	\$4,588

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

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<i>Projected FY 2020 Actual</i>	\$ 21,050
<i>Proposed FY 2021 Budget</i>	\$ 21,050

This account reflects compensation from DOE for the costs of operation and maintenance of two Federal Equivalent Monitors (FEMs) and two Chemical Speciation Monitors measuring particulate matter (PM) equal to or smaller than 2.5 microns (PM<sub>2.5</sub>).

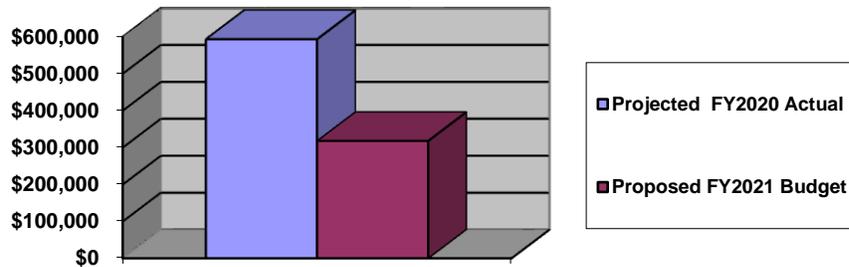
*Account Number*      614-33403107      Wood Stove Change-Out Grant

<i>Projected FY 2020 Actual</i>	\$572,666
<i>Proposed FY 2021 Budget</i>	\$292,334

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 is operated with numerous other contributing partners.

***Total, Grant Operations Revenue***

<i>Projected FY 2020 Actual</i>	\$598,304
<i>Proposed FY 2021 Budget</i>	\$317,972



**Enterprise Operations Revenue Summary, Itemized by Account**

***Enterprise Operations Accounts***

*Account Number*      614-34317001      VE Certification Fees

<i>Projected FY 2020 Actual</i>	\$50,985
<i>Proposed FY 2021 Budget</i>	\$80,000

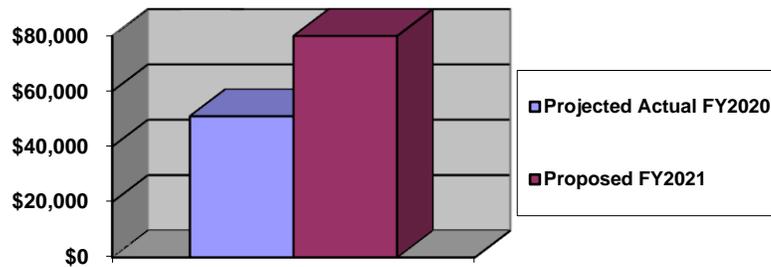
Enterprise Operations revenues include primarily training and registration fees for individuals participating in the YRCAA’s Northwest Opacity Certification (NOC) enterprise. NOC provides training, testing and certification for participants who must be certified to conduct visible emission evaluations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

<i>Projected FY 2020 Actual</i>	\$0
<i>Proposed FY 2021 Budget</i>	\$0

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

**Subtotal, Enterprise Revenue**

<i>Projected FY 2020 Actual</i>	\$50,985
<i>Proposed FY 2021 Budget</i>	\$80,000



**Total Estimated YRCAA Revenue**

	<b>FY 2020</b>	<b>FY 2021</b>
<i>Estimated Base Operations YRCAA Revenue</i>	\$ 840,544	\$ 772,094
<i>Estimated Grants Revenue</i>	\$ 598,304	\$ 317,972
<i>Estimated Enterprise Revenue</i>	\$ 50,985	\$ 80,000
<i>Prior Year Carry Over</i>	\$ 125,000	\$ 125,000
<b>Total Revenue</b>	<b>\$ 1,614,833</b>	<b>\$ 1,295,066</b>

**Base Operations Expenses Summary, Itemized by Account**

**Base Operations – Salaries and Benefits**

Account Number 614-1001

Salaries

<i>Projected FY 2020 Actual</i>	\$421,636
<i>Proposed FY 2021 Budget</i>	\$424,862

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

Account Number 614-2002

Benefits

<i>Projected FY 2020 Actual</i>	\$148,053
<i>Proposed FY 2021 Budget</i>	\$143,785

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 2020 Actual</i>	\$569,689
<i>Proposed FY 2021 Budget</i>	\$568,647

***Base Operations – Supplies***

*Account Number*      614-3101      Office Supplies

<i>Projected FY 2020 Actual</i>	\$8,519
<i>Proposed FY 2021 Budget</i>	\$6,500

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 2020 Actual</i>	\$ 0
<i>Proposed FY 2021 Budget</i>	\$300

*Account Number*      614-3201      Vehicles, Gasoline

<i>Projected FY 2020 Actual</i>	\$1,451
<i>Proposed FY 2021 Budget</i>	\$1,500

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

*Account Number*      614-3501      Small Tools / Equipment

<i>Projected FY 2020 Actual</i>	\$178
<i>Proposed FY 2021 Budget</i>	\$200

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 2020 Actual</i>	\$1,784
<i>Proposed FY 2021 Budget</i>	\$3,000

This account tracks computer hardware purchases/replacements and software user license costs.

***Subtotal, Base Operation Supplies***

<i>Projected FY 2020 Actual</i>	\$11,932
<i>Proposed FY 2021 Budget</i>	\$11,500

***Base Operations – Services***

*Account Number*      614-4101      Professional Services

<i>Projected FY 2020 Actual</i>	\$43,240
<i>Proposed FY 2021 Budget</i>	\$55,000

This account reflects the costs of most professional and specialized services. Specifically, the FY 2021 account includes the following: legal services, technical services, computer network security, hosted email services, and other miscellaneous professional services.

*Account Number*      614-4101      Laboratory Analyses

<i>Projected FY 2020 Actual</i>	\$451
<i>Proposed FY 2021 Budget</i>	\$500

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

*Account Number*      614-4125      Yakima County Services

<i>Projected FY 2020 Actual</i>	\$887
<i>Proposed FY 2021 Budget</i>	\$900

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

*Account Number*      614-4201      Communications, Phones/Internet

<i>Projected FY 2020 Actual</i>	\$12,365
<i>Proposed FY 2021 Budget</i>	\$12,491

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

*Account Number*      614-4202      Postage

<i>Projected FY 2020 Actual</i>	\$2,506
<i>Proposed FY 2021 Budget</i>	\$2,850

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

*Account Number*      614-4301      Travel & Transportation

<i>Projected FY 2020 Actual</i>	\$2,438
<i>Proposed FY 2021 Budget</i>	\$3,200

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 Services

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<i>Projected FY 2020 Actual</i>	\$1,363
<i>Proposed FY 2021 Budget</i>	\$2,000

This account tracks expenses related to Public Education services in support of the mandated Public Education Program.

*Account Number*      614-4401      Publications, Legal Notices

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<i>Projected FY 2020 Actual</i>	\$570
<i>Proposed FY 2021 Budget</i>	\$1,000

This account reflects YRCAA costs of publications legally required for reports and notices. The account includes costs of public notices of Board and Administrative meetings and notice of public hearings to adopt rules and regulations or take other action requiring a public notice.

*Account Number*      614-4501      Rents & Leases, Equipment

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<i>Projected FY 2020 Actual</i>	\$3,202
<i>Proposed FY 2021 Budget</i>	\$3,294

This account reflects the rent and lease of equipment primarily for office use. The FY 2021 account will include rental cost for the postage machine, the copier and other office equipment.

*Account Number*      614-4501      Rents & Leases, Space

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<i>Projected FY 2020 Actual</i>	\$53,578
<i>Proposed FY 2021 Budget</i>	\$53,851

This account includes office and other space lease costs.

*Account Number*      614-4601      Insurance

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<i>Projected FY 2020 Actual</i>	\$14,124
<i>Proposed FY 2021 Budget</i>	\$14,124

This account includes premiums for public liability, property damage including fire, burglary, and vehicle coverage, errors and omissions coverage, and money insurance coverage.

*Account Number*      614-4701      Utilities

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<i>Projected FY 2020 Actual</i>	\$4,158
<i>Proposed FY 2021 Budget</i>	\$4,500

This account tracks expenses for the following utilities: water, sewer, electric and gas.

*Account Number*      614-4801      Maintenance, Motor Vehicles

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<i>Projected FY 2020 Actual</i>	\$2,295
<i>Proposed FY 2021 Budget</i>	\$1,200

This account reflects agency vehicle repair costs. Vehicle repair costs set the foundation for identifying potential cost savings related to vehicle replacement.

*Account Number*      614-4801      Maintenance, Equipment

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<i>Projected FY 2020 Actual</i>	\$1,896
<i>Proposed FY 2021 Budget</i>	\$2,000

This account reflects maintenance activity for equipment not specified in other maintenance accounts, for example, repair of office furnishings, and maintenance of copy machines.

*Account Number*      614-4801      Maintenance, Computers

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<i>Projected FY 2020 Actual</i>	\$375
<i>Proposed FY 2021 Budget</i>	\$750

This account includes general maintenance costs for YRCAA computers and network.

*Account Number*      614-4801      Maintenance, Building

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<i>Projected FY 2020 Actual</i>	\$294
<i>Proposed FY 2021 Budget</i>	\$500

This account reflects costs for general mechanical, electrical, janitorial, garbage pick-up, and general maintenance services.

*Account Number*      614-4901      Memberships

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<i>Projected FY 2020 Actual</i>	\$915
<i>Proposed FY 2021 Budget</i>	\$915

This account tracks YRCAA costs of memberships in societies, associations of officials, trade and other organizations whose membership may meet and discuss issues related to YRCAA business.







*Account Number*      614-3101      Office Supplies

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<i>Projected FY 2020 Actual</i>	\$ 0
<i>Proposed FY 2021 Budget</i>	\$ 0

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

*PM<sub>2.5</sub> Grant Services*

*Account Number*      614-4101      Professional Services

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<i>Projected FY 2020 Actual</i>	\$ 0
<i>Proposed FY 2021 Budget</i>	\$ 0

This account reflects the costs of most professional and specialized services

*Account Number*      614-6401      Capital Outlay, Fixed Assets

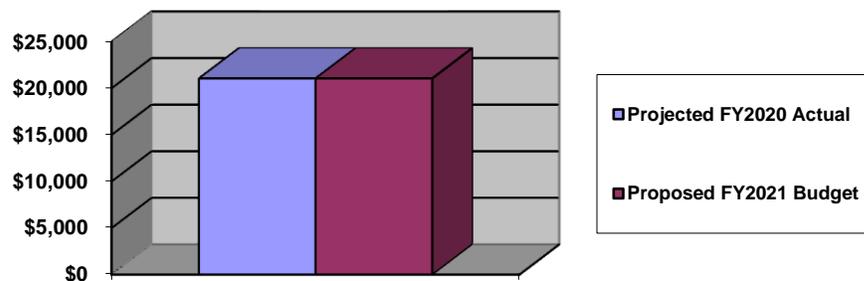
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<i>Projected FY 2020 Actual</i>	\$ 0
<i>Proposed FY 2021 Budget</i>	\$ 0

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

***Subtotal, PM<sub>2.5</sub> Grant Expenditures***

<i>Projected FY 2020 Actual</i>	\$ 21,050
<i>Proposed FY 2021 Budget</i>	\$ 21,050



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***Wood Stove Change-out Grant***

*Wood Stove Change-out Grant Salaries*

*Account Number*      614-1001      Salaries

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<i>Projected FY 2020 Actual</i>	\$76,335
<i>Proposed FY 2021 Budget</i>	\$52,750

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

*Account Number*      614-2002      Benefits

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<i>Projected FY 2020 Actual</i>	\$26,332
<i>Proposed FY 2021 Budget</i>	\$17,583

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 2020 Actual</i>	\$46
<i>Proposed FY 2021 Budget</i>	\$100

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

*Account Number*      614-4101      Professional Services

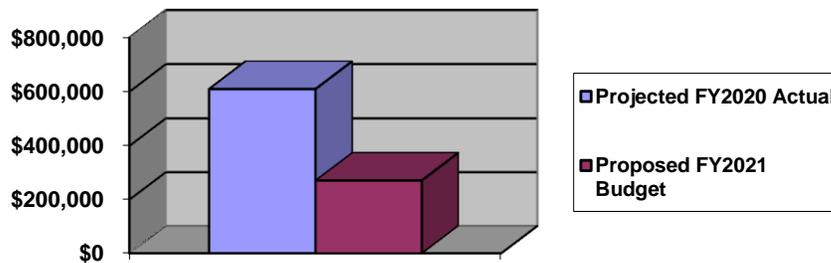
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<i>Projected FY 2020 Actual</i>	\$507,110
<i>Proposed FY 2021 Budget</i>	\$200,630

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.

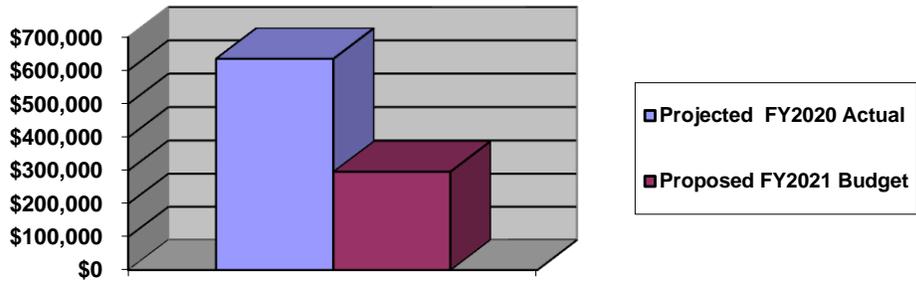
*Subtotal, Wood Stove Change-out Grant Expenditures*

<i>Projected FY 2020 Actual</i>	\$609,823
<i>Proposed FY 2021 Budget</i>	\$271,063



*Total, Grant Operations Expenditures*

<i>Projected FY 2020 Actual</i>	\$635,460
<i>Proposed FY 2021 Budget</i>	\$296,701



## Enterprise Operations Expenses Summary, Itemized by Account

### *Enterprise Operations – Salaries and Benefits*

*Account Number*      141-1001      Salaries

<i>Projected FY 2020 Actual</i>	\$7,639
<i>Proposed FY 2021 Budget</i>	\$12,481

The Salaries account reflects the base wage costs for all employees.

*Account Number*      141-2002      Benefits

<i>Projected FY 2020 Actual</i>	\$2,684
<i>Proposed FY 2021 Budget</i>	\$4,275

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

#### *Subtotal, Salaries, Benefits*

<i>Projected FY 2020 Actual</i>	\$10,323
<i>Proposed FY 2021 Budget</i>	\$16,756

### *Enterprise Operations - Supplies*

*Account Number*      141-3101      Office Supplies

<i>Projected FY 2020 Actual</i>	\$56
<i>Proposed FY 2021 Budget</i>	\$500

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

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<i>Projected FY 2020 Actual</i>	\$445
<i>Proposed FY 2021 Budget</i>	\$1,000

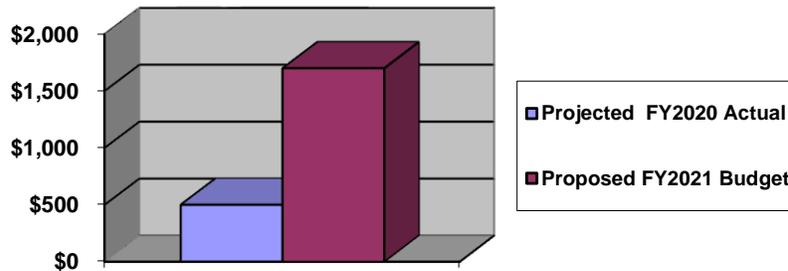
*Account Number*      141-3501      Small Tools / Equipment

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<i>Projected FY 2020 Actual</i>	\$0
<i>Proposed FY 2021 Budget</i>	\$200

***Subtotal, Supplies***

<i>Projected FY 2020 Actual</i>	\$501
<i>Proposed FY 2021 Budget</i>	\$1,700



***Enterprise Operations - Services***

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*Account Number*      141-4101      Professional Services

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<i>Projected FY 2020 Actual</i>	\$215
<i>Proposed FY 2021 Budget</i>	\$250

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

*Account Number*      141-4202      Postage

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<i>Projected FY 2020 Actual</i>	\$ 115
<i>Proposed FY 2021 Budget</i>	\$ 200

*Account Number*      141-4301      Travel & Transportation

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<i>Projected FY 2020 Actual</i>	\$3,842
<i>Proposed FY 2021 Budget</i>	\$5,150

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.

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**Enterprise Operations - Fixed Assets**

*Account Number* 141-4500

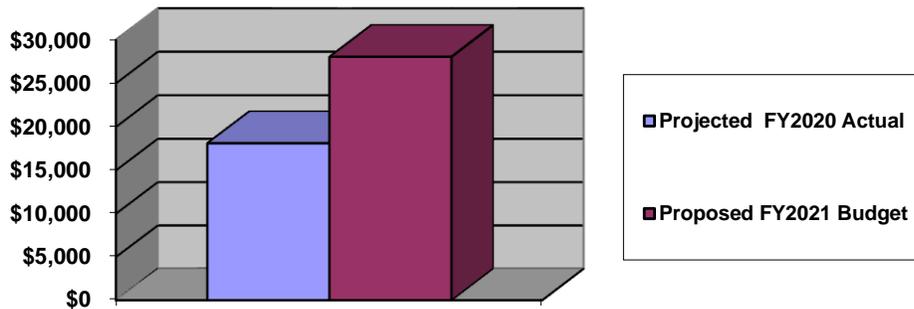
Capital Outlay, Fixed Assets

<i>Projected FY 2020 Actual</i>	\$ 0
<i>Proposed FY 2021 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 2020 Actual</i>	\$18,122
<i>Proposed FY 2021 Budget</i>	\$28,056



**Total Estimated YRCAA Expenses**

	FY 2020	FY 2021
<i>Estimated Base Operations Expenses</i>	\$ 740,728	\$ 756,822
<i>Estimated Grants Expenses</i>	\$ 635,460	\$ 296,701
<i>Estimated Enterprise Expenses</i>	\$ 18,122	\$ 28,056
<i>Total Expenses</i>	<b>\$ 1,394,310</b>	<b>\$ 1,081,579</b>

***RESOLUTIONS FOR  
IMPLEMENTING THE BUDGET***

Resolution No. 2020-03, Approving FY 2021 Employee Salaries and Employer Contributions to Employee Health Insurance

Resolution No. 2020-04, Approving CY2021 Supplemental Income Assessments

Resolution No. 2020-05, Adopting the FY 2021 Budget

**RESOLUTION NO. 2020-03**  
**BEFORE THE GOVERNING BOARD OF THE**  
**YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)**

Approving FY 2021 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, 2020 and ending June 30, 2021.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby adopts the employee salaries as published in the FY 2021 Budget Appendix A, “FY 2021 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 2021 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 2021.

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 11<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Jose A. Trevino, Director

\_\_\_\_\_  
Steven Jones, Director

\_\_\_\_\_  
Brad Hill, Director

\_\_\_\_\_  
Vicki Baker, Director

\_\_\_\_\_  
Christa Owen, Clerk of the Board

**RESOLUTION NO. 2020-04**  
**BEFORE THE GOVERNING BOARD OF THE**  
**YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)**

Approving Calendar Year 2020 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, 2019, 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 2021 Supplemental Income Assessments” for Calendar Year 2021; 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 2021 Budget, Appendix D, “YRCAA 2021 Supplemental Income Assessments,” for Calendar Year 2021.

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 11<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Jose A. Trevino, Director

\_\_\_\_\_  
Steven Jones, Director

\_\_\_\_\_  
Brad Hill, Director

\_\_\_\_\_  
Vicki Baker, Director

\_\_\_\_\_  
Christa Owen, Clerk of the Board

**RESOLUTION NO. 2020-05**  
**BEFORE THE GOVERNING BOARD OF THE**  
**YAKIMA REGIONAL CLEAN AIR AGENCY (YRCAA)**

Adopting the YRCAA Fiscal Year (FY) 2021 Budget.....)

WHEREAS, the YRCAA Governing Board of Directors (Board) held a public meeting on May 14<sup>th</sup>, 2020 for the purpose of reviewing the Draft FY 2021 Budget and has provided the public with the 30-day opportunity to comment from May 1<sup>st</sup>, 2020 through May 31<sup>st</sup>, 2020; and

WHEREAS, the Board held a Public Hearing on this, the 11<sup>th</sup> day of June, 2020 to consider adopting the Proposed FY 2021 Budget;

NOW THEREFORE BE IT RESOLVED, the Board has reviewed and hereby adopts the Proposed FY 2021 Budget in the amount of \$1,295,066; and

BE IT FURTHER RESOLVED, the YRCAA Executive Director shall implement said budget according to the FY 2021 Budget Work Plan and Appendix E, "FY 2021 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 11<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Jon DeVaney, Chair

\_\_\_\_\_  
Jose A. Trevino, Director

\_\_\_\_\_  
Steven Jones, Director

\_\_\_\_\_  
Brad Hill, Director

\_\_\_\_\_  
Vicki Baker, Director

\_\_\_\_\_  
Christa Owen, Clerk of the Board

## **Appendices**

- Appendix A: FY 2021 YRCAA Employee Salary Costs
- Appendix B: FY 2021 Employer Contribution to Health Insurance
- Appendix C: YRCAA CY 2020 Fee Schedule
- Appendix D: FY 2021 YRCAA Resource Allocation Summary
- Appendix E: YRCAA CY 2021 Supplemental Income Assessments

## Appendix A

### FY 2021 YRCAA Employee Salary Costs

<b>Name / Class</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
Keith Hurley / Director	\$ 87,864	\$ 28,085	\$ 115,949
Carl Brookshire / AQS II	\$ 34,128	\$ 7,107	\$ 41,235
Vacant / AS I	\$ 33,280	\$ 15,153	\$ 46,168
Pamela Herman / AS I	\$ 37,093	\$ 7,741	\$ 48,433
Wade Porter / ES I	\$ 42,373	\$ 15,804	\$ 58,177
Christa Owen / AS III	\$ 51,049	\$ 17,075	\$ 68,124
Kelsey Sanford / AQS I	\$ 36,888	\$ 19,013	\$ 55,901
Dustin Harrington / AQS II	\$ 47,719	\$ 19,360	\$ 67,079
Hasan Tahat / DS III	\$ 83,553	\$ 25,116	\$ 108,669
Mark Edler / AQS II-DS1	\$ 54,815	\$ 18,308	\$ 73,123
<b>Totals</b>	<b>\$ 508,762</b>	<b>\$ 172,612</b>	<b>\$ 681,374</b>

## Appendix B

### FY 2021 Employer Monthly Contribution to Health Insurance

Employee Only	\$ 880.00
Employee and Children	\$ 970.00
Employee and Spouse	\$ 1,050.00
Full Family	\$ 1,175.00
Executive Director	Entire Cost (Currently \$1,295.21)
Waived Coverage*	Entire Cost (Currently \$154.36)

\*Employer pays only for Dental and Basic Life.

## Appendix C

### YAKIMA REGIONAL CLEAN AIR AGENCY CY2020 FEE SCHEDULE

Permit Type	Permit Fee	Fee Basis
<b>Registration</b>		
Minor Source	\$ 453	Annual
Complex Minor Source	\$ 1,285	Annual
Synthetic Minor Source	\$ 2,660	Annual
<b>Air Operating Permit</b>	Varies	Basic Fee + actual annual cost
<b>New Source Review</b>	\$ 400 +	Application Fee + actual cost
Temporary Source Relocation	\$ 125	One-time Inspection Fee
<b>Regulatory Order</b>	\$ 400 +	Application + actual cost
<b>General Permit</b>	\$ 400 +	Application + actual cost
<b>SEPA</b>	\$ 400 +	Application + actual cost
<b>Dust Control</b>		
Project & Master Plans	\$ 327	One-time Fee
Site Notification	\$ 155	One-time Fee Each Site
<b>Burn Permits</b>		
Residential	\$ 48	Annual from March 15 <sup>th</sup> to October 15 <sup>th</sup>
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**

Asbestos Removal Notification	\$ 867
	\$ 425
	\$ 164
	\$ 86
	\$ 44
	\$ 77
	\$ 167
	\$ 338
	\$ 87
	\$ 39

**Amount of Asbestos**

Over 10K LF or over 50K SF
1001-10K LF or 5001-50K SF
261 - 1K LF or 161 - 5K SF
11-260 LF or 49-160 SF
Demolition only 0-10 LF or 0-48 SF
Any Amount by Owner Occupant
Any Amount Commercial Flat Built-Up Roofs
Annual Notice (Up to 260 LF or 160 SF)
Emergency Notice
Revision to Existing Notice

**FEE SCHEDULE FOR OBTAINING PUBLIC RECORDS**

<b><u>SERVICE/DELIVERY METHOD</u></b>	<b><u>UNIT</u></b>	<b><u>COST</u></b>
Paper Copy – Black and White or Color	Per Page	\$ .15
Scans (A per-page charge for converting a record from a paper copy to an electric format)	Per Page	\$ .10
Records uploaded to email or cloud based storage device or other means of electronic delivery	Per four (4) files/attachments	\$ .05 per four (4) electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically	Per Gigabyte	\$ .10
Postage or Delivery Charges		Actual Cost
Mailing Materials	Any Container or Envelope used to mail	Actual Cost
Flash Drives and other Portable Digital Storage Devices*	Per Device	Actual Cost
Customized Service Charge	When customized access services are not normally used by the agency for other business purposes.	Actual Cost

\*Customers are able to request records be delivered on a flash, thumb, USB, or other portable storage device.

NOTE: The Agency does not charge for inspecting public records. For large requests, the Agency may;

- Require a deposit of up to 10 percent of the estimated cost before making copies
- Provide copies in installments
- Require payment before providing further installments

## Appendix D

### FY 2021 YRCAA Resource Allocation

#### *Salaries by Work Program*

Staff	*Rate	Compl Permit	Compl Non-per	Permit	Pub Ed	Planning	Small Bus Asst	Admin	Title V	Enterprise	Monitor	WS	Leave	Hr Total	\$ Total
Hurley	\$ 55.74	200	311	140	39	187	20	311	297			210	365	2080	\$ 115,941
Tahat	\$ 52.24	95		716		75			834				360	2080	\$ 108,660
	\$ -														
Porter	\$ 27.97	425	140	550		410		50	405				100	2080	\$ 58,183
Sanford	\$ 26.88	600	743								673		64	2080	\$ 55,908
Brookshire	\$ 19.82	200	265	230	198		80	350	196	225			336	2080	\$ 41,223
Herman	\$ 21.48	265	329	200	229	148	55	458	300				96	2080	\$ 44,688
Owen	\$ 32.75			180	140		155	412	244	118	12	458	361	2080	\$ 68,129
Vacant	\$ 23.29	297	284	150	299	130	267	335				222	96	2080	\$ 48,435
Harrington	\$ 32.25	797	616			48		62	327		80		150	2080	\$ 67,075
Edler	\$ 35.16				150		128	54		240		1224	284	2080	\$ 73,125
	<b>Hr Totals</b>	<b>2,879</b>	<b>2,688</b>	<b>2,166</b>	<b>1,055</b>	<b>998</b>	<b>705</b>	<b>2,032</b>	<b>2,603</b>	<b>583</b>	<b>765</b>	<b>2,114</b>	<b>2,212</b>	<b>20800</b>	<b>\$ 681,375</b>
	<b>Cost</b>	<b>\$ 86,408</b>	<b>\$ 80,022</b>	<b>\$ 78,840</b>	<b>\$ 27,840</b>	<b>\$ 33,572</b>	<b>\$ 19,677</b>	<b>\$ 60,702</b>	<b>\$ 100,316</b>	<b>\$ 16,756</b>	<b>\$ 21,050</b>	<b>\$ 74,921</b>	<b>\$ 81,272</b>		<b>\$ 681,375</b>
	<b>Revenue Available</b>	<b>\$ 86,408</b>	<b>\$ 80,022</b>	<b>\$ 78,840</b>	<b>\$ 27,840</b>	<b>\$ 33,572</b>	<b>\$ 19,677</b>	<b>\$ 60,702</b>	<b>\$ 100,316</b>	<b>\$ 16,756</b>	<b>\$ 21,050</b>	<b>\$ 74,921</b>	<b>\$ 81,272</b>		<b>\$ 681,375</b>
	<b>% of Available</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>		<b>100.0%</b>							

\*Rate = hourly wage + benefits average for the year

		<b>Estimated Revenue</b>	<b>Available For Salary</b>	<b>Allocation Planning Formula</b>
<b>Revenue Source</b>				
Title V Fees	14.7%	\$ 107,000	\$ 100,316	100% Title V after Audit & DOE Oversight Fees
Permit Fees (except T-V)	31.3%	\$ 373,807	\$ 213,070	50% Compl Per; 50% Permit
Base Grants	15.1%	\$ 183,122	\$ 102,548	33% Compl Non-per; 33% Pub Ed; 10% Planning; 10% Bus Asst; 10% Admin; 4% Monitor
Penalty	0.0%	\$ 2,500		
Supplemental Income	9.0%	\$ 102,090	\$ 61,640	10% Planning; 40% Admin; 35% Compl Non-per; 15% Pub Ed
Enterprise	2.5%	\$ 80,000	\$ 16,756	100% Enterprise
<b>Grants:</b>				
PM2.5	3.1%	\$ 21,050	\$ 21,050	100% Monitor
WSE	0.7%	\$ 4,588	\$ 4,588	100% WS
WSCO	10.3%	\$ 292,334	\$ 70,333	100% WS
<b>Interest &amp; Misc. Income</b>	0.5%	\$ 3,575	\$ 3,575	15% Admin; 85% Compl Non-per
<b>Fund Balance</b>	12.8%	\$ 125,000	\$ 87,500	47% Compl Non-per; 5% Pub Ed; 15% Planning; 33% Admin
		100.0%	<b>\$ 1,295,066</b>	<b>\$ 681,375</b>

**FY 2021 YRCAA Resource Allocation**  
*All Costs by Division and Operation*

<b>Salaries by Operation</b>										
<b>Operation</b>	<b>Base Operations</b>			<b>Grant Operations</b>			<b>Enterprise Operations</b>			
<b>Division</b>	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	
<b>Costs</b>	\$ 204,713	\$ 170,594	\$ 193,340	\$ 74,921	\$ -	\$ 21,050	\$ 16,756	\$ -	\$ -	<b>Total</b>
		<b>Subtotal</b>	<b>\$568,647</b>		<b>Subtotal</b>	<b>\$ 95,971</b>		<b>Subtotal</b>	<b>\$ 16,756</b>	<b>\$ 681,374</b>
			8.36 FTE			1.41 FTE			0.25 FTE	
<b>Supplies, Services and Capital Outlay By Operation</b>										
<b>Operation</b>	<b>Base Operations</b>			<b>Grant Operations</b>			<b>Enterprise Operations</b>			
<b>Division</b>	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	<b>Totals</b>
Supplies	\$ 4,140	\$ 3,450	\$ 3,910	\$ 100	\$ -	\$ -	\$ 1,700	\$ -	\$ -	\$ 13,300
Services	\$ 63,603	\$ 53,003	\$ 60,070	\$ 200,630	\$ -	\$ -	\$ 9,600	\$ -	\$ -	\$ 386,905
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotals</b>	<b>\$ 67,743</b>	<b>\$ 56,453</b>	<b>\$ 63,980</b>	<b>\$ 200,730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,205</b>
		<b>T Supplies</b>	<b>\$ 11,500</b>		<b>T.Supplies</b>	<b>\$ 100</b>		<b>T.Supplies</b>	<b>\$ 1,700</b>	
		<b>T.Services</b>	<b>\$176,675</b>		<b>T.Services</b>	<b>\$200,630</b>		<b>T.Services</b>	<b>\$ 9,600</b>	
		<b>Capital</b>	<b>\$ -</b>		<b>Capital</b>	<b>\$ -</b>		<b>Capital</b>	<b>\$ -</b>	
<b>All Costs By Division</b>										
<b>Category</b>	<b>Salaries</b>		<b>Supplies</b>		<b>Services</b>		<b>Capital</b>		<b>Totals</b>	
Administrative	\$	296,390	\$	5,940	\$	273,833	\$	-	\$	576,163
Engineering	\$	170,594	\$	3,450	\$	53,003	\$	-	\$	227,047
Compliance	\$	214,390	\$	3,910	\$	60,070	\$	-	\$	278,369
<b>Subtotals</b>	<b>\$</b>	<b>681,374</b>	<b>\$</b>	<b>13,300</b>	<b>\$</b>	<b>386,905</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,081,579</b>

## Appendix E

### YRCAA FY 2021 Supplemental Income Assessments

<b>City / Town:</b>	<b>Population</b>	<b>Assessment</b>	<b>% of Total</b>
Grandview	11,200	\$ 4,480	4.38%
Granger	4,075	\$ 1,630	1.59%
Harrah	675	\$ 270	0.26%
Mabton	2,320	\$ 928	0.91%
Moxee	4,135	\$ 1,654	1.62%
Naches	990	\$ 396	0.39%
Selah	7,965	\$ 3,186	3.11%
Sunnyside	17,070	\$ 6,828	6.67%
Tieton	1,305	\$ 522	0.51%
Toppenish	9,105	\$ 3,642	3.56%
Union Gap	6,275	\$ 2,510	2.45%
Wapato	5,055	\$ 2,022	1.97%
Yakima, City	94,440	\$ 37,776	36.90%
Zillah	3,185	\$ 1,274	1.24%
Unincorporated Yakima County	88,155	\$ 35,262	34.44%
<b>TOTAL COUNTY:</b>	<b>255,950</b>	<b>\$ 102,380</b>	<b>100%</b>

**(Per Capita Rate: \$ 0.40)**

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