

Yakima Regional Clean Air Agency

**Budget
Fiscal Year 2023-24**



FINAL BUDGET

June 8, 2023

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YRCAA Proposed FY 2023-24 Budget

The Yakima Regional Clean Air Agency (YRCAA) is required to have an annual budget that “contain[s] adequate funding and provide[s] for staff sufficient to carry out the provisions of all applicable ordinances, resolutions, and local regulations related to the reduction, prevention, and control of air pollution” pursuant to RCW 70A.15.1590. The following budget meets these requirements, aligns all expenditures with their appropriate revenue sources, and contains an itemized accounting of both with respect to the Agency’s base, grant, and enterprise operations.

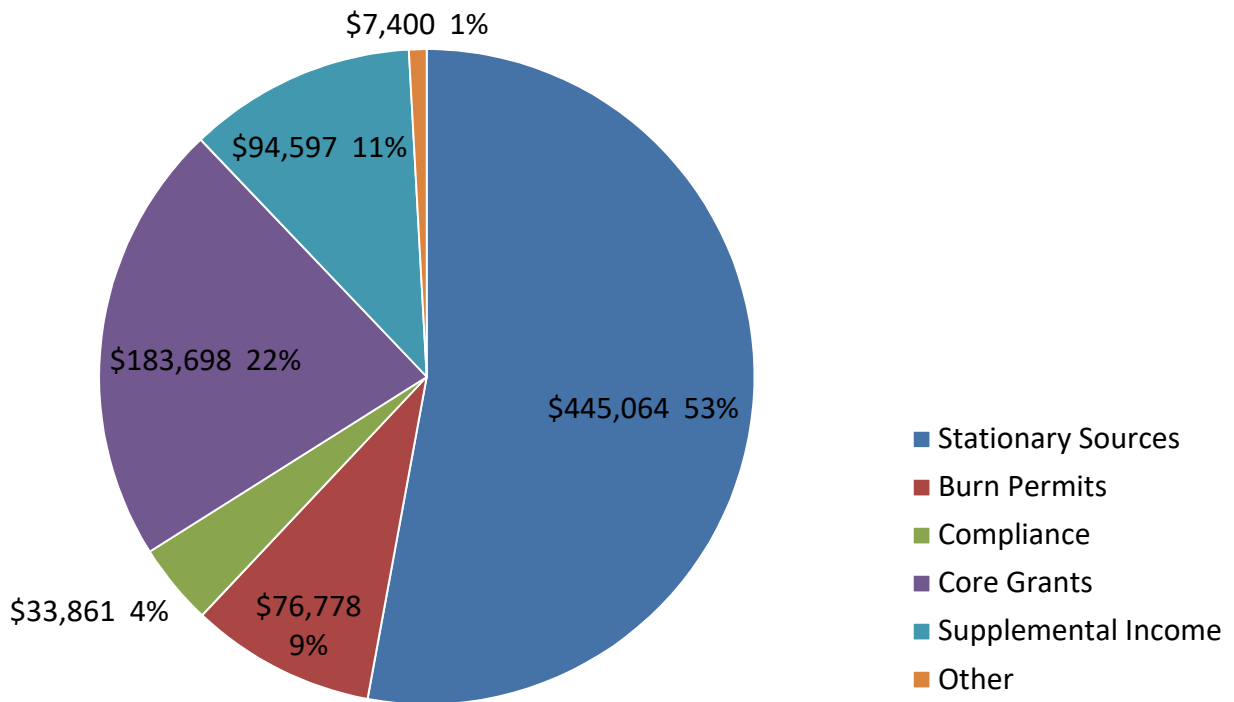
YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
REVENUE – Base Operations			
Stationary Sources			
32199001 Minor Sources	\$ 163,880	\$ 231,742	\$ 251,097
32199002 New Source Review	\$ 38,000	\$ 29,765	\$ 39,848
32199004 Complex Minor Sources	\$ 32,808	\$ 47,997	\$ 44,926
32199005 Synthetic Minor Sources	\$ 22,576	\$ 32,814	\$ 37,193
32290001 Title V Sources	<u>\$ 92,000</u>	<u>\$ 71,093</u>	<u>\$ 72,000</u>
<i>Subtotal – Stationary Sources</i>	<i>\$ 349,264</i>	<i>\$ 413,411</i>	<i>\$ 445,064</i>
Burn Permits			
32290005 Residential Burn Permits	\$ 55,000	\$ 63,639	\$ 53,500
32290007 Agricultural Burn Permits	\$ 25,000	\$ 17,273	\$ 21,128
32290011 Conditional Use Burn Permits	<u>\$ 1,936</u>	<u>\$ 1,326</u>	<u>\$ 2,150</u>
<i>Subtotal – Burn Permits</i>	<i>\$ 81,936</i>	<i>\$ 82,238</i>	<i>\$ 76,778</i>
Compliance			
32199003 Asbestos Removal Fees	\$ 25,000	\$ 31,399	\$ 26,229
32199007 Construction Dust Control Fees	<u>\$ 5,800</u>	<u>\$ 7,053</u>	<u>\$ 7,632</u>
<i>Subtotal – Compliance</i>	<i>\$ 30,800</i>	<i>\$ 38,452</i>	<i>\$ 33,861</i>
Core Grants (CAA Section 105)			
33366001 EPA Core	\$ 106,545	\$ 106,545	\$ 106,545
33403101 Ecology Local Partner Core	<u>\$ 76,800</u>	<u>\$ 77,153</u>	<u>\$ 77,153</u>
<i>Subtotal – Base Grants</i>	<i>\$ 183,345</i>	<i>\$ 183,698</i>	<i>\$ 183,698</i>
Fines and Penalties			
35990001 Fines and Penalties	<u>\$ 2,500</u>	<u>\$ 27,669</u>	<u>\$ 0</u>
<i>Subtotal – Fines and Penalties</i>	<i>\$ 2,500</i>	<i>\$ 27,669</i>	<i>\$ 0</i>
Supplemental Income			
36850003 Supplemental Income	<u>\$ 102,830</u>	<u>\$ 95,421</u>	<u>\$ 94,597</u>
<i>Subtotal – Supplemental Income</i>	<i>\$ 102,830</i>	<i>\$ 95,421</i>	<i>\$ 94,597</i>
Other Income			
36111001 Interest	\$ 3,500	\$ 6,655	\$ 7,000
36991011 Miscellaneous	<u>\$ 100</u>	<u>\$ 398</u>	<u>\$ 400</u>
<i>Subtotal – Other Income</i>	<i>\$ 3,600</i>	<i>\$ 7,053</i>	<i>\$ 7,400</i>
<i>Subtotal – Base Operations</i>	<i>\$ 754,275</i>	<i>\$ 847,942</i>	<i>\$ 841,398</i>
REVENUE – Grant Operations			
Wood Smoke Education			
33403105 Wood Smoke Education	<u>\$ 4,906</u>	<u>\$ 4,287</u>	<u>\$ 4,906</u>
<i>Subtotal – Wood Smoke Education</i>	<i>\$ 4,906</i>	<i>\$ 4,287</i>	<i>\$ 4,906</i>
Wood Smoke Reduction			
33403107 Wood Smoke Reduction	<u>\$ 579,000</u>	<u>\$ 1,001,944</u>	<u>\$ 687,500</u>
<i>Subtotal – Wood Smoke Reduction</i>	<i>\$ 579,000</i>	<i>\$ 1,001,944</i>	<i>\$ 687,500</i>

YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
Particulate Matter (CAA Section 103)			
33403108 Ecology Local Partner PM 2.5	\$ 21,050	\$ 21,050	\$ 21,050
<i>Subtotal – Particulate Matter</i>	<u>\$ 21,050</u>	<u>\$ 21,050</u>	<u>\$ 21,050</u>
<i>Subtotal – Grant Operations</i>	\$ 604,956	\$ 1,027,281	\$ 713,456
REVENUE – Enterprise Operations			
Visible Emission Certification			
34517001 Visible Emission Certification	\$ 60,000	\$ 75,830	\$ 75,000
<i>Subtotal – Visible Emission Certification</i>	<u>\$ 60,000</u>	<u>\$ 75,830</u>	<u>\$ 75,000</u>
<i>Subtotal – Enterprise Operations</i>	\$ 60,000	\$ 75,830	\$ 75,000
Total Revenue	\$ 1,419,231	\$ 1,951,053	\$ 1,629,854
EXPENSES – Base Operations			
Wages and Benefits			
553701001 Wages and Salaries	\$ 411,552	\$ 403,628	\$ 462,031
553702001 Benefits	\$ 144,599	\$ 121,646	\$ 182,880
553703001 Overtime	\$ 0	\$ 0	\$ 2,000
<i>Subtotal – Wages and Benefits</i>	<u>\$ 556,151</u>	<u>\$ 525,274</u>	<u>\$ 646,911</u>
Supplies			
533703101 Office Supplies	\$ 6,000	\$ 6,322	\$ 7,000
533703102 Safety Equipment	\$ 200	\$ 0	\$ 1,000
533703201 Vehicles	\$ 6,000	\$ 2,054	\$ 5,500
533703501 Small Tools and Equipment	\$ 1,000	\$ 0	\$ 4,500
533703502 Technology Systems	\$ 3,000	\$ 4,143	\$ 5,000
533703503 Office Furnishings	\$ 0	\$ 0	\$ 750
<i>Subtotal – Supplies</i>	<u>\$ 16,200</u>	<u>\$ 12,519</u>	<u>\$ 23,750</u>
Services			
553704101 Professional Services	\$ 80,000	\$ 54,903	\$ 46,000
553704102 Laboratory Analyses	\$ 200	\$ 0	\$ 500
553704192 Yakima County Services	\$ 1,000	\$ 0	\$ 0
553704201 Communications and Technology	\$ 7,000	\$ 5,772	\$ 9,800
553704202 Postage and Freight	\$ 1,800	\$ 1,488	\$ 1,800
553704301 Travel and Related	\$ 5,000	\$ 1,403	\$ 5,000
553704401 Public Notices and Education	\$ 8,000	\$ 3,834	\$ 7,000
553704501 Rents and Leases	\$ 63,750	\$ 61,045	\$ 62,000
553704601 Insurance	\$ 16,000	\$ 16,768	\$ 18,000
553704701 Utilities	\$ 4,500	\$ 5,718	\$ 6,000
553704801 Maintenance – Vehicles/Equipment	\$ 10,400	\$ 2,370	\$ 2,000
553704802 Maintenance – Building	\$ 4,500	\$ 4,440	\$ 4,700
553704901 Miscellaneous	\$ 15,200	\$ 12,057	\$ 17,200
553704902 Ecology Oversight and Admin. Fee	\$ 3,600	\$ 3,590	\$ 2,700
<i>Subtotal – Services</i>	<u>\$ 220,950</u>	<u>\$ 173,388</u>	<u>\$ 182,700</u>
Capital Projects/Fixed Assets			
594536401 Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
<i>Subtotal – Base Operations</i>	<u>\$ 793,301</u>	<u>\$ 711,181</u>	<u>\$ 853,361</u>
EXPENSES – Grant Operations			
Wood Smoke Education			
Wages and Benefits			
553701002 Wages and Salaries	\$ 3,500	\$ 1,949	\$ 3,186
553702002 Benefits	\$ 910	\$ 829	\$ 1,120
553703002 Overtime	\$ 0	\$ 0	\$ 0
<i>Subtotal – Wages and Benefits</i>	<u>\$ 4,410</u>	<u>\$ 2,778</u>	<u>\$ 4,306</u>
Supplies			

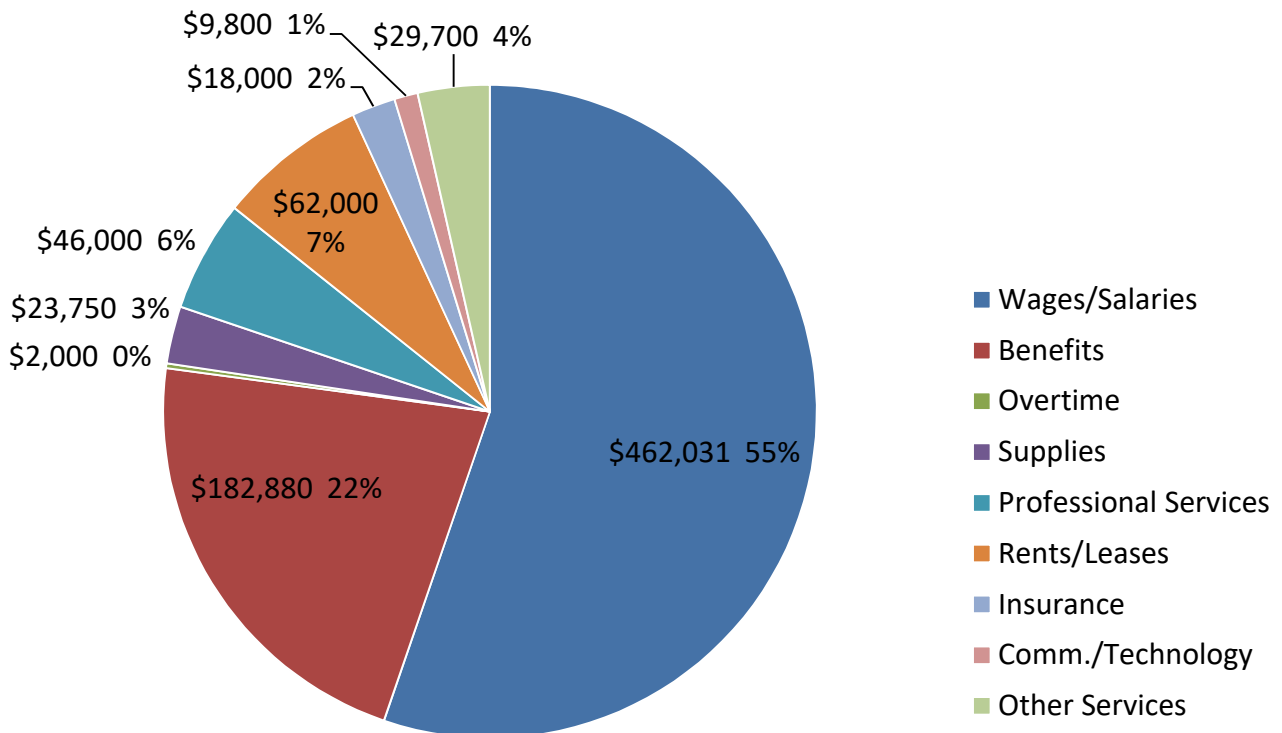
YRCAA Comparative Budget FY 2023-24		Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
553703103	Office Supplies	\$ 346	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 346</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704139	Professional Services	\$ 150	\$ 560	\$ 600
553704203	Postage	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	<i>\$ 150</i>	<i>\$ 560</i>	<i>\$ 600</i>
	<i>Subtotal – Wood Smoke Education</i>	<i>\$ 4,906</i>	<i>\$ 3,338</i>	<i>\$ 4,906</i>
Particulate Matter				
Wages and Benefits				
553701003	Wages and Salaries	\$ 15,577	\$ 15,133	\$ 15,577
553702003	Benefits	\$ 5,473	\$ 5,917	\$ 5,473
553703003	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>
Supplies				
553703104	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704104	Professional Services	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Services</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
	<i>Subtotal – PM 2.5</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>	<i>\$ 21,050</i>
Wood Smoke Reduction				
Wages and Benefits				
553701004	Wages and Salaries	\$ 103,600	\$ 114,862	\$ 127,188
553702004	Benefits	\$ 36,400	\$ 39,100	\$ 44,688
553703004	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 140,000</i>	<i>\$ 153,962</i>	<i>\$ 171,876</i>
Supplies				
553703105	Office Supplies	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Supplies</i>	<i>\$ 0</i>	<i>\$ 0</i>	<i>\$ 0</i>
Services				
553704105	Professional Services	\$ 379,000	\$ 417,596	\$ 515,625
	<i>Subtotal – Services</i>	<i>\$ 379,000</i>	<i>\$ 417,596</i>	<i>\$ 515,625</i>
	<i>Subtotal – Wood Smoke Reduction</i>	<i>\$ 519,000</i>	<i>\$ 571,558</i>	<i>\$ 687,501</i>
	<i>Subtotal – Grant Operations</i>	<i>\$ 544,956</i>	<i>\$ 595,946</i>	<i>\$ 713,457</i>
EXPENSES – Enterprise Operations				
Visible Emission Certification				
Wages and Benefits				
553701005	Wages and Salaries	\$ 13,320	\$ 10,026	\$ 13,320
553702005	Benefits	\$ 4,680	\$ 3,103	\$ 4,680
553703005	Overtime	\$ 0	\$ 0	\$ 0
	<i>Subtotal – Wages and Benefits</i>	<i>\$ 18,000</i>	<i>\$ 13,129</i>	<i>\$ 18,000</i>
Supplies				
553703106	Office Supplies	\$ 100	\$ 50	\$ 100
553703206	Vehicles	\$ 1,000	\$ 1,201	\$ 1,200
553703506	Small Tools and Equipment	\$ 50	\$ 50	\$ 50
	<i>Subtotal – Supplies</i>	<i>\$ 1,150</i>	<i>\$ 1,301</i>	<i>\$ 1,350</i>
Services				

YRCAA Comparative Budget FY 2023-24	Adopted Budget FY 2022-23	Projected Actual FY 2022-23	Proposed Budget FY 2023-24
553704106 Professional Services	\$ 2,500	\$ 905	\$ 1,000
553704206 Postage	\$ 250	\$ 59	\$ 100
553704306 Travel and Transportation	\$ 7,500	\$ 8,275	\$ 8,500
553704506 Rents and Leases	\$ 2,500	\$ 4,070	\$ 4,000
553704806 Maintenance – Vehicles/Equipment	\$ 1,200	\$ 615	\$ 800
553704906 Miscellaneous	\$ 100	\$ 0	\$ 0
Subtotal – Services	\$ 14,050	\$ 13,924	\$ 14,400
Capital Projects/Fixed Assets			
553706406 Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Capital Projects/Fixed Assets	\$ 0	\$ 0	\$ 0
Subtotal – Enterprise Operations	\$ 33,200	\$ 28,354	\$ 33,750
Total Expenses	\$ 1,371,457	\$ 1,335,481	\$ 1,600,568
Summary			
Total Revenue	\$ 1,419,231	\$ 1,951,053	\$ 1,629,854
Total Expenses	\$ 1,371,457	\$ 1,335,481	\$ 1,600,568
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 29,286
Beginning Reserve Balance	\$ 405,045	\$ 405,045	\$ 1,020,617
Contribution to Reserves	\$ 47,774	\$ 615,572	\$ 29,286
Ending Reserve Balance	\$ 452,819	\$ 1,020,617	\$ 1,049,903
Reserve Fund Allocation			
Operations (min. 25% of base operating exp.)	\$ 198,325	\$ 177,795	\$ 225,000
Legal Services (min. \$200,000)	\$ 0	\$ 0	\$ 250,000
Building Acquisition	\$ 0	\$ 0	\$ 450,000
Vehicle Replacement	\$ 0	\$ 0	\$ 65,000
Capital Assets (min. 10% of asset replacement cost)	\$ 11,014	\$ 11,014	\$ 30,000
Unallocated	\$ 243,480	\$ 831,808	\$ 29,903

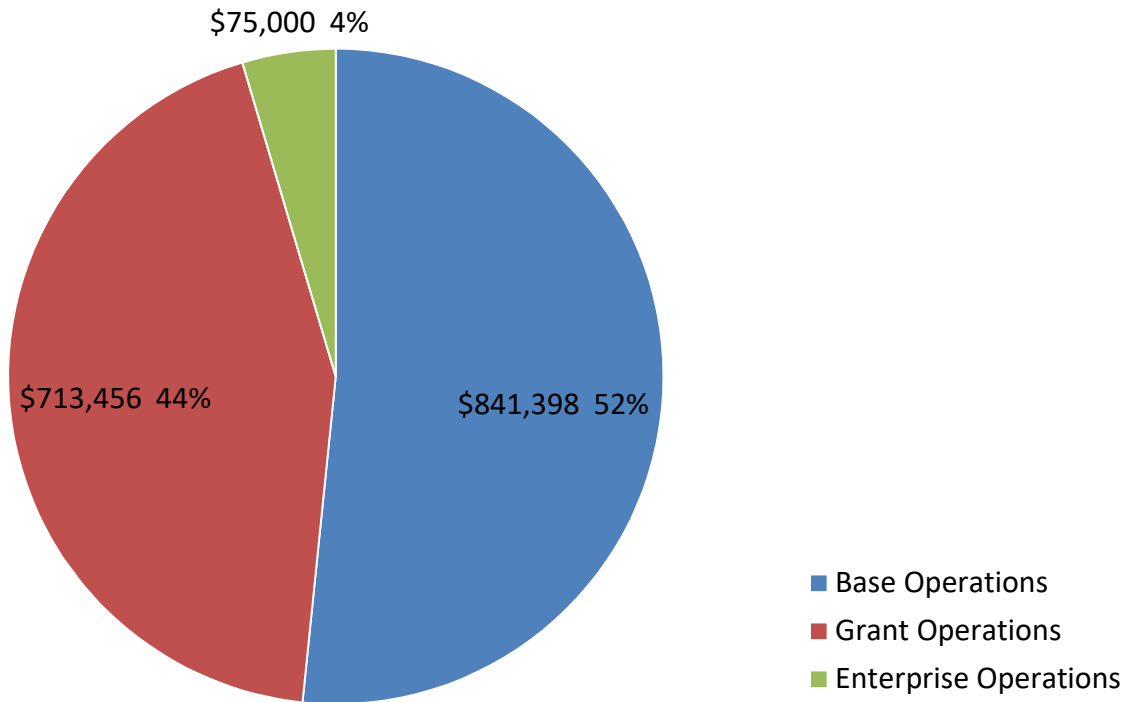
Revenue - Base Operations



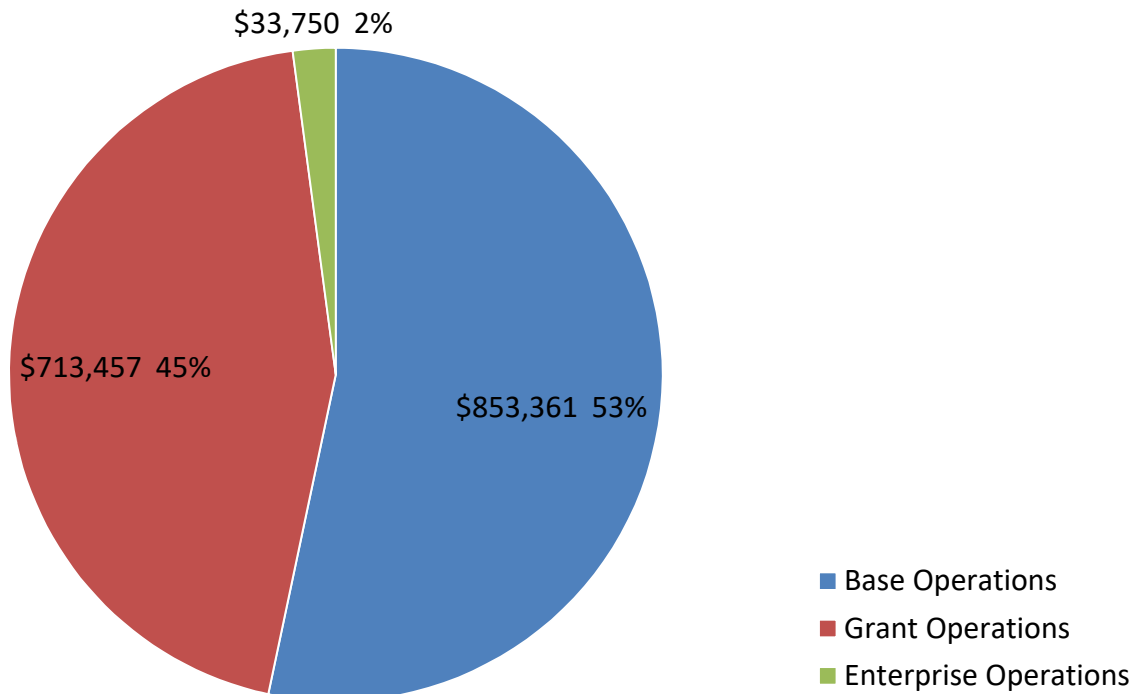
Expenses - Base Operations



Revenue - Total



Expenses - Total



Budget Notes

The following notes describe the accounts used by the Agency, the revenues and expenses they represent, and any significant factors affecting, or expected to affect, them during the budget year. The reader should understand the Projected Actual FY 2023-24 figures provided are comprised of actual amounts for the first nine months of the fiscal year (July 1 through March 31) plus a projected amount for the remaining three months (April 1 through June 30). The projected amount may be based on an actual amount if the future revenue/expense is known and not subject to change, a percentage of the prior nine months revenue/expense equal to that of the previous fiscal year if the revenue/expense is seasonal, an estimate if the future revenue/expense is largely known but subject to change, another reasonable basis upon which to anticipate the final revenue/expense for special circumstances, or simply one third of the prior nine months revenue/expense if no other basis for calculation exists.

Revenue – Base Operations

Stationary Sources

Because minor, complex minor, and synthetic minor source fees are billed on a calendar year basis and due in the first half of the calendar year, this revenue will be realized in the second half of fiscal year (FY) 2023-24. The first part of the increase in registration fees adopted for calendar year (CY) 2023 was realized in the second half of FY 2022-23. Potential changes to each classification (expected in the first half of FY 2023-24) may affect the allocation of fees amongst individual registrants, but is not expected to substantially affect the total revenue received by the Agency for these sources.

32199001 — Minor Sources

Revenue from sources not otherwise classified as Complex Minor or Synthetic Minor and collected pursuant to Revised Code of Washington (RCW) 70A.15.2200, Washington Administrative Code (WAC) 173-400-099, and Yakima Regional Clean Air Agency (YRCAA) Regulation 1 Section 4.01. The amount shown reflects a substantial increase resulting from an anticipated registration fee increase planned for CY 2024.

32199002 — New Source Reviews

Revenue from stationary sources subject to a New Source Review (NSR) pursuant to Chapter 173-400 WAC, Chapter 173-460 WAC, 40 Code of Federal Regulations (CFR) Part 60, and 40 CFR Part 61. The amount shown is based on a three-year average. It is unclear at this time whether the decrease in FY 2022-23 was a one-time event or indicative of a trend.

32199004 — Complex Minor Sources

Revenue from minor sources that have complex processes with multiple emission points or significant emission potential, collected pursuant to RCW 70A.15.2200, WAC 173-400-099, and YRCAA Regulation 1 Section 4.01. The amount shown reflects an increase resulting from an anticipated registration fee increase planned for CY 2024.

32199005 — Synthetic Minor Sources

Revenue from sources that have chosen to avoid classification as a Title V source by accepting restrictive operating and permit conditions that limit emissions. The amount shown reflects a modest increase resulting from an anticipated registration fee increase planned for CY 2024.

32290001 — Title V Sources

Revenue from stationary sources that directly emit, or have the potential to emit, 100 tons per year (TPY) or more of any air pollutant as defined in 40 CFR Part 70. The amount shown reflects a substantial decrease resulting from the conversion of a Title V source to a synthetic minor source in FY 2022-23 (a 25% reduction in the total number of Title V sources).

Burn Permits

32290005 — Residential Burn Permits

Revenue from residential burn permits pursuant to RCW 70A.15.5070, Chapter 173-425 WAC, and YRCAA Regulation 1 Section 3.03. The amount shown reflects a modest decrease resulting from the expected continuation of longer fire safety burn bans and fewer burn days available.

32290007 — Agricultural Burn Permits

Revenue from agricultural burn permits pursuant to RCW 70A.15.5090, Chapter 173-430 WAC, and YRCAA Regulation 1 Section 3.03. Rates are established by the Agricultural Burning Practices and Research Task Force pursuant to RCW 70A.15.5090(6). The amount shown is based on a three-year average. Agricultural burn permit revenue has declined 50% over several years from a high of approx.. \$47,000 in FY 2019-20. It is unclear, at present, whether this trend will continue. However, the prevalence of agricultural burning from year to year is significantly influenced by the availability and financial feasibility of alternatives and market demand for chipped vegetative material.

32290011 — Conditional Use Burn Permits

Revenue from conditional use burn permits issued for burning that is not residential or agricultural in nature such as firefighter training and land clearing.

Compliance

32199003 — Asbestos Removal

Revenue from fees required pursuant to the National Emission Standards for Hazardous Air Pollutants (NESHAP) and YRCAA Regulation 1, Section 3.07 used to process notifications and conduct inspections of demolition and renovation activity with the potential to release asbestos fibers. The amount shown reflects a modest decrease from actual revenues due to an expected reduction in remodeling activities resulting reduced federal stimulus funding, inflation, and other economic factors may depress remodeling activities over the coming year.

32199007 — Construction Dust Control Plans

Revenue from dust control plans (including master and site plans) pursuant to WAC 173-400-040 and YRCAA Regulation 1 Section 3.08.

Core Grants

33366001 — EPA Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to federal Clean Air Act Section 105. These funds support the Agency's core air quality programs and are distributed through the Wash. Dept. of Ecology on behalf of the U.S. Environmental Protection Agency. This grant is biennial and the figure shown is one-half the amount awarded for the two-year period.

33403101 — Ecology Local Partner Core

Funds awarded through the federal Performance Partnership Grant (PPG) program pursuant to federal Clean Air Act Section 105. These funds are a portion of the monies granted to the State of Washington by the U.S. Environmental Protection Agency.

Fines and Penalties

35990001 — Civil Penalties

Civil penalties assessed for violations of air pollution regulations with amounts determined on a case-by-case basis depending upon various factors including the type and severity of the violation, culpability of the source, and the potential impact on human health. Although most years see receipts for penalties, the Agency objective is for full compliance resulting in zero civil penalties. As a result, no amount is budgeted for this item. When received, penalties are used to provide additional financial support for compliance, education, and outreach efforts.

Supplemental Income

36850003 — Supplemental Income

Assessments paid to YRCAA by cities, towns, and Yakima County pursuant to RCW 70A.15.1590 and RCW 70A.15.1600. The proportionate share of supplemental income for each entity is shown in the appendix. In December 2022, the Board adopted a 20% increase to be effective January 1, 2024. The amount shown reflects the remaining unpaid amounts to be received in the second half of 2023 and one half of the (increased) 2024 amount. While some entities pay the entire amount in the first half of the calendar year, state law directs the Agency to bill on a quarterly basis so only one half of the potential revenue can be reasonably assured during FY 2023-24.

Other Income

36111001 — Interest

Interest income earned on funds (primarily reserve funds) held by the Agency. The amount shown reflects a substantial increase resulting from recent policy changes by the Federal Reserve and the expectation interest rates will climb slightly before leveling off in the second half of the fiscal year.

36991011 — Miscellaneous

Revenue not otherwise allocated such as tax-deductible donations or fees related to public records requests.

Revenue – Grant Operations

33403105 — Wood Smoke Education

Grant funds provided by the Wash. Dept. of Ecology supporting the Agency's wood smoke education program including advertising and public service announcements concerning the dangers of smoke, fine particulate matter, and alternatives to burning.

33403107 — Wood Smoke Reduction

Grant funds provided by the Wash. Dept. of Ecology to support the Agency's Wood Stove Change-out program. The program provides rebates for, or fully funds for low-income persons, replacement of older, polluting wood-burning stoves with new EPA-certified wood stoves or other heating devices.

33403108 — Ecology Local Partner PM 2.5

Funds awarded through the Wash. Dept. of Ecology pursuant to federal Clean Air Act Section 103 and used to operate and maintain two air quality monitor systems (located in the cities of Yakima and Sunnyside) that measure fine particulate matter equal to or smaller than 2.5 microns (PM_{2.5}).

Revenue – Enterprise Operations

34517001 — Visible Emissions Certification

Revenue from training and registration fees paid by persons participating in the Agency’s Northwest Opacity Certification (NOC) program. The NOC program provides training, testing, and certification for participants who must be certified to conduct Visible Emission Evaluations in accordance with Method 9 and Method 22 as described in 40 CFR 60. Certification must be renewed every six months.

34517002 — Other Revenue

Revenue from any other enterprise operation.

Expenses – Base Operations

Wages and Benefits

553701001 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency. The amount shown reflects a substantial increase due to the planned wage and salary increase resulting from a market compensation analysis conducted in August and September 2022 and adopted by the Board in December 2022 (the first half of a planned adjustment to be implemented over two years).

533702001 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or equivalent program, industrial insurance (aka Workers’ Compensation), and Public Employees Retirement System (PERS). The amount shown includes the proposed adjustments to the Agency contribution to employee health insurance premiums for the first half of FY 2023-24 (CY 2023) and an estimated five percent (5%) increase in premiums for the last half of FY 2023-24 (CY 2024). Calendar year 2023 premiums are shown below:

	Employee	+Spouse	+Children	Full Family
Kaiser Permanente WA Classic	\$1,001.31	\$1,844.94	\$1,634.03	\$2,477.66
Kaiser Permanente WA Value	\$928.83	\$1,699.98	\$1,507.19	\$2,278.34
Kaiser Permanente WA CDHP	\$864.62	\$1,569.78	\$1,408.07	\$2,054.90
Uniform Medical Plan Classic	\$970.10	\$1,782.52	\$1,579.42	\$2,391.84
Uniform Medical Plan Select	\$893.87	\$1,630.06	\$1,446.01	\$2,182.20
Uniform Medical Plan Plus – PSHVN	\$931.69	\$1,705.70	\$1,512.20	\$2,286.21
Uniform Medical Plan CDHP	\$869.16	\$1,578.86	\$1,416.02	\$2,067.39
<i>Maximum</i>	<i>\$1,001.31</i>	<i>\$1,844.94</i>	<i>\$1,634.03</i>	<i>\$2,477.66</i>

	Enrolled Employees	Maximum Premium	Agency Percentage	Agency Contribution
Employee (only)	8	\$1,001.31	95%	\$951.24
Employee and spouse	2	\$1,844.94	65%	\$1,199.21
Employee and child(ren)	0	\$1,634.03	70%	\$1,143.82
Employee full family	0	\$2,477.66	55%	\$1,362.71
<i>Agency Monthly Cost</i>				<i>\$10,008.34</i>
<i>Agency Annual Cost</i>				<i>\$120,100.08</i>

533703001 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week). The Agency typically limits overtime to urgent and special situations. The amount shown reflects potential costs resulting from plans to enhance enforcement, compliance, and complaint response during non-working hours that may involve modest overtime.

Supplies

533703101 — Office Supplies

Expenses for consumables and other supplies valued at less than \$5,000 and not otherwise allocated to the fixed asset account including toilet paper, light bulbs, toner, writing instruments, paper, etc. The amount shown reflects a minor increase resulting from an identified need for organizing supplies (e.g. hanging files, file folders, labels, etc.).

533703102 — Safety Equipment

Expenses for safety equipment such as boots, eye protection, safety vests, etc. used for compliance inspections and other field work. The amount shown reflects a substantial increase due to a renewed focus on compliance, inspection, and other field work requiring personal protective equipment (PPE).

533703201 — Vehicles

Expenses for consumables related to vehicle operation such as gasoline, wiper blades, wiper fluid, etc. The amount shown reflects the higher costs anticipated as a result of renewed compliance, inspection, and enforcement efforts.

533703501 — Small Tools and Equipment

Expenses for small tools and equipment not otherwise allocated to another account. The amount shown reflects costs for the potential acquisition of equipment that may be needed to support the Agency's compliance, inspection, and enforcement efforts.

533703502 — Technology Systems

Expenses for computer software (such as applications, upgrades, user licenses, etc.), computer hardware (such as computers, monitors, keyboards, network, devices, printers, etc.), printers, scanners, phone system equipment (such as desksets, software, blades, etc.), and other similar equipment. The amount shown reflects the need to replace several monitors, add data backup capacity, and begin replacing individual workstations—some of which have been in service for a decade. It is expected similar amounts will be required over the next three to four fiscal years to fully address all current outstanding issues.

533703503 — Office Furnishings

Expenses for office and conference room furnishings (such as task chairs, desks, file cabinets, chair mats, guest seating, tables, white boards, projection screens, etc.). It is expected additional funding will be required in future years to acquire needed furnishings—particularly with respect to planned improvements to paper file management.

Services

553704101 — Professional Services

Expenses for all professional services including legal services, technical support, janitorial services, engineering review, and other similar services. A majority of the expenses incurred in the prior year were related to legal costs associated with two state court cases involving all local clean air agencies in Washington. To date, one case under review by Division I of the Washington State Court of Appeals has been dismissed. The other remains under review by Division II. Because the potential legal costs related to the second case are unclear at this time, a modest decrease is proposed (though it is expected a fraction of the amount allocated will actually be spent—particularly in the event the second case is dismissed). Most of the decrease in the amount shown reflects the reallocation of certain costs from this account to the more appropriate 553704201 (Communications and Technology).

553704102 — Laboratory Analyses

Expenses for laboratory analyses of various samples as needed. Costs have typically involved analysis of potential asbestos containing materials (PACM). The amount shown reflects a modest increase to cover the potential need for ambient air analyses under emergency circumstances.

553704192 — Yakima County Services

Expenses for any service provided to the Agency by Yakima County, typically through an intergovernmental agreement. No need for such services is anticipated at this time.

553704201 — Communications and Technology

Expenses (typically recurring) for communications services including telephone service, Internet service, web site hosting, e-mail hosting, anti-virus, consulting, and other similar services. Most of the increase in the amount shown reflects the reallocation of certain costs from 553704101 (Professional Services) to this account.

553704202 — Postage and Freight

Expenses for stamps, postage, express mail, freight carrier (UPS, FedEx) services, etc.

553704301 — Travel and Related

Expenses for transportation including travel costs (e.g. meals and lodging), private vehicle use reimbursement, and other travel costs except where they are more appropriately included as part of another charge allocated elsewhere.

553704401 — Public Notices and Education

Expenses for required publication of notices, announcements, or reports (including public notices concerning board and administrative meetings as well as public hearings) and public education (such as print, radio, and television advertisements). The amount shown reflects a reduction based on actual costs in FY 2022-23 with no expected increase for FY 2023-24.

553704501 — Rents and Leases

Expenses related to the rent or lease of (primarily office) equipment not otherwise allocated to another account (e.g. copiers, binding machines, postage machines, etc.) and office space including fire insurance, property taxes, and common area and certain landscape maintenance costs. The amount shown reflects a minor increase to account for inflation.

553704601 — Insurance

Expenses for public liability, property and casualty, errors and omissions, and money insurance policies. Coverage protects and Agency from loss due to accident, fire, theft, burglary, vandalism, auto accident, theft of funds, mistakes, and negligence. The amount shown reflects a modest increase consistent with the trend for annual insurance rates.

553704701 — Utilities

Expenses for utilities including water, sewer, electric power, natural gas, and garbage disposal. The amount shown reflects a modest increase consistent with the recent rise in rates for these services (particularly energy costs).

553704801 — Maintenance – Vehicles/Equipment

Expenses for maintaining and repairing vehicles, field equipment, technology systems, and other office equipment not allocated to another maintenance account (e.g, office furnishings, copy machines, etc.).

553704802 — Maintenance – Building

Expenses for carpet cleaning, electrical, mechanical, and other maintenance and repair work on the office building.

533704901 — Miscellaneous

Expenses for Agency membership in regulatory, professional, and other associations and organizations; staff education, training, seminars, and other professional development; bank service charges, interest charges, etc.; and other miscellaneous expenses. The amount shown reflects a modest increase due primarily to the expectation of additional training expenses related to (relatively) new staff and renewed inspection efforts.

533704902 — Ecology Oversight and Admin. Fee

Expenses for the Ecology oversight and administration fee for Air Operating Permit (aka Title V) sources. The amount shown reflects a modest decrease due to an expected 25% decrease resulting from the loss of one Title V source.

Capital Projects/Fixed Assets

594536401 — Capital Projects/Fixed Assets

Expenses for the acquisition of tangible property valued at \$5,000 or more with a useful life of at least two years. Assets are depreciated over the useful life of the asset.

Expenses – Grant Operations

Wood Smoke Education

553701002 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

553702002 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant. The budget figure for FY 2022-23 was in error and has been corrected, resulting in an increased amount for this line item despite a decline in wages and salaries.

553703002 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

553703103 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

553704139 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant.

553704203 — Postage

Expenses for stamps, postage, and similar delivery costs as permitted under the terms of the grant.

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553701003 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

553702003 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant.

553703003 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

553703104 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

553704104 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant.

Wood Smoke Reduction

553701004 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency as permitted under the terms of the grant.

553702004 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS) as permitted under the terms of the grant.

553703004 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week) as permitted under the terms of the grant.

553703105 — Office Supplies

Expenses for office supplies. These are typically used in such small quantities as to make tracking and cost allocation impractical.

553704105 — Professional Services

Expenses for various professional or special services as permitted under the terms of the grant.

Expenses – Enterprise Operations

Visible Emission Certification

553701005 — Wages and Salaries

Expenses for wages and salaries paid to full-time and part-time employees of the Agency.

553702005 — Benefits

Expenses for employment benefits including employer contributions for employee health insurance, unemployment insurance, Medicare, Social Security or other supplemental retirement savings, industrial insurance (aka Workers' Compensation), and Public Employees Retirement System (PERS).

553703005 — Overtime

Expenses for overtime (or time worked in excess of 40 hours in a work week).

553703106 — Office Supplies

Expenses for office supplies.

533703206 — Vehicles

Expenses for consumables related to vehicle operation such as gasoline, wiper blades, wiper fluid, etc.

533703506 — Small Tools and Equipment

Expenses for small tools and equipment needed to operate the mobile testing facility.

553704106 — Professional Services

Expenses for various professional or special services.

553704206 — Postage

Expenses for stamps, postage, and similar delivery costs.

553704306 — Travel and Transportation

Expenses for travel (e.g. meals and lodging) incurred as a result of providing training and testing.

533704506 — Rents and Leases

Expenses related to the rent or lease of space to conduct training and testing in various locations throughout Washington and Oregon as well as storage space for the mobile testing equipment.

553704806 — Maintenance – Vehicles/Equipment

Expenses for maintaining and repairing vehicles and equipment related to, and used in, the Visible Emissions Certification program.

533704906 — Miscellaneous

Expenses for other various expenses related to the Visible Emissions Certification program and not otherwise allocated.

Capital Projects/Fixed Assets

553706406 — Capital Projects/Fixed Assets

Expenses for the acquisition of tangible property valued at \$5,000 or more with a useful life of at least two years. Assets are depreciated over the useful life of the asset.

Contribution to Reserves

Reimbursements from the Wood Smoke Reduction grant program and due the Agency in FY 2021-22 were not paid in that fiscal year. These were covered by the Agency at a loss with payment anticipated at a future date. These reimbursements were realized in FY 2022-23 resulting in what appears to be a very large contribution to reserves. However, this windfall is offset by the prior period loss and utilization of reserve funds.

Reserve Fund Allocation

Operating Expense

The Board has set a minimum operating reserve equal to 25% of the Agency's base operating expenses. The amount shown meets that requirement and adds approximately \$50,000. These funds are used to cover Agency operating expenses during periods of significant, unanticipated economic impact such as the loss of grant funds or reduced revenues.

Legal Expense

These funds are held to pay unanticipated legal service fees and other costs related to a response to an appeal or a lawsuit filed against the Agency as a result of an enforcement action or to compel compliance with Agency regulations. Staff recommend a \$250,000 balance with a minimum of \$200,000.

Building Acquisition

These funds are held to acquire the building the agency occupies or another building in the event the Board elects to do so (at a future date).

Vehicle Replacement

In the next few years, the Agency's vehicles will need to be replaced with newer, more fuel-efficient models that meet statutory requirements pertaining to public agency vehicles and are better able to operate in areas without paved roads and (particularly) in winter weather conditions. These funds are held to pay for these anticipated new vehicles and any related items (such as markings, safety equipment, charging infrastructure, etc.).

Capital Assets

The Board has set a minimum capital reserve equal to 10% of the Agency's asset replacement cost. The amount shown meets that requirement and adds approximately \$19,000. These funds are used to replace capital items (e.g. desks, vehicles, and other capitalized assets) lost or destroyed and not otherwise covered by insurance or at the end of their useful life.

Unallocated

Any funds held in reserve and not otherwise allocated to a specific purpose. These funds may be used in tandem with other allocated reserve funds to, take advantage of unique opportunities, provide match funds in support of grant applications, address emergency circumstances (such as theft or vandalism), or provide additional monies to other budget line items or for any other purpose approved by the Board.

Appendix A

YRCAA FY 2023-24 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	\$ 232,888	\$ 194,073	\$ 219,950	\$ 176,182	\$ 0	\$ 21,050	\$ 18,000	\$ 0	\$ 0	Total
		Subtotal	\$ 646,911		Subtotal	\$ 197,232		Subtotal	\$ 18,000	\$ 862,143
			7.50 FTE			2.67 FTE			0.24 FTE	

Supplies, Services, and Capital Projects/Fixed Assets By Operations

Operation	Base Operations			Grant Operations			Enterprise Operations			
Division	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Admin.	Engineering	Compliance	Totals
Supplies	\$ 8,550	\$ 7,125	\$ 8,075	\$ 0	\$ 0	\$ 0	\$ 1,350	\$ 0	\$ 0	\$ 25,100
Services	\$ 65,772	\$ 54,810	\$ 62,118	\$ 516,225	\$ 0	\$ 0	\$ 14,400	\$ 0	\$ 0	\$ 713,325
Capital	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotals	\$ 74,322	\$ 61,935	\$ 70,193	\$ 516,225	\$ 0	\$ 0	\$ 15,750	\$ 0	\$ 0	\$ 738,425
		T.Supplies	\$ 23,750		T.Supplies	\$ 0		T.Supplies	\$ 1,350	
		T.Services	\$ 182,700		T.Services	\$ 516,225		T.Services	\$ 14,400	
		Capital	\$ 0		Capital	\$ 0		Capital	\$ 0	

All Costs By Division

Category	Salaries	Supplies	Services	Capital	Totals
Administrative	\$ 427,070	\$ 9,900	\$ 596,397	\$ 0	\$ 1,033,367
Engineering	\$ 194,073	\$ 7,125	\$ 54,810	\$ 0	\$ 256,008
Compliance	\$ 241,000	\$ 8,075	\$ 62,118	\$ 0	\$ 311,193
Subtotals	\$ 862,143	\$ 25,100	\$ 713,325	\$ 0	\$ 1,600,568

Appendix B

YRCAA CY 2024 Supplemental Income Assessments

Per Capita Rate:	\$ 0.48		
City / Town	Population	Assessment	% of Total
Grandview	11,020	5,290	4.24%
Granger	3,740	1,795	1.44%
Harrah	580	278	0.22%
Mabton	1,975	948	0.76%
Moxee	4,665	2,239	1.79%
Naches	1,125	540	0.43%
Selah	8,365	4,015	3.22%
Sunnyside	16,500	7,920	6.35%
Tieton	1,505	722	0.58%
Toppenish	8,870	4,258	3.41%
Union Gap	6,640	3,187	2.55%
Wapato	4,615	2,215	1.78%
Yakima (city)	98,200	47,136	37.78%
Zillah	3,195	1,534	1.23%
Unincorporated Yakima County	88,955	42,698	34.22%
Total	259,950	124,776	100%