

Date: February 16, 2010
To: Board of Directors
Puget Sound Clean Air Agency
Subject: Resolution No. 1183 – FY10 Budget Amendment for Executive
Director Recruitment Process

Honorable Members:

In the January 28, 2010 Board of Directors meeting, you agreed to a process and timeline that will guide the recruitment of a new Executive Director. The first critical step in that recruitment process is to secure the services of an external executive search firm. The search firm of Karras Consulting was chosen by the Board of Directors Sub-Committee, Paul Roberts, Jake Fey and Marina Cofer-Wildsmith.

Costs associated with the executive search consist of both known and estimated costs. We recommend utilizing a portion of the net salary savings resulting from the difference between former Executive Director, Dennis McLerran's final salary and the Board-approved salary for the Interim Executive Director, Jim Nolan.

In summary, the net salary savings between Dennis McLerran's FY10 salary and Jim Nolan's adjusted FY10 salary is \$69,878; the known recruitment expense is \$29,500 and the estimated expense for advertising and potential travel for out-of-state candidates is \$12,500, for a total of \$42,000 in known and estimated search costs. (\$69,878 savings - \$42,000 expenses)

Attached is Resolution No. 1183 and the related budget summary materials reflecting an amendment to the Fiscal Year 2010 Budget.

Staff recommends the Board adopt Resolution No. 1183.

Respectfully submitted,


Maryam G. Renzi
Director, Finance, Technology and Organization Development

Attachment

jwc

RESOLUTION NO. 1183

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUGET SOUND CLEAN AIR AGENCY
AMENDING THE BUDGET FOR FISCAL YEAR OF 2010 – JULY 1, 2009, TO JUNE 30, 2010, FOR
EXECUTIVE DIRECTOR RECRUITMENT EXPENSES**

WHEREAS, the Board of Directors adopted a budget for Fiscal Year 2010 for the Puget Sound Clean Air Agency by Resolution No. 1159 on June 18, 2009, as required by the Washington State Clean Air Act at RCW 70.94.092, and at the time considered and estimated the financial needs of the operation of the Agency and also the revenues needed to meet such needs; and

WHEREAS, subsequently, Dennis J. McLerran, Agency Executive Director until February 15, 2010, was offered and accepted the position of Regional Administrator of U. S. Environmental Protection Agency (EPA) Region 10; and

WHEREAS, the Agency Executive Director position is currently vacant and the Board of Directors is undertaking efforts to fill the position and desires to hire a recruitment firm to assist the Board in its efforts; and

WHEREAS, the Board of Directors desires to fund the expenses of hiring a recruitment firm through salary savings experienced by the Agency due to vacancies in Fiscal Year 2010;

WHEREAS, the Board of Directors does now desire to amend the budget accordingly for the Puget Sound Clean Air Agency for the Fiscal Year of 2010, therefore,

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

Section 1. The amended budget for the Puget Sound Clean Air Agency for the Fiscal Year of 2010 (July 1, 2009 to June 30, 2010) including schedules and supporting materials, is adopted as attached hereto and incorporated herein by reference.

PASSED AND APPROVED by the Board of Directors at a regular meeting of the Board on this 25th day of February, 2010.

PUGET SOUND CLEAN AIR AGENCY

By _____
Paul Roberts
Chair, Board of Directors

Attest:

By _____
James L. Nolan
Interim Executive Director

Approved as to form:

By _____
Laurie S. Halvorson
Agency Counsel

**PUGET SOUND CLEAN AIR AGENCY
BUDGET AMENDMENT**

FISCAL YEAR ENDING JUNE 30, 2010

	FY09 Approved Budget (Final)	FY10 Approved Budget (Initial)	Amendmnt 7/23/09	Amendmnt 9/24/09	Amendmnt 12/17/09	Amendmnt 1/28/10	Amendmnt 2/25/10	FY10 Amended Budget
EXPENSES								
Personnel Expenses								
Salaries	5,948,100	5,886,794				28,953 #118	(34,187) #1183	5,881,560
Benefits	2,057,374	1,708,343				7,230 #118	(7,813) #1183	1,707,760
Sub-Total Personnel	8,005,474	7,595,137				36,183	(42,000)	7,589,320
Operating Expenses								
Operating Supplies	72,500	72,500						72,500
Professional Services	465,220	290,720				86,372 #118	42,000 #1183	419,092
Telephone	91,700	73,600						73,600
Postage	16,000	18,000						18,000
Travel and Training	169,948	117,569				2,200 #118		119,769
Transportation	51,000	43,000						43,000
Rental - Property & Equipment	470,001	473,331						473,331
Insurance	68,000	77,000						77,000
Utilities	6,000	5,600						5,600
Repairs and Maintenance	210,969	212,040						212,040
Legal Expenses	34,500	19,000						19,000
Printing	22,000	22,000						22,000
Meetings	15,000	15,000						15,000
Merchants and Banking Charges	18,000	23,000						23,000
Sub-Total Operating Expenses	1,710,838	1,462,360				88,572	42,000	1,592,932
Capital Expenses								
Tenant Improvements	42,000	26,000						26,000
Computer	69,350	40,100				2,000 #118		42,100
Fleet	15,000	50,000						50,000
Technical/Scientific	257,500	93,500						136,704
Sub-Total Capital Expenses	383,850	209,600				2,000		254,804
Grant Expenses								
Biowatch Grants	437,277	-						-
Airtoxics - Method	127,730	188,195						188,195
Airtoxics - Community	333,377	249,518						249,518
DOE Wa Ferries	194,171	-						-
EPA HAL Grant	273,000	273,000						273,000
SR 520 Health Impact Assessment	54,705	-						-
Sub-Total Grant Expenses	1,420,260	710,713						710,713
Workplan Expenses								
Climate Protection	150,000	90,000	40,000 #1168				3,904,699 #118	4,034,699
Wood Smoke	950,000	650,000	15,000 #1168	285,000 #1174				950,000
Outdoor Burning	103,000	-						-
Diesel Solutions	2,885,917	3,164,614		3,065,430 #1173	250,000 #1177			6,480,044
Outreach & Education	425,000	152,500	25,000 #1168					177,500
Environmental Justice	115,000	110,000						110,000
Sub-Total Workplan Expenses	4,628,917	4,167,114	80,000	3,350,430	250,000		3,904,699	11,752,243
TOTAL EXPENSES	16,149,339	14,144,924	80,000	3,350,430	293,204	4,031,454		21,900,012

**PUGET SOUND CLEAN AIR AGENCY
BUDGET AMENDMENT**

FISCAL YEAR ENDING JUNE 30, 2010

FY09 Approved Budget (Final)	FY10 Approved Budget (Initial)	Amendment 7/23/09	Amendment 12/17/09	Amendment 1/28/10	Amendment 2/25/10	FY10 Amended Budget

SURPLUS/(DEFICIT)

Resolution #	Date	Amount
1168	7/23/2009	80,000
1173	9/24/2009	3,274,088
1174	9/24/2009	285,000
1177	12/17/2009	250,000
1178	12/17/2009	43,204
1181	1/28/2010	4,135,335
1183	2/25/2010	42,000

Amendments to Work Plan Budgets - Wood
Smoke, Climate, Outreach & Education

Amendment to Work Plan Budget & Draw from
Diesel Retrofit Fund - Diesel Solutions (Grants
#2A96694801 and #2A983441501)
Amendment to Work Plan Budget - Wood Stove
Change-out Grant (#G1000125)
Amendment to Diesel Workplan to add Port
Drayage Truck Retrofit Grant (#G1000331) of
\$350,000 and reduce Workplan expense draw
from Retrofit Fund by \$100,000 (net of add
\$250,000 to Workplan).
Federal and State Core Grant Awards
(#G1000107) were greater than originally
budgeted

Amendment for new grant-Clean Cities
Petroleum Reduction -ARRA (Dept of Energy)
Professional services for search firm for
Executive Director position

PUGET SOUND CLEAN AIR AGENCY
BUDGET AMENDMENT

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RESOURCES								
Federal Grants								
105 Grant - Federal Core (EPA)	842,680	842,680			30,116 #1178			872,796
Sec 103 Grant - PM 2.5 (EPA/Ecology)	120,000	104,000						104,000
Blowatch Grant (Dept of Homeland Security)	471,924	-						-
WA Ferries (Dept of Energy)	236,767	-						-
Air Toxics - Methods (EPA)	145,936	180,695						180,695
Air Toxics - Community Monitoring (EPA)	347,503	256,385						256,385
Natl Clean Diesel Emerging Tech.-Fierce Allegiance (EPA)	7,500	692,500						692,500
Cargo Handling - DERA (EPA)	184,575	665,425						665,425
Locomotive Repower-Burlington Northern Santa Fe RR-ARRA(EPA)				2,534,511 #1173				2,534,511
Marine Diesel Retrofit-L&G Foss- ARRA (EPA)				739,577 #1173				739,577
Clean Cities Petroleum Reduction - ARRA (Dept of Energy)						4,135,335 #118		4,135,335
Holland America Grant (EPA)	273,000	58,866						58,866
Subtotal Federal Grants	2,629,895	2,800,551		3,274,088	30,116	4,135,335		10,240,090
State Grants								
105 Grant - State Core (Ecology)	654,380	621,661			13,088 #1178			634,749
State Diesel Retrofit Grant	22,414	-						-
Port Drayage Truck Retrofit Grant (Ecology)					350,000 #1177			350,000
State MTCA	1,452,375	-						-
SR 520 Health Impact Assessment (DOT)	69,698	-						-
Wood Stove Changeout Grants	790,000	550,000		100,000 #1174				650,000
Wood Smoke Educ & Enforcement Grant	65,000	65,000						65,000
Subtotal State Grants	3,053,867	1,236,661		100,000	363,088			1,699,749
Supplemental Income								
Per Capita - Cities and Counties	1,827,279	1,852,830						1,852,830
Per Capita - Strategic Initiatives	179,145	181,650						181,650
Subtotal Supplemental Income	2,006,424	2,034,480						2,034,480
Program Fees								
Asbestos	466,060	366,530						366,530
Notice of Construction	361,545	357,241						357,241
Registration	2,496,166	2,464,345						2,464,345
Operating Permits	1,584,463	1,449,327						1,449,327
Subtotal Program Fees	4,908,234	4,637,443						4,637,443
Other Revenues								
Port of Seattle - ABC Fuels	-	225,000						225,000
Port of Seattle - Reducing Port Emissions	-	837,500						837,500
Port of Seattle - Cargo Handling Grant Match	-	100,000						100,000

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Port of Tacoma - Cargo Handling Grant								
Match	-	100,000						100,000
Clean Cities Coalition	120,000	90,000						90,000
Miscellaneous Revenue	-	-						-
Subtotal - Other Revenues	120,000	1,352,500	-	-	-	-	-	1,352,500
Total Revenues	12,718,410	12,061,635	-	3,374,088	393,204	4,135,335	-	19,964,262
Appropriated Fund Balance								
Civil Penalty Fund	578,000	532,500						532,500
Civil Penalty FY08 Collections	22,734			185,000 #1174				185,000
State Diesel Money	1,735,803	1,453,368		(208,658) #1173	(100,000) #1177	(41,360) #118		1,103,350
General Fund (Per Capita)	313,936	(87,042)				(62,521) #118		(149,563)
Fee Programs	380,456	242,986						322,986
Strategic Initiative Fund	400,000	(181,650)						(181,650)
Strategic Initiative Fund - to fund balance	-	(20,885)						(20,885)
Clean Cities - to fund balance	-	7,000						7,000
Department Reserves	-	137,012						137,012
Holland America Fund (Partner Matches)	-							
Sub-Total Appropriated Fund Balance	3,430,929	2,083,289	80,000	(23,658)	(100,000)	(103,881)	-	1,935,750
TOTAL REVENUES & APPROPRIATIONS	16,149,339	14,144,924	80,000	3,350,430	293,204	4,031,454	-	21,900,012