



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
BUDGET COMMITTEE MEETING
MONTHLY BOARD OF DIRECTORS MEETING

THURSDAY MARCH 13, 2025

11:00 A.M.

Virtual Participation

By Video: <https://us02web.zoom.us/j/82551664224>

By Audio: +1 253 215 8782

Meeting ID: 825 5166 4224

In-Person Participation

LRAPA

1010 Main Street

Springfield, OR 97477

[Note: Start times for agenda items are approximate.]

BUDGET COMMITTEE MEETING

1. **Call to Order** (11:00 a.m.)
2. **Introductions** (11:05 a.m.)
3. **Election of Budget Chair & Vice-Chair** (11:10 a.m.) Action
4. **Proposed Budget Presentation** (11:15 a.m.) Information
5. **Q & A** (11:40 a.m.) Discussion
6. **Consideration of Budget Approval** (11:50 a.m.) Action
7. **Adjournment** of LRAPA Budget Committee Meeting (12:00 p.m.)

We endeavor to provide public accessibility to LRAPA services, programs, and activities for people with disabilities. People needing special accommodations to participate in LRAPA public hearings such as assistive listening devices or accessible formats such as large print, Braille, electronic documents, or audio tapes, should please contact the LRAPA office as soon as possible, but preferably at least 72 hours in advance. For people requiring language interpretation services, including qualified ASL interpretation, please contact the LRAPA office as soon as possible, but preferably at least 5 business days in advance so that LRAPA can provide the most comprehensive interpretation services available. Please contact the LRAPA Nondiscrimination Coordinator at accessibility@lrapa.org or by calling the LRAPA office at 541-736-1056.

Nos esforzamos por proporcionar accesibilidad pública a los servicios, programas y actividades de LRAPA para personas con discapacidades. Las personas que necesiten adaptaciones especiales, como dispositivos de asistencia auditiva, formatos accesibles como letra grande, Braille, documentos electrónicos o cintas de audio, deben comunicarse con la oficina de LRAPA con al menos 72 horas de anticipación. Para las personas que requieren servicios de interpretación de idiomas, incluyendo la interpretación calificada de ASL, comuníquese con la oficina de LRAPA al menos con 5 días laborables de anticipación para que LRAPA pueda proporcionar los servicios de interpretación que sean lo más completos disponibles. Para todas las solicitudes, envíe un correo electrónico al Coordinador de Antidiscriminación de LRAPA a accessibility@lrapa.org o llame a la oficina de LRAPA al 541-736-1056.



LRAPA

Lane Regional Air Protection Agency

Annual Budget



FY 2025-2026

Proposed Budget
revised on 3/13/2025



LRAPA
Lane Regional Air Protection Agency

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LRAPA'S GUIDING PRINCIPALS

LRAPA's MISSION:

To protect public health, quality of life, and the environment as a leader and advocate for the continuous improvement of air quality in Lane County.

LRAPA VALUES:

- Honesty, integrity & trust
- Open communication
- Accessible, accurate, and understandable information and data
- Timeliness
- Cost effectiveness

AGENCY OPERATIONS & GOALS

LRAPA's Four Core Operational Tasks:

1. Regulatory Compliance, Permitting, and Industrial Emissions Management;
2. Regional Air Monitoring and Analysis;
3. Public Health Protection and Air Quality Education;
4. Partnerships and Interagency Coordination.

These core operational tasks ensure LRAPA fulfills its mandate as the region's air quality authority implementing the Clean Air Act.

In addition to delivering on our operational core tasks, LRAPA established four goals to address organizational challenges and act on opportunities to enhance our value and service to the citizens of Lane County:

1. Financial Sustainability and Transparency;
2. Organizational Excellence/Succession Planning and Board Development;
3. Strengthened Partnerships and Stakeholder Engagement;
4. Enhanced Wildfire Smoke Response and Preparedness.

These goals strengthen public trust, enhance service for Lane County, while addressing emerging challenges impacting all Lane County residents.

LRAPA'S BUDGET MESSAGE

Esteemed Board of Director Chair, Howard Saxion, members of the Lane Regional Air Protection Agency (LRAPA) Board of Directors, members of the Budget Committee, Citizens Advisory Committee, and citizens of Lane County, the following is a summary of the proposed budget for the 2025-26 fiscal year.

LRAPA's 2025-26 fiscal year budget, July 1, 2025, through June 30, 2026, was prepared pursuant to Oregon's Budget Law for Councils of Government (ORS 294.915 and 294.920) and LRAPA's Financial Policies. All financial calculations reflect analysis of economic indicators, including Consumer Price Index trends, inflation forecasts, and confirmed commitments for grant funding.

The proposed 2025-26 LRAPA budget expenditures total **\$7,670,315**, which is comprised of:

- General Fund budget expenditures: **\$3,587,293**
- Special Revenue (Title V) Fund budget expenditures: **\$725,060**
- Grant Fund budget expenditures: **\$3,357,962**

BUDGET HIGHLIGHTS

LRAPA is financially as strong as ever, and our grant portfolio also remains robust. Thanks to the leadership of our Financial Manager, LRAPA has developed cost allocation methodologies to more accurately calculate transfers between funds, specifically the utilization of Title V funds. This stability in financial policy, accounting, and organization has enabled the Executive Director to contemplate bigger strategic actions for the 2025-26 budget forward.

Currently LRAPA has three employees with 25 or more years of service, making succession planning a critical step to ensure LRAPA can smoothly transition their knowledge and skills before long-tenured staff retire in the coming years. These tasks include an array of air monitoring requirements necessary to meet agency obligations with DEQ and EPA, code enforcement, and asbestos regulation. Additionally, there are emerging needs pertaining to wildfire smoke, outdoor burning, and home wood heating impacts on air quality across Lane County that requires more staff attention.

To address these challenges, this budget proposes adding one full-time employee, increasing LRAPA's staffing from 19 to 20. The return on investment to Lane County for making this move is having adequate permit writers to avoid permitting backlogs and implementing Cleaner Air Oregon, while addressing the need for enhanced smoke management. Each year presents new challenges, and we believe this budget addresses ongoing and emerging challenges while also preparing the organization for the future.

THANK YOU

Travis Knudsen
Executive Director

Christina Ward
Finance Manager & Budget Officer

LRAPA BUDGET COMMITTEE

BUDGET COMMITTEE

Board of Directors:

Howard Saxion, Board Chair, Eugene
Matt Keating, Eugene
Dylan Plummer, Eugene
Michael Johnston, Eugene
David Loveall, Lane County
Alan Stout, Springfield
Jared Hensley, Springfield
Jim Settlemeyer, Cottage Grove
Bryan Cutchen, Oakridge

Appointees:

Ruth Linoz, Springfield, Chair
Steve Schmunk, Springfield, Vice-Chair
Adam Rue, Eugene
Zach Mulholland, Eugene
Amanda Dellinger, Eugene (pending)
Vacant, Eugene
Vacant, Lane County
Vacant, Cottage Grove
Thaddeus Carter, Oakridge

LRAPA Executive Director

Travis Knudsen

Budget Officer

Christina Ward

Management Team

Colleen Wagstaff, Asbestos & Enforcement Manager
Lance Giles, Technical Services Manager
Max Hueftle, Operations Manager
Christina Ward, Finance Manager
Matt Sorensen, Public Affairs Manager
Rachelle Nicholas, Administrative Manager

Administrative Assistant

Heather Gravelle

LRAPA OVERVIEW

ABOUT

The **Lane Regional Air Protection Agency (LRAPA)** is the local air authority responsible for monitoring Lane County's air and administering programs that protect and improve air quality. LRAPA was founded in 1968 as an intergovernmental agreement between the cities of Springfield and Eugene. Today's intergovernmental agreement includes Lane County and the cities of Cottage Grove, Eugene, Oakridge, and Springfield.

OVERSIGHT

LRAPA receives direction and oversight from three independent committees who represent the diverse interests of Lane County's communities: the Board of Directors, the Citizens Advisory Committee, and the Budget Committee. These groups' meetings are open to the public and include an opportunity for public comment.

LRAPA is governed by a 9-member Board of Directors who represent the diverse interests of their respective locality. Board members are appointed by their corresponding LRAPA councils and the Lane County Board of Commissioners. Board seats are divided based upon population size. The first seat from a supportive partner must be held by an elected official from its governing body but may appoint subsequent seats from the public within its jurisdiction. Board members serve three-year terms and can be reappointed. The Board meets monthly, usually at noon on the second Thursday of each month. Most years no meetings are scheduled in August and December.

LRAPA's Board of Directors has established a Citizens Advisory Committee to advise the Board in matters pertaining to the region, particularly on methods and procedures for the protection of public health and welfare and of property, from the adverse effects of air pollution. This volunteer committee is made up of 7-15 local Lane County residents from various backgrounds including: public health, agriculture, industry, community planning, fire suppression, and general public. Citizens Advisory Committee members serve three-year terms and can be reappointed. Meetings are usually at noon on the last Tuesday of each month. Most years no meetings are scheduled in August and December.

The State of Oregon mandates that all local governments establish Budget Committees made up of citizen members and elected officials. The purpose of the Budget Committee in Oregon is to promote efficiency and economy in the expenditure of public funds. The Budget Committee's role is to help assure that LRAPA's budget document and fiscal practices address priorities that the LRAPA Board approves.

The LRAPA Budget Committee consists of the LRAPA Board of Directors, plus nine board-appointed citizens representing the same jurisdiction as the board members. Budget Committee members serve three-year terms and can be reappointed.

The Budget Committee meets ahead of the Board meetings in the Spring to review and approve LRAPA's proposed budget document (usually in March, and in April or May as needed) for referral to the Board of Directors for public hearing and adoption at the Board's May or June meeting.

PERSONNEL

SUMMARY

The budget includes a total of 20 full-time equivalent positions. The positions below are shown by the FTE staffed in each department.

LRAPA has worked throughout the year on addressing workflow inequities in combination with additional workflow demands. LRAPA's staffing has varied over the years as annual budgets were adjusted to account for economic fluctuations. In 2008, LRAPA had the highest staffing level with 23 FTE employees.

Salaries and benefits constitute the major portion of expenditures in LRAPA's budget. The salary and benefits line items in the budget reflect an increase of 11% for the upcoming fiscal year, which includes merit increases, a cost-of-living increase, and the addition of one FTE.

FULL-TIME EQUIVALENT (FTE'S) EMPLOYEES

A schedule of the full-time equivalent positions by department for the past three years and proposed budget year is presented below.

Department	2022-23	2023-24	2024-25	2025-26
Administration	5.0	5.0	6.0	5.0
Operations	9.0	9.0	6.0	9.0
Finance	3.0	3.0	3.0	3.0
Technical Services	2.0	2.0	4.0	3.0
Total FTE's	19	19	19	20

The allocation of the expenditure for each position is different by fund based on level of effort. The expenditure for the FTE will be provided in each fund's budget.

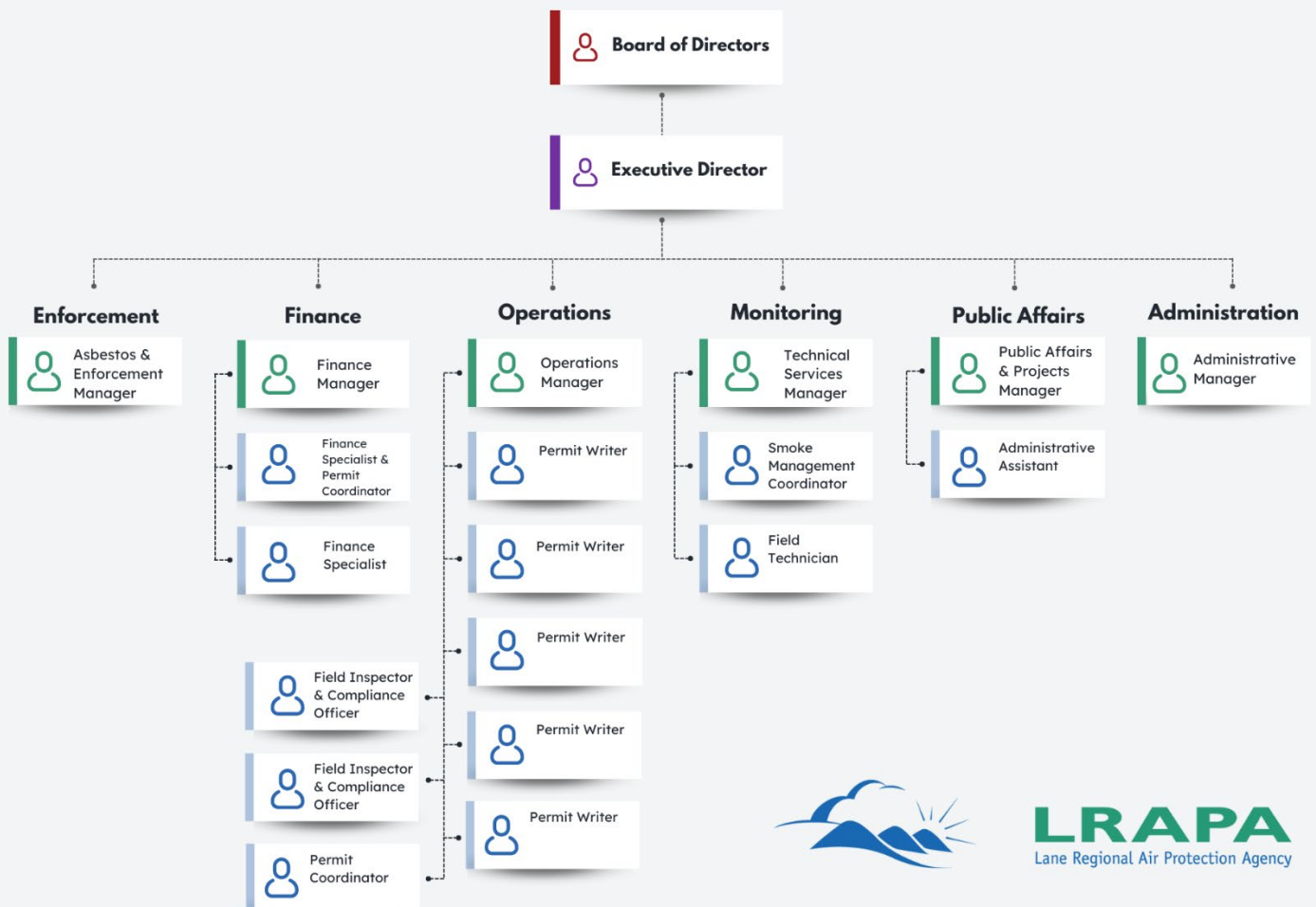
Fund	2022-23	2023-24	2024-25	2025-26
General Fund	13.3	13.8	14.2	15.2
Special Revenue Fund (Title V)	3.8	4.0	3.9	4.2
Grant Fund	0.5	0.4	0.9	0.6
Enterprise Fund (AirMetrics)	1.4	1.8	0.0	0.0
Total FTE's	19	19	19	20

CHANGES FROM PREVIOUS YEAR

The FY 2025-26 budget includes one additional FTE position to address succession planning and growing program demands. This addition will facilitate knowledge transfer from our senior staff—who collectively represent over 90 years of LRAPA experience—while supporting our expanding regulatory responsibilities. Although LRAPA previously maintained 23 FTE at its peak, the organization has operated with reduced staffing despite increasing service demands and air quality management complexity. This measured staffing increase ensures long-term organizational stability as both regulatory requirements and community needs continue to evolve.

ORGANIZATIONAL STRUCTURE

Lane Regional Air Protection Agency 2025 Organization Chart



PROPOSED SALARY SCHEDULE – FISCAL YEAR 2025-2026

Position	Annual Salary	
	*Minimum	Maximum
Administrative Assistant	52,853	78,455
Air Monitoring Specialist	61,187	90,816
Air Quality Specialist I	61,187	90,816
Environmental Specialist I	61,187	90,816
Environmental Engineer I	64,229	95,358
Finance & Permit Coordinator	67,443	100,136
Finance Speicalist	67,443	100,136
Air Quality Specialist II	67,443	100,136
Permit & Policy Coordinator	67,443	100,136
Environmental Engineer II	70,828	105,128
Environmental Specialist II	70,828	105,128
Public Affairs Manager	74,363	110,398
Asbestos & Enforcement Manager	74,363	110,398
Environmental Engineer Lead	81,990	121,710
Technical Services Manager	94,908	140,884
Finance Manager	94,908	140,884
Administrative Manager	94,908	140,884
Operations Manager	99,664	147,933
Excutive Director	Established by contract	
*Current salary schedule has 17 steps between minimum and maximun pay.		
The proposed salary schedule includes a 3% COLA increase from prior year.		

BASIS OF BUDGETING

SUMMARY

LRAPA budgets all funds on the modified accrual basis of accounting. Items such as depreciation, amortization, and other revenues that are not expected to be received in the current period or within sixty days of fiscal year end are not included in the budget. All expenditures forecast to occur during the year are budgeted.

Within LRAPA's audited financial statements, the Governmental fund financial statements are reported using the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, LRAPA considers revenues to be available if they are collected within 180 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

Budget appropriations for authorized spending are provided for all three of LRAPA's funds: General Fund, Special Revenue Fund (Title V) and Grant Fund. The amounts of appropriations are presented in the "Proposed Budget" column of the budget summaries presented for each fund.

In short, LRAPA uses a modified accrual accounting approach where revenues are counted when they become available (within 180 days of the fiscal year end) and expenses are recorded when they are incurred, with certain exceptions like depreciation and accrued leave that are not included in the budget. This conservative approach helps ensure accurate financial planning and transparent reporting of the agency's resources and obligations.

FUND ACCOUNTING

SUMMARY

For accounting purposes, a local government is not treated as a single, integral entity. Rather, a local government is viewed instead as a collection of smaller, separate entities known as "funds." A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes, all segregated for specific activities and objectives.

FUND STRUCTURE

The LRAPA budget has three funds. All funds with budgetary appropriations in the fiscal year 2025-2026 budget are presented with the fund structure and the main revenue sources listed below.

The Title V Fund is mandated by federal law under the Clean Air Act to be a self-sustaining entity, financed by fees collected from major pollution sources. This requirement ensures that the program, which regulates and monitors major air pollutants, operates without relying on general funding, thereby upholding air quality standards and public health independently.

Fund Structure & Revenue Source		
Governmental Funds		
General Fund	Special Revenue Fund	Grant Fund
EPA PM2.5 Grant EPA Section 105 Base Grant	Title V Fees	TAG 1
Local Partner Fees		TAG 2
DEQ General Fund Grant		EJG2G
Permit and Fees Air Contaminant Discharge Permits (ACDP)		
Cleaner Air Oregon, a State of Oregon DEQ & LRAPA Program.		

BUDGET PROCESS

SUMMARY

A budget is a financial plan outlining estimated revenues and expenditures for a specific period or purpose, such as a fiscal year. LRAPA, as a Council of Governments under Oregon Revised Statutes (ORS 294.900-930), prepares a balanced budget where total resources, including beginning balances and incoming revenues, must equal total outlays, including current year expenses, capital investments, transfers, other financial obligations, and reserves.

Budgeting plays a pivotal role by compelling organizations to scrutinize their plans and set priorities within the confines of their financial capabilities. As a Council of Governments formed through intergovernmental agreement, LRAPA follows specific budget requirements designed for regional agencies that provide direct services while operating independently of any single member government entity.

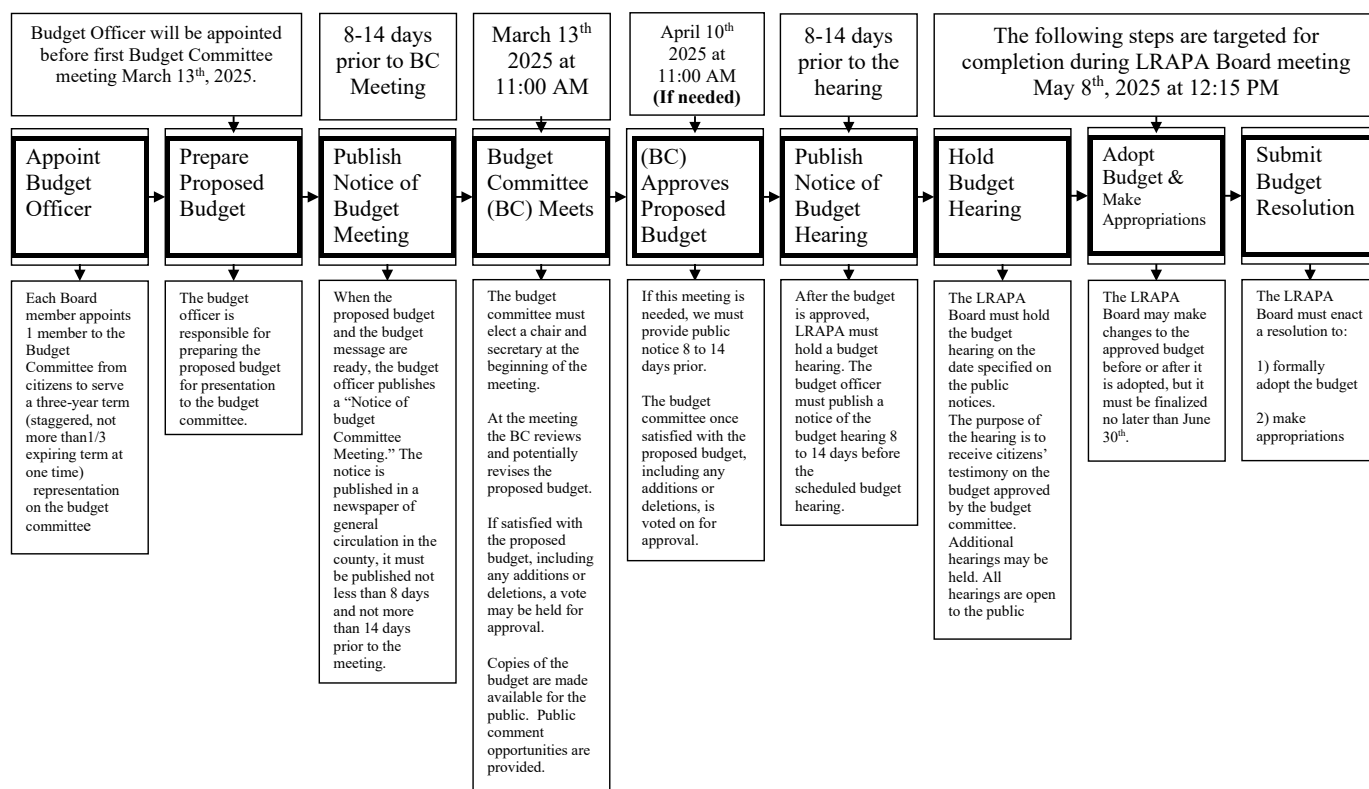
The LRAPA Budget Committee consists of the Board of Directors members and an equal number of representatives of the services provided by LRAPA. All committee members have equal voting rights, and appointive members serve staggered three-year terms. In accordance with ORS 294.915, LRAPA

publishes notice of Budget Committee meetings in newspapers of general circulation within Lane County between 8-14 days prior to the meetings. These meetings are open to the public, allowing community members to discuss proposed programs with the committee.

Following committee review, LRAPA holds a public hearing on the budget document as approved by the Budget Committee. Notice of this hearing is also published 8-14 days in advance. After the hearing, the budget is submitted to the Board of Directors for formal adoption. Should circumstances require modifications during the fiscal year, changes can be made through a supplemental budget process under specific conditions outlined in ORS 294.925, such as pressing necessities or newly available funding sources that were not foreseeable during initial budget preparation.

LRAPA maintains budget records, including the adopted budget, published notices, and adoption resolution, for two years following the end of each fiscal year, ensuring transparency and accountability in its financial planning process.

The 9 Steps of Budget Process for Council of Governments



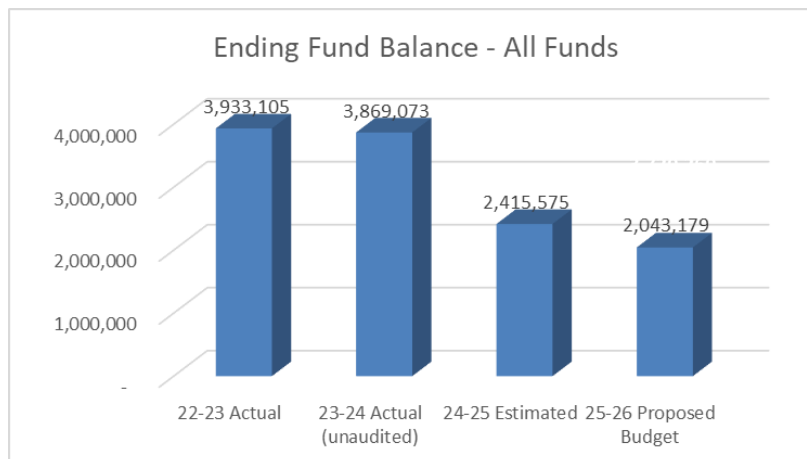
The following are the primary steps each Council of Government must consider:

- The budget officer prepares a proposed budget.
- Notice of the budget committee meeting is published 8 to 14 days prior to meeting.
- The budget document is made available at or before the budget committee meeting at which the budget is presented.
- The budget committee conducts at least one public meeting for receiving the budget message and the budget document as well as providing opportunity for public questions or comments.
- The budget committee approves the budget.
- Notice of the budget public hearing is published 8 to 14 days prior to meeting.
- The governing body conducts a public hearing on the approved budget.
- The governing body, after public comment and deliberations, adopts the budget and enacts resolutions or ordinances accordingly no later than June 30th.

CONSOLIDATED SCHEDULE of RESOURCES, EXPENDITURES, and FUND BALANCES

ALL FUNDS – FISCAL YEARS 2022-2023 THROUGH 2025-2026

	22-23 Actual	23-24 Unaudited Actual	24-25 Projected Actual	25-26 Proposed Budget
Intergovernmental	1,993,349	2,132,970	4,195,700	4,521,476
Partner Fees	195,111	199,048	203,500	211,807
Permits & Fees	1,391,640	1,264,671	1,264,671	1,399,447
Title V Permit Fees	424,247	644,627	793,660	770,500
Miscellaneous	549,744	442,931.96	147,752	106,500
Transfers	40,500	1,275,290	125,000	150,000
Total Revenue	4,594,591	5,959,538	6,730,284	7,159,730
Personnel	2,174,141	2,291,115	2,627,830	2,923,320
Materials and Services	1,905,608	2,107,576	3,893,006	4,167,995
Capital Outlay	34,787	349,589	1,550,000	280,000
Transfers	40,500	1,275,290	160,000	150,000
Contingency	-	-	75,000	149,000
Total Expenditures	4,155,036	6,023,570	8,305,836	7,670,315
Resources over (under)	439,555	(64,032)	(1,575,552)	(510,586)
Beginning Fund Balance	3,493,550	3,933,105	3,991,127	2,553,764
Ending Fund Balance	3,933,105	3,869,073	2,415,575	2,043,179



ALL FUND ACCOUNTING

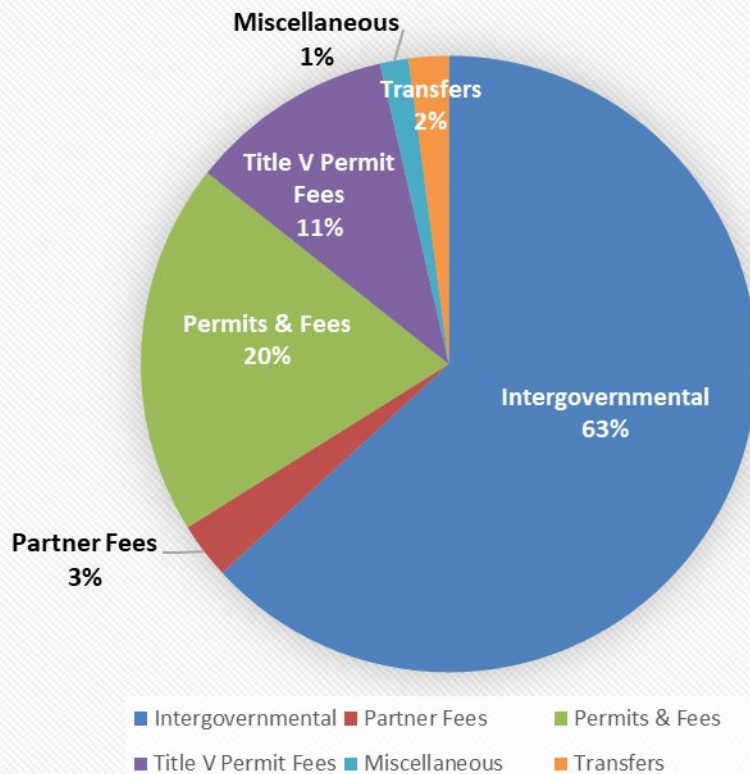
ALL FUNDS – FISCAL YEAR 2025-2026

The LRAPA's total proposed budget for fiscal year 2025-26 is **\$9,713,494**. Planned spending totals \$7,670,315, which includes transfers from the Special Revenue Fund and Grant Fund to the General Fund of \$150,000. The projected reserves at the close of FY '26 will be \$2,043,178.

REVENUE

Intergovernmental	4,521,476
Partner Fees	211,807
Permits & Fees	1,399,447
Title V Permit Fees	770,500
Miscellaneous	106,500
Transfers	150,000
Total Revenue	7,159,730

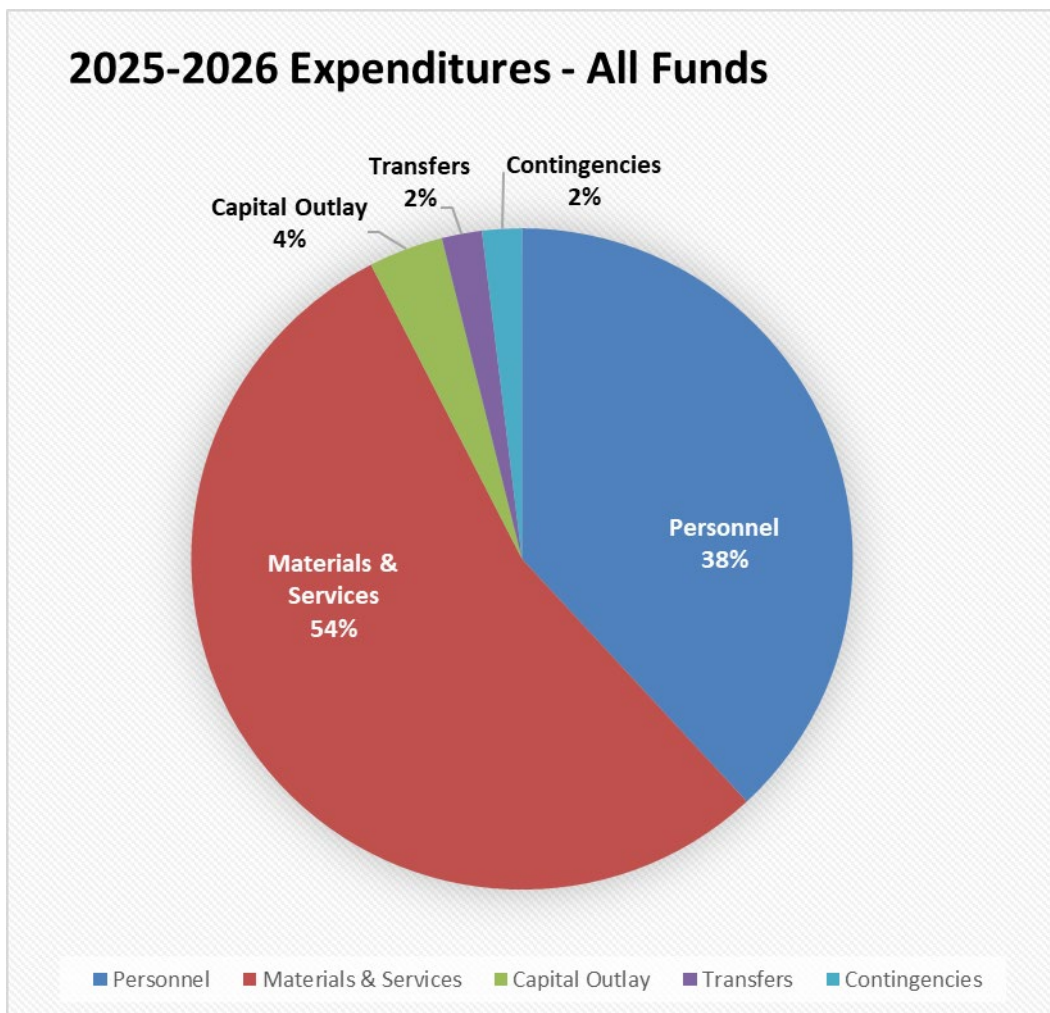
2025-2026 Revenue - All Funds



Note: The Intergovernmental revenue category includes approximately **\$3.3-mil** in funds from TAG 1, TAG 2, EJG2G grants and a NWAirQuest passthrough, which are not directly supporting LRAPA's operations but are managed by LRAPA for the benefit of Lane County and the Pacific Northwest region.

EXPENDITURES

Personnel	2,923,320
Materials and Services	4,167,995
Capital Outlay	280,000
Transfers	150,000
Contingency	149,000
Total Expenditures	7,670,315



REVENUE – All Funds

INTERGOVERNMENTAL

LRAPA receives funding from various intergovernmental sources, including the U.S. Environmental Protection Agency (EPA) and the Oregon Department of Environmental Quality (DEQ). This funding supports LRAPA's core mission of protecting public health and the environment through air quality monitoring, permitting, enforcement, and education. The EPA Clean Air Act Section 105 base grant requires local matching funds and maintenance of effort to ensure a consistent level of service. LRAPA also receives EPA funding for PM_{2.5} monitoring through a contract with DEQ.

PARTNER FEES

As part of a long-standing IGA, LRAPA receives local partner funding from the Cities of Cottage Grove, Eugene, Oakridge, and Springfield, and Lane County. These fees are essential for supporting LRAPA's operations and meeting the matching requirements for federal grants. The IGA, originally established in 1968, has been amended over the years to include additional partners and adjust funding levels. Partner fees are set annually by the LRAPA Board of Directors.

PERMITS AND FEES

LRAPA generates revenue through various permit fees, including Air Contaminant Discharge Permits (ACDP), Cleaner Air Oregon (CAO) program fees, asbestos notification fees, and outdoor burning permits. These fees support LRAPA's regulatory oversight and ensure that industrial facilities and other regulated entities comply with air quality standards. Permit fees are reviewed and adjusted periodically to reflect the cost of providing services and to maintain consistency with DEQ's fee schedule.

GRANTS

LRAPA utilizes grant funding when available to support special projects and initiatives that further its mission. LRAPA has been awarded two EPA Targeted Airshed Grants (TAG) to reduce woodsmoke emissions in the Oakridge-Westfir area. These multi-year grants fund a comprehensive program that includes residential woodstove replacements, weatherization, and community education. In 2024, LRAPA also received an Environmental Justice Government-to-Government (EJG2G) grant to build community resiliency to the hazards of smoke and wildfires through home hardening and smoke proofing interventions, smoke community response plan implementation, wood waste program coordination, health impact research, and development of a best practices toolkit.

MISCELLANEOUS

LRAPA earns interest on its fund balances invested in the Local Government Investment Pool (LGIP) managed by the Oregon State Treasury. Interest rates have fluctuated in recent years due to economic conditions, ranging from 4% - 5.5% APY. LRAPA also receives minor revenue from other miscellaneous sources, such as the sale of surplus property.

TRANSFERS

The Special Revenue Fund (Title V Fund) makes an annual transfer to the General Fund to cover all indirect costs incurred for the fiscal year. LRAPA uses an allocation methodology which considers each General Fund line item that indirectly supports Title V efforts, such as utilities and office space use. In FY '24 this totaled \$84,458. The FY '25 total will be determined at the close of the fiscal year.

The Grant Fund makes quarterly transfers to the General Fund to cover all indirect costs incurred for the fiscal year. The methodology is determined by the grant terms and conditions and approved grant budget. In FY '24 this totaled \$9,715. The FY '25 total will be determined at the close of the fiscal year.

The Enterprise Fund (AirMetrics) was established by LRAPA, around 1992. The Board elected to close the enterprise fund in December 2023. The remaining funds have been transferred to the General Fund totaling \$1,181,117. Under Oregon Law, once a government fund is “closed” it must continue to be reported on the books—and appear in the budget—for three years before it can be fully removed from those documents.

GENERAL FUND

SUMMARY

The General Fund is the primary operating fund for LRAPA, with revenue sources that include permit fees for Air Contaminant Discharge Permits (ACDP) and Cleaner Air Oregon, federal grants from the Environmental Protection Agency (EPA), state funding through contracts with the Department of Environmental Quality (DEQ), local intergovernmental partner funding, interest income, and miscellaneous fees. ACDP permit fees cover sources such as greenhouse gas emitters and gas dispensing facilities. The EPA Clean Air Act Section 105 base grant requires local maintenance of effort and consistent service levels and also includes pass-through funding for the Northwest AirQuest program. EPA provides additional funding for PM_{2.5} monitoring through a contract with DEQ. The long-standing Intergovernmental Agreement between LRAPA and its local partners—the Cities of Cottage Grove, Eugene, Oakridge, and Springfield, and Lane County—is a critical component of the General Fund revenue.

HIGHLIGHTS

The General Fund's ending fund balance for fiscal year 2025-2026 is projected to be \$1,660,316.

LRAPA currently oversees approximately 275 sources with Air Contaminant Discharge Permits (ACDPs). In the calendar year 2024, asbestos abatement inspections increased to 112 from 90 in 2023, while the number of abatement notices decreased slightly to 441 from 466 in 2023. Civil penalties also decreased from 15 in 202 to 5 in 2024. Total complaints received in 2024 was 601 and 587 in 2023, with the majority related to outdoor burning followed by industry-related issues.

CHANGES FROM PREVIOUS YEARS

Staffing changes have occurred within the agency, and LRAPA ended the processing of payroll for DEQ Employee Operators in July 2024, allowing the agency to focus on its core mission.

The PERS employer portion increased from 11.08% - 17.38% in FY24 to 12.57% - 18.27% in FY26, with the next biennial 2% increase scheduled for FY28-30. The low end of the range applies to OPSRP employees and the high end of the range applies to Tier One & Tier Two employees.

REVENUES

The General Fund revenue for fiscal year 2025-26 is budgeted to increase 1% compared to the 2024-25 estimated revenues. Partner fees are budgeted with a 2.9% increase which is crucial for supporting the maintenance of effort (MOE) requirement for the EPA base grant, as this grant funding is contingent upon LRAPA meeting the MOE. Miscellaneous income has increased due to higher interest rates on LGIP (Local Government Investment Pool) bank accounts, reaching 4.5% during FY25. As in previous fiscal years, revenue that is not expected to be received is not included in the proposed budget.

EXPENDITURES

Budgeted expenditures for the General Fund total \$3,587,293, representing a decrease of 22% compared to the projected 2024-25 actuals. The primary driver of this decrease is the completion of the capital project to renovate the LRAPA office building.

GENERAL FUND STAFFING

The General Fund sustains most of LRAPA's workforce, budgeting for 20 FTEs in FY 2025-26. A workflow shift reallocates 3.0 FTEs to Operations, enhancing cross-training and unifying industry source related staff. An added FTE to LRAPA's roster is an effort to improve succession planning and meet program needs. LRAPA has multiple staff with around 90 years of collective knowledge who fulfill many diverse needs at the agency. This added FTE presents more opportunities to learn, understand, and accept responsibilities from legacy staff as they prepare for retirement. A total of approximately 15.2 FTE are funded by the General Fund.

GENERAL FUND BUDGET

Description	22-23 Actual	23-24 Unaudited Actual	24-25 Projected Actual	25-26 Proposed Budget
Resources				
BEGINNING FUND BALANCE	2,179,645	2,725,901	3,821,647	2,216,341
30 - Beginning Fund Balance	2,179,645	2,725,901	3,821,647	2,216,341
DEQ State General Fund Contributions	599,740	269,514	263,500	269,514
DEQ PM 10 Grant	0	0	20,000	10,000
DEQ Remote Operators	0	105,288	10,677	0
DEQ PM 2.5 103 Grant	175,000	100,161	167,823	164,000
EPA Federal 105 Base Grant	263,514	319,004	300,000	300,000
EPA Fed Base Grant AIRQUEST	38,351	436,191	420,000	420,000
31- Intergovernmental	1,076,605	1,230,158	1,182,000	1,163,514
City of Eugene	87,643	93,573	92,000	98,851
City of Springfield	31,806	30,143	33,700	33,942
City of Cottage Grove	10,428	5,665	5,900	5,903
City of Oakridge	3,358	1,692	1,700	1,781
Lane County	61,876	67,975	70,200	71,329
32- Partner Fees	195,111	199,048	203,500	211,807
Contaminant Discharge (ACDP)	874,086	637,876	734,529	763,910
Cleaner Air Or (CAO) Permit	307,410	340,316	340,812	351,036
Asbestos Notification Fees	186,855	190,125	139,988	175,000
Outdoor Burning Letter Permit	23,289	4,250	8,570	5,000
Greenhouse Gas Permit	-	71,104	74,938	75,000
Enforcement Fees	-	21,000	37,756	29,500
35-Permit & Fees	1,391,640	1,264,671	1,336,592	1,399,447
Interest	30,246	89,524	90,000	100,000
Miscellaneous Revenues	78,203	6,146	57,752	6,500
36-Other Reveunes	108,449	95,670	147,752	106,500
Administraton Transfers from Specialty Rev. & Grant Fund	40,500	1,275,290	125,000	150,000
37-Transfer	40,500	1,275,290	125,000	150,000
Total Revenue	2,812,305	4,064,837	2,994,845	3,031,268
Total General Fund Resources	4,991,950	6,790,738	6,816,491	5,247,609

General Fund Budget Continued:

		23-24	24-25	25-26
	22-23	Unaudited	Projected	Proposed
Description	Actual	Actual	Actual	Budget
Expenditures				
Personnel				
Salaries	1,092,256	1,180,661	1,449,900	1,553,500
Part-Time Wages	-	76,666	8,328	-
Payroll Taxes	-	142,734	116,700	139,815
Health/Dental Benefits	168,319	163,877	228,100	215,937
Fringe Benefits	258,498	9,523	5,100	10,875
Retirement -PERS	-	103,975	147,072	195,741
Retirement -VOYA	-	7,910	6,500	7,768
Workers Comp	-	5,571	5,900	7,768
Total	1,519,073	1,690,917	1,967,600	2,131,402
Materials & Services				
Advertisement	3,240	3,188	10,000	10,000
Website Fees	-	4,880	3,500	3,400
Public Education	512	1,189	35,000	30,000
Public Notices	1,027	2,002	4,700	3,000
Postage	105	737	500	500
Printing	-	-	7,600	2,500
Computer Hardware	20,227	34,413	30,000	30,000
Computer Software	20,032	34,701	30,300	40,000
Financial Software	25,091	40,399	32,400	40,000
Equipment Lease & Usage	5,398	8,889	10,400	9,000
Equipment & Furniture <\$5000	5,655	5,655	60,000	10,000
Insurance	34,204	35,746	39,300	39,300
Bank Fees & Charges	2,800	2,314	500	2,000
Legal Fees	-	101,949	59,500	15,000
Audit Fees	8,876	26,750	27,600	33,600
Supplies -Lab	19,010	22,679	55,000	37,500
Supplies -Office	40,685	16,362	15,100	10,000
Professional Dues	6,274	6,290	7,600	6,700
Contract Services	104,944	172,661	97,000	100,000
Grant Contract Svc-Pass Thru	308,185	275,212	340,000	420,000
Enforcement Fees due to Lane Cour	-	21,000	37,756	29,500
Telephones	13,575	11,925	10,000	10,000
Telephones-Monitoring	2,776	5,456	5,000	5,000
Utilities	10,484	20,312	20,100	20,100
Utilities- Monitoring	5,941	9,384	10,300	9,000
Training	4,575	17,703	9,000	9,810
Travel	18,069	5,766	22,100	21,481
Building Maintenance	33,346	28,398	68,600	83,500
Vehicle Fuel	3,734	5,384	5,900	5,000
Vehicle Maintenance/Repair	9,870	1,097	11,200	6,500
Office & Storage Rent	-	1,400	10,394	-
Miscellaneous	3,554	3,723	3,700	1,500
Staff/Volunteer Appreciation	-	1,023	2,500	5,000
Total	712,189	928,586	1,082,550	1,048,891

General Fund Budget Continued:

Description	22-23	23-24	24-25	25-26
	Actual	Unaudited Actual	Projected Actual	Proposed Budget
Expenditures Cont'd				
Capital Outlay				
Capital Building Improvements	34,787	139,793	1,290,000	-
Capital Landscape Improvements	-	143,188	-	-
Capital Ops software system	-	-	130,000	100,000
Capital Equipment	-	66,608	130,000	180,000
Total	34,787	349,589	1,550,000	280,000
Contingency				
General Contingency	-	-	-	117,000
General Contingency-PERS	-	-	-	10,000
Total	-	-	-	127,000
TOTAL EXPENDITURES	2,266,049	2,969,091	4,600,150	3,587,293
Revenue & Resources	4,991,950	6,790,738	6,816,491	5,247,609
Revenue Over Expenditures	2,725,901	3,821,647	2,216,341	1,660,316
Ending Fund Balance	2,725,901	3,821,647	2,216,341	1,660,316

SPECIAL REVENUE FUNDS (TITLE V)

SUMMARY

LRAPA's Special Revenue Fund is used to account for the Title V Operating Permit program, which is a federal requirement under the Clean Air Act. The Title V program regulates major air pollution sources and is designed to be self-sustaining through permit fees. LRAPA aligns its Title V fees by Rule with those set by the Oregon Department of Environmental Quality (DEQ) to maintain consistency across the state. The Special Revenue Fund tracks revenues and expenditures related to the Title V program, with any excess funds maintained as a reserve balance.

HIGHLIGHTS

The Title V Operating Permit program, which regulates major air pollution sources, is a key component of LRAPA's mission to protect public health and the environment. In the current fiscal year, LRAPA oversees 15 Title V sources, ensuring that these facilities comply with the federal Clean Air Act requirements and maintain their permits in good standing.

A significant accomplishment for LRAPA's operation department has been the elimination of the Title V permit backlog. This milestone demonstrates the agency's commitment to efficient and effective regulation, as well as the dedication and hard work of the staff involved in the Title V program. By staying current with permit renewals and modifications, LRAPA can better monitor and control air pollution from the largest sources in Lane County.

CHANGES FROM PREVIOUS YEAR

The Title V program has undergone a significant change in the previous two fiscal years, with the Oregon Legislature approving a substantial increase to the permit fees collected by the Department of Environmental Quality (DEQ). LRAPA adopted these fees to maintain consistency across the state, resulting in an 83% increase in Title V permit fees over the past two budget years.

As a result of the increase in revenue within the Special Fund, the once underfunded fund has now stabilized and is able to more effectively support all Title V costs incurred.

REVENUE

Title V revenue for the 2025-26 fiscal year is budgeted based on the new fee structure approved by the legislature. The cumulative 83% fee increase is expected to support the program's operations and ensure that LRAPA can effectively regulate major air pollution sources in Lane County.

EXPENDITURES

Budgeted expenditures for the Special Revenue Fund total \$725,060, representing an increase of 16% compared to the projected 2024-25 actuals. The primary driver of this increase is LRAPA's refined and improved allocation methodology for the calculation of the program's indirect costs and annual transfer to the General Fund.

Budgeted expenditures for the Special Revenue Fund are primarily allocated to personnel costs, with a smaller portion dedicated to materials and services. The revenue from the Title V fund is vital in supporting the program's expenditures and helping maintain a reserve balance of four months' operating expenses.

SPECIAL REVENUE FUND STAFFING

The Title V program is staffed by a combination of personnel from the Operations, Compliance, and Technical Services departments. While no FTEs are solely dedicated to the Special Revenue Fund, the equivalent of approximately 4.2 FTE contribute to the Title V program through permit writing, inspections, compliance monitoring, and technical support.

SPECIAL REVENUE BUDGET

Description	22-23 Actual	Unaudited 23-24 Actual	24-25 Projected Actual	25-26 Proposed Budget
Resources				
Beginning Fund Balance	103,787	54,277	169,481	337,423
Beginning Fund Balance	103,787	54,277	169,481	337,423
Title V Permit Fees	424,247	644,627	793,660	770,500
Permit Fees	424,247	644,627	793,660	770,500
Total Revenue	424,247	644,627	793,660	770,500
Total Resources	528,034	698,904	963,141	1,107,923

*Special Revenue Fund Budget Continued on next page.

Special Revenue Fund Budget Continued:

Description	Unaudited		24-25	25-26
	22-23 Actual	23-24 Actual	Projected Actual	Proposed Budget
Requirements				
Salaries	369,006	318,272	436,141	427,200
Payroll Taxes	30,121	26,445	26,937	38,448
Health/Dental Benefits	11,424	50,425	38,026	59,381
Fringe Benefits	10,123	1,851	1,382	2,990
Retirement -PERS	24,158	30,330	29,733	53,827
Retirement -VOYA	321	2,886	837	2,136
Workers Comp	37	79	74	2,136
Personnel Total	445,190	430,288	533,130	586,118
Public Notices	5,648	-	256	300
Public Education	-	180	-	-
Postage	-	-	-	-
Printing	1,749	-	-	-
Computer Hardware	412	-	-	-
Computer Software	-	-	75	75
Supplies -Office	-	-	57	-
Professional Dues	-	-	911	-
Contract Services	-	12,133	360	-
Telephones	3,338	56	-	-
Utilities	56	-	-	-
Training	2,364	1,525	1,591	3,790
Travel	-	756	4,338	12,777
Building Maintenance	-	-	-	-
Vehicle Fuel	-	27	-	-
Vehicle Maintenance/Repair	-	-	-	-
Miscellaneous	-	-	-	-
Materials & Services Total	13,567	14,677	7,588	16,942
Transfer to Gen Fund	15,000	84,458	85,000	100,000
Transfers Total	15,000	84,458	85,000	100,000
Contingency	-	-	-	22,000
Other Requirements Total	-	-	-	22,000
Total Requirements	473,757	529,423	625,718	725,060
Total Resources	528,034	698,904	963,141	1,107,923
Total Requirements	473,757	529,423	625,718	725,060
Difference = Ending Fund Balance	54,277	169,481	337,423	382,863

GRANT FUNDS

SUMMARY

LRAPA's Grant Fund is dedicated to special restricted grants that further the agency's mission. The fund currently includes two Targeted Airshed Grants (TAG 1 and TAG 2) and the newly awarded Environmental Justice Government-to-Government (EJG2G) grant.

TAG 1, awarded in 2019 with a total budget of \$4,938,190, is a five-year grant focusing on reducing emissions from woodsmoke in the Oakridge-Westfir airshed. The grant supports a comprehensive program that includes woodstove replacements, weatherization, and community education. The primary strategies involve providing certified woodstoves and pellet stoves for resiliency, installing ductless heat pumps for local emission-free heat, offering weatherization and repairs to reduce the need for heat, and ensuring access to clean and dry firewood through a community firewood program. LRAPA has received a year extension for the TAG 1 with a closeout date in November 2025.

TAG 2, awarded in 2021 with a total budget of \$2,739,425, is an extension of the initiatives under TAG 1. This grant further supports the home intervention efforts in the Oakridge-Westfir area, such as woodstove replacements, ductless heat pump installations, and weatherization upgrades. Additionally, TAG 2 includes funding for community outreach and education to raise awareness about the benefits of these interventions and encourage participation in the program.

EJG2G, awarded in 2024 with a total budget of \$997,988, is a federal initiative focused on enhancing community resilience against the hazards of smoke and wildfires in the Oakridge-Westfir area and Firewise communities within Lane County, Oregon. The grant has a project period from July 1, 2024, to November 30, 2027. The initiative takes a comprehensive approach that includes resiliency building, emergency preparedness, community engagement, and research, aiming to mitigate the effects of smoke and wildfires while promoting community resilience, particularly in historically low-income, rural areas vulnerable to wildfires and smoke due to geographic and topographic characteristics.

HIGHLIGHTS

- TAG 1 has made good progress on home interventions, which include exchanging uncertified woodstoves for new ones, installing ductless heat pumps, and providing weatherization and small home repairs. An extension request was approved by the EPA to extend TAG 1 by one year, which would set the program's end date to November 30, 2025.
- TAG 2 is scheduled to end on August 31, 2026, and these funds will be more fully utilized once TAG 1 funds are exhausted, as both grants share similar home intervention objectives.
- LRAPA began implementing the EJG2G grant, which commenced on July 1, 2024, with the signing of the terms and conditions contract with the EPA.

CHANGES FROM PREVIOUS YEAR

- LRAPA was awarded a one-year extension on the TAG 1 grant.
- TAG 2 funds will continue to be accessed when TAG 1 is fully spent, as the home interventions in both grants are identical.
- The new EJG2G grant commenced on July 1, 2024, and the terms and conditions contract is signed with the EPA.

REVENUE

LRAPA's programmatic and administrative support of the Grant Fund remains the same, and the total grant amounts awarded remain unchanged. As TAG 1 reaches the end of operational funding this fiscal year, it is expected to see an increase in revenue from TAG 2 reimbursement as funding shifts to this grant resource. The agency will also have increased revenue from the EJG2G grant as it gains momentum in FY '26.

EXPENDITURES

Expenditures are expected to end for TAG 1 with the close of the grant during the 2025-26 fiscal year. TAG 2 will start to see additional expenditures once the funds for home interventions under TAG 1 are exhausted, as TAG 2 has the same intervention objectives as TAG 1. The agency will also have increased expenditures from the EJG2G grant as it gains momentum in FY '26.

GRANT FUND STAFFING

The Executive Director and Public Affairs Manager are the primary staff members engaged in grant work programmatically, with the Finance Department closely involved in financial management and grant reporting. In total, about 0.6 FTE are designated to supporting work within the Grant fund.

Grant Fund Budget begins on next page.

GRANT FUND BUDGET

Description	22-23 Actual	Unaudited 23-24 Actual	24-25 Projected Actual	25-26 Proposed Budget
Resources				
Beginning Fund Balance	-	-	-	-
Beginning Fund Balance	-	-	-	-
TAG 1	916,744	726,095	2,093,100	1,582,434
TAG 2		176,717	620,600	1,202,015
EJGEG			300,000	573,513
Intergovernmental	916,744	902,812	3,013,700	3,357,962
Total Revenue	916,744	902,812	3,013,700	3,357,962
Total Resources	916,744	902,812	3,013,700	3,357,962
Expenditures				
Salaries	46,630	52,782	92,500	
Payroll Taxes	3,473	3,990	7,600	
Health/Dental Benefits	2,761	7,646	16,100	
Fringe Benefits	1,428	211	500	
Retirement -PERS	1,593	4,985	9,200	
Retirement -VOYA	-	-	800	
Workers Comp	786	13	400	
TAG1 - Salaries				50,000
TAG1 - Payroll Taxes				4,500
TAG1 - Health/Dental Benefits				6,950
TAG1 - Fringe Benefits				350
TAG1 - Retirement -PERS				6,300
TAG1 - Retirement -VOYA				250
TAG1 - Workers Comp				250
TAG2 - Salaries				50,000
TAG2 - Payroll Taxes				4,500
TAG2 - Health/Dental Benefits				6,950
TAG2 - Fringe Benefits				350
TAG2 - Retirement -PERS				6,300
TAG2 - Retirement -VOYA				250
TAG2 - Workers Comp				250
EJG2G - Salaries				50,000
EJG2G - Payroll Taxes				4,500
EJG2G - Health/Dental Benefits				6,950
EJG2G - Fringe Benefits				350
EJG2G - Retirement -PERS				6,300
EJG2G - Retirement -VOYA				250
EJG2G - Workers Comp				250
Personnel	56,671	69,628	127,100	205,800

Grant Fund Budget Continued:

Description	Unaudited		24-25	25-26
	22-23 Actual	23-24 Actual	Projected Actual	Proposed Budget
Expenditures Continued				
Public Education	-	1,451	-	
Advertising	-	3,957	-	
Equipment <\$5,000	193,031	10,072	-	
Contract Services	346,704	28,238	-	
Grant Contact Svc-Passthrough	320,338	-	2,265,655	
Travel	-	1,293	-	
Equipment Capital Outlay	-	20,054	-	
TAG1 - Woodsmoke Mitigation		51,606	59,687	114,330
TAG1 - RUC		165,464	37,843	158,910
TAG1 - RUC Weatherization		186,253	115,964	429,119
TAG1 - RUC Wood Stove		106,565	102,076	259,335
TAG1 - CFP		20,742	3,450	68,002
TAG1 - Code Enforcement		87,000	-	-
TAG1 - Cleaner Indoor Air		-	69	81,997
TAG1 - Outside Education		35,237	28,509	19,701
TAG1 - RUC: Purchase of DHP		84,873	97,057	324,547
TAG1 - Energy Audit		-	34,796	5,572
TAG1 - Travel		-	-	2,187
TAG1 - Equipment < \$5,000		-	-	15,125
TAG2 - Advertisement		-	759	17,967
TAG2 - Text Msg Program		-	829	860
TAG2 - Equipment < \$5,000		-	7,162	56,119
TAG2 - Woodsmoke Mitigation		-	-	80,000
TAG2 - RUC		-	-	80,000
TAG2 - RUC Weatherization		1,195	-	211,814
TAG2 - RUC Wood Stove		225	-	118,638
TAG2 - Woodshed Program		24,347	4,002	59,205
TAG2 - Code Enforcement		-	-	74,550
TAG2 - Cleaner Indoor Air		-	-	17,500
TAG2 - Outreach Coordinator		19,309	-	59,055
TAG2 - DHP		-	-	118,750
TAG2 - OU Research		97,643	-	126,008
TAG2 - Energy Audit		-	-	34,650
TAG2 - Asbestos Test & Abate		-	-	103,314
TAG2 - Travel		-	-	4,991
TAG2 - Equip Capital Outlay		-	24,946	-
EJG2G - Equipment < \$5,000				13,825
EJG2G- Smoke Proofing			-	93,750
EJG2G- Home Hardening			-	93,750
EJG2G- Weatherization Audit Contract			-	6,000
EJG2G- Window Seal & Weatherization			-	30,000
EJG2G- Program Coord/Collab Support			64	23,500
EJG2G- Subaward SWS			20,000	143,093
EJG2G- Subaward LCPH			-	30,000
EJG2G- Feasibility Study			-	5,000
EJG2G- Best Practices Toolkit			-	18,500
EJG2G- LRAPA Travel			-	2,500
Materials and Services	860,073	945,523	2,802,868	3,102,162

Grant Fund Budget Continued:

Description	22-23 Actual	Unaudited 23-24 Actual	24-25 Projected Actual	25-26 Proposed Budget
Expenditures Continued				
TAG1 - Transfer to GF (IDCR)		9,715	470	-
TAG2 - Transfer to GF (IDCR)			8,262	25,000
EJG2G- Transfer to GF (IDCR)			-	25,000
Transfers to Gen Fund	-	9,715	8,732	50,000
Contingency	-	-	75,000	
Other Requirements	-	-	75,000	-
Total Requirements	916,744	1,024,866	3,013,700	3,357,962

CLOSED FUNDS

ENTERPRISE FUND (AirMetrics)

At the December 2023 board meeting, the LRAPA Board unanimously voted to sell AirMetrics and close its enterprise fund due to ongoing organizational changes and limited buyer interest in the AirMetrics MiniVol sampler (which had an expired patent and trademark). LRAPA sold AirMetrics to Turnbull Precision Manufacturing for \$24,770, which included transferring all remaining AirMetrics inventory to the new owner; Turnbull assumed all warranty and parts support. The Board approved the sale and passed Resolution 2024-01 to transfer the remaining fund balance, approximately \$1.2 million, to the LRAPA general fund.

Description	22-23 Actual	Unaudited 23-24 Actuals - Closed	24-25 Adopted Budget	25-26 Proposed Budget
Resources				
Beginning Fund Balance	1,210,118	1,152,927	-	-
Beginning Fund Balance	1,210,118	1,152,927	-	-
Revenue	422,706	318,726	-	-
Misc. Revenue	18,589	28,536		
Total Revenue	441,295	347,262	-	-
Total Resources	1,651,413	1,500,189	-	-
Requirements				
Personnel	153,207	100,282	-	-
Material & Services	319,779	218,790	-	-
Transfers	25,500	1,181,117	-	-
Total Requirements	498,486	1,500,189	-	-
Ending Fund Balance	1,152,927	(0)		

CAPITAL OUTLAY – ALL FUNDS – FY 2025-26

SUMMARY

The following schedules summarize the various capital investments, by fund, for fiscal year 2025-26. A description of the project, funding source(s), priority on a scale of 0 – continued from previous year to 3 – identified but not funded, amount, and impact on operating budget (and whether debt service is incurred) is noted.

With respect to anticipated impact on operating budget, the following terms are used:

Terms utilized	Definition
Replacement – reduced	Notes items that will be acquired to replace aging assets; operating costs are anticipated to decrease
None	Item does not create any maintenance costs
Limited	Items are anticipated to increase operating costs; however, the impact is expected to be marginal
Modernization – nominal	Costs are anticipated to increase; however, the impact is not anticipated to be increased beyond normal inflationary adjustments
Sustain	Improvements are part of regular maintenance program

General Fund

Description	Funding Source	Priority	Amount	Impact on operating costs
Operations Software System	General	2	100,000	None
Fleet Vehicle Replacement	General	2	50,000	Replacement
Monitoring Equipment	General	3	130,000	Limited
			280,000	

Special Revenue Fund (Title V)

Description	Funding Source	Priority	Amount	Impact on operating costs
None			0	

Grant Fund

Description	Funding Source	Priority	Amount	Impact on operating costs
None			0	

LRAPA TOTAL \$280,000

THREE-YEAR FINANCIAL FORECASTS

SUMMARY

LRAPA's three-year financial forecasts demonstrate the agency's commitment to maintaining a stable financial position while effectively carrying out its mission to protect public health and the environment. The forecasts, which cover the General Fund and Special Revenue Funds, are based on the belief that LRAPA's revenues are healthy and that recurring expenditures are being managed responsibly.

A factor contributing to LRAPA's financial stability is the stabilization of Title V program and Special Revenue Fund. This fund had been facing significant challenges in recent years, and a 2-year fee increase passed by the Oregon legislature in 2022 has been crucial for maintaining the overall financial health of the program and agency.

A significant recent development is the completion of a renovation of the agency's office building, which was funded using reserves from the closure of the AirMetrics enterprise fund. This strategic decision allowed LRAPA to invest in its infrastructure without placing undue strain on its operating budget. This debt-free investment in asset equity and agency infrastructure is notable.

While these forecasts have been prepared amidst some uncertainty regarding the impact of the current economic climate on revenues over the next 12 months, LRAPA remains confident in its ability to adapt and maintain a balanced budget while delivering high-quality services to the community.

Our consolidated financial reserves are healthy and stable, with a projected reserve balance of just over \$2 million at the close of the fiscal year 2025-2026. The following table shows the three-year forecast for our consolidated financial reserves.

CONSOLIDATED RESERVES - GF & TV FORCASTING				
Desired Fund Balances (4 Months of Reserves)	2025-26	2026-27	2027-28	2028-29
Combined Ending Fund Balances	2,043,178	1,821,140	1,531,177	1,169,960
Combined monthly ave expenses	323,613	332,581	348,329	364,780
Approx. months of reserves on hand	6.31	5.48	4.40	3.21

ASSUMPTIONS

ALL FUNDS

The three-year financial forecasts for all funds are based on a set of consistent assumptions that take into account various economic factors and the agency's operational needs. These assumptions include:

- **Salaries:** A 3.0% cost-of-living adjustment (COLA) increase per year, with an additional 2.5% increase for employees who are eligible for merit-based step increases.
- **Health Insurance:** A 5% annual increase in health insurance costs, reflecting the general

trend of rising healthcare expenses.

- **PERS Retirement:** Contribution rates are assumed to have a 2% increase every 2 years, in line with the biennial adjustment cycle for PERS rates.
- **Materials and Services:** An annual increase of 7%, which accounts for inflation and the growing cost of goods and services required for agency operations. In addition, the programmatic needs for the year were considered in this category's estimates.
- **Capital Projects:** All planned capital projects have been thoroughly reviewed and scheduled to ensure they align with the agency's priorities and financial resources.
- **Inflation:** A conservative annual inflation rate of 4% has been applied to account for the overall increase in prices across the economy.
- **Interest Earnings Rate:** A 4.5% annual interest earnings rate has been assumed for all reserves which are held in the Local Government Investment Pool (LGIP).

GENERAL FUND

General Fund 3 yr Forecast		Proposed Budget	Forecast	Forecast	Forecast
Description		2025-26	2026-27	2027-28	2028-29
Resources					
Beginning Fund Balance		2,216,341	1,660,316	1,422,078	1,147,615
Revenues					
Intergovernmental Total		1,163,514	1,181,255	1,199,705	1,218,893
Local Partner Dues Total		211,807	218,161	224,706	231,447
Permit Fees Total		1,399,447	1,451,914	1,506,375	1,562,906
Other Revenues Total		106,500	111,500	116,750	122,263
Transfers Total		150,000	161,500	174,045	187,736
Total Revenues		3,031,268	3,124,330	3,221,581	3,323,245
TOTAL Resources		5,247,609	4,784,646	4,643,658	4,470,859
Expenditures					
Personnel Total		2,131,402	2,236,729	2,351,708	2,468,820
Materials & Supplies Total		1,048,891	998,839	1,017,336	1,036,442
Capital Outlay Total		280,000	-	-	-
Contingency Total		127,000	127,000	127,000	127,000
Total Expenditures		3,587,293	3,362,568	3,496,044	3,632,262
Total Resources		5,247,609	4,784,646	4,643,658	4,470,859
Total Requirements		3,587,293	3,362,568	3,496,044	3,632,262
Ending Fund Balance		1,660,316	1,422,078	1,147,615	838,597

Assumptions – General Fund

The three-year forecast for the General Fund includes the following specific assumptions:

- **Partner Fees:** Annual increases of 3% are projected annually. These increases are based on the average CPI.
- **All Other Recurring Revenue:** An annual increase ranging from 0.0% to 4.0% is assumed for all other recurring revenue sources, based on historical trends & current economic climate.

SPECIAL REVEUNE FUND

Specialty Revenue Fund		Proposed			
3 yr Forecast		Budget	Forecast	Forecast	Forecast
Description		2025-26	2026-27	2027-28	2028-29
Resources					
Beginning Fund Balance		337,423	382,863	399,063	383,563
Revenues					
Title V Permit Fees		770,500	793,600	817,400	841,900
Total Revenue		770,500	793,600	817,400	841,900
Total Resources		1,107,923	1,176,463	1,216,463	1,225,463
Expenditures					
Personnel Total		586,118	627,900	671,900	720,500
Materials & Supplies Total		16,942	17,500	18,000	18,500
Transfers Total		100,000	110,000	121,000	133,100
Contingency Total		22,000	22,000	22,000	22,000
Total Expenditures		725,060	777,400	832,900	894,100
Total Resources		1,107,923	1,176,463	1,216,463	1,225,463
Total Requirements		725,060	777,400	832,900	894,100
<i>Resources over (under) Expenditures</i>		<i>382,863</i>	<i>399,063</i>	<i>383,563</i>	<i>331,363</i>
Ending Fund Balance		382,863	399,063	383,563	331,363

Assumptions – Special Revenue Fund

The three-year forecast for the Special Revenue Fund includes the following specific assumptions:

- **Fees:** Annual increases of 3% are projected. This increase is based on the expected growth of the Title V program.

APPENDIX

GLOSSARY

Appropriations

A legal authorization made by the Board of Directors to incur obligations and make expenditures for specific purposes; shall be limited to a single fiscal year.

Balanced Budget

A budget is considered balanced when the fund's total resources of the beginning fund balance or working capital, revenues and other financing sources is equal to the total of expenditures, other financing uses and ending fund balance, contingency or working capital.

Budget

A written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Committee

A fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters.

Budget Document

The estimates of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

Capital Improvements Program (CIP)

A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term work program.

Capital Outlay

Items with a value of \$5,000 or more which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings. These items are recorded in the LRAPA's fixed asset system and depreciated over their useful lives.

Chart of Accounts

All authorized General Ledger accounts. Defines Fund, Organization, Division, Program, Object, and Classification.

Contracted Services

Expense of services rendered under contract by personnel who are not on the payroll of the jurisdiction, including all related expenses covered by the contract.

Cost-benefit Analysis

An approach for comparing programs and alternatives when benefits and costs can be valued in dollars.

Current Liabilities

Liabilities due within one year.

Current Year

The fiscal year in progress.

Cost Allocation

Various administrative services including LRAPA management, finance, human resources, public works staffing, and their related costs are allocated to the various funds that receive the benefit of these services via a cost allocation methodology.

Cost Center

An organizational budget/operating unit within each LRAPA department.

Division Expenditures

Expenses related to personnel, material and services and capital expenditures.

Discretionary Revenue

Revenue that is not dedicated or restricted for a specific purpose. Employee Benefits. Amounts paid on behalf of employees; amounts are not included in the gross salary. They are fringe benefit payments, and, while not paid directly to employees, they are part of total compensation. For example, health and life insurance, deferred compensation, social security taxes, workers' compensation, and unemployment insurance.

Encumbrance

An obligation chargeable to an appropriation and for which part of the appropriation is reserved.

Enterprise Funds

A fund established to account for operations that are financed and operated in a manner similar to private business enterprise in that the costs of providing services to the general public on a continuing basis are recovered primarily through user charges.

Expenditures

Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Budget Law also defines expenditures as the categories of personnel, material and services, capital expenditures and debt service payments. Fund Expenditures. Unallocated (non-departmental) personnel, material and services and capital expenditures, along with debt service payments owed by the Fund.

Fiscal Year

A 12-month period designated as the operating year for accounting and budgeting purposes in an organization. LRAPA's fiscal year is July 1 through June 30.

Fringe Benefits

Benefits are comprised of payments made to the LRAPA's 401k retirement plan, PERS retirement system, social security, Medicare, unemployment insurance, and Oregon's paid leave. The fringe benefits line item also includes the agency's Benefit Plan that covers health, dental, long-term disability (LTD) and life insurance.

Full-Time Equivalent

A calculation that is used to convert part-time hours to equivalent full-time positions. Full-time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund Structure

A fund is a fiscal and accounting entity of self-balancing accounts to record cash and other financial resources and related liabilities all segregated for specific regulated activities and objectives to ensure compliance with state and federal laws and regulation, charters, local government resolutions, agreements, and ordinances, and the principles of good accounting. Fund accounting allows the Agency to control the use of restricted or dedicated revenues. LRAPA adopts a balanced, annual appropriated budget for each of its funds. For the FY26 proposed budget, LRAPA presents three (3) distinct funds: General Fund, Special Revenue Fund, used for the Title V Program, and the Grant Fund.

Fund Balance

The balance of net financial resources that is spendable or available for appropriation.

General Fund

A fund used to account for financial operations of the Agency which are not accounted for in any other fund. The primary sources of revenue are general funding from the federal, state, and local shared revenues, permitting activities, and charges for services provided to other funds.

General Ledger

Financial accounting system for recording and reporting actual expense and revenue activity.

Goal

A statement of broad direction, purpose, or intent; the purpose toward which an endeavor is directed.

Governmental Funds

Funds are generally used to account for program specific activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. LRAPA uses a general fund and special revenue funds to account for Title V and grants.

Governing Body

Board of Directors or other governing board of a local government unit.

Grant

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Liabilities

Probable future sacrifices of economic benefits, arising from present obligation to transfer assets or provide service to other entities in the future as a result of past transactions or events; does not include encumbrances.

Line-Item Budget

The traditional form of budgeting is where approved expenditures are based on individual objects of expense within a department or division.

Local Budget Law

Oregon Revised Statutes dictate local government budgeting practices in Oregon.

Major Fund

Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report.

Mandates

A requirement by a higher level of government that a lower level of government perform a task or provide a service, do so in a particular way, or meet a particular standard.

Materials and Services

Accounts which establish expenditures for the operating expenses of agency departments and programs. Materials & services are comprised of: 1) payments for those services that are provided by persons or entities not employed by LRAPA, 2) repair and maintenance of assets, 3) telephone,

copying, and postage expenses, 4) travel and training cost, 5) the cost of day-to-day office and lab supplies. Major expense items that may be recorded in this category are grant contracts or special projects (pass-thru) for programs such as Northwest Air Quest, which is funded through EPA's base grant.

Net Working Capital

As used in expenditure classification, includes article purchased in the form of land, buildings, equipment and vehicles, or services obtained, as distinguished from the results obtained from the expenditures.

Object Class

Classification of expenditures, such as personal services, materials and services, capital outlay, debt services, and other types of requirements.

Objective

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

Obligations

The amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment during the same or a future period.

Operating Budget

The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personal services, supplies, utilities, materials, and capital outlay.

Operational Contingency

Any operating fund may establish an appropriated contingency line item for unforeseen expenditures that may become necessary.

Ordinance

A formal legislative decree enacted by the governing body of a municipality.

Organizational Unit

Any administrative subdivision of the local government, especially one charged with carrying on one or more specific function (such as a department, office, or division).

Public Employees Retirement System (PERS)

A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personnel Services

Payroll expenses, such as wages, Social Security, medical and dental insurance benefits, and retirement contributions.

Approved Budget

Financial and operating plan prepared by the Budget Officer. It is submitted to the budget committee and the public for review for approval.

Resolution

A formal order of a governing body, lower legal status than an ordinance.

Resources

Includes revenue, inter-fund transfers, borrowing proceeds and beginning fund balance.

Revenues

Funds that the government receives as income such as fees for specific services, receipts from other governments, forfeitures, grants, shared revenues, and interest income.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Special Revenue Funds

A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

Supplemental Budget

Modifications to an Adopted Budget for the purpose of adding to or subtracting from current appropriations. Supplemental Budgets require legal notice and Budget Committee review prior to final action by the Board of Commissioners and cannot be used to levy tax.

Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

ACRONYMS

ACA	Affordable Care Act
ACDP	Air Contaminant Discharge Permit
ACW	Asbestos Containing Waste
AOC	Association of Oregon Counties
APM	Administrative Procedures Manual
AQI	Air Quality Index
AV	Assessed Value
BCC	Board of County Commissioners
BLM	Bureau of Land Management
CA	Compliance Assistance
CAA	Clean Air Act
CAAD	Clean Air Action Day Program
CAC	Citizens Advisory Committee
CAO	Cleaner Air Oregon Program
CEMS	Continuous Emission Monitoring System
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
CO	Carbon Monoxide
COMS	Continuous OpaLRAPA Monitoring System
DEQ	State of Oregon Department of Environmental Quality (ODEQ)
EPA	U.S. Environmental Protection Agency
EJG2G	2014 Environmental Justice Government to Government grant – EPA
EQC	Environmental Quality Commission
GDF	Gasoline Dispensing Facilities
GF	General Fund
GFOA	Government Finance Officers Association
GHG	Greenhouse Gas
HAP	Hazardous Air Pollutant
LCOG	Lane Council of Governments
LRAPA	Lane Regional Air Protection Agency
MACT	Maximum Achievable Control Technology

NAAQS	National Ambient Air Quality Standards
NACAA	National Association of Cleaner Air Agencies
NESHAP	National Emissions Standard for Hazardous Air Pollutants
NO	Nitrogen Oxide
NSR	New Source Review
NW AirQuest	Northwest Modeling for Weather
O ₃	Ozone
ODOT	Oregon Department of Transportation
OHA	Oregon Health Authority
PEMS	Predictive Emissions Monitoring Systems
PM	Particulate Matter
PM ₁₀	Diameter less than or equal to a nominal 10 micrometers
PM _{2.5}	Diameter less than or equal to a nominal 2.5 micrometers
P2	Pollution Prevention
PSD	Prevention of Significant Deterioration
QAPP	Quality Assurance Project Plan/Program
QA/QC	Quality Assurance/Quality Control
QC	Quality Control
QMP	Quality Management Plan
SBA	Small Business Assistance
SIP	State Implementation Plan
TAG 1	2019 Targeted Airshed Grant – EPA
TAG 2	2019 Targeted Airshed Grant – EPA
TIPs	Transportation Improvement Programs
TITLE V (TV)	Federal Title V Facility – Major source air emissions facility
USDA	United States Department of Agriculture
UGB	Urban growth boundary
VOC	Volatile Organic Compound