

(ATTACHMENT A)

PROPOSED FISCAL YEAR 2020/2021 BUDGET
FOR THE
SOUTHWEST CLEAN AIR AGENCY

June 4, 2020

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Executive Summary

The Southwest Clean Air Agency (SWCAA) is required by the Washington Clean Air Act (RCW 70.94.092) to utilize a budget year of July 1st through June 30th. This statute also specifies that SWCAA must have its budget adopted by the Board of Directors by the fourth Monday in June of each year.

The proposed Fiscal Year 2020/2021 budget of \$2,710,272 is a \$19,023 decrease over the revised Fiscal Year 2019/2020 budget. The more significant drivers of the budget decrease compared to the prior fiscal year is in the following expense categories: (1) the consultant/pass through category is reduced due to SWCAA's success in awarding wood stove replacement grant pass-through money from the Department of Ecology in the first year of a two year grant cycle; (2) a reduction in Air Operating Permit fees; and (3) a reduction in the cost of medical insurance premiums.

On the revenue side the main drivers of the budget decrease compared to the prior fiscal year are: (1) the reduced wood stove replacement pass-through money during the second year of the grant program; and (2) an anticipated reduction in civil penalties due to fewer onsite facility inspections. Although there is some uncertainty regarding revenue impacts due to pandemic related shutdowns; the revenue decreases mentioned above are partially offset by the following projected revenue increases: (1) the Board approved CPI fee increase which went into effect in January of 2020; (2) an increase in projected unspent non-AOP funds available to be carried forward from FY 2019/2020; (3) an increase in non-AOP permit applications in part due to the change in the gasoline dispensing facility rules allowing for removal of Stage 2 vapor recovery equipment; and (4) an anticipated increase in asbestos activity once the stay-at-home order is lifted, opening construction activities throughout SWCAA's five county jurisdiction. Some of these projections could be overestimated if there is a significant economic downturn in the upcoming year. If that is the case, SWCAA will rely on its financial reserves along with additional cost cutting measures, if necessary, to manage the budget.

SWCAA expects to end the current Fiscal Year 2019/2020 with a projected end-of-year cash balance of \$2,383,821. The agency's reserves, which have the purpose of maintaining the financial stability of the agency, include the depreciation reserve, liability reserve, Title V reserve, non-Title V reserve, and vacation/sick/retirement reserve. These reserves will be funded at \$125,000, \$110,000, \$60,000, \$359,563, and \$200,000 respectively. The agency's reserves which have the purpose of performing important projects also include the records management reserve and the air quality improvement/diesel reserve. These reserves will be funded at \$175,000 and \$178,900, respectively, at the end of FY 2019/2020.

Fees collected in the current fiscal year and held for use in FY 2020/2021 amount to \$1,074,569 of the projected year-end cash balance. These funds will be carried forward into the FY 2020/2021 operating budget as the non-Title V fees fund. This fund will be used to meet fixed program expenses other than AOP. There will be \$2,312 in AOP carryover from Fiscal Year 2019/2020. The end-of-year cash balance of \$98,478 for non-AOP funds will be carried forward into the FY 2020/2021 budget as revenue to help meet FY 2020/2021 operating expenses. In addition, a reserve drawdown of \$20,000, of earmarked state

diesel grant money, is budgeted in case there is a qualified diesel or other air quality improvement project in the upcoming year.

The budget of \$2,710,272 is the funding amount required for SWCAA to maintain its current programs and an acceptable level of service through FY 2020/2021. The recent CPI fee increase along with non-AOP revenue increases has adequately stabilized SWCAA's funding for 2020/2021 and allowed for an increase in reserve funds in case of an economic downturn. Tables on the following pages provide detailed explanations for why and how the income and expenses are changing in Fiscal Year 2020/2021.

COMPARISON of FY 2019/2020 and FY 2020/2021 BUDGETS

5/20/2020

REVENUE	Proposed		EXPENSES	Proposed	
	Budget FY 19/20	Budget FY 20/21		Budget FY 19/20	Budget FY 20/21
BASE GRANTS:			LABOR:		
FEDERAL 105 GRANT	\$179,559	\$203,190 ^{a.}	SALARIES	\$1,386,607	\$1,400,540
STATE GRANT	\$144,987	\$147,018 ^{b.}	BENEFITS		
WOOD STOVE GRANT	\$13,000	\$12,425 ^{c.}	MEDICAL	\$277,138	\$265,102
			DENTAL	\$15,130	\$17,803
LOCAL FEES:			PERS	\$168,422	\$179,176
PER CAPITA ASSESS. FEES	\$358,031	\$364,180 ^{d.}	S.S./MEDICARE	\$101,299	\$108,481
NEW SOURCE REVIEW FEES	\$122,128	\$177,527 ^{e.}	OTHER	\$21,807	\$22,078
REGISTRATION FEES			SUBTOTAL	\$1,970,403	\$1,993,180
STATIONARY SOURCES	\$500,448	\$507,031 ^{e.}	SUPPORT:		
TANKERS	\$83,615	\$94,091	CONSULTANT/		
ASBESTOS FEES	\$171,458	\$191,769	PASS THROUGH	\$357,900	\$295,000
BURN PERMIT FEES	\$5,793	\$6,793	TRAVEL	\$15,475	\$16,875
EFSEC FEES	\$7,500	\$7,500	EQUIPMENT -		
AIR OPERATING PERMIT (AOP) FEES:			DEPRECIABLE	\$127,400	\$137,900
AOP BILLINGS:	\$635,571	\$598,100 ^{f.}	SUPPLIES	\$20,868	\$41,000
AOP CARRYOVER	\$0	\$2,312 ^{f.}	INSURANCE	\$21,000	\$25,000
OTHER INCOME:			OFFICE LEASE	\$114,750	\$120,000
CIVIL PENALTIES	\$85,000	\$50,000 ^{g.}	UTILITIES	\$8,264	\$8,264
INTEREST	\$26,535	\$47,357 ^{h.}	VEHICLE EXP.	\$11,400	\$14,000
Non-AOP CARRYOVER	\$85,171	\$98,478 ^{i.}	PHONE	\$12,000	\$12,000
RESERVES	\$0	(\$0) ^{j.}	COPIER	\$2,500	\$2,500
ONE TIME GRANTS:			POSTAGE	\$10,000	\$10,000
FED 103 PM _{2.5} GRANT(69053)	\$10,500	\$10,500 ^{k.}	AUDIT	\$10,000	\$0
AIR QUALITY IMPROVEMENT RESERVE			EQ. REPAIR	\$1,033	\$1,033
DIESEL RETROFITS	\$20,000	\$20,000 ^{l.}	TRAINING	\$16,385	\$16,920
WOOD STOVE REPLACEMENT	\$280,000	\$172,000 ^{m.}	OTHER	\$14,758	\$16,600
			SUBTOTAL	\$743,733	\$717,092
			NON-TANGIBLES:		
			AOP REIMBURSEMENTS		
			PRIOR FY OVERRUN	\$0	\$0
			AOP RESERVE	\$15,158	\$0
			SUBTOTAL	\$15,158	\$0
TOTAL OPERATING FUNDS	\$2,729,295	\$2,710,272	FY EXPENSES	\$2,729,295	\$2,710,272

PROJECTED CASH BALANCE - As of 6/30/20 the cash balance in the 6901 operating and reserve accounts is projected to be \$2,383,821. Of this balance \$854,563 will be held back in reserves for financial stability as follows: \$60,000 in the Title V Reserve, \$125,000 in the Depreciation Reserve, \$110,000 in the Liability Reserve, \$359,563 in the Non-Title V Reserve, and \$200,000 in the Vacation/Sick Reserve. Also, \$353,900 will be held back in reserves for important projects as follows: \$175,000 in the Records Management Reserve, and \$178,900 in the Air Quality Improvement/Diesel Reserve. The Non-Title V Fees Fund, projected to total \$1,074,569 collected in FY 19/20 will be used toward respective program costs in FY 20/21. The remaining \$98,478 in unreserved agency funds will be brought into the FY 20/21 budget as revenue to help meet FY 20/21 operating expenses.

FOOTNOTES:

- Funding from the Environmental Protection Agency (EPA) Grant for the state and local air pollution control agencies is subject to change in future years due to the combined effects of the overall federal budgeting process and the possible reallocation of approved funds among states. Although cuts have been proposed by the President the total budgeted funding to be approved by Congress after federal fiscal year 2020 is unknown. Accordingly, SWCAA's FY 20/21 EPA base grant funding is budgeted based on the existing grant.
- The state base grant funding is provided from state general revenues as a part of the Department of Ecology's budgeting process. The Department of Ecology's Base Grant funding to SWCAA is also expected to remain unchanged but is uncertain at this time. SWCAA has budgeted the full amount provided in the existing grant for the current binnium for FY 20/21.

FOOTNOTES: (cont'd.)

- c. The wood stove base grant is funded by a surcharge on the sales of new wood stoves and is administered by the Department of Ecology. Budgeted funding assumes that new stove sales will be sustained into the next biennium.
- d. Budgeted revenues from per capita fees for FY 20/21 are more than FY 19/20 because of population growth for SWCAA's five counties as estimated by the Office of Financial Management.
- e. Budgeted revenues from new source review fees and stationary source registration fees for FY 20/21 differ from FY 19/20 due to changes in the annual number and mix of permit applications received and sources registered / tons emitted, respectively.
- f. The budgeted operating revenue for the Title V Air Operating Permit (AOP) Program in FY 20/21 is established at \$600,412 based on the revised workload analysis for FY 07/08 and 17 sources in the program for FY 20/21. The total FY 20/21 billings for the AOP Program will be \$598,100.
- g. The decrease in civil penalties is due primarily to fewer detailed on-site inspections in accordance with health recommendations.
- h. New interest earned on the operating account and reserves will be retained in the budget as operating income in FY 20/21 to help offset the FY20/21 operating expenses.
- i. All of the \$98,478 unreserved non-AOP funds projected to be remaining at the end of FY 19/20 will be carried forward into the FY 20/21 operating budget as revenue to help meet operating expenses.
- j. There is no reserve drawn-down budgeted for FY 20/21.
- k. The EPA, through the Department of Ecology, has renewed PM2.5 funding to SWCAA effective April 1, 2020. This funding provides for the reimbursement of SWCAA staff labor and minor expense costs for operating the FEM continuous compliance monitor at the Vancouver site, and a continuous monitor at the Olympic School site in Longview. The grant funding is unchanged from FY19/20 because there have been no significant changes made at either the Vancouver or the Longview site.
- l. The state legislature approved funding to Washington Local Clean Air Agencies to be used for diesel school bus emission reductions and other air quality projects. 85% of the funding must be used to retrofit diesel school buses in SWCAA's jurisdiction with emission controls and 15% of the funding can be used by the agency for completing the school bus work, if necessary, or for other related air quality projects within its jurisdiction. From FY 03/04 through FY 08/09, SWCAA received \$1,976,070 and set it aside into a single Diesel School Bus Reserve from which qualified work has been funded. Although revenues have ceased, this reserve available to be drawn down to fund school bus retrofits in future years if necessary to complete schoolbus work. Staff reductions have precluded progress with this work since the third quarter of FY 10/11, and any progress in FY 20/21 is contingent upon whether any staff time can be devoted toward this effort. Based on the experience of recent years the retrofit budget remains relatively modest for FY 20/21. The legislation that approved the funding for diesel school bus retrofits (RCW 70.94.17) also allowed for 15% of the funding to be used for certain other air quality purposes. One of the other purposes specifically approved is air toxics reduction. In support of the strategies presented to the Columbia River Gorge Commission for continued improvement of gorge air quality, SWCAA initiated a project to assist Skamania County gorge residents with replacement of their uncertified wood stoves. This project was completed in early July, 2014. Funds for these replacements were drawn from the 15% portion of the original Diesel School Bus Reserve, since renamed as the Air Quality Improvement/Diesel Reserve. At the beginning of FY 20/21 the balances in the two components of the Air Quality Improvement/Diesel Reserve are projected to be \$29,948 in the school bus portion and \$133,625 in the other projects portion, totaling \$163,573. Beyond continuing work on school bus retrofits, funds in the AQ Improvement/Diesel Reserve are allowed to be used as originally prescribed by the legislature at RCW 70.94.17: (1) "to reduce transportation-related air contaminant emissions and clean up air pollution, or (2) reduce and monitor toxic air contaminants."
- m. In October 2019 SWCAA was awarded a grant by the Department of Ecology that provided \$280,000 in total. The purpose of this grant is to provide funding to assist residents within the airsheds of the 'at-risk' UGAs located in Clark County and Lewis County, focus on the "changout" of non-WA-approved or pre-2000 wood stove/inserts, coal-fired heating devices and prefabricated fireplaces to cleaner heating devices and will also include a 'buyback' option. The areas of eligibility will be the UGAs of Vancouver, Camas, Washougal, Battle Ground, Ridgefield, Yacolt, Chehalis and Centralia. The current grant expires 06/30/2021.

EXPLANATION OF CHANGES IN INCOME CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
FEDERAL 105 GRANT	\$179,559	\$203,190	Federal base grant funding from the Environmental Protection Agency (EPA) for FY 20/21 is budgeted at the funding level established in the existing grant agreement for the current biennium.
STATE GRANT	\$144,987	\$147,018	FY 20/21 funding is budgeted at the funding level established in the existing grant agreement for the current biennium.
WOOD STOVE GRANT	\$13,000	\$12,425	Base Wood Stove Grant funding for FY 20/21 is budgeted at the funding level established for the current grant agreement which expires 06/30/21.
PER CAPITA FEE	\$358,031	\$364,180	The increase is due to population growth in SWCAA's five county jurisdiction.

EXPLANATION OF CHANGES IN INCOME CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
NEW SOURCE REVIEW FEES	\$122,128	\$177,527	The increase is due to an upturn in the number of Air Discharge Permit (ADP) applications filed with the agency and the 2020 fee increase.
REGISTRATION FEES	\$500,488	\$507,031	Increase is due to an increase in the number of registered sources, emission units, and/or the total tonnage of air pollutants emitted per year and the 2020 fee increase.
AIR OPERATING PERMIT FEES	\$635,570	\$600,412	The decrease in the AOP program budget for FY 20/21 is due to the delay in additional AOP sources being added to the program.
ASBESTOS FEES	\$171,458	\$191,769	The increase is due to an upturn in the number of Asbestos and Demolition applications filed with the agency and the 2020 fee increase.
CIVIL PENALTIES	\$85,000	\$50,000	The decrease is due to primarily to fewer detail on-site inspections in accordance with health recommendations.

EXPLANATION OF CHANGES IN INCOME CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
EFSEC FEES	\$7,500	\$7,500	FY 20/21 funding is budgeted at the funding level established in the existing grant agreement.
INTEREST	\$26,535	\$47,357	Increase is due primarily to higher interest rates. Interest income helps meet additional operating expenses.
RESERVES	\$0.00	\$0.00	No draw-down of SWCAA's reserves is necessary to meet operating expenses. This does not include the AQ Improvement Reserve (see below).
FEDERAL 103 PM2.5 MONITORING GRANT	\$10,500	\$10,500	The budget is unchanged because there have been no significant changes to the monitors being operated by SWCAA at the Vancouver and Longview sites under this grant.
AIR QUALITY (AQ) IMPROVEMENT RESERVE	\$20,000	\$20,000	SWCAA has allocated additional funds for a potential air quality project(s) during FY 20/21 as resources allow.
WOOD STOVE REPLACEMENT GRANT	\$280,000	\$172,000	SWCAA was awarded \$280,000 in October 2019. The budgeted amount represents the remainder of the grant for FY 20/21.

EXPLANATION OF CHANGES IN EXPENSE CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
SALARIES	\$1,386,607	\$1,400,540	<ol style="list-style-type: none">1. Includes salaries for a staff of 16 FTE in FY 20/21 totaling \$1,400,500.2. Includes \$16,375 for staff and Executive Director pay raises in FY 20/21 (i.e., 1.5% for merit).3. Includes \$10,000 for possible promotions.4. \$5,758 for possible vacation buy-back in FY 20/21.5. Includes \$1,500 salary for the members of the Board of Directors.

EXPLANATION OF CHANGES IN EXPENSE CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
BENEFITS:			
- Medical Insurance	\$277,138	\$265,102	<ol style="list-style-type: none"> 1. Includes a \$9,363 decrease in the health insurance budget based on current actual costs (16 FTE), premium changes in FY 20/21, a projected 2.0% premium cost increase on January 1, 2020 (annual enrollment), and increased staff contribution rates. 2. Includes an \$5,198 increase in benefit costs associated with the FY 20/21 staff salary increases. 3. Includes a \$2,604 increase in benefit costs associated with the possible salary increases for promotions and vacation buy-back. 4. Includes a \$2,106 increase in the agency PERS costs associated with the FY 20/21 staff salary increases.
- Dental Insurance	\$15,130	\$17,803	
- PERS	\$168,422	\$179,176	
- Social Security/Medicare	\$101,299	\$108,481	
- Other	<u>\$21,807</u>	<u>\$22,078</u>	
Total	\$583,796	\$592,640	
 CONSULTANT/ PASS THROUGH	 \$357,900	 \$295,000	 The decrease is primarily due to the wood stove change out grant. See the detailed itemization of major expenses on page 30.

EXPLANATION OF CHANGES IN EXPENSE CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
TRAVEL	\$15,475	\$16,875	See the detailed itemization of travel expenses on page 31.
DEPRECIABLE EQUIPMENT	\$127,400	\$137,900	Provides for replacement of two vehicles, upgrading and replacing computer equipment, furniture and monitoring equipment. See the detailed itemization of major expenses on page 30.
SUPPLIES	\$20,868	\$41,000	See the detailed itemization of major expenses on page 30.
OFFICE LEASE (includes base rent, maintenance & property taxes)	\$114,750	\$120,000	A new lease agreement was signed in September 2017 to extend through December 2020 at the current location. The cost budgeted for FY 20/21 is based on the current lease agreement with a 3% base increase and 5% O&M increase beginning January 2021.
STATE AUDITOR	\$10,000	\$0	SWCAA was last audited on the normal two-year financial audit cycle in FY 19/20. SWCAA will be audited on its normal cycle again in FY 21/22.

EXPLANATION OF CHANGES IN EXPENSE CATEGORIES

<u>CATEGORY</u>	<u>FY 2019/2020 BUDGET</u>	<u>FY 2019/2020 PROPOSED BUDGET</u>	<u>COMMENTS</u>
TRAINING	\$16,385	\$16,920	See detailed itemization of training expenses on page 32.
OTHER	\$14,758	\$16,600	The increase is due to additional janitorial related to health recommendations. See detailed itemization of major expenses on page 30.

EXPLANATION OF SWCAA'S
REVENUE AND EXPENSE
CATEGORIES

REVENUES AND EXPENSES

A. REVENUE SOURCES

1. STATE FUNDING

The Southwest Clean Air Agency (SWCAA) is deemed a municipal corporation by RCW 70.94.081 (Washington Clean Air Act). SWCAA relies upon several sources of revenue to perform its responsibilities. The Legislature recognized the need for the state to provide reasonable funding for local air agencies to carry out the requirements of RCW 70.94, but only a portion of the total funds needed by local clean air agencies are provided by the state. State funding assistance is provided from state general revenues as part of the Governor approved Washington Department of Ecology biennial budget process and passed on to each local air agency through a core grant for each biennium.

A second source of state funding is provided to local air agencies through the Wood Stove grant program. A small fee from each new wood stove that is sold in Washington is passed on to local clean air agencies to support wood stove education and enforcement efforts. The state's biennial budget cycle requires that a two-year forecast of wood stove sales be made. When actual sales are significantly below the forecast, it can result in an exhaustion of the funds in this account before the end of the biennium. In October 2019 SWCAA was awarded \$280,000 for a two year Wood Stove grant program. SWCAA's budget was amended to increase funding in response to the award. FY20/21 is budgeted to expend the remainder of the grant funds.

A third source of state funding for local clean air agencies is the 15% share of the Diesel School Bus Emissions Reduction funding. SWCAA was provided funding for five years beginning with FY 2003/2004 and ending with FY 2008/2009. SWCAA is allowed to spend 15% of this funding for certain other air quality purposes as defined by the legislature. The majority of these funds remain in the Air Quality Improvement Reserve to support qualified projects.

2. FEDERAL FUNDING

Federal grant funding assistance is currently available through three grant processes to help fund air programs within the state. The core (or base) federal grant fund is authorized by Congress under Section 105 of the Federal Clean Air Act and is commonly referred to as the "105 Grant". These federal funds are received by the Department of Ecology for pass through to each local air agency. A portion of these funds is also kept by the Department of Ecology. Although budget cuts have been proposed by the Trump administration, it is unknown if they will be adopted by congress. As a result, SWCAA has budgeted for the existing federal 105 grant funding for FY 2020/2021.

The second source of federal grant funding is a "103 Grant" to assist states with establishing and operating fine particulate matter (PM_{2.5}) air quality monitoring networks. The 103 funds are allocated to local air agencies according to their approved level of PM_{2.5} monitoring. Because there have been no significant changes to the Vancouver and Longview monitoring sites, the "103" funding level will be unchanged for FY 2020/2021.

A third source of federal grant funding assistance utilizes a concept of one-time "special projects", also referred to as "Supplemental Federal Grant" funding. EPA establishes the availability of

supplemental funds by setting aside a portion of the 105 grant funds for this purpose. Due to state and local agency concerns about the setting aside of 105 funds, EPA has been pressured by local clean air agencies to cease this form of funding and add these funds back into the 105 base grant amount. This has been happening although some funds may still be set aside for mutually beneficial projects as the recipient agencies agree. The Northwest Airquest project is an example of such a program benefitting several Pacific Northwest states and local agencies. This “special project” funding, as a subset of the 105 grant funding, will also be subject to the general cuts imposed by the Trump administration.

3. LOCAL FUNDING

In addition to the above funding, RCW 70.94.093 provides for additional income to be obtained to fund local clean air agencies. This additional funding is referred to in the Washington Clean Air Act as "Supplemental Income". Each city (incorporated) and county (unincorporated) within a local air agency's established jurisdiction is required to pay a portion of that agency's supplemental income. The apportionment to each contributing entity can be based on an assessed valuation of property within its boundary, the population within its boundary, or an equal combination of the two methods. SWCAA utilizes an apportionment based solely on population. This funding is referred to as the "Per Capita" fee. On May 4, 2017 SWCAA's Board approved an increase to Per Capita fee of \$0.43 and \$0.53 which was phased in during 2018 and 2019 respectively.

Fee based programs are another source of local revenues authorized under RCW 70.94 for local clean air agencies. The Washington Clean Air Act provides local clean air agencies the ability to collect fees as necessary to support the cost of administering the programs. Fees are being collected for the following activities: (1) Registration fees for the inspection, monitoring, compliance assurance and associated administration of air pollution sources with potential to emit less than 100 tons per year; (2) Air Operating Permit (AOP) fees for the permitting, inspection, monitoring, compliance assurance and associated administration of air pollution sources with potential to emit 100 tons per year or more; (3) New Source Review (NSR) fees for the review and approval of new Air Discharge Permit (ADP) applications; (4) Asbestos fees for the inspection, monitoring, compliance assurance and associated administration of projects for the removal of asbestos from and/or the demolition of buildings and other structures; (5) Burn permit fees for the review, issuance and enforcement of permits for land clearing, training, agricultural and certain other burning projects; and (6) EFSEC fees for air permitting, inspection, compliance monitoring and technical assistance services in support of EFSEC's regulation and evaluation of energy facilities such as the Chehalis Power Generation Facility¹.

The Air Operating Permit program is different than the other fee-based programs in that it was established in 1992 as a requirement of Title V of the 1990 Federal Clean Air Act Amendments. The Air Operating Permit program is required by federal and state law to collect annual fees from

¹ Beginning in FY 2003/2004 SWCAA entered into a contract with the Washington Energy Facility Site Evaluation Council (EFSEC) to provide permitting, inspection and compliance monitoring services for the Chehalis Power electric generating facility in Chehalis, Washington. In March of 2014 this contract was amended to include air related technical assistance services for evaluation and permitting of the Tesoro Savage Vancouver Energy Distribution Terminal Project. These facilities are not under SWCAA's jurisdiction because RCW 80.50 requires that EFSEC regulate the following facilities (among others) that are newly constructed or reconstructed after July 15, 1977: (1) all electric generating facilities with a capacity of 350 megawatts or more, and; (2) all crude petroleum receiving facilities with a capacity to receive more than 50,000 barrels per day for transport over marine waters.

the largest permitted sources of air pollution to cover all direct and indirect costs associated with administering the program. Further, the funds collected in this program cannot be commingled with funds from any of the other programs.

Other local revenues collected by SWCAA include civil penalties from enforcement actions and interest earned on funds deposited with Clark County.

B. EXPENSES BY PROGRAM

SWCAA's expenses are monitored against the approved budget in two ways: (1) program basis, and (2) expense category basis.

SWCAA monitors its success in achieving the mission of the agency by tracking expenses in the following five programs: (1) Air Operating Permit sources, (2) Non-Air Operating Permit sources, (3) Asbestos sources, (4) Burning activities, and (5) Public Education activities. These five programs represent the primary work activities of the agency. Within each of these programs, SWCAA has the ability from its time sheets and accounting codes to monitor expenses on a variety of subprogram activity levels, as they are applicable to the respective program. These subprogram activities include: permitting, inspection/compliance assurance, program management, training, data management, administration, air quality monitoring, complaints/enforcement, business assistance, and program development/rulemaking.

The “permitting” subprogram activity, “business assistance” subprogram activity and “complaint response” subprogram activity are discussed in the following paragraphs to illustrate the type of comprehensive work that SWCAA performs. Permitting activities as they apply to the Air Operating Permit (AOP) program and Non-Air Operating Permit (Non-AOP) program involve a workload that is characterized as New Source Review (NSR). Prior to the construction of any new source of air contaminants, or modification to existing sources, SWCAA must review the proposal in order to determine if the project will conform to the applicable regulations. For new sources, the rules require that air pollution emitting equipment satisfy the emission criteria referred to as Best Available Control Technology (BACT). SWCAA's approval must be granted before any construction can legally take place. In order to help fund this program a filing fee is required with each application plus an additional review fee to cover the cost associated with actual permit development. The additional review fee is based upon the type of source, the size and complexity of the source, and/or the modifications being made to the source. After the agency's review has been completed and SWCAA is satisfied that the proposed project can be constructed in a manner that will not violate any portion of the Local, State or Federal laws pertaining to air pollution, and that the proposal satisfies Best Available Control Technology (BACT) requirements, a preliminary Air Discharge Permit (ADP) or, if the equipment is small enough, a Small Unit Notification (SUN) is issued. If a Small Unit Notification is issued, the process is complete. If a preliminary Air Discharge Permit is issued this document is sent to the Applicant and a copy is kept on file with the agency. A public notice for the project is then published by SWCAA announcing the applicant's plans. The Air Discharge Permit document and its recommendations remain open for public input and comment for thirty days from the date of publication. After the thirty-day comment period expires, the engineering staff reviews the draft Air Discharge Permit once again, including as appropriate any public comments that may have been received. Input from the public and from the

source is then considered to make the final approval determination. The comments are included as appropriate once "final approval" is granted. A copy of the final Air Discharge Permit, or Small Unit Notification, is kept on file at SWCAA and the original is sent to the Applicant.

The "business assistance" subprogram activity is another work activity that is monitored by SWCAA. SWCAA's engineers and specialists spend a considerable amount of time assisting businesses with completing permit applications, completing annual emissions reports and, generally, with how to comply with SWCAA's regulations.

The "complaint response and enforcement" subprogram activity includes the investigation of citizen complaints, issuance of "Notices to Correct" to achieve voluntary compliance, issuance of "Notices of Civil Penalty" which are used to issue civil penalties, drafting and issuing enforcement orders, surveillance activities, testimony before the Washington State Pollution Control Hearings Board, and other similar activities. SWCAA tries to effectively cover the five county area of its jurisdiction as frequently as possible, but the agency's field staff can not be everywhere all of the time. For this reason, citizen complaints are used to help locate problems and violations. SWCAA's field staff can issue *Notices of Violation*. These actions can be the result of a verified citizen complaint or an inspection by SWCAA field staff. Violations may include excessive visual emissions, illegal outdoor burning, smoke or odor nuisance, violation of SWCAA, Department of Ecology (state), or EPA (federal) air quality regulations, or deviations from the requirements of new source review, Air Discharge Permit or a Small Unit Notification. SWCAA's Executive Director must decide on appropriate enforcement actions to address the issue. Depending on circumstances the issue may be addressed as either a "Notice to Correct", a "Notice of Civil Penalty" or a "Notice of Civil Penalty and Order". A "Notice to Correct" orders prescribed corrective actions but assesses no civil penalty and can be issued at any time after the *Notice of Violation* is received. A "Notice of Civil Penalty" assesses a civil penalty, and a "Notice of Civil Penalty and Order" issues a civil penalty with prescribed corrective actions. Civil penalties cannot be issued before 30 days after the *Notice of Violation* is received. During this time period the alleged violator can communicate their perspective to the Executive Director for his consideration in making his final decision. This final decision can then be appealed to the Washington State Pollution Control Hearings Board. Providing timely response to citizen complaints is an example of SWCAA demonstrating its public service philosophy. Quick complaint response is given a high priority by the agency to let the general public know that government can be responsive to their needs.

The following paragraphs describe the five major programs monitored by SWCAA.

1. AIR OPERATING PERMIT (AOP) PROGRAM

Title V of the 1990 Federal Clean Air Act Amendments and EPA's regulation for air operating permit sources published at 40 CFR Part 70 and RCW 70.94.161 and 70.94.162 (Washington's Clean Air Act) requires SWCAA to issue renewable Air Operating Permits to major sources of criteria and hazardous air pollutants for a fixed term of five years. These permits apply to sources with 100 or more tons of criteria air pollutant emissions per year (or 10 or more tons of a single hazardous air pollutant or 25 or more tons per year total of combined hazardous air pollutants) and are to be uniform in nature and content throughout the United States. The purpose of Air Operating Permits is to compile all applicable requirements into one document with the goal to improve a source's compliance through a better understanding of the air quality requirements affecting the

source. The permit issuance process begins with the submittal of an application and includes provisions for a public comment period, hearings if necessary, as well as review of draft permits by EPA and nearby states.

"Synthetic minor" is a term used to describe a source that voluntarily accepts limits on its potential to emit air pollutants to stay out of the Title V program (i.e., agrees to maintain emissions at levels below the major source applicability thresholds). At the present, 15 sources within SWCAA's jurisdiction are in the Air Operating Permit program. In addition, another 20 sources are currently operating under synthetic minor permits issued at their request to keep them out of the Air Operating Permit program.

By federal regulation, Air Operating Permit income is required to entirely cover all of the costs of the Air Operating Permit program, including all direct and indirect expenses. An Air Operating Permit Reserve Fund was originally established in the amount of \$20,000 to assist in avoiding the use of other agency funds to subsidize the Title V Air Operating Permit program near the end of the fiscal year should Title V program costs run higher than estimated at the beginning of the fiscal year. The Air Operating Permit program billing structure for Fiscal Year 2020/2021 includes an additional \$20,000 for strengthening the reserve to \$60,000, approaching 10% of the Air Operating Permit program budget. The AOP Reserve is currently being maintained at \$40,000.

2. NON-AIR OPERATING PERMIT (Non-AOP) PROGRAM

SWCAA registers numerous air contaminant facilities that release air emissions below the threshold levels for the Title V Air Operating Permit Program. Presently 669 sources are registered in this program. The air emission compliance of these minor sources is accomplished through a program of inspections and permitting. Each facility having potential emissions less than 100 tons per year is identified in a registration tracking system maintained by SWCAA. A source becomes registered with SWCAA as a result of an Air Discharge Permit application and issuance of an Air Discharge Permit. Once approved, an inspector is assigned to the source and an onsite inspection is scheduled. After an inspection has been completed, a determination is made regarding the facility's compliance status with respect to federal, state and local rules and any Air Discharge Permits or Small Unit Notifications. Following the inspection, a comprehensive inspection report is issued. This report outlines the air contaminant emitting equipment, authorized operating parameters and restrictions necessary for the facility to operate in compliance. These documents are updated on an annual or longer cycle based on the size, emission impacts and complexity of the sources. If a source is found to be in violation, a *Notice of Violation* is issued by staff and follow-up corrective and/or enforcement actions result in the Executive Director issuing a "Notice to correct", a "Notice of Civil Penalty" or a "Notice of Civil Penalty and Order".

The Non-Air Operating Permit program is the largest expense of the five programs for the following reasons. There is considerable time involved in tracking the approximately 669 sources in this program. All non-Title V inspection and compliance assurance related costs are borne by this program, as well as all of the administrative costs associated with the registration program, most of the database maintenance costs, costs associated with the air monitoring, maintenance plans, emission inventory and other general and administrative costs that do not fit specifically into any other program.

In order to offset the costs of registration and inspections, SWCAA charges an annual registration fee. In 1998 the SWCAA Board of Directors approved a change in the registration fee structure to incorporate a "polluter pays" concept. Accordingly, the fee for each source in the registration program is now based on number of emission units and quantity of emissions of criteria air pollutants and toxic air pollutants exceeding 1 ton per year.

3. ASBESTOS PROGRAM

For renovation and demolition projects, certain notification forms must be submitted to SWCAA along with a fee. This notification process ensures that only asbestos free structures are being demolished or renovated. Heavy emphasis has been placed on the proper removal and/or encapsulation of asbestos laden products throughout the nation in recent years. These activities are regulated under Title III of the Clean Air Act by federal rules 40 CFR Part 61 Subpart M. The authority to administer and enforce these rules has been delegated to SWCAA by the EPA, and SWCAA has written its own rules, SWCAA 476, to adopt and supplement the federal rules. SWCAA tracks removal, encapsulation, demolition and renovation projects and makes sure that jobs are conducted by properly trained and licensed asbestos contractors, who are trained and certified in asbestos survey, removal and disposal practices. Asbestos is tracked to its ultimate disposal site in order to ensure that it is properly handled and disposed. This material, because of the significant health risks associated with it, cannot be intermingled with the other refuse, but must be labeled and handled separately and covered daily at special landfills.

Prior to beginning any renovation or demolition work on structures within SWCAA's jurisdiction, an asbestos survey of the affected structure must be completed by an asbestos certified building inspector/contractor. Before regulated asbestos can legally be removed, or encapsulated, the contractor must submit a notification form, called a *Notice of Intent to Remove Asbestos*. In order for the agency to properly process and review the notification and allow for the opportunity to respond to problems or schedule inspections, the notification must be received at least ten days prior to commencement of the project. Information required includes a site description, method of handling the waste, amount of material, specific type of asbestos present, and planned final disposition of the asbestos containing material. Also, ten days before any demolition work can legally proceed, a *Notification of Demolition* form must be submitted along with a copy of the survey report, regardless of whether or not any asbestos was found. The purpose of this ten day waiting period is to give SWCAA inspectors the opportunity review the requirements of the project and schedule an inspection of the project into their workload.

4. BURNING PROGRAM

Four types of activity make up the burning program: (1) Outdoor Burning, (2) Agricultural Burning, (3) Land Clearing Burning and (4) Woodstoves/Fireplaces. Outdoor burning includes many kinds of fires, but is most commonly synonymous with the burning of natural vegetation by residential customers. The Washington Clean Air Act includes several provisions that impact outdoor burning. In areas that have experienced nonattainment as a result of failing to meet the National Ambient Air Quality Standards (NAAQS), outdoor burning has been prohibited. The Vancouver Air Quality Maintenance Area (AQMA), which is approximately equivalent to southern Clark County, was impacted by this prohibition in the early 1990s. Further, the Washington Clean Air Act specified that after December 31, 2000, the outdoor burning prohibition must be expanded to include the urban growth areas of cities with a population of over 5,000 residents and also within the city limits

of cities with over 10,000 residents. This provision of state law impacted the Battle Ground, Longview and Kelso areas in 2001. After December 31, 2006 the outdoor burning prohibition was specified to again be expanded to include the urban growth areas of cities with a population of less than 5,000 residents. Another provision of the Washington Clean Air Act specifies that outdoor burning must be prohibited in all areas where reasonable alternatives have been determined to exist. Considering the tests of “reasonable” provided in the outdoor burning rules (SWCAA 425, WAC 173-425) and population density, SWCAA has interpreted that outdoor burning should be prohibited in areas that have a population density of one thousand or more residents per square mile, and are reasonably adjacent to a city or urban growth area affected as described above. The south Clark County no-burn area was realigned in early 2012 to match the combined urban growth boundaries of Vancouver, Camas, and Washougal to recognize the actual urban growth patterns that had occurred in these areas as opposed to those projected in the early 1990s.

Agricultural burning involves the burning of diseased natural vegetation and other qualified burning by active commercial farming and orchard operations. State law provides that qualified agricultural burning may be allowed to occur in areas where other types of burning have been prohibited. This provision for exemption may even apply in urban growth areas and maintenance areas such as southern Clark County. However, for most types of agricultural burning a permit application with fees must be submitted for review, and then approved or denied by SWCAA within 7 days.

Land clearing burning permit issuance was a new program SWCAA began managing on October 1, 2001 when the Washington Department of Natural Resources ceased its 10-year practice of performing such services on non-forest-protected land. In order to allow the general public the opportunity to continue performing these burning activities in a legal manner, SWCAA assumed this permitting responsibility and established a permit fee for each application. A SWCAA specialist, or delegated authority in some areas, reviews applications for land clearing burning activity and, if approved, issues a permit to insure that the burning is performed in a manner that will minimize air pollution emissions and avoid nuisance impact to neighboring properties. Land clearing burning will not be permitted in areas where outdoor burning has been prohibited or in areas with a population density of 1,000 persons per square mile or greater.

5. PUBLIC EDUCATION PROGRAM

While early efforts to control air pollution successfully focused almost exclusively on industrial and commercial sources, the burden of responsibility for controlling air pollution has shifted in recent years to individual southwest Washington residents, people who drive single occupant vehicles, burn yard debris, and/or heat their homes with wood. Public education is an effective tool to encourage the change in behavior needed to reduce air pollution from these sources. Public education is an important part of the agency's mission and will ultimately have an impact on whether we are successful in maintaining the quality of life in our airshed.

SWCAA's public education activities may include participating in: (1) county fairs, (2) fire district open houses and similar community events, (3) partnerships with school districts to provide air pollution education to teachers and students, (4) teacher training workshops, (5) newspaper advertisements to promote air pollution awareness, (6) press releases, (7) disseminating literature and videos to the general public, (8) communicating air pollution advisories and wood burning

curtailments as necessary, (9) making presentations to various groups, and (10) other activities that help increase public awareness of air pollution issues.

C. TRADITIONAL EXPENSE MONITORING CATEGORIES

1. TRADITIONAL CATEGORIES

SWCAA also utilizes the more traditional categories for monitoring expenses as follows: (1) salaries, (2) benefits, (3) consultants, (4) travel, (5) equipment, (6) supplies, (7) insurance, (8) office lease, (9) utilities, (10) vehicle expense, (11) telephone, (12) copier, (13) postage, (14) equipment repair, (15) training, and (16) other. The expenses associated with each of these categories are included as part of the information provided to the Board of Directors on the Monthly Financial Report.

2. DEFINITION OF TRADITIONAL EXPENSE CATEGORIES

A description of the major expenses included within each of the traditional categories is provided in the following paragraphs.

SALARY: Includes the regular base salaries and any vacation or sick leave payouts for SWCAA's 16 budgeted full time employees (FTEs).

BENEFITS: Includes the benefits provided to employees (i.e., medical, dental, life insurance, long-term disability, employer contribution to the employee's PERS retirement account, employee assistance program, flex spending account, employer contribution to social security/medicare, unemployment insurance, and worker's compensation insurance).

EQUIPMENT: Depreciable equipment such as vehicles, copier/fax machines, computers, printers, phone systems, major monitoring equipment (other than grant sponsored), etc. will be purchased from the Depreciation Reserve.

SUPPLIES: Includes such items as paper, printer cartridges, logbooks, pens, pencils, calendars, general office supplies and printing associated costs. Also included are non-depreciable items (generally less than \$1,000) such as minor telephone, office furnishings, field/safety equipment, instruments, monitoring devices, etc.

TRAVEL: Expenses incurred for traveling such as airfare, parking, mileage, lodging, and meals.

CONSULTANT: The agency's legal counsel and the Department of Ecology's fee that it assesses SWCAA for oversight of the statewide Air Operating Permit program are included in this category. Temporary office help (secretarial assistance when illnesses occur) and any other external entities that may provide services in support of SWCAA's programs, projects or special studies, and equipment, goods and services required by grant sponsored projects are also included in this category.

INSURANCE: Includes insurance premiums paid to Enduris (formerly the Washington Government Entity Pool (WGEP)) for coverage on such items as public official liability, automobile coverage, property coverage and employee dishonesty bond coverage.

OFFICE LEASE: In September of FY 2003/2004 SWCAA moved into a new office location. The original lease was a seven-year lease which expired at the end of October 2010. A new three-year lease was negotiated with terms favorable to SWCAA which expires in December 2020. Property taxes and certain maintenance expenses are included in the lease payment.

UTILITIES: Expenses (primarily gas and electric) that SWCAA pays in addition to the cost of the lease for the agency's office space.

VEHICLE EXPENSE: Automobile repair, maintenance, gasoline and oil expenses incurred by the agency for its vehicles.

PHONE: Monthly land line and cell phone billings, internet service and special work/modifications to the agency's communications systems.

POSTAGE: Postage meter and bulk mailing expenses, shipping costs and express mail costs.

AUDIT: Financial audit expenses. Normally, SWCAA is on a two-year cycle for general audit by the Washington State Auditor's Office. In FY 2005/2006 SWCCA received a Federal Single Audit, triggered by the receipt and expenditure of more than \$500,000 of federal funding during FY 2004/2005. This level of federal funding has not recurred since and is not expected to recur in the foreseeable future.

EQUIPMENT REPAIR: This category pertains primarily to office equipment and maintenance contracts, but may be used for maintenance and repair of field equipment as well.

TRAINING: Staff training expenses include fees, tuition, registrations, and training/reference materials.

OTHER: Janitorial services, security services, external storage, professional memberships, and newspaper advertisements/public announcements/classifieds, are placed in this category.

DETAILED INCOME DOCUMENTATION

FY 20/21 INCOME SOURCES ALLOCATED TO PROGRAMS

INCOME SOURCE	BUDGET	Asbestos	AOP	Non-AOP	Burning	Public Education
BASE GRANTS:						
FEDERAL 105 GRANT	\$203,190			\$161,950	\$26,832	\$14,409
STATE GRANT	\$147,018			\$117,179	\$19,415	\$10,425
WOOD STOVE GRANT	\$12,425				\$10,210	\$2,215
LOCAL FEES:						
PER CAPITA ASSESS. FEES	\$364,180			\$290,264	\$48,092	\$25,825
NEW SOURCE REVIEW FEES	\$177,527			\$177,527		
REGISTRATION FEES						
STATIONARY SOURCES	\$507,031			\$507,031		
TANKERS	\$94,091			\$94,091		
ASBESTOS FEES	\$191,769	\$191,771				
BURN PERMIT FEES	\$6,793				\$6,793	
EFSEC FEES	\$7,500			\$5,978	\$990	\$532
AIR OPERATING PERMIT (AOP) FEES:						
AOP BILLINGS:	\$598,100		\$598,100			
AOP CARRYOVER	\$2,312		\$2,312			
OTHER INCOME:						
CIVIL PENALTIES	\$50,000			\$39,852	\$6,603	\$3,546
INTEREST	\$47,357			\$37,745	\$6,254	\$3,358
Non-AOP CARRYOVER	\$98,478			\$78,490	\$13,005	\$6,983
RESERVES	(\$0)					
ONE TIME GRANTS/OTHER:						
FED 103 PM _{2.5} GRANT	\$10,500			\$10,500		
AIR QUALITY IMPROVEMENT RESERVE						
DIESEL RETROFITS	\$20,000			\$20,000		
WOODSTOVE REPLACEMENTS	\$172,000				\$172,000	
TOTALS:	\$2,710,272	\$191,771	\$600,412	\$1,540,607	\$310,193	\$67,293

FY 20/21 INCOME ALLOCATED BY MONTH

5/20/2020

INCOME SOURCE	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE
BASE GRANTS:													
FEDERAL 105 GRANT	\$203,190					\$101,595.00			\$101,595.00				
STATE GRANT	\$147,018					\$73,509.00			\$73,509.00				
WOOD STOVE GRANT	\$12,425					\$4,142			\$4,142			\$4,142	
LOCAL FEES:													
PER CAPITA ASSESS. FEES	\$364,180					\$182,090					\$182,090		
NEW SOURCE REVIEW FEES	\$177,527						\$177,527						
REGISTRATION FEES													
STATIONARY SOURCES	\$507,031	\$507,031											
TANKERS	\$94,091	\$94,091											
ASBESTOS FEES	\$191,769								\$191,769				
BURN PERMIT FEES	\$6,793								\$6,793				
EFSEC FEES	\$7,500			\$1,875			\$1,875			\$1,875			\$1,875
AIR OPERATING PERMIT (AOP) FEES:													
AOP BILLINGS	\$598,100	\$149,525			\$149,525			\$149,525			\$149,525		
AOP CARRYOVER	\$2,312	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193
OTHER INCOME:													
CIVIL PENALTIES	\$50,000						\$50,000						
INTEREST	\$47,357						\$47,357						
Non-AOP CARRYOVER	\$98,478	\$98,478											
RESERVES	(\$0)												
ONE TIME GRANTS/OTHER:													
FED 103 PM _{2.5} GRANT(69053)	\$10,500		\$2,625			\$2,625			\$2,625				\$2,625
AIR QUALITY IMPROVEMENT RESERVE													
DIESEL RETROFITS	\$20,000								\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
WOOD STOVE REPLACEMENT	\$172,000		\$43,000			\$43,000			\$43,000			\$43,000	
TOTALS:	\$2,710,272	\$849,318	\$45,818	\$2,068	\$149,718	\$407,153	\$276,952	\$149,718	\$229,063	\$204,630	\$335,808	\$53,959	\$6,068

DETAILED EXPENDITURES DOCUMENTATION

FY 20/21 EXPENSES ALLOCATED TO PROGRAMS BY MONTH

5/20/2020

PROGRAM	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE
Asbestos	\$191,771	\$14,356	\$16,868	\$15,346	\$15,400	\$15,023	\$16,449	\$15,459	\$18,077	\$18,004	\$15,642	\$15,542	\$15,605
AOP	\$600,412	\$42,437	\$53,314	\$47,128	\$47,391	\$45,774	\$52,032	\$47,989	\$59,321	\$59,208	\$48,656	\$48,325	\$48,836
Non-AOP	\$1,540,604	\$114,650	\$134,661	\$123,092	\$123,664	\$120,581	\$132,054	\$124,506	\$145,355	\$145,052	\$125,790	\$125,236	\$125,965
Burning	\$310,193	\$15,933	\$18,668	\$23,097	\$21,930	\$23,388	\$26,225	\$28,769	\$31,569	\$34,547	\$27,120	\$26,818	\$32,128
Public Education	\$67,292	\$4,949	\$5,815	\$5,364	\$5,367	\$5,261	\$5,767	\$5,470	\$6,372	\$6,383	\$5,511	\$5,473	\$5,559
Totals:	\$2,710,272	\$192,326	\$229,327	\$214,027	\$213,752	\$210,027	\$232,527	\$222,194	\$260,694	\$263,194	\$222,718	\$221,393	\$228,094

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FY 20/21 EXPENSES BY MONTH

05/20/20

CONSULTANT	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE
IT Services:													
Web Page Improvements	\$20,000							\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333
Records Management	\$50,000							\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333
Legal (HR, enforcement, general council, etc.)	\$50,000	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167
Wood Stove Replacement Outside Vancouver	\$0												
Asbestos Lab Tests	\$1,000		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
Ecology Oversight on AOP	\$20,000									\$10,000			\$10,000
Temp Services / Intern	\$12,000			\$3,000			\$3,000			\$3,000			\$3,000
AQ Improvement (Diesel School Bus Grant):													
Carryover; Retrofits	\$19,000					\$4,000	\$5,000	\$5,000	\$5,000				
Carryover; Air Toxics, Anti-Idling	\$0												
Wood Stove Replacement Grant	\$121,000			\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100
Media Access for Public Ed./PSAs	\$2,000		\$500			\$500			\$500		\$500		
TOTALS:	\$295,000	\$4,167	\$4,767	\$19,367	\$16,367	\$20,867	\$24,367	\$33,033	\$33,533	\$41,033	\$28,533	\$28,033	\$40,933

FY 20/21 MONTHLY EXPENSES ALLOCATED TO TRADITIONAL CATEGORIES

5/20/2020

CATEGORY	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE
Salaries	\$1,400,540	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712	\$116,712
Benefits	\$592,640	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387	\$49,387
Consultants	\$295,000	\$4,167	\$4,767	\$19,367	\$16,367	\$20,867	\$24,367	\$33,033	\$33,533	\$41,033	\$28,533	\$28,033	\$40,933
Travel	\$16,875	\$1,206	\$1,206	\$1,206	\$2,406	\$1,206	\$1,206	\$1,206	\$1,206	\$1,206	\$1,206	\$2,406	\$1,206
Equipment	\$137,900	\$1,000	\$12,400	\$7,500	\$7,000	\$2,000	\$21,000	\$2,000	\$40,000	\$35,000	\$5,000	\$5,000	\$0
Supplies	\$41,000	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417	\$3,417
Insurance	\$25,000		\$25,000										
Office Lease	\$120,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Utilities	\$8,264	\$689	\$689	\$689	\$689	\$689	\$689	\$689	\$689	\$689	\$689	\$689	\$689
Vehicle Expense	\$14,000	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167	\$1,167
Phone	\$12,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Copier	\$2,500	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208
Postage	\$10,000	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833
Audit	\$0												
Equipment Repair	\$1,033	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86
Training	\$16,920	\$1,073	\$1,073	\$1,073	\$3,098	\$1,073	\$1,073	\$1,073	\$1,073	\$1,073	\$3,098	\$1,073	\$1,073
Other	\$16,600	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383	\$1,383
Reserves Restoration:													
Non-AOP Reserve	\$0	\$0											
AOP Reserve	\$0	\$0											
Totals:	\$2,710,272	\$192,327	\$229,327	\$214,027	\$213,752	\$210,027	\$232,527	\$222,193	\$260,693	\$263,193	\$222,718	\$221,393	\$228,093

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MAJOR EXPENSES ITEMIZATION

5/20/2020

	AMENDED BUDGET FY 2019/20	PROPOSED BUDGET FY 2020/21
<u>CONSULTANT/PASS THROUGH</u>		
IT Services:		
Web Page Improvements	\$2,000	\$20,000
Records Management	\$5,000	\$50,000
Legal (HR, enforcement, general council, etc.)	\$50,000	\$50,000
Wood Stove Replacement Outside Vancouver	\$35,000	\$0
Asbestos Lab Tests	\$1,000	\$1,000
Ecology Oversight on AOP	\$16,900	\$20,000
Temp Services / Intern	\$12,000	\$12,000
AQ Improvement (Diesel School Bus Grant):		
Carryover; Retrofits	\$19,000	\$19,000
Carryover; Air Toxics, Anti-Idling	\$0	\$0
Wood Stove Replacement Grant	\$210,000	\$121,000
Media Access for Public Ed./PSAs	<u>\$2,000</u>	<u>\$2,000</u>
TOTALS:	\$352,900	\$295,000
<u>EQUIPMENT - DEPRECIABLE</u>		
Computers	\$17,000	\$20,000
Production Scanner / Software	\$0	\$8,000
Monitoring Equipment	\$17,400	\$17,400
Vehicle	\$80,000	\$72,500
Furniture	<u>\$13,000</u>	<u>\$20,000</u>
TOTALS:	\$127,400	\$137,900
<u>SUPPLIES</u>		
Print & Design Services (forms, flyers, etc.)	\$6,198	\$6,000
Office Supplies(Quill, etc.)	\$3,616	\$6,500
Paper (copy machine, printers, etc.)	\$1,033	\$1,700
Books, Maps, Subscript's.(CFRs, Atlases, etc.)	\$1,240	\$1,240
Public Education (pencils, rulers, events, etc.)	\$2,066	\$3,500
Monitoring, Field, Safety	\$1,550	\$4,000
Kitchen, Restrooms, Water, etc.	\$1,033	\$1,100
Misc. Software	\$3,099	\$15,500
Miscellaneous	<u>\$1,033</u>	<u>\$1,460</u>
TOTALS:	\$20,868	\$41,000
<u>OTHER</u>		
Janitorial (Jani-King, carpet cleaning, etc.)	\$5,200	\$7,600
Newspaper (notices, ads, classifieds, etc.)	\$2,583	\$2,500
Security (American Protection)	\$1,136	\$1,500
Professional (AWMA mbrshp., WA P.E., etc.)	\$1,500	\$1,500
Miscellaneous	<u>\$4,339</u>	<u>\$3,500</u>
TOTALS:	\$14,758	\$16,600

\Bud1920:Expenses;A1

TRAVEL BUDGET FY 20/21

5/20/2020

EMPLOYEE	DESTINATION	EST. COST
URI PAPISH Executive Director	National Association of Clean Air Agencies	\$4,000
	Washington Air Quality Managers Group	\$1,500
JERRY EBERSOLE Operations Manager	CA/Enforcement	\$250
	Mgm't. Workshop	\$250
PAUL MAIROSE Chief Engineer	Permit Workshops	\$250
	Mgm't. Workshop	\$250
WESS SAFFORD Air Quality Eng. II	Permit Workshops	\$250
	Inspector Training	\$250
VANNESSA McCLELLAND Air Quality Eng. I	Permit Workshops	\$250
	Inspector Training	\$250
	Source Test Training	\$450
CLINTON LAMOREAUX Air Quality Eng. III	Permit Workshops	\$250
	Inspector Training	\$250
JOHN St.CLAIR Air Quality Eng. II	Permit Workshops	\$250
	Inspector Training	\$250
	Source Test Training	\$450
DANNY PHIPPS Air Quality Eng. I	Permit Workshops	\$250
	Inspector Training	\$250
	Source Test Training	\$450
JERRY STRAWN AQCS II	WAQCF Mtgs.	\$250
	Inspector Training	\$250
DUANE JOHNSON AQCS II	Inspector Training	\$250
BRIAN FALLON AQCS II	Inspector Training	\$250
	Ambient Monitoring Mtgs./Workshops	\$350
VACANT AQCS I	Inspector Training	\$250
	ICIS/Data Mgmt. Training	\$450
CRYSTAL MOORE AQCS I	Inspector Training	\$250
CHIP CHUPRINKO Database / IT	Software/IT Training	\$250
TRACI ARNOLD Office Administrator	Computer/Software Classes	\$250
	WFOA/Finance Classes	\$250
TINA HALLOCK Secretary I	Computer/Software Classes	\$250
Board Mileage Expenses	Board Meetings	\$3,225
TOTAL:		\$16,875

TRAINING BUDGET FY 20/21

5/20/2020

EMPLOYEE	COURSE	EST. COST
URI PAPISH Executive Director	Management; Misc.	\$2,000
JERRY EBERSOLE Operations Manager	Management; Misc.	\$1,000
PAUL MAIROSE Chief Engineer	Management; Misc.	\$1,000
WESS SAFFORD Air Quality Engineer II	Opacity Re-certification Inspector training	\$465 \$500
VANNESSA McCLELLAND Air Quality Engineer I	Opacity Re-certification Inspector training	\$465 \$500
CLINTON LAMOREAUX Air Quality Engineer Iii	Opacity Re-certification Inspector training	\$465 \$500
JOHN St.CLAIR Air Quality Engineer II	Opacity Re-certification Inspector training	\$465 \$500
DANNY PHIPPS Air Quality Engineer I	Opacity Re-certification Inspector training	\$465 \$500
JERRY STRAWN AQS II	Asbestos Inspector Recertification Opacity Re-certification Inspector training	\$370 \$465 \$500
DUANE JOHNSON AQS I I	Opacity Re-certification Inspector training	\$465 \$500
BRIAN FALLON AQS II	Asbestos Inspector Recertification Opacity Re-certification Inspector training	\$350 \$465 \$500
VACANT AQS I	Asbestos Inspector Recertification Opacity Re-Certification Inspector training	\$350 \$465 \$500
CRYSTAL MOORE AQCS I	Opacity Re-certification Inspector training	\$465 \$500
CHIP CHUPRINKO Database / IT	Software/IT Training	\$1,400
TRACI ARNOLD Office Administrator	Computer/Data processing	\$400
TINA HALLOCK Secretary	Computer/Data processing	\$400
TOTAL:		\$16,920

/Bud1920:Training:A1

Common Abbreviations Used in Air Pollution

A A A A A A A A

ACFM	Actual Cubic Feet per Minute
ADP	Air Discharge Permit
AEROS	Aerometric and Emissions Reporting System
AIRS	Aerometric Information Retrieval System
AOP	Air Operating Permit*
AQCR	Air Quality Control Region
AQMA	Air Quality Maintenance Area
AQMP	Air Quality Maintenance Plan*
ASTM	American Society for Testing and Materials

B B B B B B B B

BACT	Best Available Control Technology*
BART	Best Available Retrofit Technology
BTU	British Thermal Unit
BUBBLE	Use of Alternative Emission Limits to Meet SIP/NSPS Requirements

C C C C C C C C

CAA	Clean Air Act
CARB	California Air Resources Board
CEM	Continuous Emission Monitor*
CFC	Chlorofluorocarbons
CFM	Cubic Feet per Minute (ft ³ /minute preferred except with ACFM or SCFM)
CFR	Code of Federal Regulations*
CO	Carbon Monoxide*
CO ₂	Carbon Dioxide
COH	Coefficient of Haze
COM	Continuous Opacity Monitor*
CTG	Control Techniques Guidelines

D D D D D D D D

DEQ	Department of Environmental Quality (State of Oregon)
DOE	Department of Ecology (State of Washington)

* Most frequently used abbreviations.

E E E E E E E

EA	Environmental Assessment
EF	Emission Factor
EI	Emission Inventory*
EIA	Environmental Impact Assessment
EIS	Environmental Impact Statement
EKMA	Empirical Kinetic Modeling Approach
EPA	Environmental Protection Agency*
ERC	Emission Reduction Credit*
ESP	Electrostatic Precipitator

F F F F F F F

FBC	Fluidized Bed Combustion
FFFSG	Fossil Fuel Fired Steam Generator
FGD	Flue Gas Desulfurization
FNOC/FNOV	Field Notice of Correction/Field Notice of Violation*
FR	Federal Register
FTE	Full Time Equivalent
FY	Fiscal Year* (SWCAA, DOE; July 1 through June 30)
FFY	Federal Fiscal Year (EPA; October 1 through September 30)

G G G G G G G

GC	Gas Chromatography
GEP	Good Engineering Practice
GHG	Greenhouse Gases
g/mi	Grams per mile

H H H H H H H

H ₂ S	Hydrogen Sulfide
HAP	Hazardous Air Pollutant*
HC	Hydrocarbons
HOV	High Occupancy Vehicle*

I I I I I I I

I & M	Inspection and Maintenance Program for Motor Vehicles
ICIS	Integrated Compliance Information System
IMPROVE	Interagency Monitoring of Protected Visual Environments
IR	Infrared

J K L J K L J K L

LAER **Lowest Achievable Emission Rate***
LUST Leaking Underground Storage Tanks

M M M M M M M M

MACT Maximum Achievable Control Technology
MFBI Major Fuel Burning Installation
MOBILE Mobile Source Emissions Model
MOU Memorandum of Understanding
MPO Metropolitan Planning Organization
MSA Metropolitan Statistical Areas
MW Megawatt

N N N N N N N N

NAA Nonattainment Area
NAAQS **National Ambient Air Quality Standards***
NADB National Aerometric Data Bank
NACAA National Association of Clean Air Agencies
NADP National Atmospheric Deposition Program
NAMS National Air Monitoring Station
NAPAP National Acid Precipitation Assessment Program
NATICH National Air Toxics Information Clearinghouse
NDIR Nondispersive Infrared Analysis
NEPA National Environmental Policy Act
NESHAP National Emission Standard for Hazardous Air Pollutants
NETTING Emission Trading Used to Avoid PSD/NSR
NMHC Nonmethane Hydrocarbons
NMOC Nonmethane Organic Compounds
NO Nitric Oxide
NO₂ **Nitrogen Dioxide***
NO_x Nitrogen Oxides
NOAA National Oceanic and Atmospheric Administration
NOC Notice of Construction
NON-AOP Non-Air Operating Permit Sources
NOV **Notice of Violation***
NSPS New Source Performance Standards
NSR **New Source Review***
NTIS National Technical Information Service

OOOOOOOO

O₃	Ozone*
O _x	Total Oxidants
OAQPS	Office of Air Quality Planning and Standards (within U.S. EPA)
OAR	Office of Air and Radiation (within U.S. EPA)
OECA	Office of Enforcement and Compliance Assurance (within U.S. EPA)
O & M	Operations and Maintenance (Plan, Log, etc.)
ORV	Off-Road Vehicle

PPPPPPP

PAH	Polycyclic Aromatic Hydrocarbon
PAN	Peroxyacetyl Nitrate
Pb	Lead
PBB	Polybrominated Biphenyls
PC	Pulverized Coal
PCB	Polychlorinated Biphenyls
PCDD	Polychlorinated Dibenzodioxin
PCDF	Polychlorinated Dibenzofuran
PCP	Pentachlorophenol
PLUVUE	Plume Visibility Model
PM	Particulate Matter
PM_{2.5}	Particulate Matter less than 2.5 microns in size*
PM₁₀	Particulate Matter less than 10 microns in size*
PNA	Polynuclear Aromatic Hydrocarbons
POM	Polycyclic Organic Matter
POTW	Publicly Owned Treatment Works
ppb	Parts per billion
ppm	Parts per million*
PSD	Prevention of Significant Deterioration*
PSI	Pollutant Standards Index
PTE	Potential to Emit
PVC	Polyvinyl Chloride

QQQQQQQQ

QA	Quality Assurance
QC	Quality Control

R R R R R R R R

RA	Risk Assessment
RACM	Reasonably Available Control Measures
RACT	Reasonably Available Control Technology*
RICE	Reciprocating Internal Combustion Engine
RFP	Reasonable Further Progress
ROLLBACK	A Proportional Reduction Model
RTCM	Reasonable Transportation Control Measures
RVP	Reid Vapor Pressure

S S S S S S S S

SCFM	Standard Cubic Feet per Minute
SCR	Selective Catalytic Reduction
SEPA	State Environmental Policy Act
SIC	Standard Industrial Classification
SIP	State Implementation Plan*
SLAMS	State/Local Air Monitoring Station*
SO₂	Sulfur Dioxide*
SO _x	Sulfur Oxides
SOCMA	Synthetic Organic Chemical Manufacturers Association
SOCMI	Synthetic Organic Chemical Manufacturing Industry
SOV	Single Occupancy Vehicle*
STP	Standard Temperature and Pressure
SWCAA	Southwest Clean Air Agency*
SUN	Small Unit Notification

T T T T T T T T

TAP	Toxic Air Pollutant*
TCE	Trichloroethylene
TCM	Transportation Control Measure
TCP	Transportation Control Plan
TEOM	Tapered Element Oscillating Microbalance*
THC	Total Hydrocarbons
TLV	Threshold Limit Value
TOC	Total Organic Carbon
TPY	Tons Per Year*
TRS	Total Reduced Sulfur
TSP	Total Suspended Particulates*

UUUUUUUU

UAM Urban Airshed Model
UGA **Urban Growth Area***
UGB **Urban Growth Boundary***
USEPA United States Environmental Protection Agency
UST Underground Storage Tank

VVVVVVVV

VE Visual Emissions
VMT **Vehicle Miles Traveled***
VOC **Volatile Organic Compounds***

WXYZWXYZ

YTD Year to Date