



OLYMPIC REGION CLEAN AIR AGENCY
2940 LIMITED LANE NW
OLYMPIA WA 98502

AGENDA of March 8, 2023 * 9:00 a.m.
Finance/Personnel Committee Meeting

ORCAA's meeting will be available virtually

If you would like to participate in the meeting via Zoom video conference, visit <https://us02web.zoom.us/j/88654004897?pwd=NklnbCtIUUtPY25UTIFWbG96eXEyQT09> join with Meeting ID: 886 5400 4897 and Passcode: N5MiRD

If you would like to participate in the meeting via Zoom audio only, call 1-253-215-8782 and join with Meeting ID: 88654004897 and Passcode: 728745

Be courteous – mute your mic if not speaking

CALL TO ORDER

APPROVAL OF AGENDA (*action item*)

(Ask for any corrections, additions/omissions)

APPROVAL OF MINUTES (*action item*)

1. [Personnel Minutes of January 11, 2023](#)
2. [Finance Committee Minutes of February 8, 2023](#)

NEW BUSINESS

1. [Presentation by Compensation Connections](#)
 - Compensation Market Study
2. Committees discussion on Market Study Implementation
 - FY2024 Budget Options
3. Discussion of information to share with full Board

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – Finance – April 12, 2023 at 9:00 a.m.

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502
PERSONNEL MEETING – Hybrid via Zoom
January 11, 2023

A video recording of this meeting is available on the ORCAA YouTube channel at:
<https://www.youtube.com/@ORCAADan/videos>

Members present: Jim Cooper, City of Olympia (Chair)
Greg Brotherton, Jefferson County (Vice Chair)
Robin Vazquez, City of Lacey

Members absent:

Staff Present: Jeff Johnston, Ph.D., Executive Director; Dan Nelson, Communications
Manager; Lynn Harding, Financial Services Manager; and Debbie Moody,
Office Manager/Public Records Officer

Cooper called the meeting to order at 9:03 a.m. and asked for a quick roll call of members and staff.

Cooper asked for consensus of the Agenda. Members agreed.

APPROVAL OF MINUTES

Brotherton moved to approve Minutes of December 14, 2022, the motion was seconded and carried unanimously.

EXECUTIVE DIRECTOR REVIEW

Continued Discussion and Preparation for Director Evaluation

Cooper noted he set up meetings with a majority of staff managers, and has met with two, along with Brotherton. Cooper noted he will work with Moody to get the rest of the team scheduled. Cooper added, he has a meeting set up for an open call to all other staff to discuss as well. There is a Rubrik scale for staff to use when reviewing performance measures.

Cooper noted the discussions have been good with practical suggestions. For the open meeting with the other staff there is an anonymous poll function we have asked them to use.

The next steps include combining all comments to bring to the Board to discuss in Executive Session. The Board will work on finalizing a contract and write up a final review for his file.

Cooper stated he has asked Johnston to work with Myers to draft new contract with new framework.

Cooper will pass the draft on to the committee for review. We'd like to implement any salary change with the next fiscal year budget.

Harding stated on page 2 of Johnston's contract the beginning salary is \$159,000 for the first year and the Board would review on annual basis and is open to an enhancement for February if the board chooses.

Vasquez suggested sending the performance measures to the full Board now, so they have time to review for the February meeting. Cooper noted he would mention it during the Chair report and Johnston committed to sending the information out after the Board meeting.

Cooper reminded the committee they will be meeting with the salary survey committee. Johnston noted he and Harding met with them and feels it will be a good discussion.

There was nothing further from the committee.

ADJOURNMENT

Cooper adjourned the meeting at 9:16 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on January 11, 2023, in Olympia, Washington.

ATTEST:

Jeff C. Johnston, Ph.D., Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Personnel Committee

DATED: _____

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502

Finance Committee Meeting – Hybrid via Zoom
February 8, 2023

A video recording of this meeting is available on the ORCAA YouTube channel at:
<https://www.youtube.com/@ORCAADan/videos>

Members Present: Greg Brotherton, Jefferson County (Chair) (via Zoom)
Jim Cooper, City of Olympia
Randy Neatherlin, Mason County (via Zoom)

Members Absent:

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director; Lynn Harding, Financial Services Manager,
Dan Nelson, Communications Manager; and Debbie Moody, Office
Manager/Public Records Officer (via Zoom)

The meeting was called to order at 9:03 am.

APPROVAL OF AGENDA

Brotherton asked for approval of the agenda. Neatherlin moved approval and the motion carried unanimously.

APPROVAL OF MINUTES

Brotherton asked for approval of the Minutes of November 9, 2022. Cooper moved for approval, the motion was seconded and carried unanimously.

FINANCE REPORT

FY2023 Second Quarter Report

Harding noted we have received 44% in revenue and expended 45%. Harding went over several line items under revenue, noting some items come in quarterly and other items, such as NOCs, are hard to predict and we will watch those programs throughout the year. Harding requested Johnston explain the penalties. Johnston explained we had many sources that failed to pay registration fees this year which resulted in many Notices of Violations (NOVs). Johnston noted we do have several large, outstanding penalties assessed against a few of our large AOP sources as well. There was a brief discussion related to the current AOP budget. Johnston noted we are working on staying within our budget however we may go over again this year. Harding stated it isn't unusual to end this program in a deficit.

Harding went over several line items under expenditures. Harding went over several line items, noting payroll is our largest expenditure and we are currently at 47% of the budget. We continue to purchase laptops, replacing desktops, for staff and expect to hit our hardware/software budget goal by year end. Harding noted the State Audit did occur this year and we will be sending the final payment soon. Harding also explained staff is currently working on the purchase of a vehicle for this year. Neatherlin suggested looking into leasing vehicles.

Harding continued with the Fund Balance sheet. Harding noted we started the fiscal year with a little over \$2 million. The current balance continues to be just over \$2 million. Cooper stated he would like to discuss the database in the next budget cycle. Johnston agreed it is time to start that project. Brotherton noted data scrubbing is important to clean up the data. Johnston explained we have a staff committee working on this process.

NEW BUSINESS

OlyMAP Funding – Budget Amendment

Johnston explained we are currently working with the City of Olympia to arrange billing processes for the camp cleanup costs ORCAA agreed to contribute to OlyMAP's project (up to \$6,000). An MOU between ORCAA and OlyMAP is in the works. Harding explained we do not see a need to do a budget amendment due to the timing of the project; the project is to start in March, and we get billings from Olympia every other month. It appears we will have some savings in our current budget and can cover the funding.

New Projects – Adding a budget line to fund future projects up to \$10K

Cooper noted we may want to have a project line item, around \$30-\$50K. Johnston noted this was a request of Neatherlin last month. Harding explained we don't want to have a line item without a true purpose or reason. We would prefer to do a budget amendment, rather than have a line item that may or may not get expended. Brotherton agreed with staff, noting OlyMAP is a good example of an additional project that went smoothly, and we may not need the additional line items. There was some additional discussion and the committee asked staff to discuss it and bring back a decision to the committee.

There was nothing further for the committee.

The meeting adjourned at 9:54 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held hybrid, via Zoom, on February 8, 2023, in Olympia, Washington.

ATTEST:

Jeff C. Johnston, Executive Director
Olympic Region Clean Air Agency

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: _____



Compensation Market Study

Finance & Personnel Committees
March 8, 2023



Market Data Sources

Data Filter	Data Source
NW, Puget Sound, Spokane, and SW	Clean Air Agencies
Thurston County	AWC
Air and Water Resource Programs	Economic Research Institute
Government	Milliman NW Engineering/Scientific
Government	CompAnalyst
All Industry	Milliman Puget Sound
All Industry	Milliman Northwest

Market Data

Focus on job content and qualifications when matching

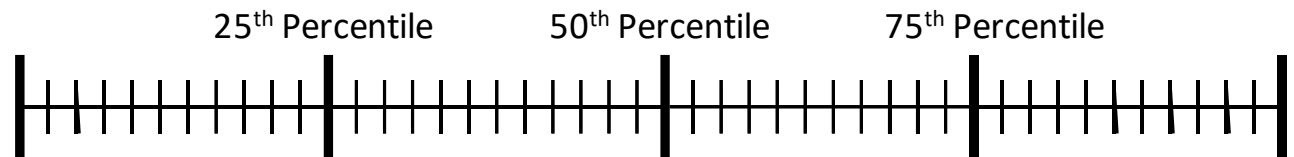
Average of 5.4 matches per ORCAA job

Market data aged to reflect July 1, 2023 effective date

Researched 25th, 50th, and 75th percentiles of the market

Current Midpoint vs Market

Market Percentile	ORCAA Midpoint vs Market
25th Percentile	8% above market
50th Percentile	4% below market
75th Percentile	10% below market



Draft Step Structure

PROPOSED SALARY RANGES at the 50th Percentile											
Proposed Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
21	\$49,053	\$50,525	\$52,041	\$53,602	\$55,210	\$56,866	\$58,572	\$60,329	\$62,139	\$64,004	\$65,924
22	\$52,487	\$54,062	\$55,684	\$57,354	\$59,075	\$60,847	\$62,672	\$64,553	\$66,489	\$68,484	\$70,538
23	\$56,161	\$57,846	\$59,581	\$61,369	\$63,210	\$65,106	\$67,059	\$69,071	\$71,143	\$73,278	\$75,476
24	\$60,654	\$62,474	\$64,348	\$66,278	\$68,267	\$70,315	\$72,424	\$74,597	\$76,835	\$79,140	\$81,514
25	\$65,506	\$67,472	\$69,496	\$71,581	\$73,728	\$75,940	\$78,218	\$80,565	\$82,982	\$85,471	\$88,035
26	\$71,402	\$73,544	\$75,750	\$78,023	\$80,364	\$82,774	\$85,258	\$87,815	\$90,450	\$93,163	\$95,958
27	\$77,828	\$80,163	\$82,568	\$85,045	\$87,596	\$90,224	\$92,931	\$95,719	\$98,590	\$101,548	\$104,595
28	\$84,833	\$87,378	\$89,999	\$92,699	\$95,480	\$98,344	\$101,295	\$104,334	\$107,464	\$110,687	\$114,008
29	\$93,316	\$96,115	\$98,999	\$101,969	\$105,028	\$108,179	\$111,424	\$114,767	\$118,210	\$121,756	\$125,409
30	\$102,648	\$105,727	\$108,899	\$112,166	\$115,531	\$118,997	\$122,567	\$126,244	\$130,031	\$133,932	\$137,950
31	\$112,912	\$116,300	\$119,789	\$123,382	\$127,084	\$130,896	\$134,823	\$138,868	\$143,034	\$147,325	\$151,745
32	\$124,204	\$127,930	\$131,768	\$135,721	\$139,792	\$143,986	\$148,306	\$152,755	\$157,337	\$162,058	\$166,919

9 steps to 11 steps

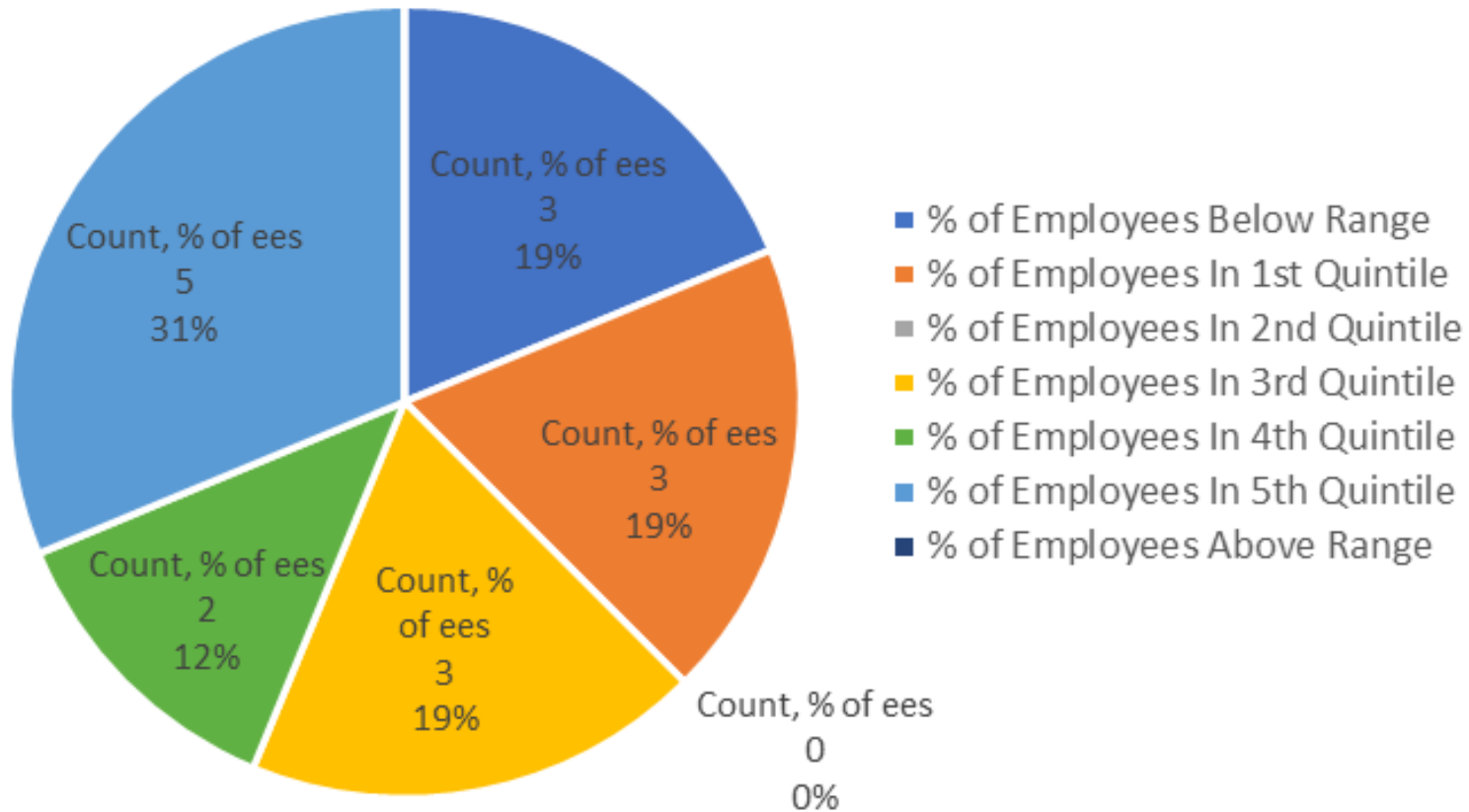
Start at range 21 instead of 20

3% between each step (same)

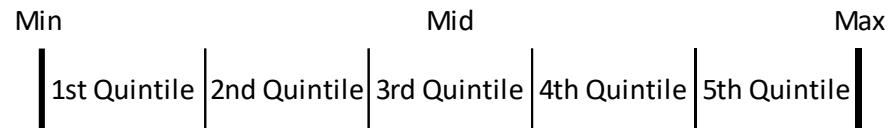
Anchor to the 50th percentile of the market

Comparing Current Pay to Proposed Range

Overall: Employee CURRENT Pay Levels



Note: Quintiles divide the range into increments of 20%. For example --



Implementation Options

Bring to Step A – everyone below Step A moves to Step A (3 employees)

Next Higher Step – place employees on the pay step that is closest to/above their current pay

Option	50th Percentile	+ Eliminate Grade 21	+ 4% Salary Adjustment
Bring to Step A	\$9,883 0.6%	\$3,893 0.3%	\$75,820 4.9%
Next Higher Step	\$30,726 2.0%	\$3,434 0.2%	\$97,974 6.3%

Note: Does not include cost of taxes/benefits

Draft Step Structure (with job titles)

PROPOSED SALARY RANGES at the 50th Percentile												
Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Job Titles and Employee Count
21	\$49,053	\$50,525	\$52,041	\$53,602	\$55,210	\$56,866	\$58,572	\$60,329	\$62,139	\$64,004	\$65,924	
22	\$52,487	\$54,062	\$55,684	\$57,354	\$59,075	\$60,847	\$62,672	\$64,553	\$66,489	\$68,484	\$70,538	<i>Records Clerk (1), Administrative Assistant (1)</i>
23	\$56,161	\$57,846	\$59,581	\$61,369	\$63,210	\$65,106	\$67,059	\$69,071	\$71,143	\$73,278	\$75,476	
24	\$60,654	\$62,474	\$64,348	\$66,278	\$68,267	\$70,315	\$72,424	\$74,597	\$76,835	\$79,140	\$81,514	<i>Air Quality Specialist 1 (1)</i>
25	\$65,506	\$67,472	\$69,496	\$71,581	\$73,728	\$75,940	\$78,218	\$80,565	\$82,982	\$85,471	\$88,035	
26	\$71,402	\$73,544	\$75,750	\$78,023	\$80,364	\$82,774	\$85,258	\$87,815	\$90,450	\$93,163	\$95,958	<i>Air Quality Specialist 2 (2)</i>
27	\$77,828	\$80,163	\$82,568	\$85,045	\$87,596	\$90,224	\$92,931	\$95,719	\$98,590	\$101,548	\$104,595	<i>Communications Mgr (1), Office Mgr (1),</i>
28	\$84,833	\$87,378	\$89,999	\$92,699	\$95,480	\$98,344	\$101,295	\$104,334	\$107,464	\$110,687	\$114,008	<i>IT Systems Administrator (1), Air Quality Specialist 3 (0), Engineer 1 (0)</i>
29	\$93,316	\$96,115	\$98,999	\$101,969	\$105,028	\$108,179	\$111,424	\$114,767	\$118,210	\$121,756	\$125,409	<i>Sr Air Monitoring Specialist (1), Engineer 2 (2)</i>
30	\$102,648	\$105,727	\$108,899	\$112,166	\$115,531	\$118,997	\$122,567	\$126,244	\$130,031	\$133,932	\$137,950	<i>Financial Services Mgr (1), Compliance Supvr (1), Engineering Supvr (1)</i>
31	\$112,912	\$116,300	\$119,789	\$123,382	\$127,084	\$130,896	\$134,823	\$138,868	\$143,034	\$147,325	\$151,745	<i>Compliance Mgr (1), Engineering Mgr (1)</i>
32	\$124,204	\$127,930	\$131,768	\$135,721	\$139,792	\$143,986	\$148,306	\$152,755	\$157,337	\$162,058	\$166,919	

Next Steps

Implementation decisions:

- Support a living wage
 - Personnel Committee – Eliminate Range 21
- Market percentile reference point
 - Personnel Committee – 50th percentile
- Implementation option
 - Personnel Committee – Next Higher Step

Needed:

- Personnel and Finance Committee direction to staff for building draft FY 2024 budget

Questions and
Further Discussion

Thank
You